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2018

Officemate
User Guide

www.cavidel.com

Contents

Company Information

Cavidel Limited is a process automation company that helps businesses to align/re-align their business units and overall strategies with operational processes and information technology to reduce cost, improve productivity and increase efficiency.

We are a dynamic technology Company with focus on financial technologies and provision of enterprise resource management tools. We deliver our solution through detailed process review and automation of business and client integration processes. Our products are specially developed for financial markets, banking, human resources, e-commerce, real estates, agricultural systems etc. Established in 2013, Cavidel Limited has evolved into a dynamic organization through its long tradition and experience in working with conglomerates, financial services firms, consulting practices, public institutions, medical institutions etc.

We take great pride in our reputation for consistently delivering quality services. We use our ingenuity to save our clients time and money, reduce risks, increase efficiency and maximize sustainable outcomes. We do this through innovative thinking, international perspectives, local knowledge and the immense experience and technical know-how of our team.

Document Revisions

Date	Version Number	Document Changes
30/5/2018	0.1	Initial Draft
5/6/2018	0.2	Reviewed Draft
22/7/2018	0.3	Updated
27/8/2018	0.4	Updated

1. Introduction

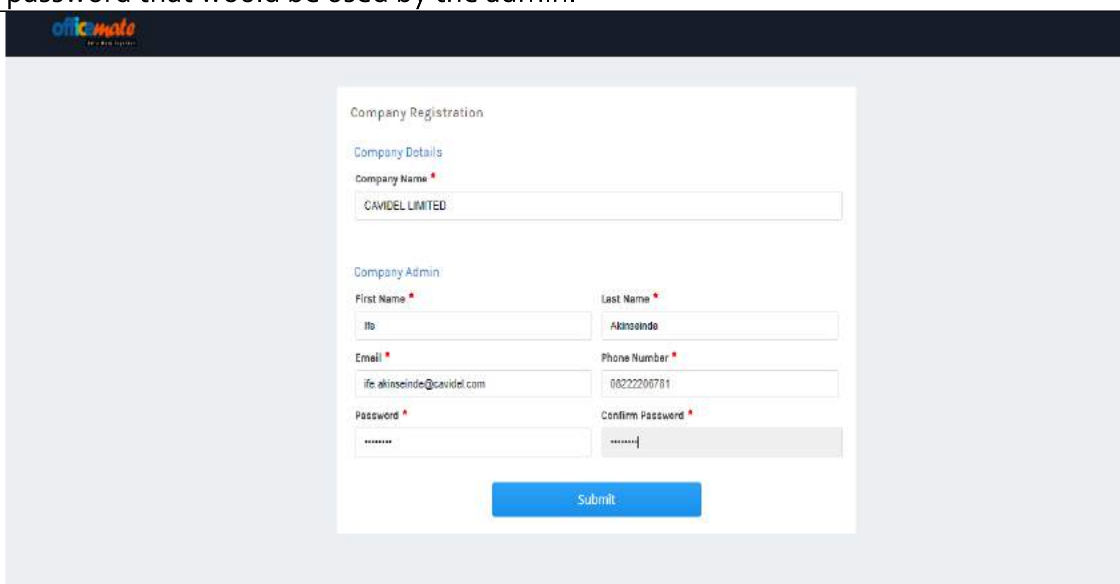
1.1 Scope and Purpose

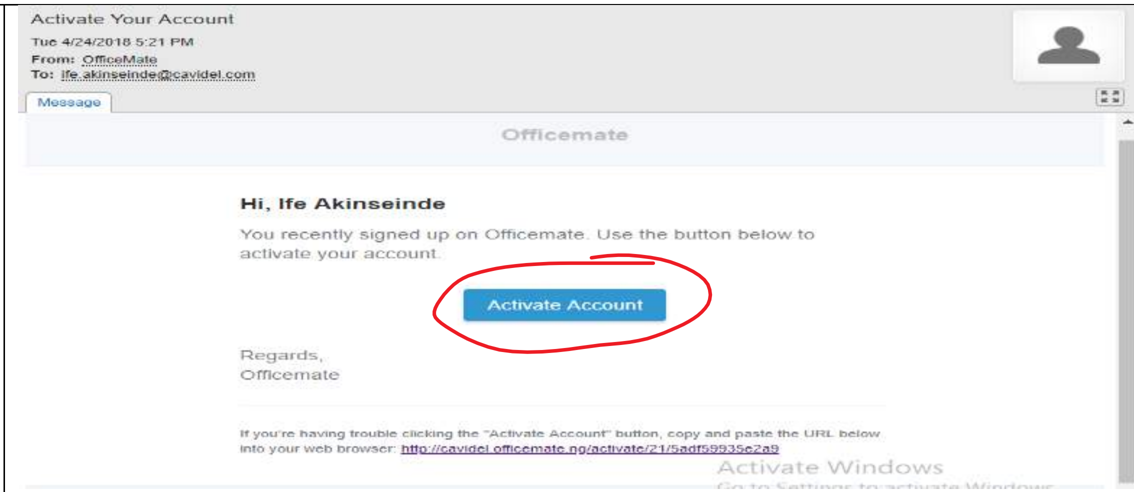
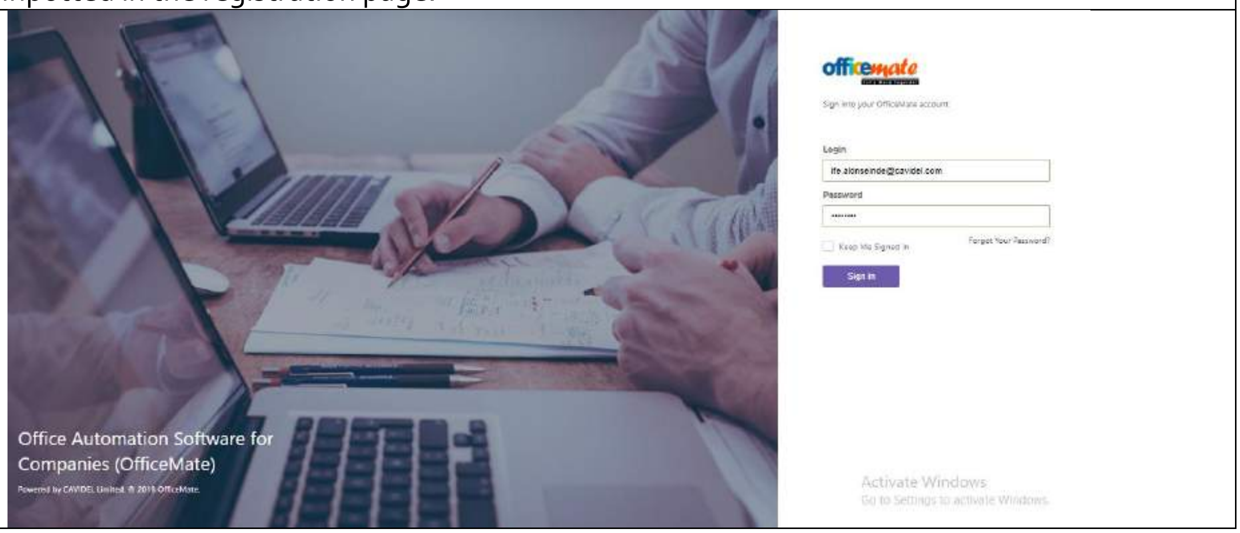
Officemate is an enterprise resource planning (ERP) solution with core functionality to automate business operations through capturing, processing and reporting on customer/employee information, billing, inventory & fleet management, staff appraisal, employee survey, training & learning management, payroll, employee self-service, leave, loans, statutory remittances, compliance tracking, document management etc.

This user guide provides information and instructions needed to set up and use Officemate software. It contains written and visual information such as screen shots taken to assist users to completing the procedures required.

1.2 Getting Started With the Different Modules: Setting up Officemate

2 Company Registration

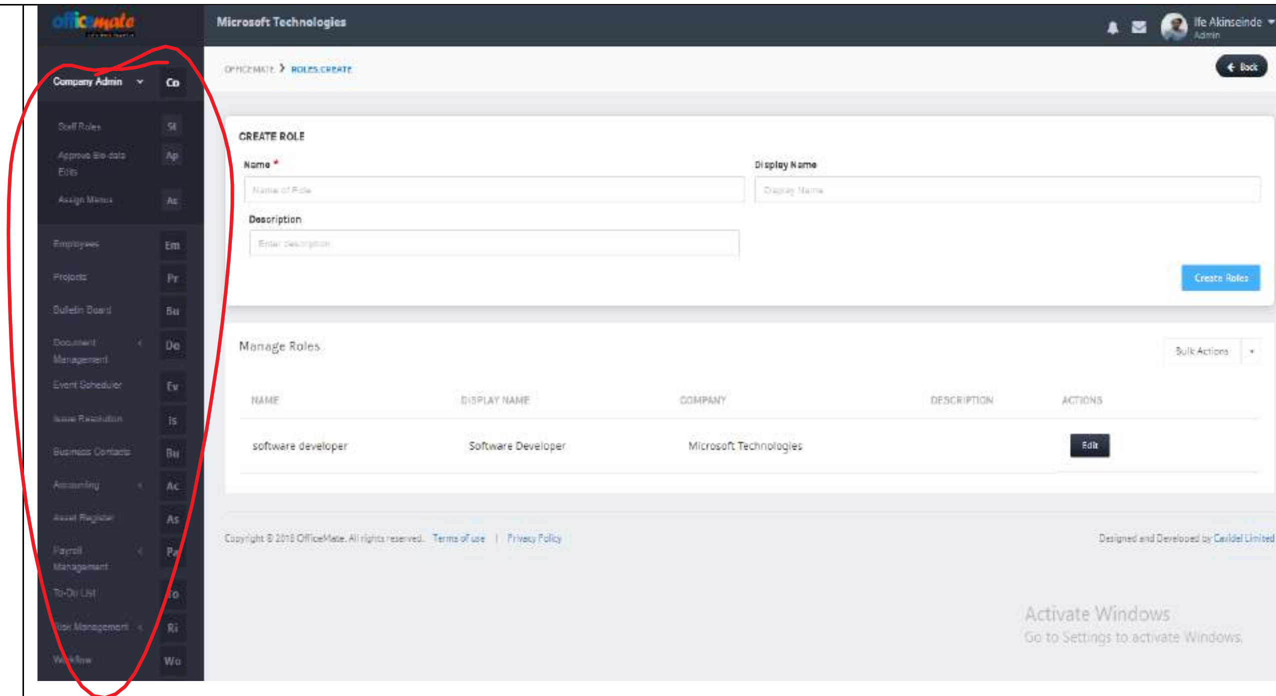
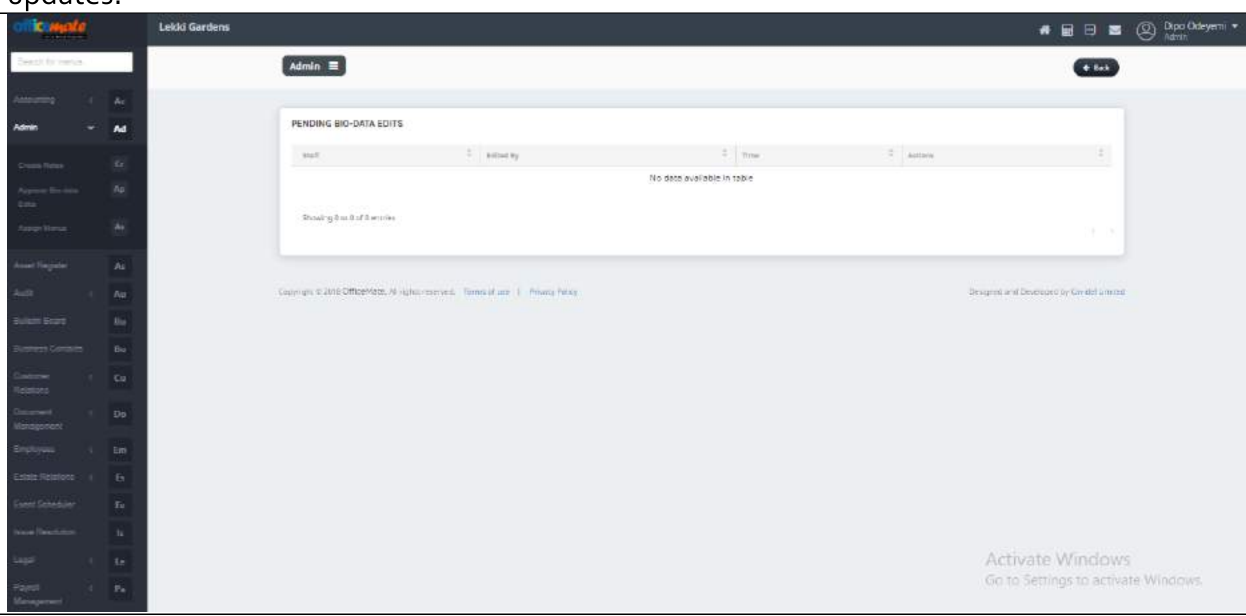
<table>
<tr><th>Step</th><th>Procedure</th></tr>
<tr><td>1</td><td>The company admin registers both the company and the company admin account here.
To setup registration details:
Go to: website>>Registration Page
Type your company name, admin details including company email address and new password that would be used by the admin.</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>After registration, a link is sent to the admin's company email for email verification and confirmation.</td></tr>
</table>

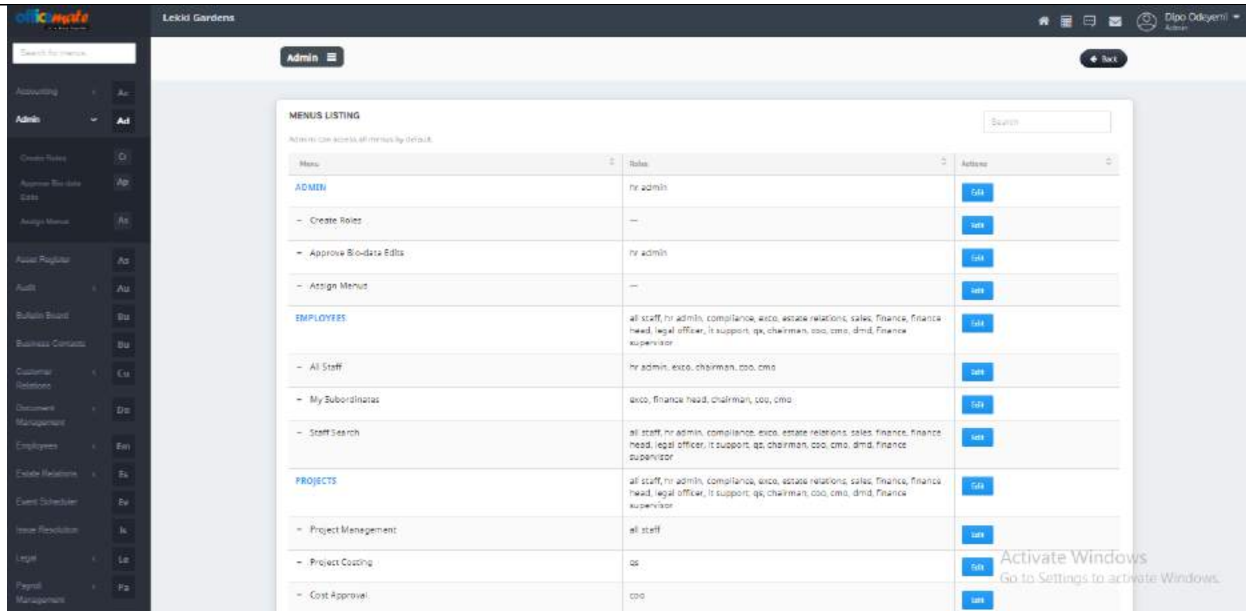
	
3	Admin checks company email for confirmation link and clicks “Activate Account”. You will be redirected to the login page to login using the “new password” and “company email address” inputted in the registration page.
	

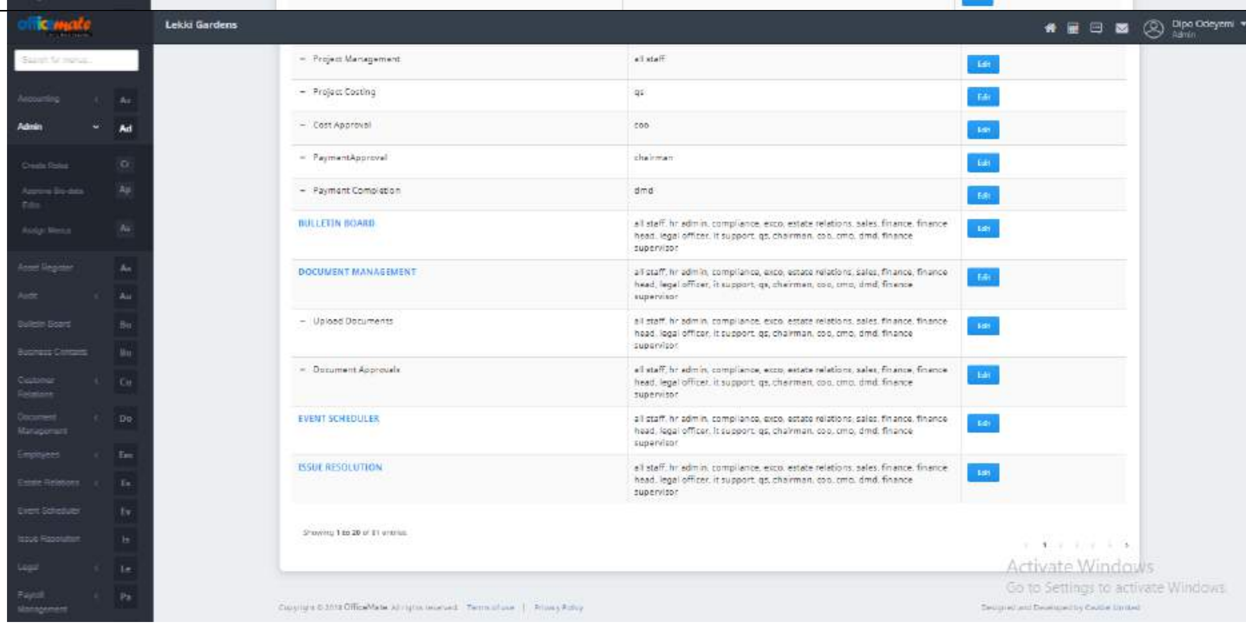
3 Module: Company Admin

3.1 Employee Onboarding-User Roles by Admin

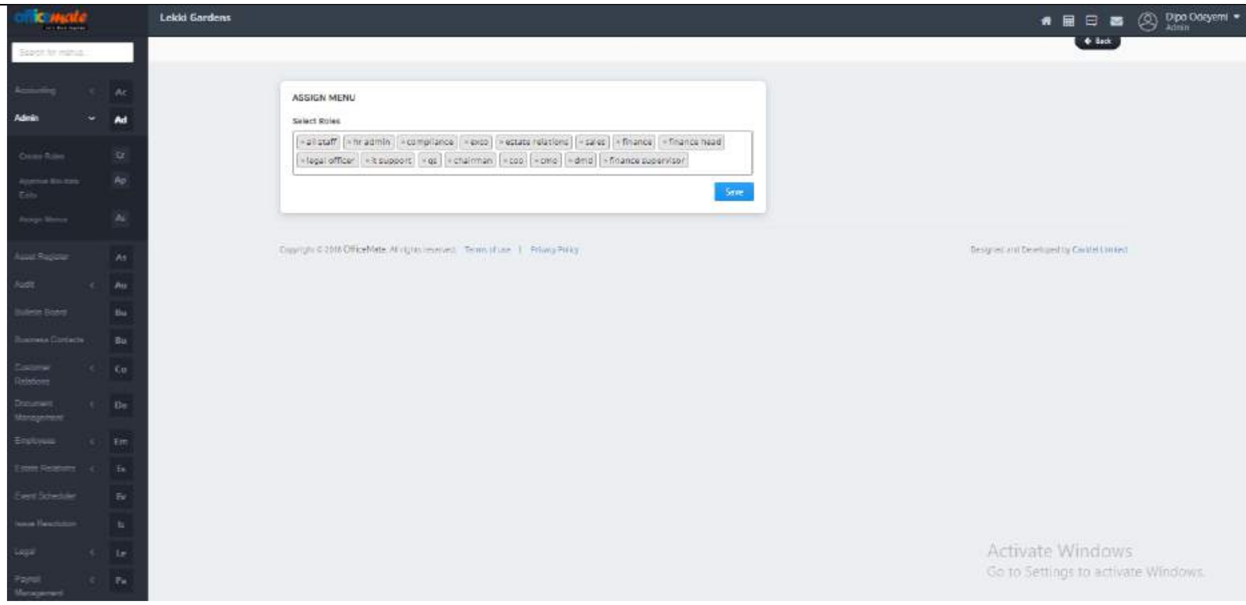
Step	Procedure
1	**Create User Roles:** **Go to: Company Admin >>Create Roles** Enter the role name, role description, display name of the role e.g. Software Developer, MD, Human Resource Manager etc. And click “Create Role” **To Edit Role:** Click on “edit” from the table below the role creation page to change or modify the details. **Note: Only the admin has access to create roles. The admin has access to all modules. All modules are circled below for clearer description.**

	
3	**Approve Bio-data Edits:** This shows all the changes, correctons or updates on staff biodata that was done and is awaiting approval. Only the admin is permitted to approve bio-data updates.
	
	Assign Menus: This is where the admin defines the permissions for menus (modules). Only roles that have been assigned to a menu, can see and access that menu.





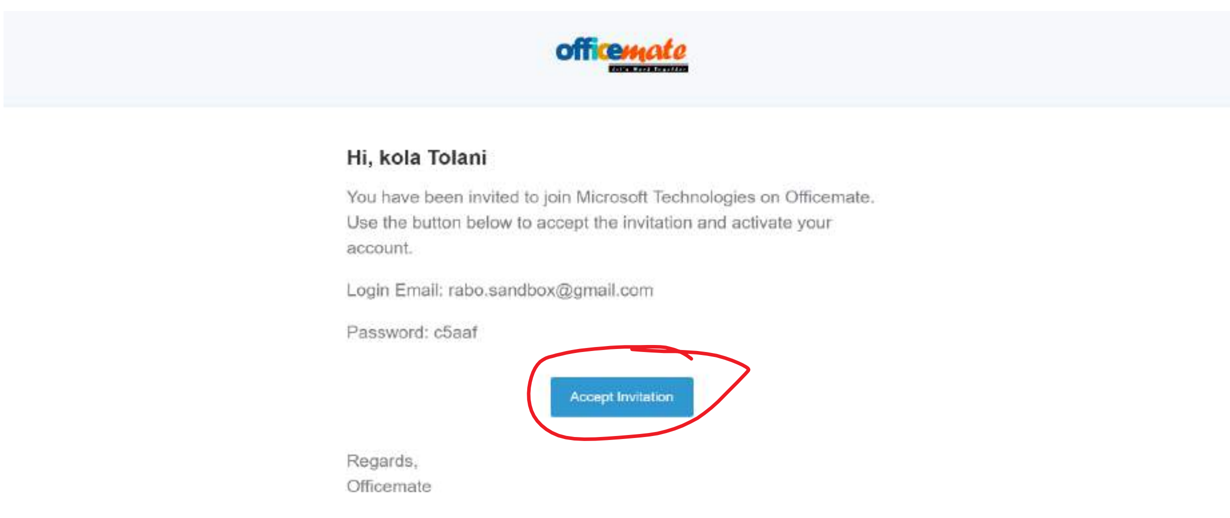
To Edit the roles assigned to the different modules in the system, click on 'edit', then click on the x to remove and the save it.

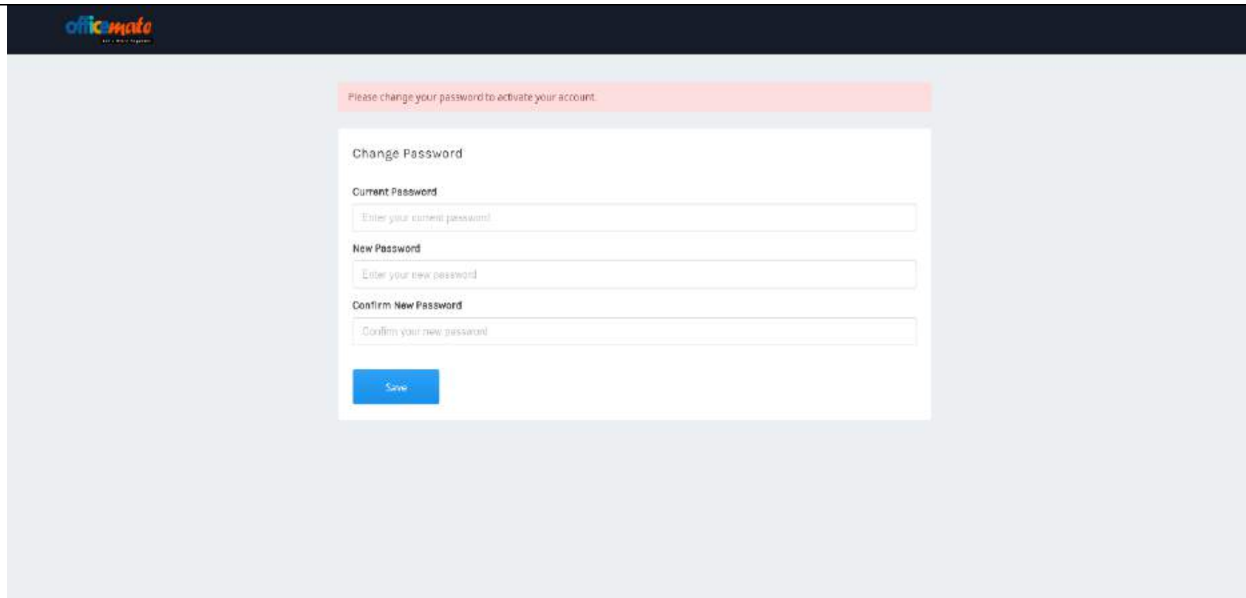
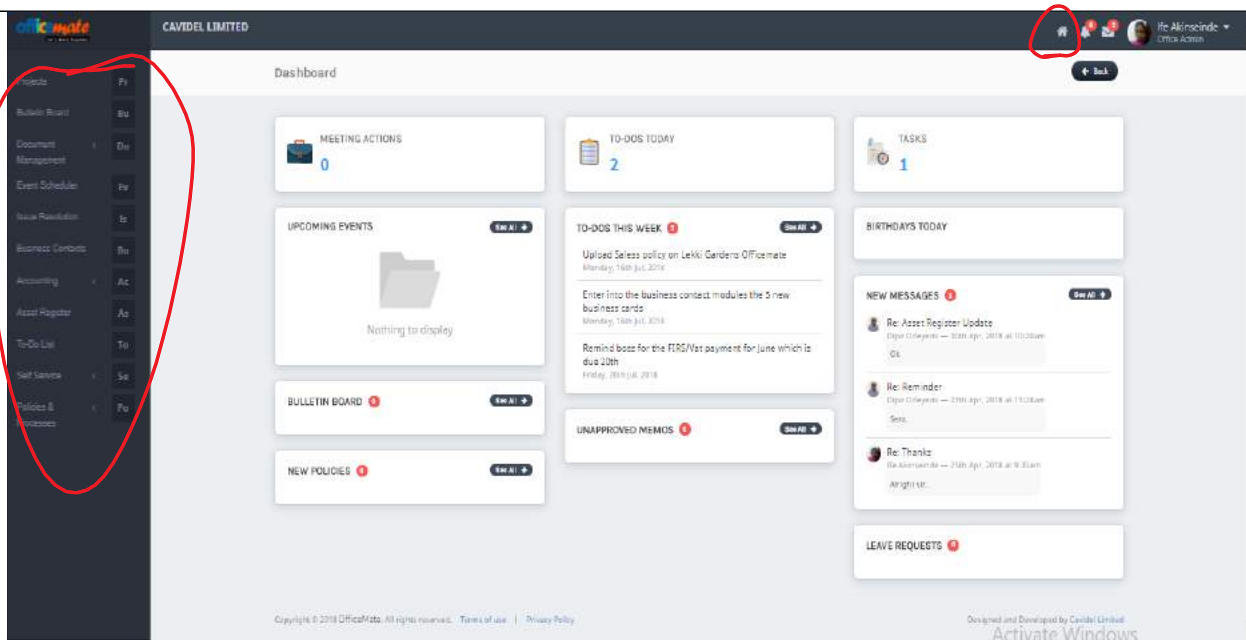
<table>
<tr><td></td><td>
</td></tr>
</table>

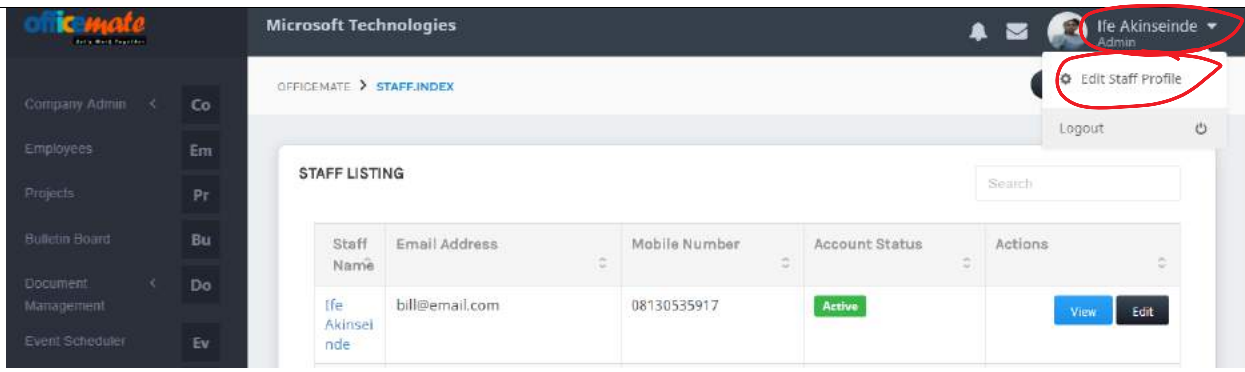
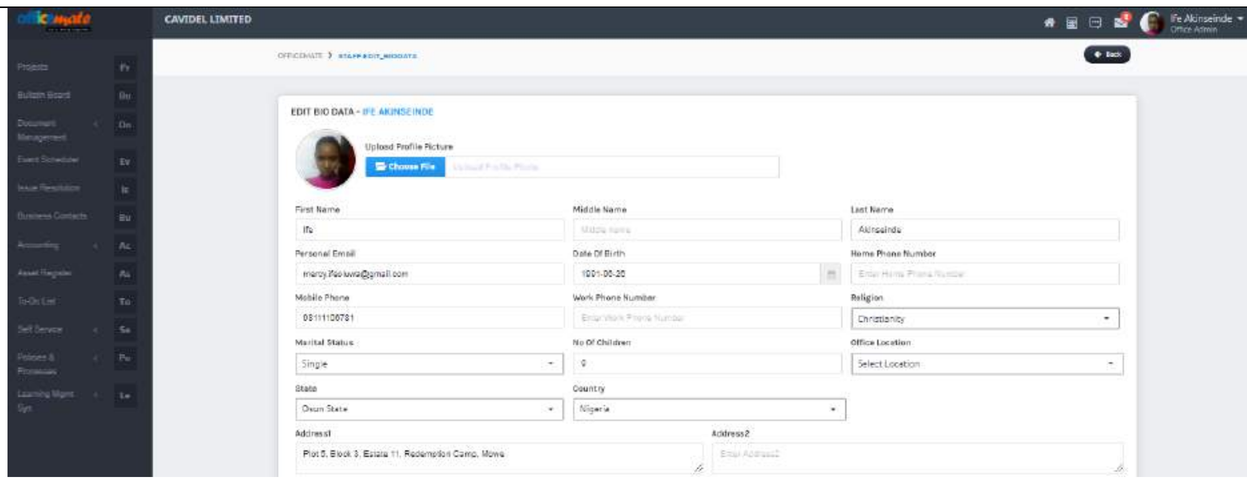
3.2 Employee Onboarding- Staff

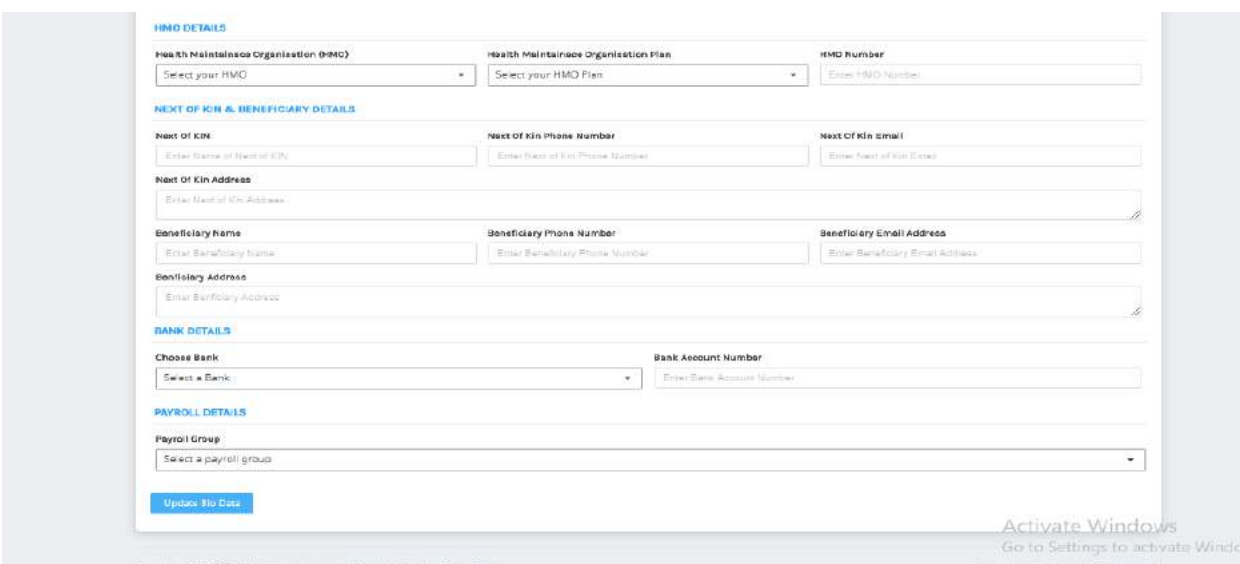
<table>
<tr><th>Step</th><th>Procedure</th></tr>
<tr><td>1</td><td>To activate account status: Admin will request staff to check email address for confirmation link.
Staff/New Employee:
Go to: email address>> view and click on invitation link to Login to officemate and activate account.

Note: The email address in the picture below is a sample email and password.

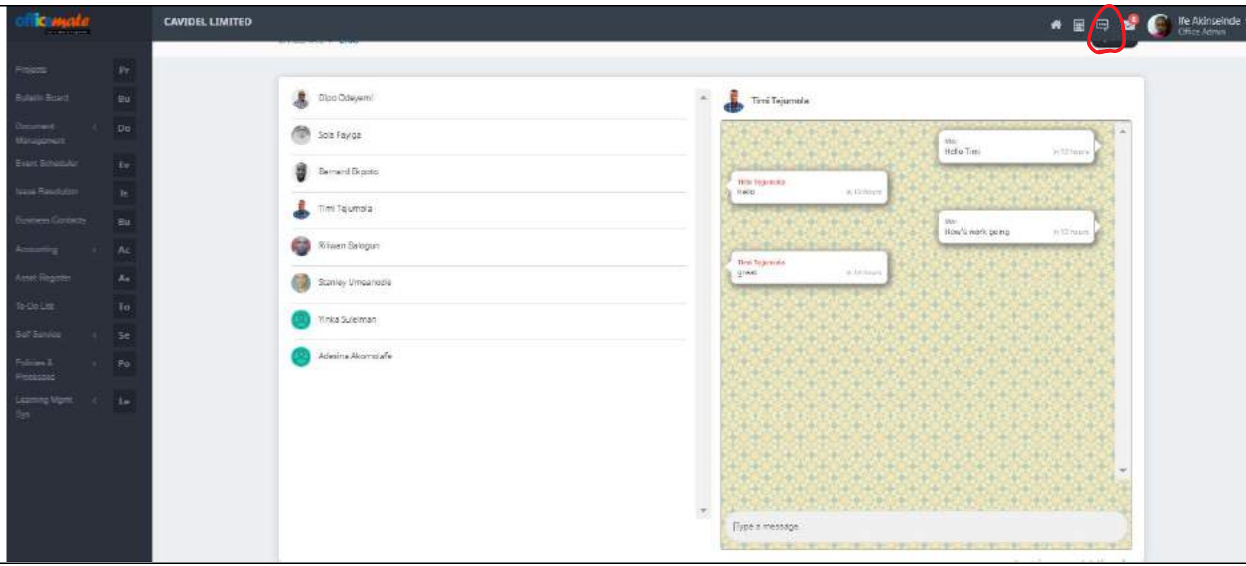
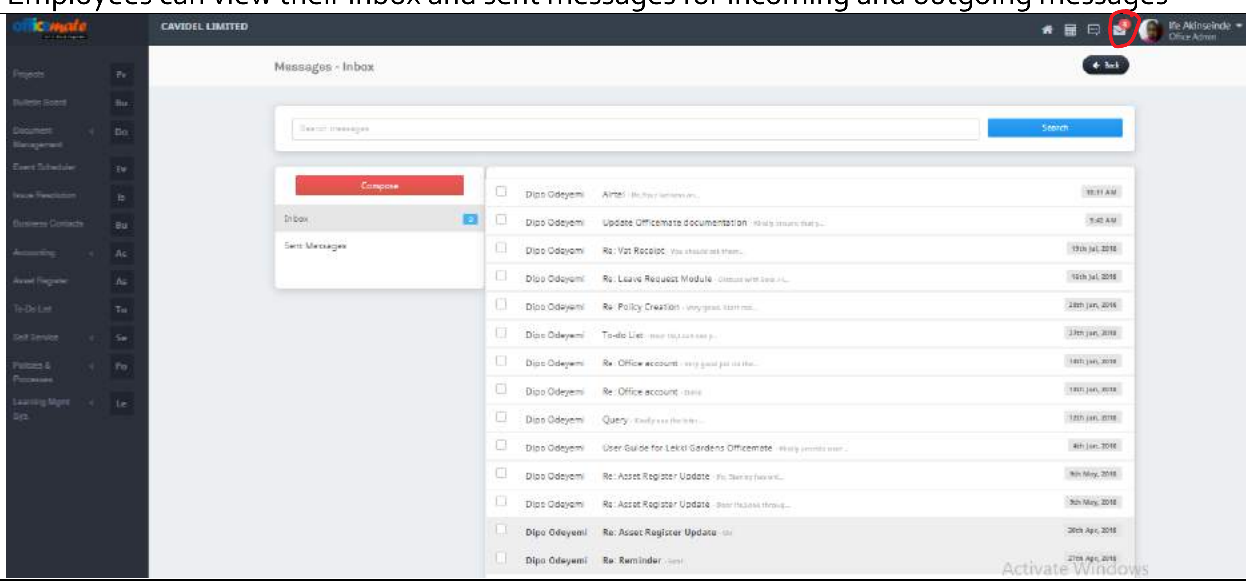

</td></tr>
</table>

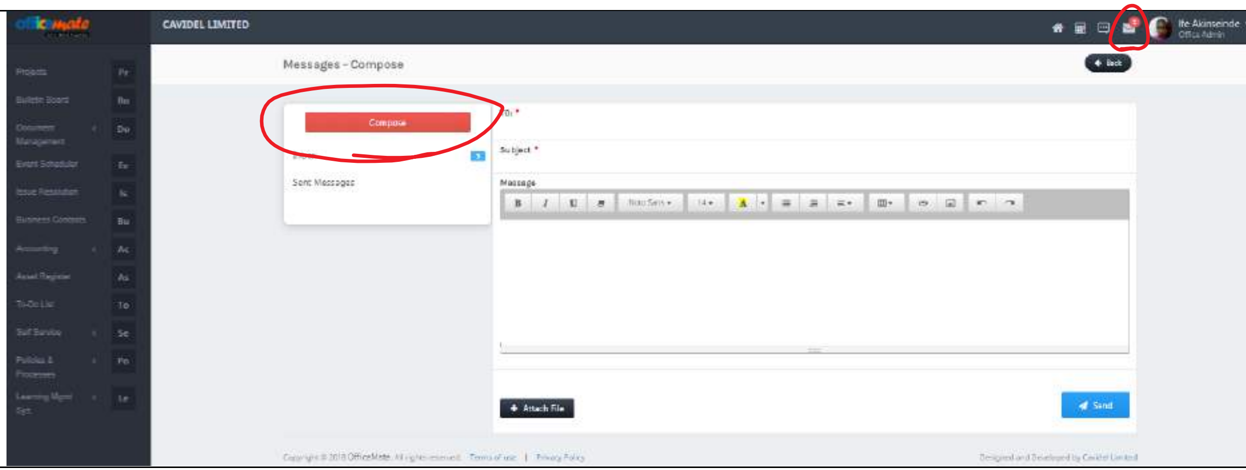
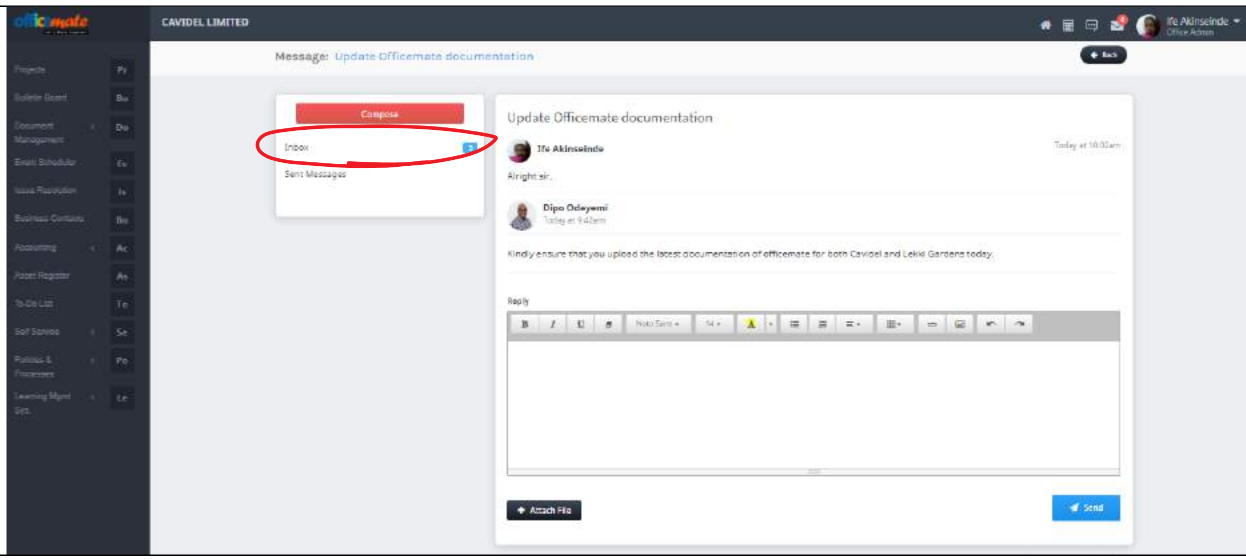
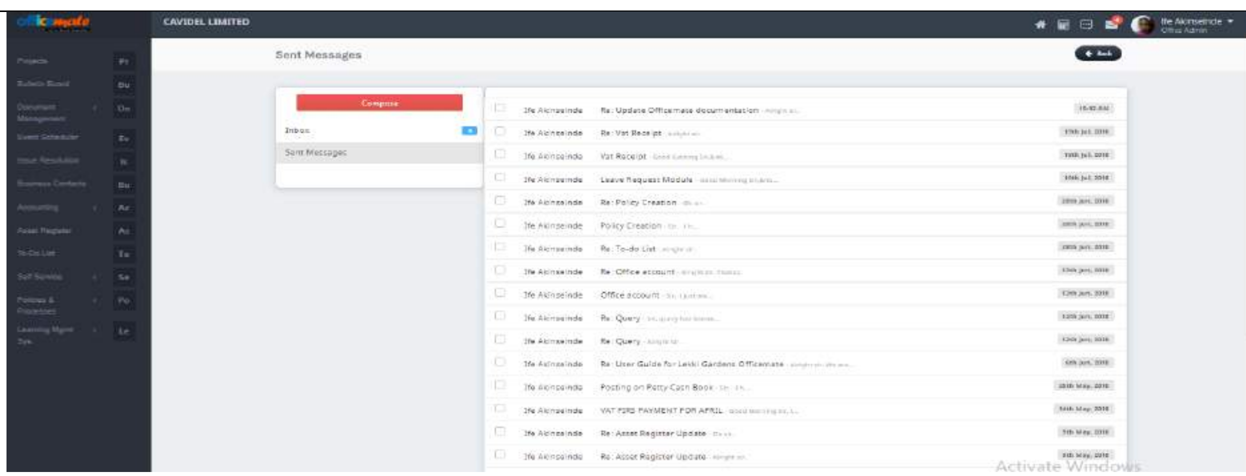
2	On-clicking "Accept Invitation", you will be redirected to a new page to change password. **Note: Current pasword is " the password in the confirmation email sent to you"** **You are to enter a new password.**
	
3	**Dashboard - Employee Display Page** Employees have access to limited modules- Projects, Bulletin Board, Document Management, Event Scheduler, Issue Resolution, Business Contacts, Accounting and To-do-List
	
4	**Staff Profile:**

<table>
<tr><td></td><td>Employees are expected to Login >> go to the top right navigation bar >>Click the down arrow beside the name as shown in the picture below>> Click “Edit Staff Profile”</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>5</td><td>Bio-Data Page: Employees are to fill in their details in this page and submit it for approval.</td></tr>
<tr><td></td><td>

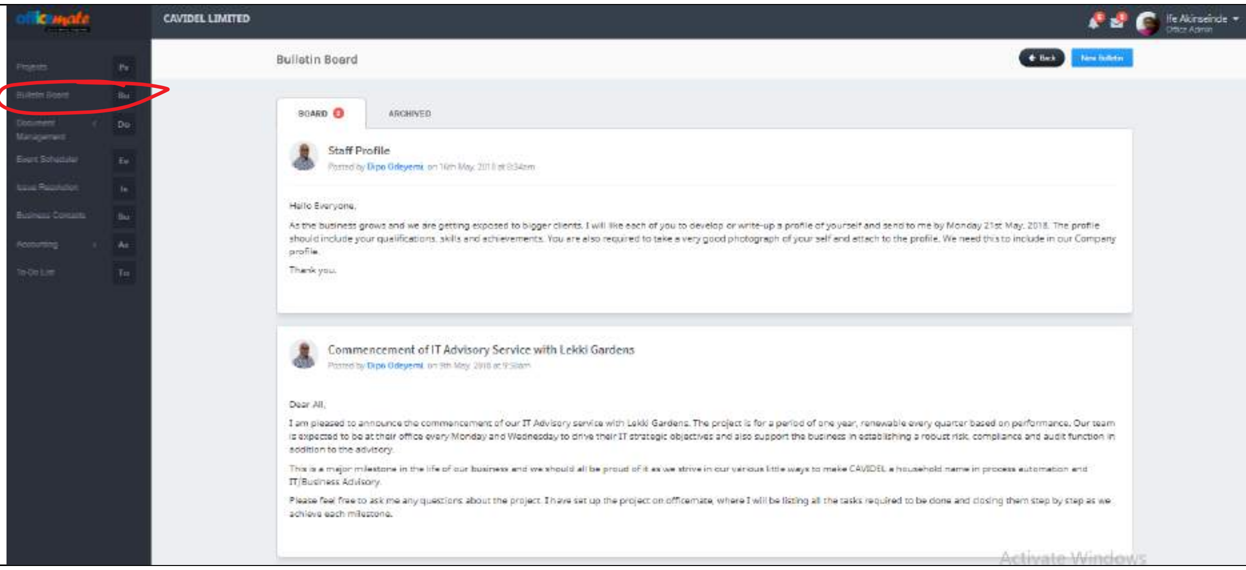
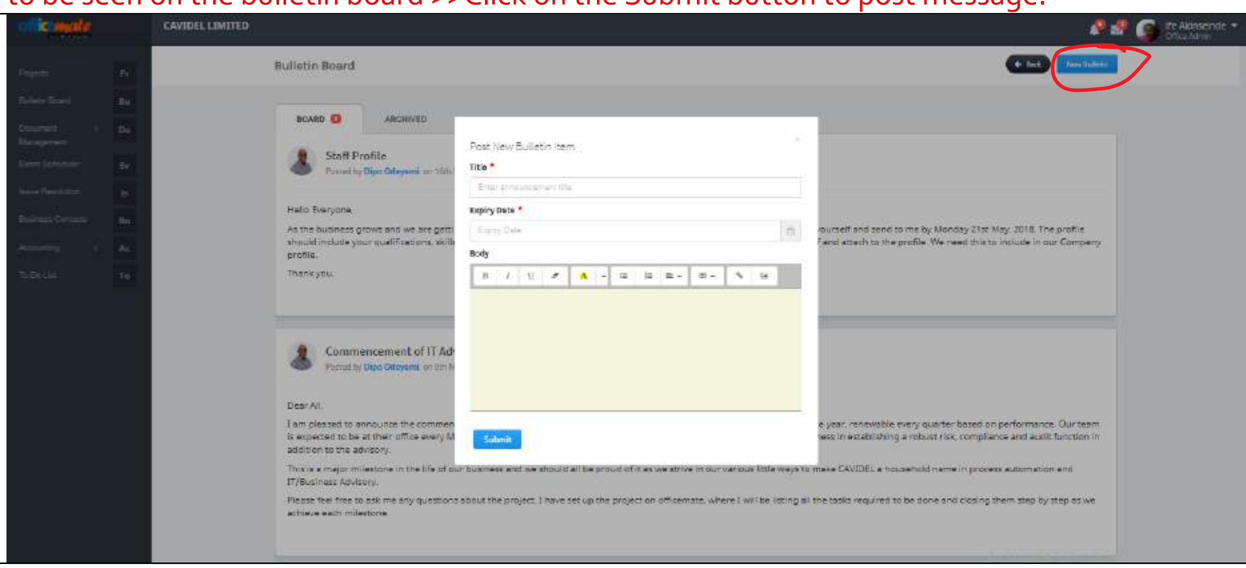

</td></tr>
</table>

4. Top Right Navigation Bar

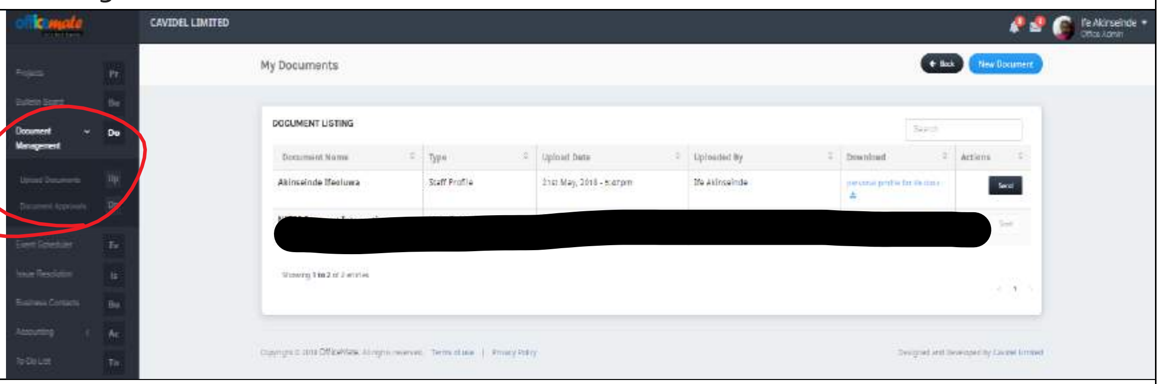
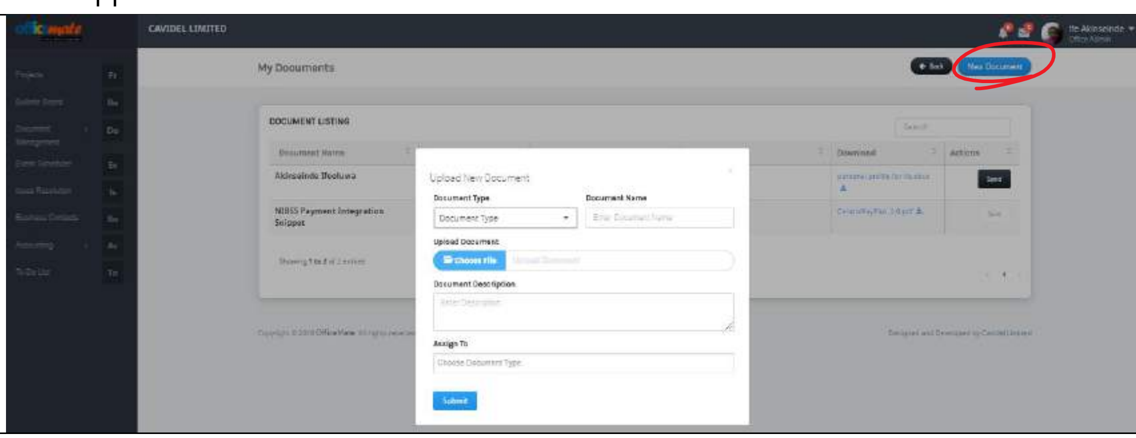
Step	Procedure
1	**Notification:** Shows various notification from the different modules in the system Notifications can also be seen from staff emails **Go to:** Top right navigation bar>>Click on the icon 'chat', view staff to begin a chat and read all chats.
	
2	**Message:** A section for sending new messages and reading received messages. Employees can view their inbox and sent messages for incoming and outgoing messages
	
3	**Compose:** Employees can write and send messages across to colleagues. Click on "Compose" to write message.

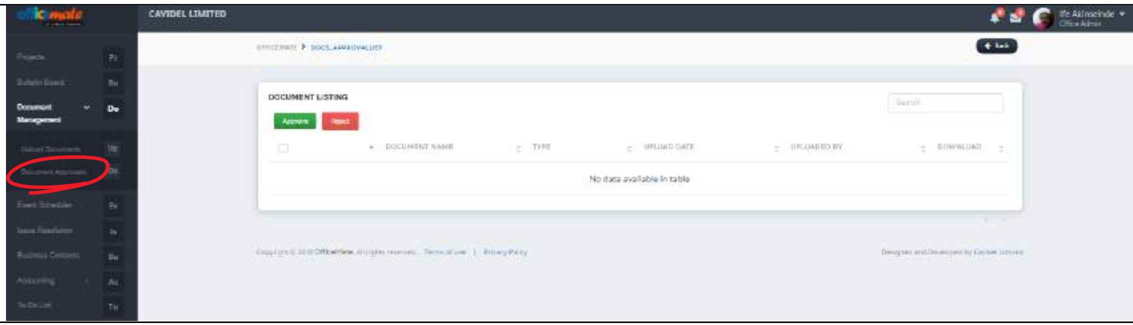
	
3	**Message Inbox:** To view and read a message. You can also respond to a message. Click on 'inbox'.
	
4	**Sent Messages:** Users can view outbox messages. Click on 'Sent Messages.
	

5. Module: Bulletin Board

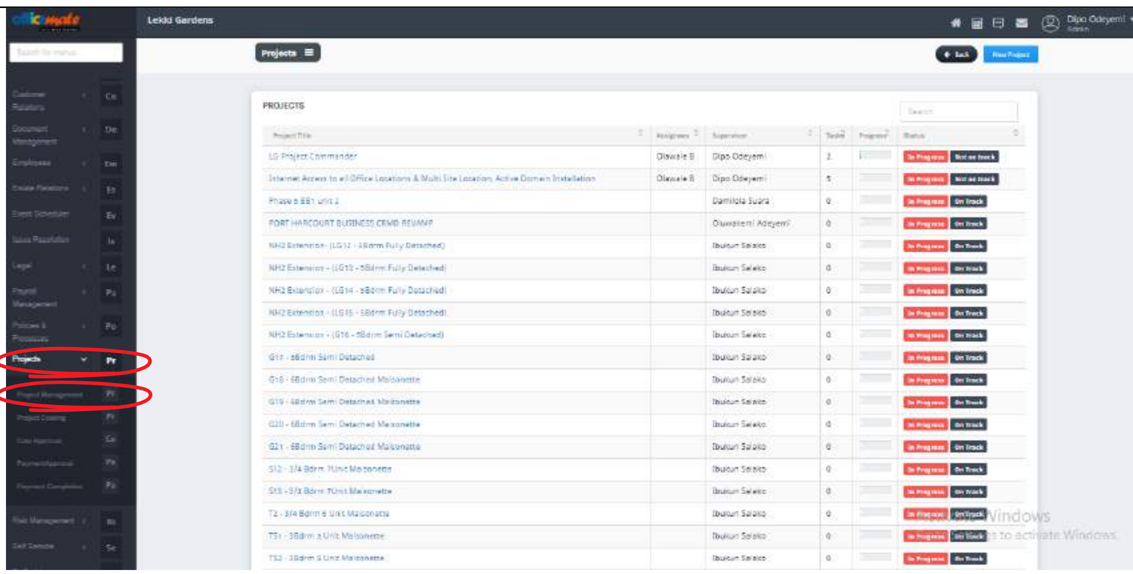
Step	Procedure
1	**Bulletin Board:** This serves as a visual way to communicate with employees through posting of informative announcement. Employee can see a list of all the announcement on the bulletin board **Go to:** Side menu>>Click on Bulletin Board to view announcements on the board.
	
2	**New Bulletin:** Admin can post company announcement on the bulletin board Click on New Bulletin>> Complete the Post New Bulletin form with the information you want to be seen on the bulletin board >>Click on the Submit button to post message.
	

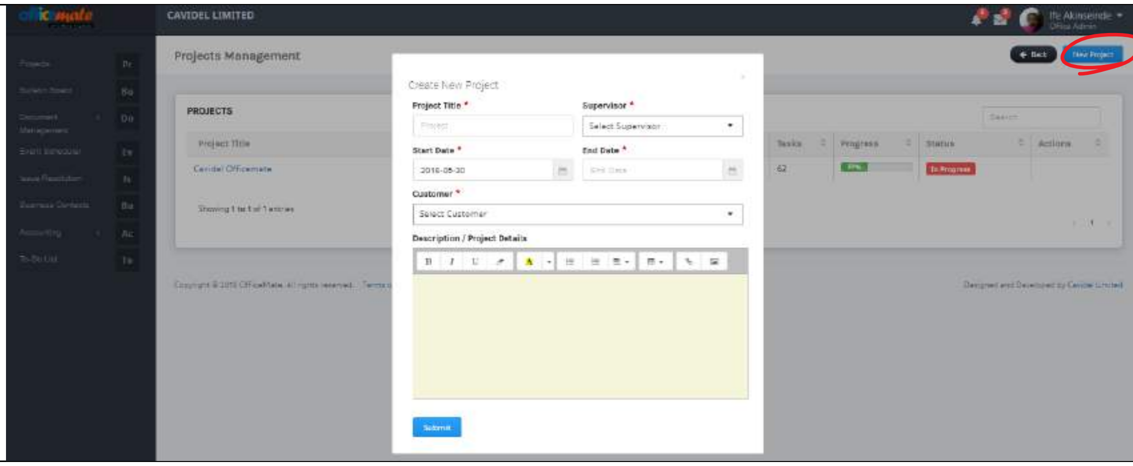
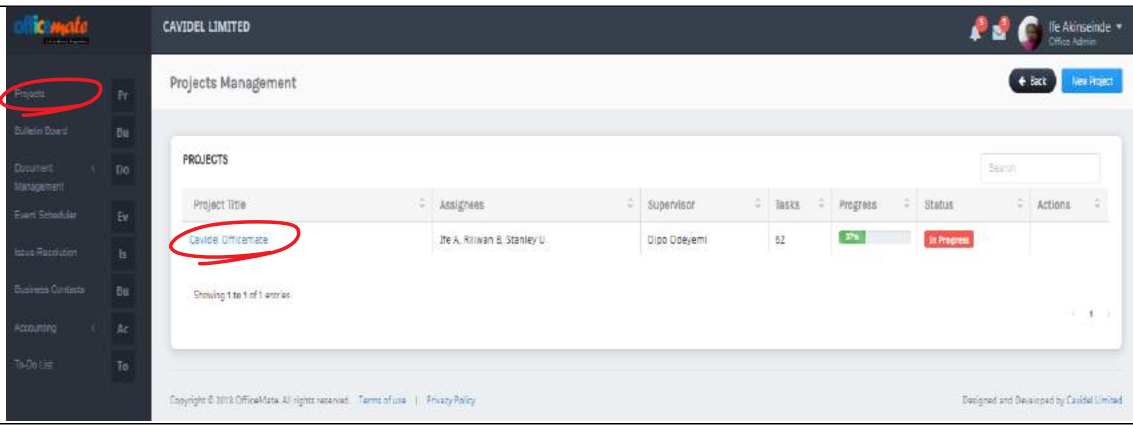
6. Module: Document Management

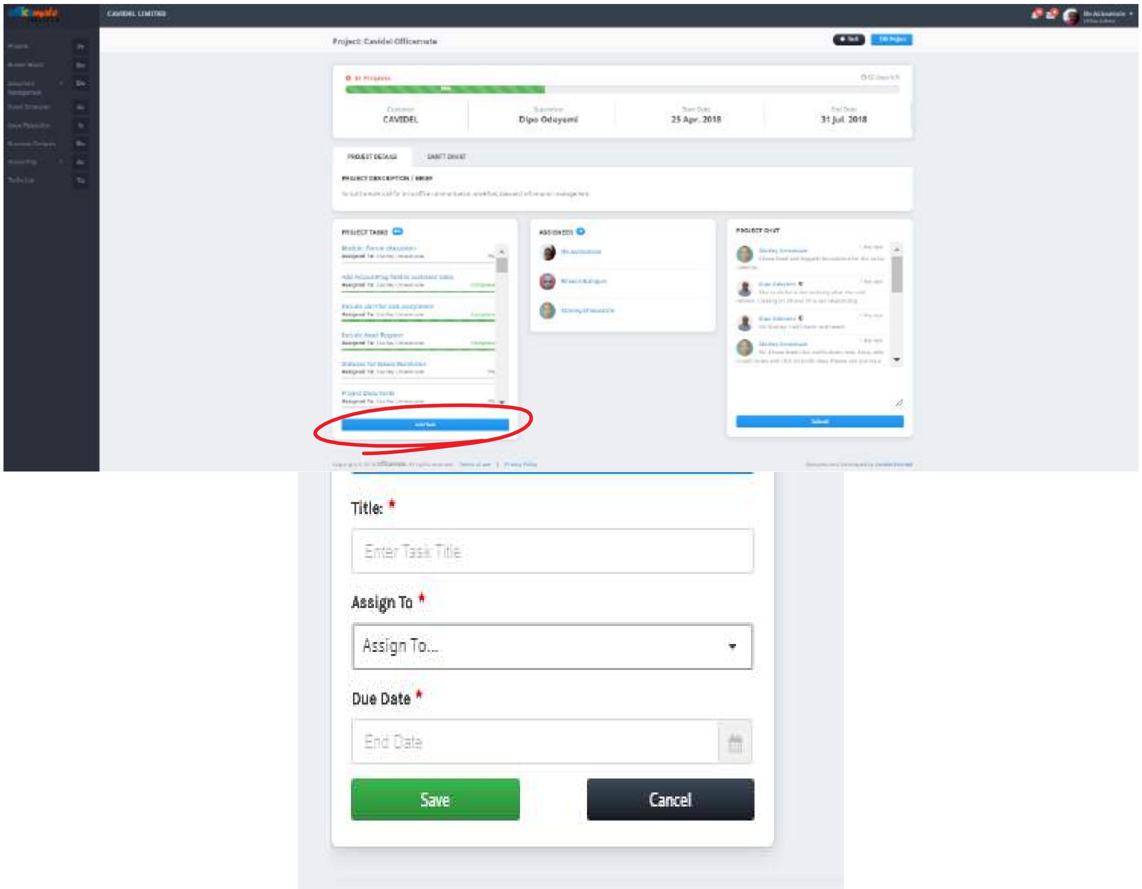
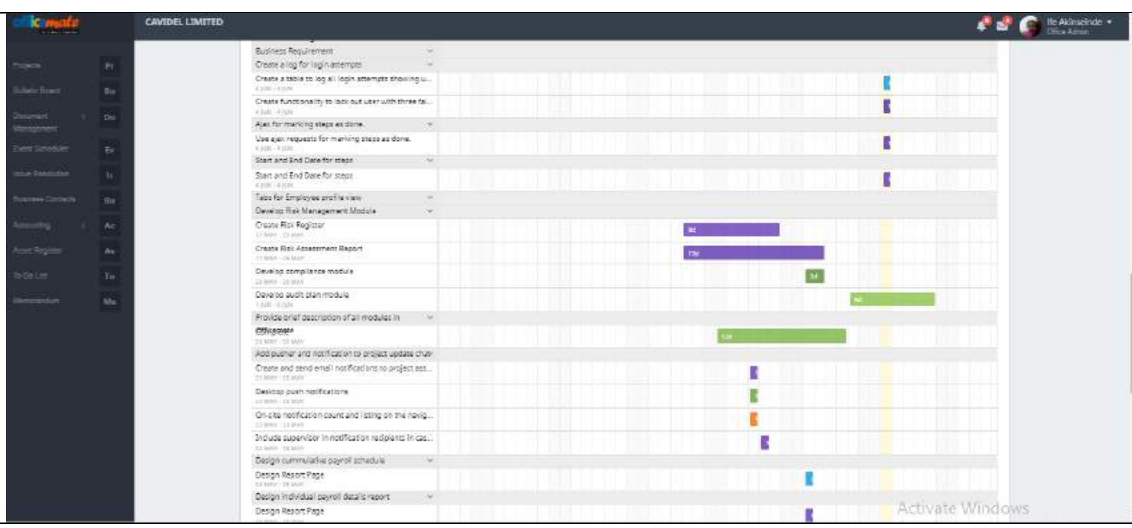
Step	Procedure
1	This is a document management tool that stores, manages and tracks its electronic documents and electronic images of paper based information captured through the use of a document scanner. **Go to:** Document Management>>Upload Documents You can see listing of all the documents that have been uploaded on the system. It keeps a record of the various versions created and modified by different users (history tracking).
	
2	**New Document:** Anybody can upload a document but they would have to be approved by a supervisor. Click on New Document to upload any document and assign to the person you want to view the document. Documents cannot be view unless they have been approved.
	
3	**Document Approvals:** Employee can see all documents sent to them that is awaiting approval. They can choose to accept or reject approval. E.g. Leave letter, Resignation Letter, Request etc. **Go to:** Document Management>>Document Approval

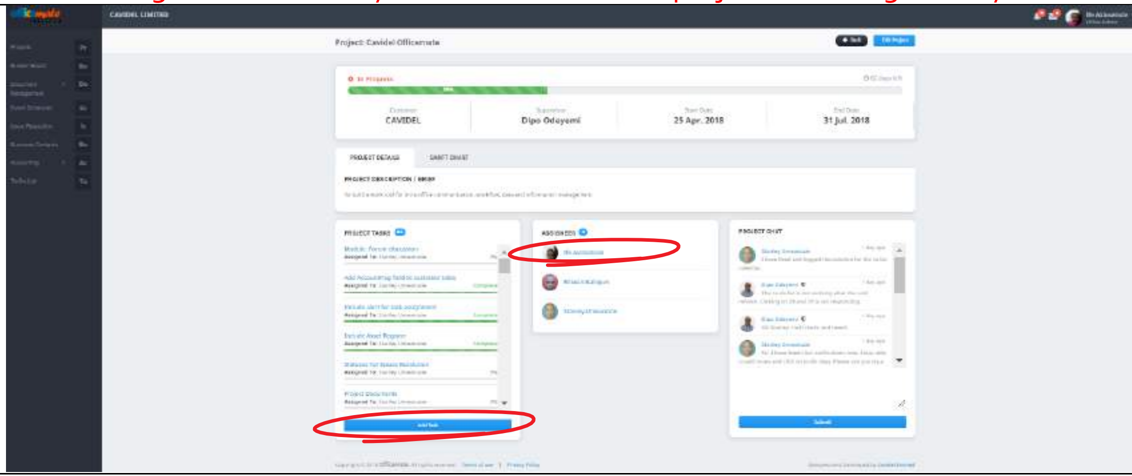
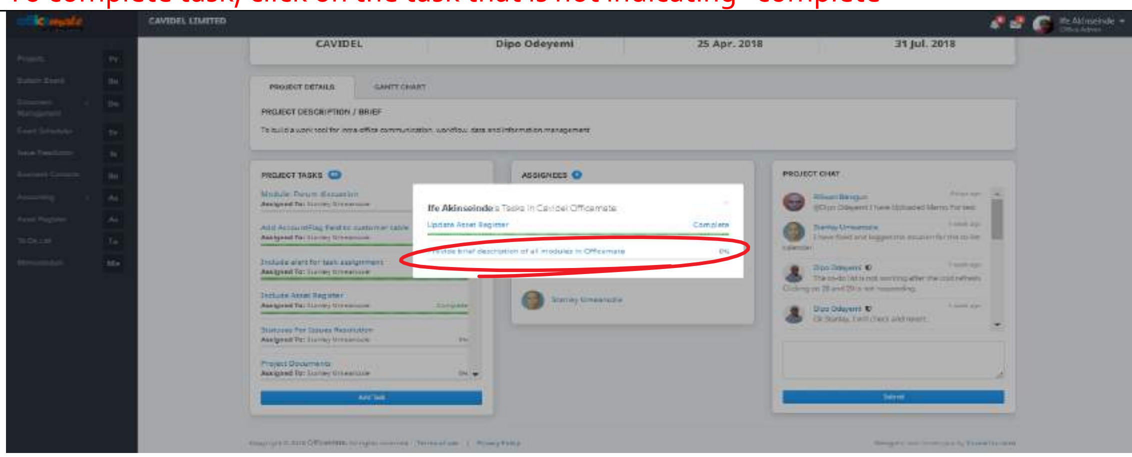
	

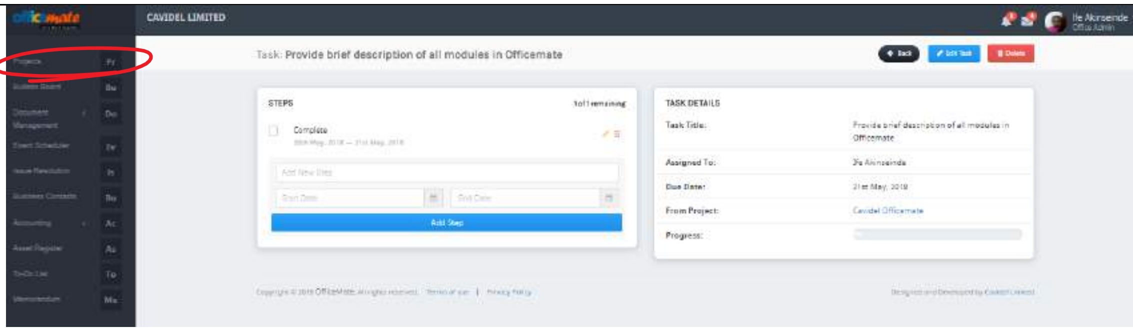
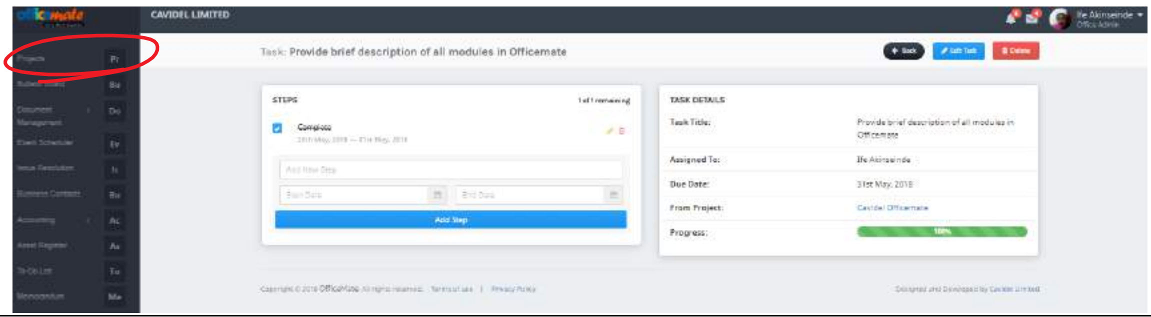
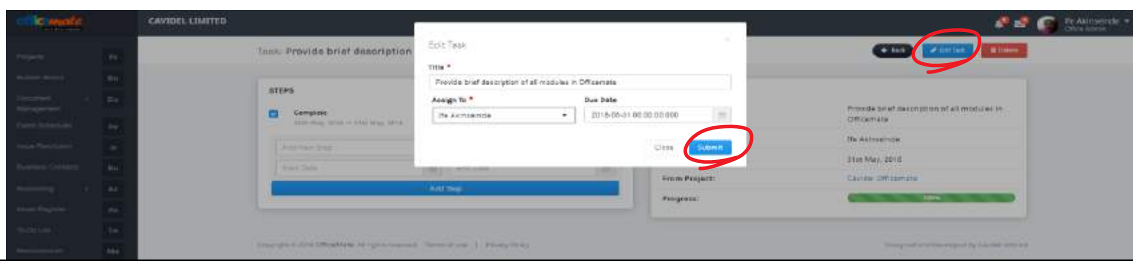
7. Module: Projects – Project Management

Step	Procedure
1	This is a project management tool that is used to boost collaboration among team members and makes it easy to manage unlimited projects and customers without additional budgets. **Admin View:** By default the admin can see the listing of all the projects that employees are engaged in. **Go to:** Projects>>Project Management
	
2	**New Project:** This for creation of new projects, tasks and steps, which are assigned to relevant employees. Employees can create new projects and assign to themselves and other people. **Go to:** Project>>Click on New Project Enter the project details

	
3	**Employee View:** Employees can see the listing of all projects that have been assigned to them and the corresponding progress level. **Go to:** Projects
	
4	**Project View:** Click on the project title to view more details about the project description and the project task assigned. You can see all projects tasks including current and past tasks carried out. You can see all project chats view previous and current chats among team mates. **To add task:** Click on "Add Task" and fill the add task form.

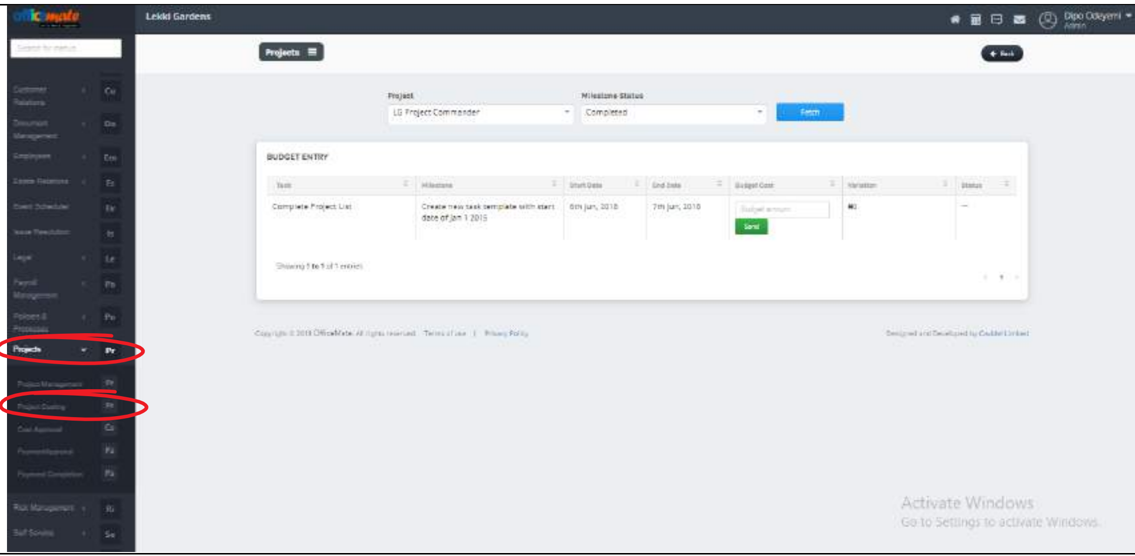
<table>
<tr><td></td><td>
</td></tr>
<tr><td>5</td><td>Gantt Chart: This is a visual view of tasks scheduled over time in a project. They are used for planning projects of all sizes and they are a useful way of showing what work is scheduled to be done on a specific day. They also help you view the start and end dates of a project in one simple view.</td></tr>
<tr><td></td><td>
</td></tr>
</table>

6	**Viewing Project Task Assigned to you:** **Go to:** Assignees>>Click on your name to view the project task assigned to you.
	
7	**Task View:** This shows the various tasks assigned to you under the project title “Cavidel Officemate”. Also, you can see the different progress levels for all tasks. **Note: 0% indicates that the task hasn’t been started and is not complete** To complete task, click on the task that is not indicating “complete”
	
8	**Completing a task assigned to you:** Add task steps Enter the necessary steps needed to complete the task and assign the start and end dates of the steps. Below you can see that a step “complete” has been added but the box hasn’t been checked. Once you have completed the step you have to mark the check box.

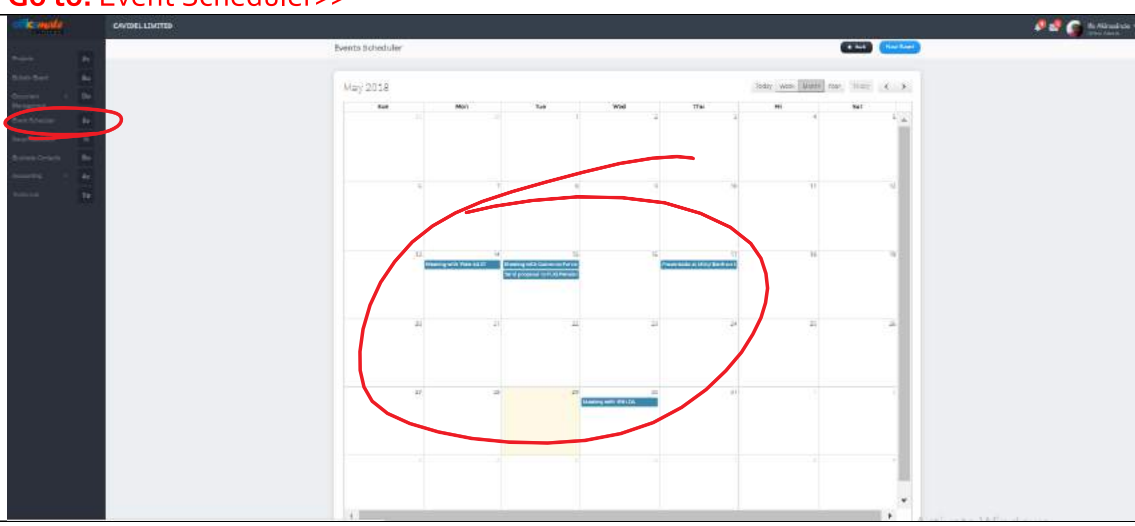
	 
6	**To edit task:** Click on the “edit” to modify task details.
	

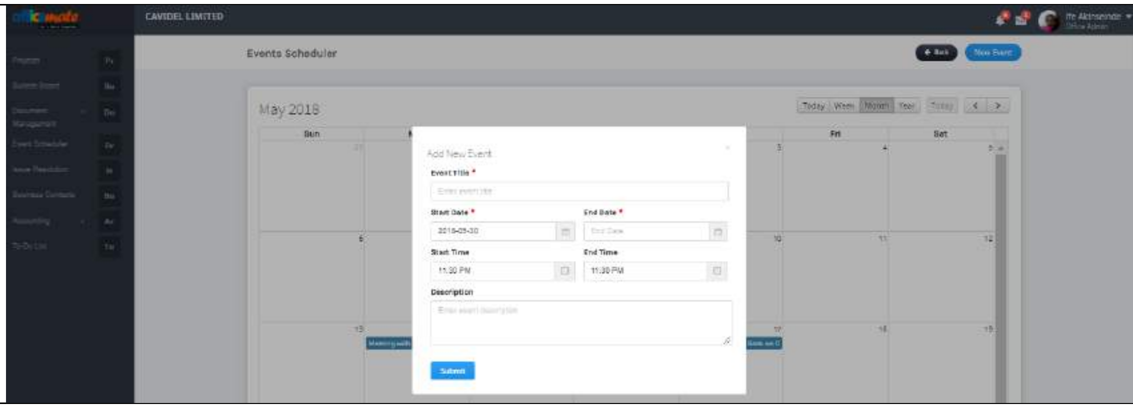
7.1. Module: Projects –Project Costing

Step	Procedure
1	This is where company events such as meetings, appointments, workshops, conferences and so on are set up to inform all staff about the occurrence of those special events. **Go to:** >>Projects>>Project Costing

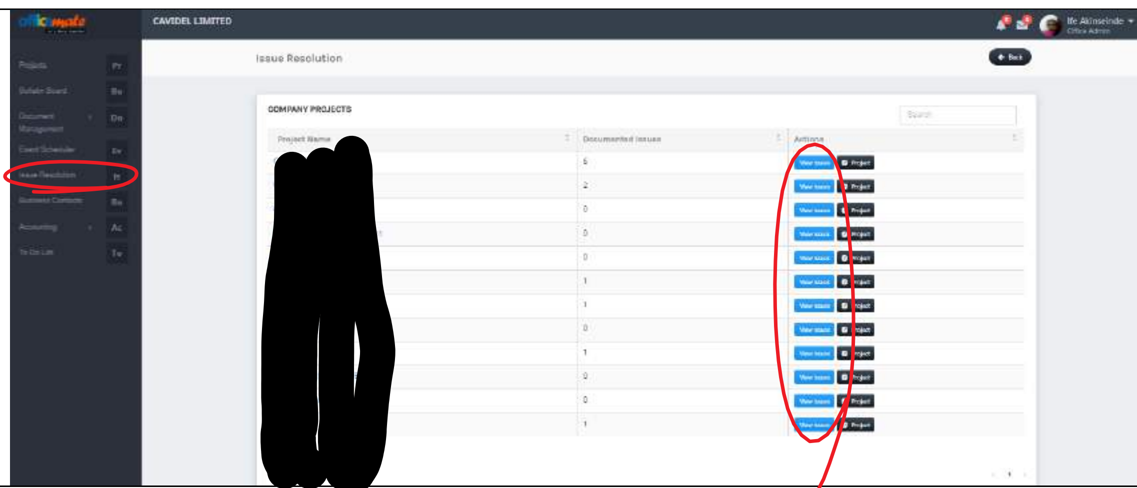
	

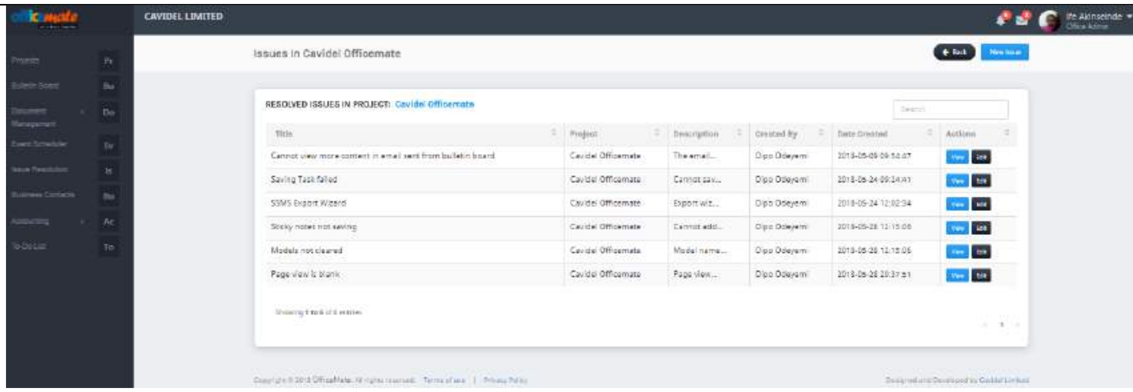
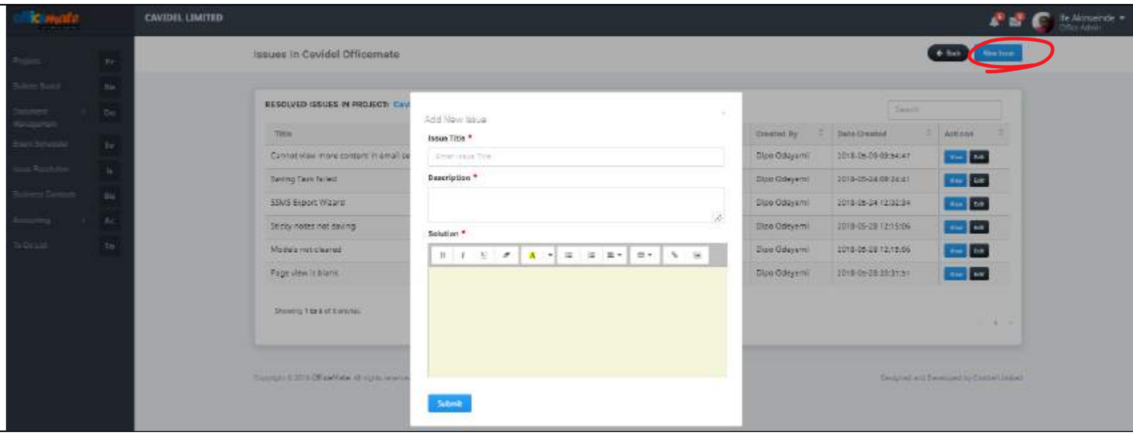
8. Module: Event Scheduler

Step	Procedure
1	This is where company events such as meetings, appointments, workshops, conferences and so on are set up to inform all staff about the occurrence of those special events. **Go to:** Event Scheduler>>
	
2	**New Event:** Admin and employees can add events, tasks and actions to take place in the future. **Go to:** Event Scheduler>>Click on New Event

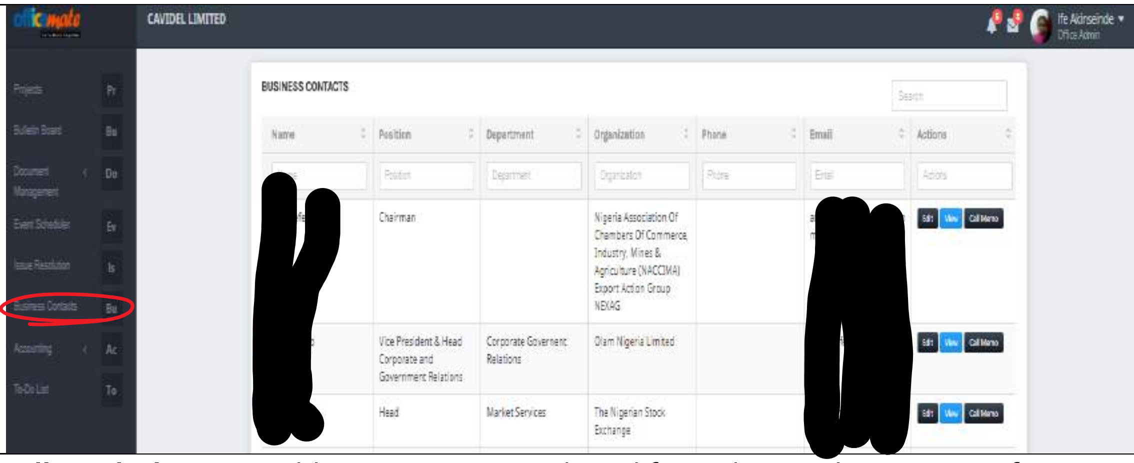
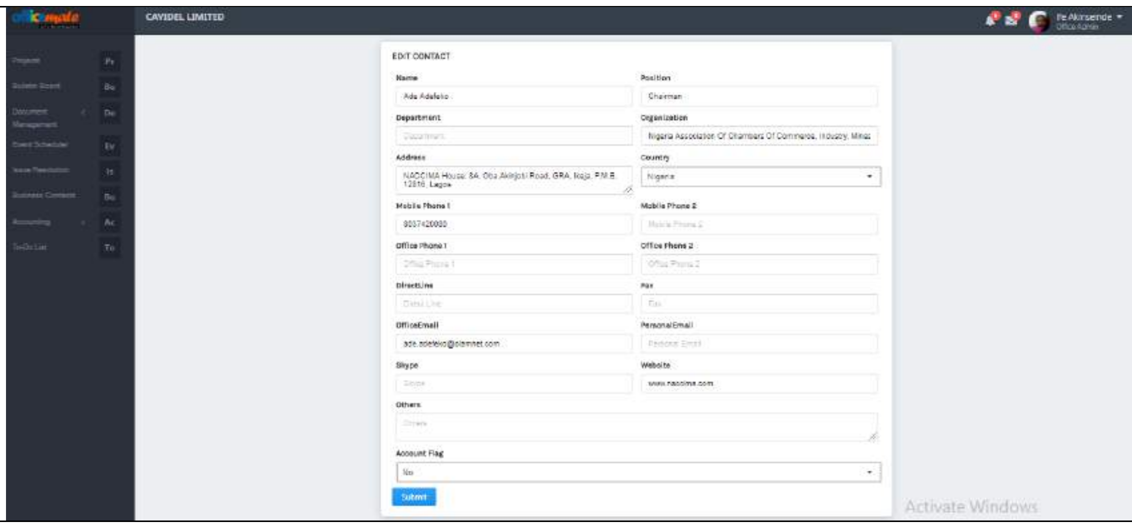
9. Module: Issue Resolution

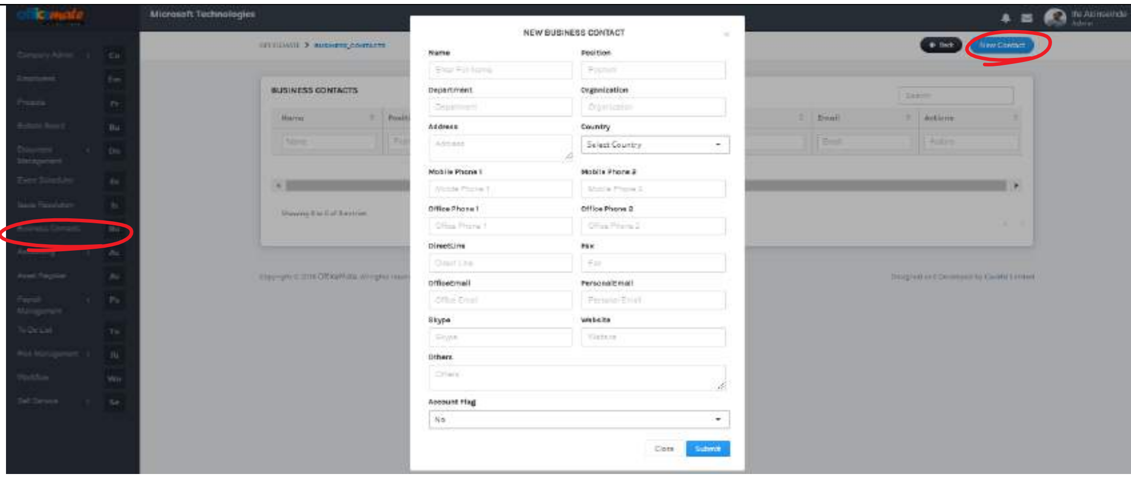
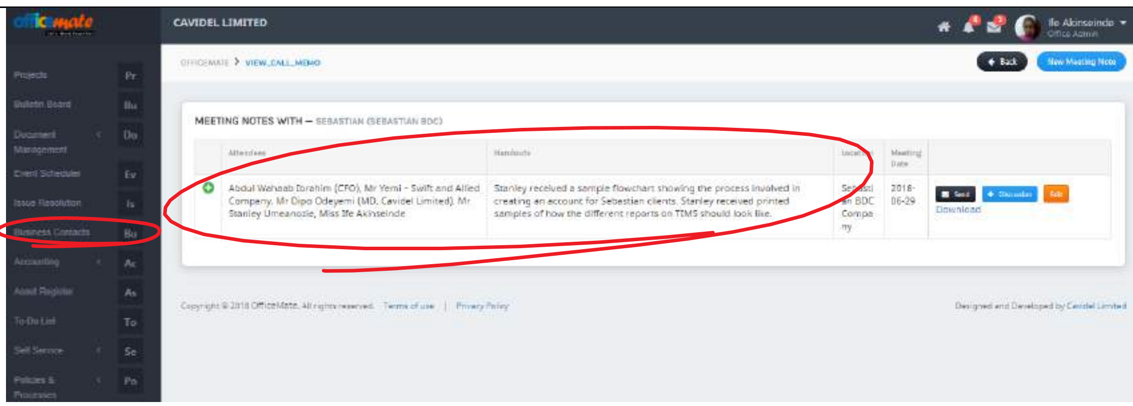
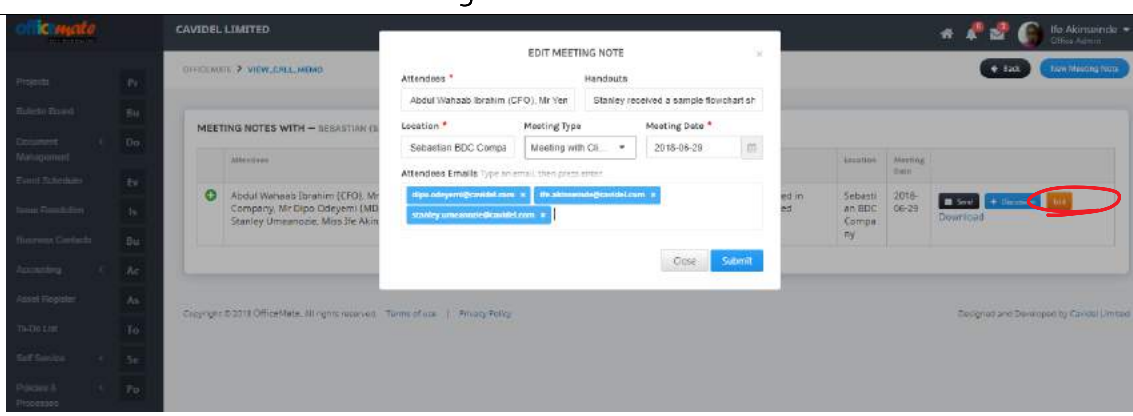
Step	Procedure
1	**Issue Resolution:** This is a project issue management tool that is used for identifying, reporting and communicating what is happening in a project. Also, it is used for capturing issues resolution and serves as a knowledge base for the institution. **Go to:** Issue Resolution It displays the listing of all the company projects and their documented issues and solutions.
	
2	**Issues View:** It displays the issues that have been logged for a particular project and gives option to edit to make changes if needed. **Go to:** Issue Resolution>> Click on the project title>>Issues View>>Edit

	
3	**Documenting Issues (Issue Log):** **Go to:** Issue Resolution>>Click on the project you want to document the issue. Then click on the button "New Issue" and type the issue information.
	

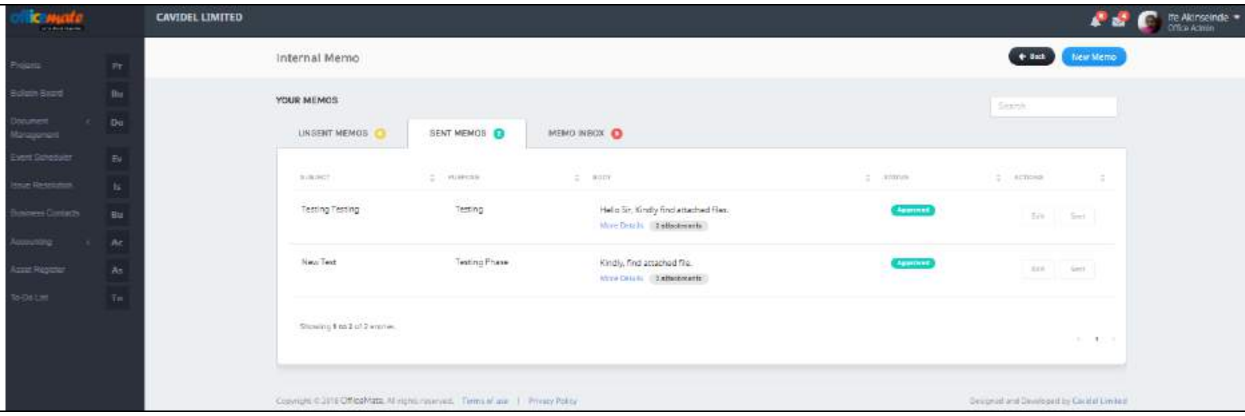
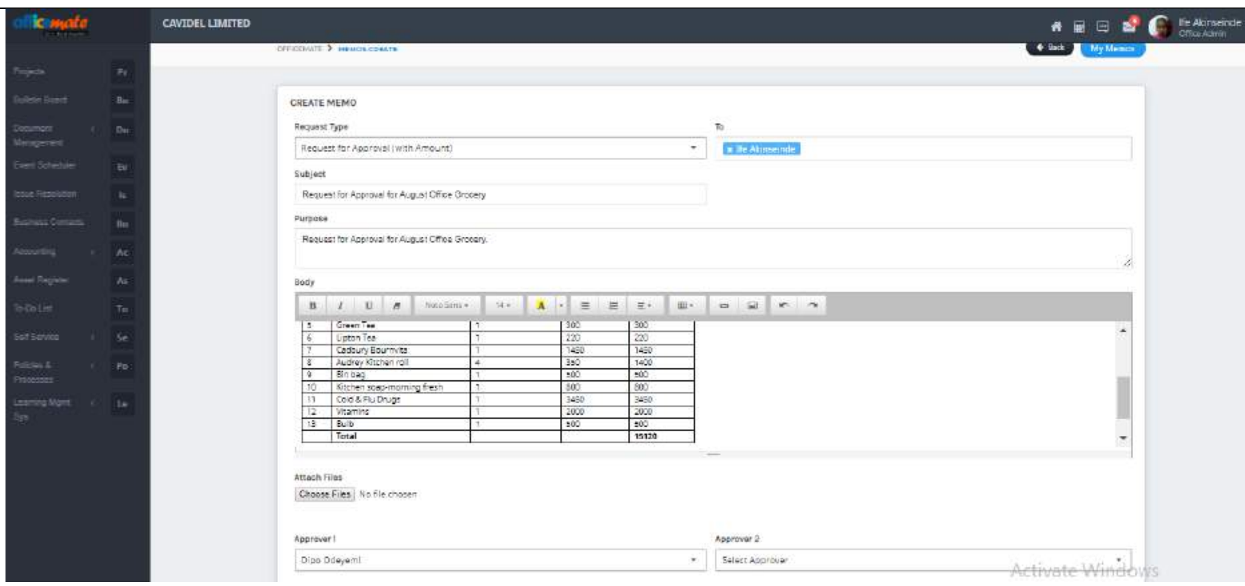
10. Module: Business Contacts

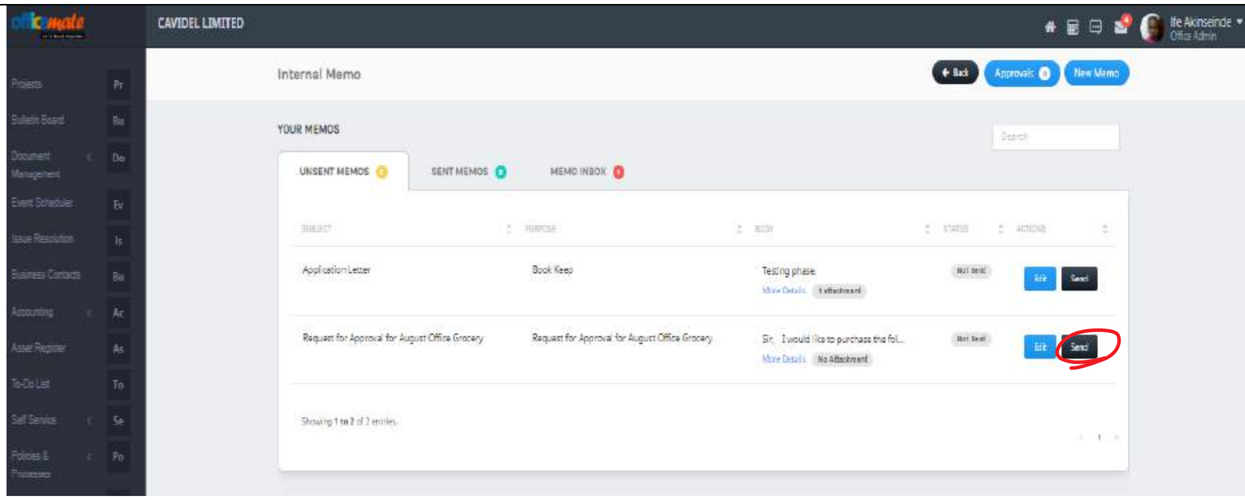
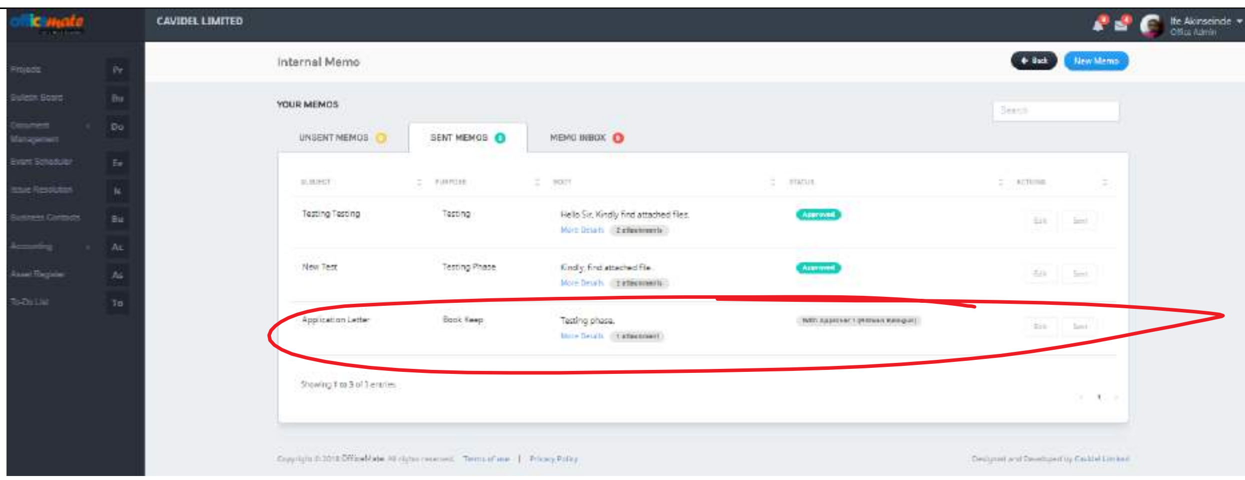
Step	Procedure
1	**Business Contacts:** This is a business contact manager tool that is used to organize and store information about the people you do business with. It displays the listing of all current and potential clients. **Note:** Restrictions apply here. Only assigned staff are given access to view available contact list. **Go to:** Business Contacts

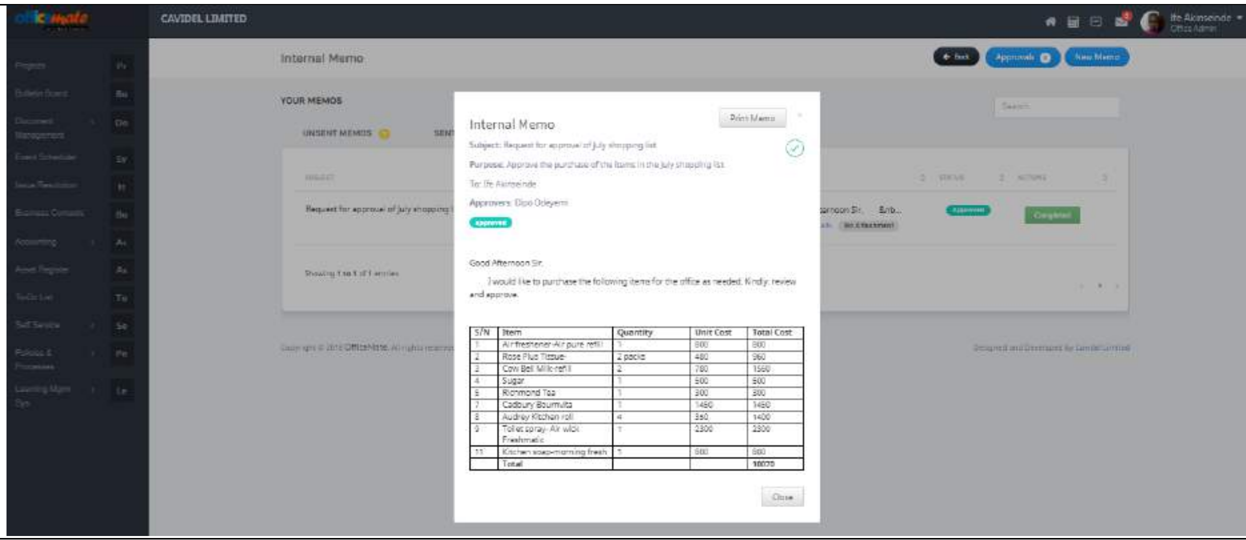
<table>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>Edit and View: It enables you to view and modify or change the contact information inputted
Note: Restrictions apply here. Only assigned staff are given access to edit available contact list.
To Edit: Go to: Business Contact>> Click on Edit>>Change the information you want and click submit.
To View: Go to: Business Contact>>Click on View</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>3</td><td>New Business Contact:
Note: There are no restrictions to adding a contact.
Go to: Click on New Contact and enter the contact information.</td></tr>
</table>

	
4	**Meeting Note:** It is for recording conversations in meetings held via telephone, face to face, video conference, chat rooms etc. It captures discusions and action points from the meeting and provides users with the ability to give feedback and current status of action points. It also provides the opportunity to send emails to all attendees. Empoyees can view and create meeting note to be sent to business contact available in a meeting. **Go to:** Business Contacts>>Meeting notes
	
5	**Edit Business Note:** **Go to:** Business contacts>>Meeting notes>>Edit
	

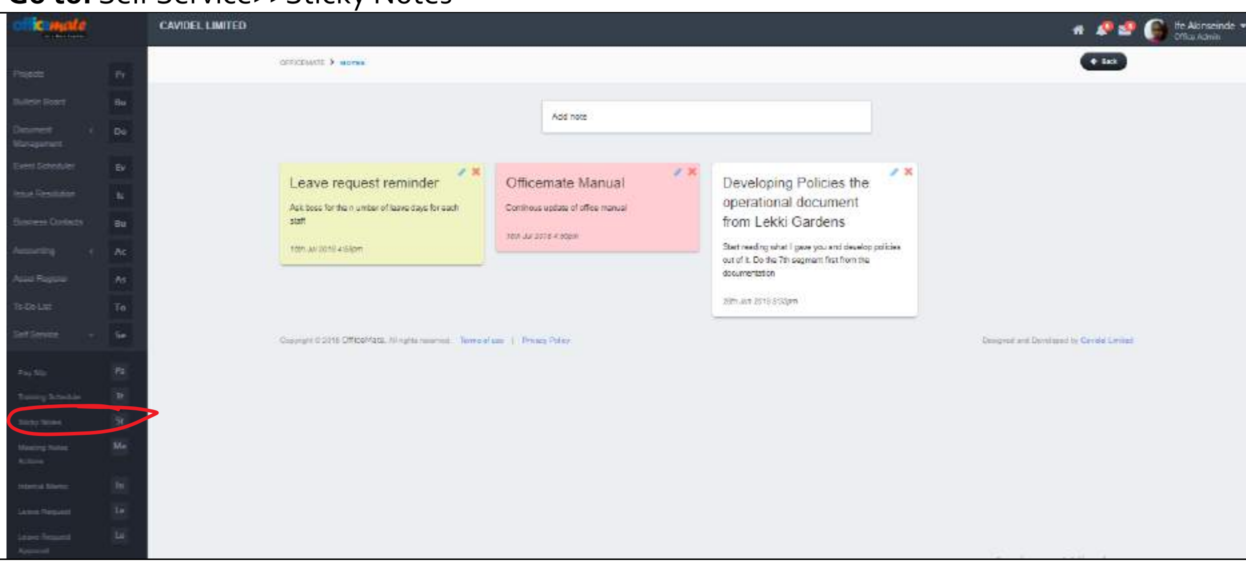
11. Module: Self Service – Internal Memo

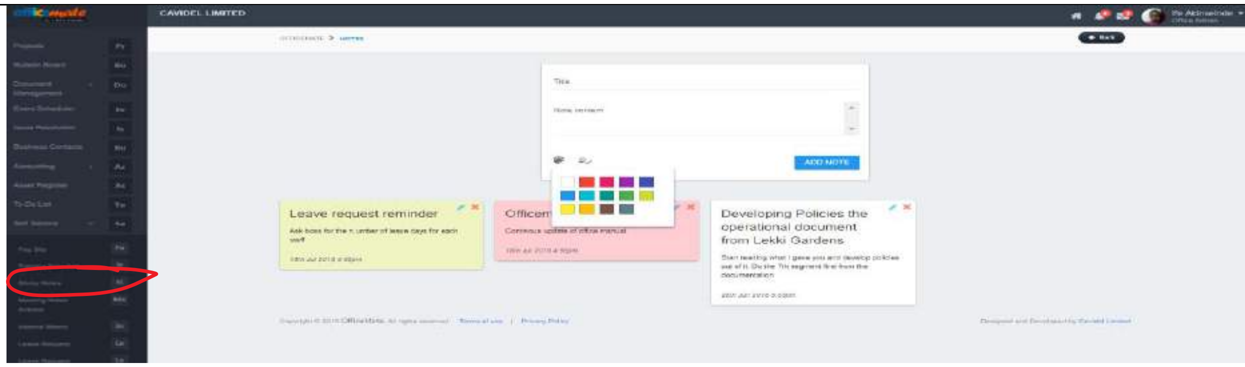
Step	Procedure
1	**Internal Memo:** A note written to one's supervisor requesting for approvals. It is used for internal communication in the company. **Go to:** Self Service>>Memos
	
2	**New memo:** Creating a new memo Select the approval levels- supervisors or managers required to approve requests. Can attach multiple files if needed. The sender's name should be inputted in the "To" box. The "Approval 1" box should have the name of the recipient (e.g. supervisor) of the memo. **Go to:** Click on New memos
	
3	**Memo view:** Newly created memos **Go to:** Click on My Memos to view created memo in the "Unsent Memos". Current status should show "not sent" Untill you click "Send" from the "Unsent Memos" to completely send created memos before status can be changed.

	From sent memos you can see current status “with approval 1 Dipo Odeyemi”
	
4	Sent Memos: This shows all the memos that have been sent and is either awaiting approval or has been approved. **Goto: Click on the ‘sent memos’**
	
	After memo has been approved. **The staff can see it indicated in a green button and after the execution of the memo the staff should click on the ‘completed’ button .** **For more information click on the ‘more details’**

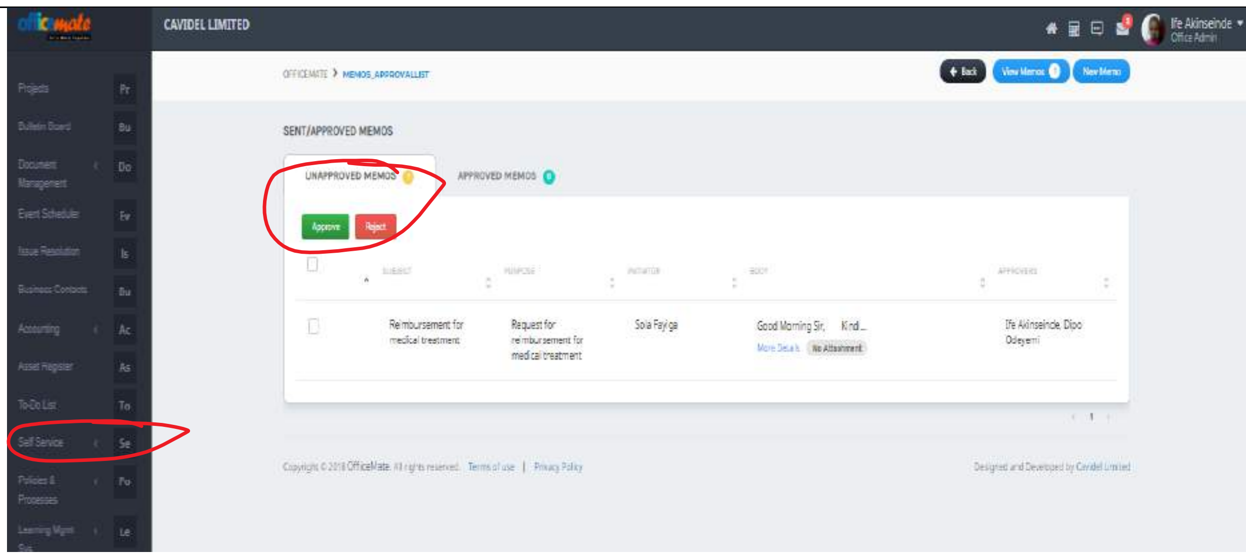
	

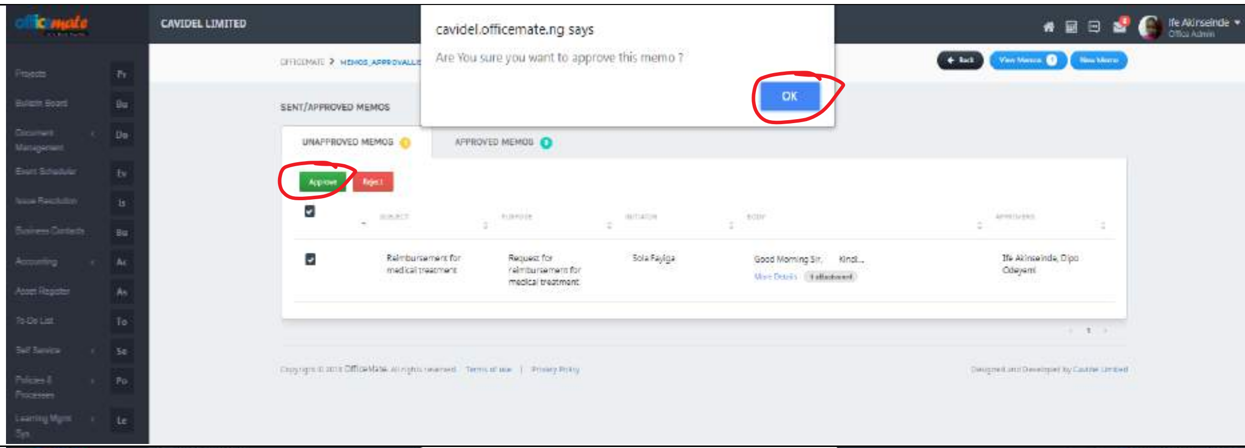
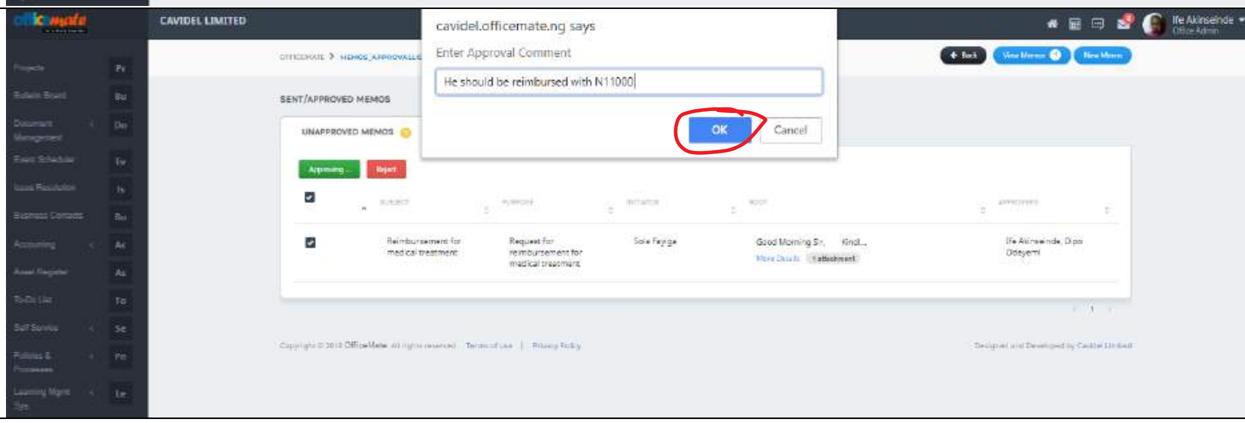
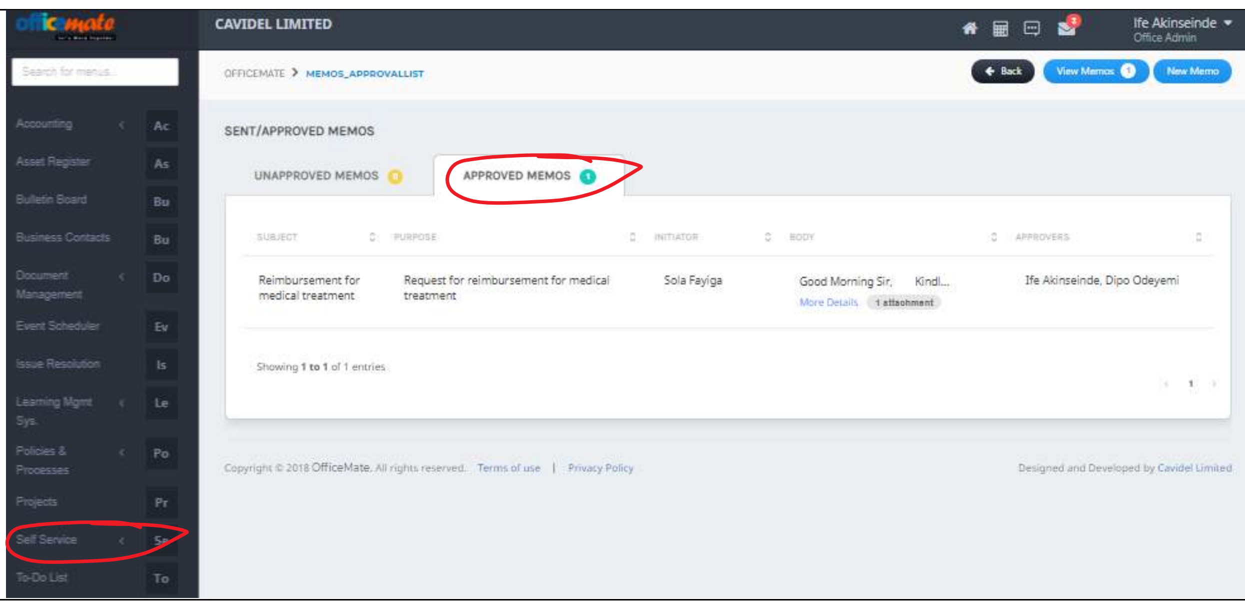
11.1. Module: Self Service – Sticky Notes

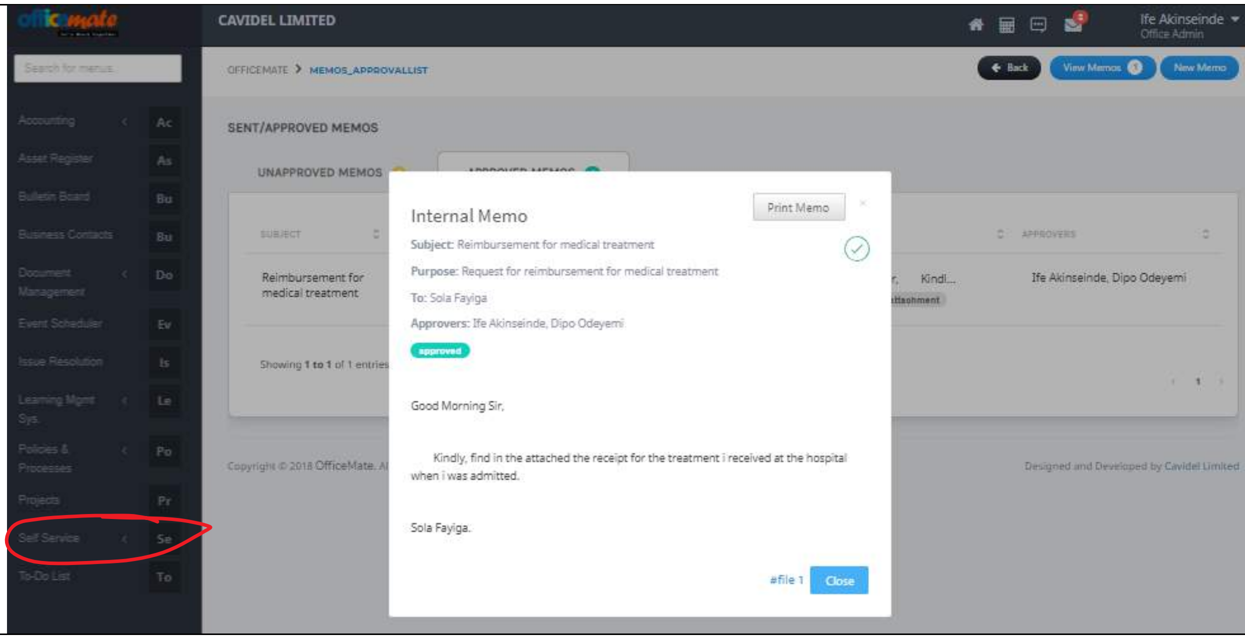
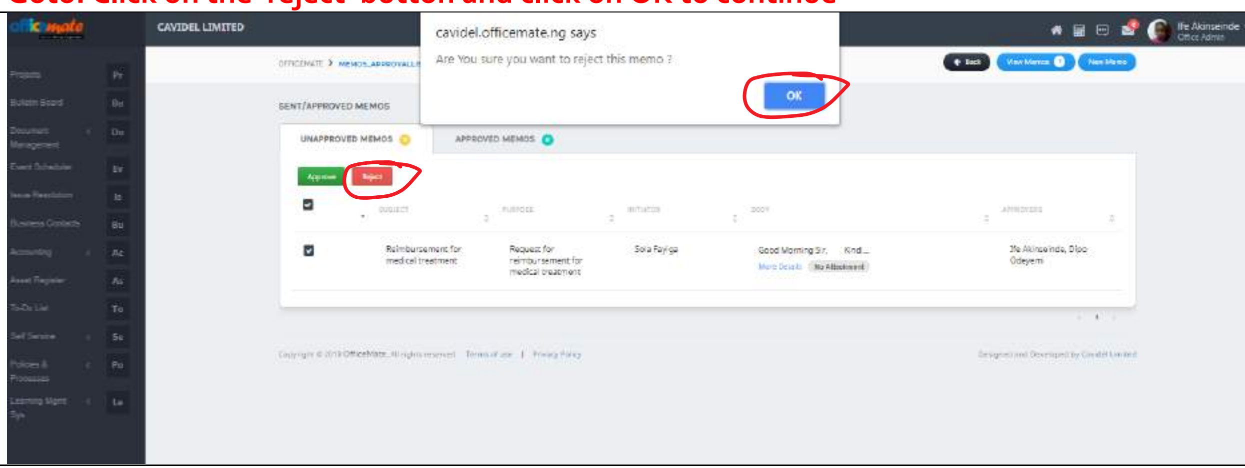
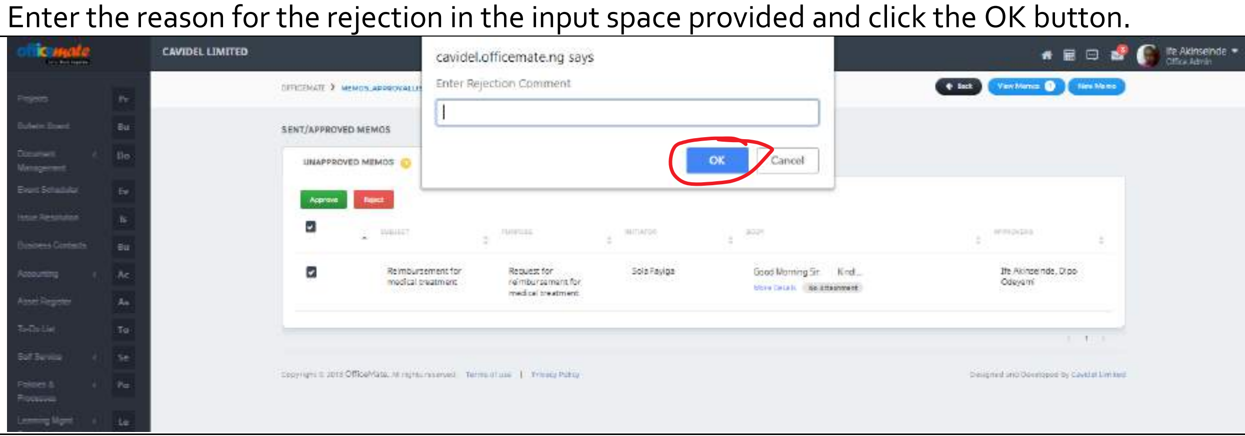
Step	Procedure
1	This module can be used to create different types of notes that remain visible on the desktop screen. It enables you to plaster the electronic equivalent of good old-fashioned **Post-It notes.** **Go to:** Self Service>>Sticky Notes
	
2	**Add Sticky Note:** Click on "Add Note"

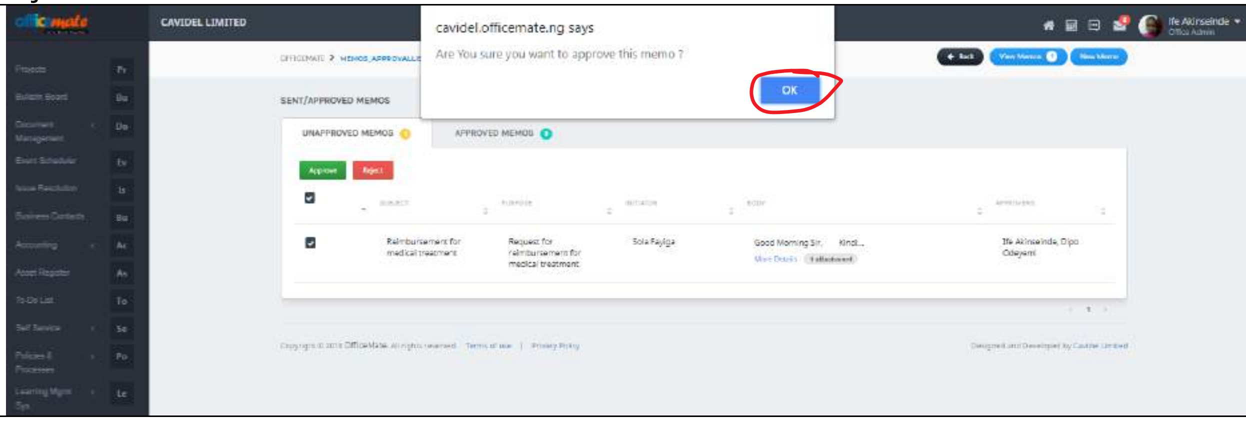
	

11.2. Module: Self Service – Approved Memos

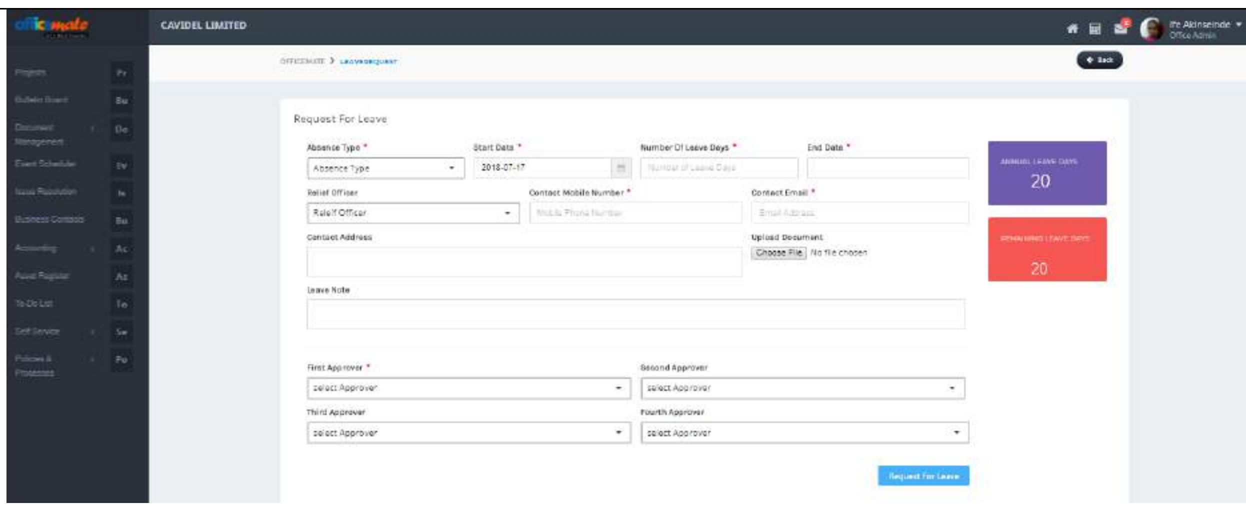
Step	Procedure
1	This module show the memos that have been sent to the staff for approval. **Note: Only assigned staff with the role to approve memos will be given access to approve other memos.** **Goto: self-service>>approved memo>> click on unapproved memos**
	
2	**Approving Memos: To approve a memos** **Click on the 'approve' button and click on OK if you decide to continue with the approval.**

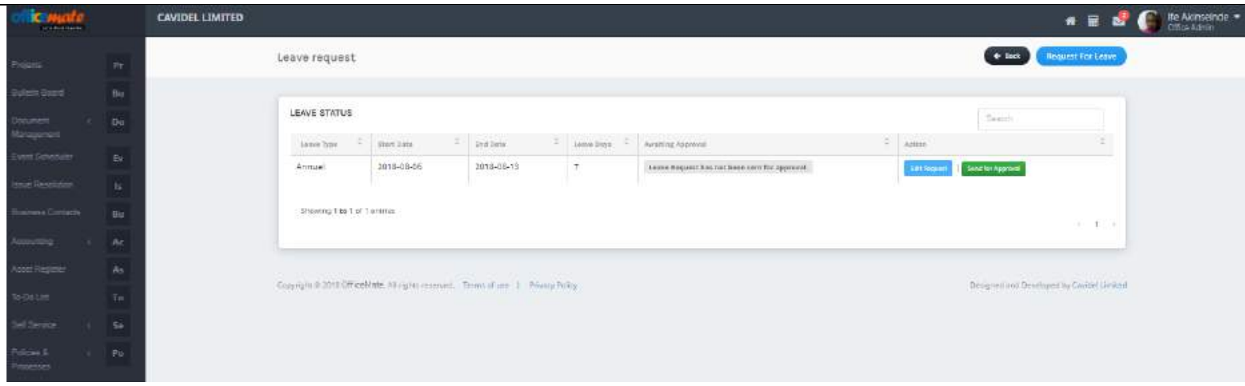
	
	
3	**Viewing approved memos:** Click on the 'approved memos' button
	
4	Click on the 'More Details' to view the information and also print the memo is needed.

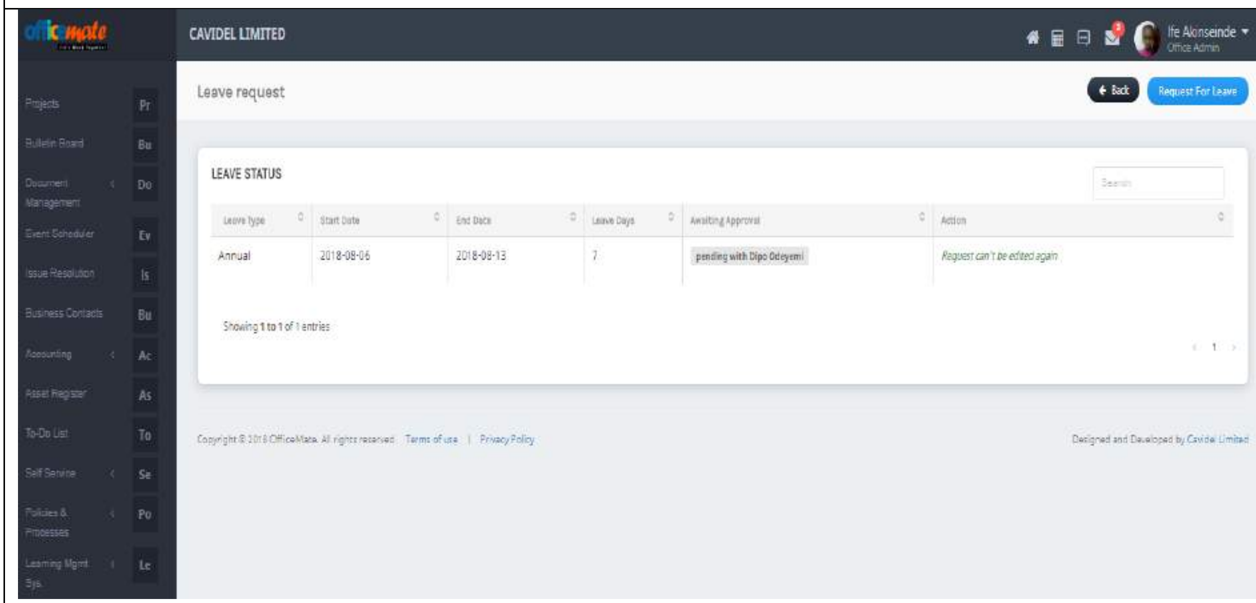
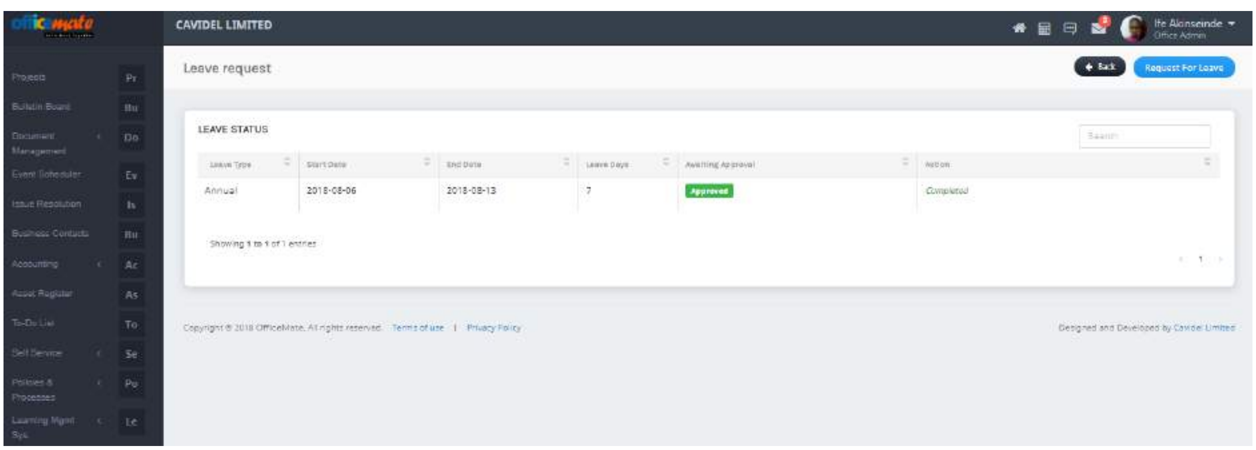
<table>
<tr><td></td><td>
</td></tr>
<tr><td>5</td><td>Rejecting Memos: Memos that haven’t been accepted can be rejected here due to certain reasons such as requirements not met.
Goto: Click on the ‘reject’ button and click on OK to continue</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>6</td><td>Enter the reason for the rejection in the input space provided and click the OK button.</td></tr>
<tr><td></td><td>
</td></tr>
</table>

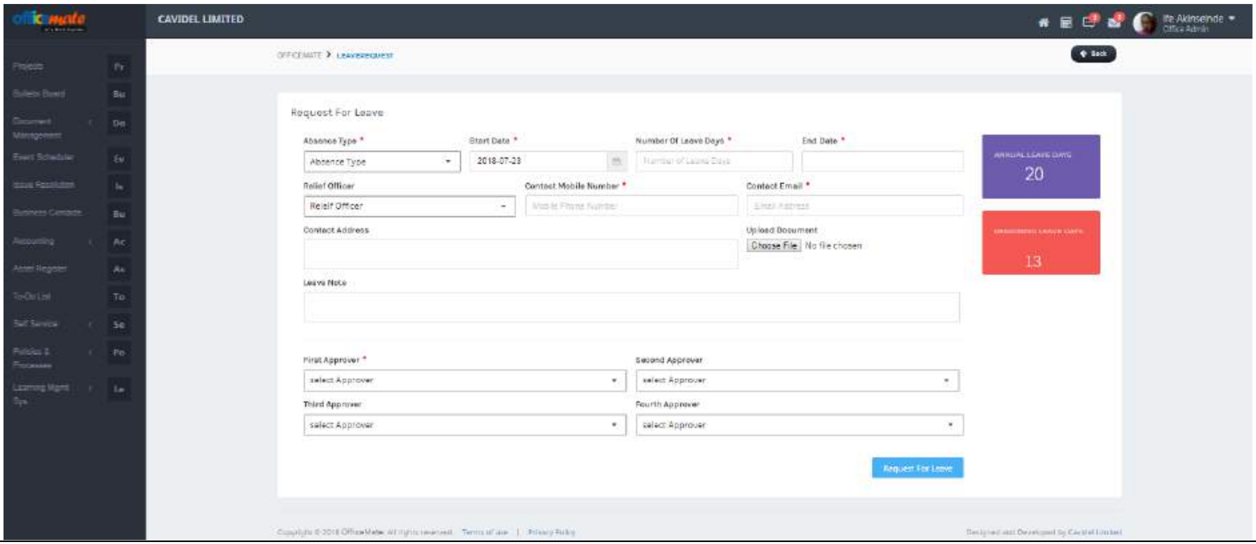
7	Onclicking the OK button to complete the rejection process, the memo will be sent back to the sender infroming them of the status of their memo as well as providing the reason for the rejection.
	

11.3. Module: Self Service – Leave Module

Step	Procedure
1	This module is a highly flexible leave management software module. The Leave Management module to process employee leave requests with ease. Staff can see the number of leave days assigned to them yearly. **Go to:** Self Service>>Leave Request
	
2	Click on the “send for approval” to completely submit leave application and await approval from supervisor.

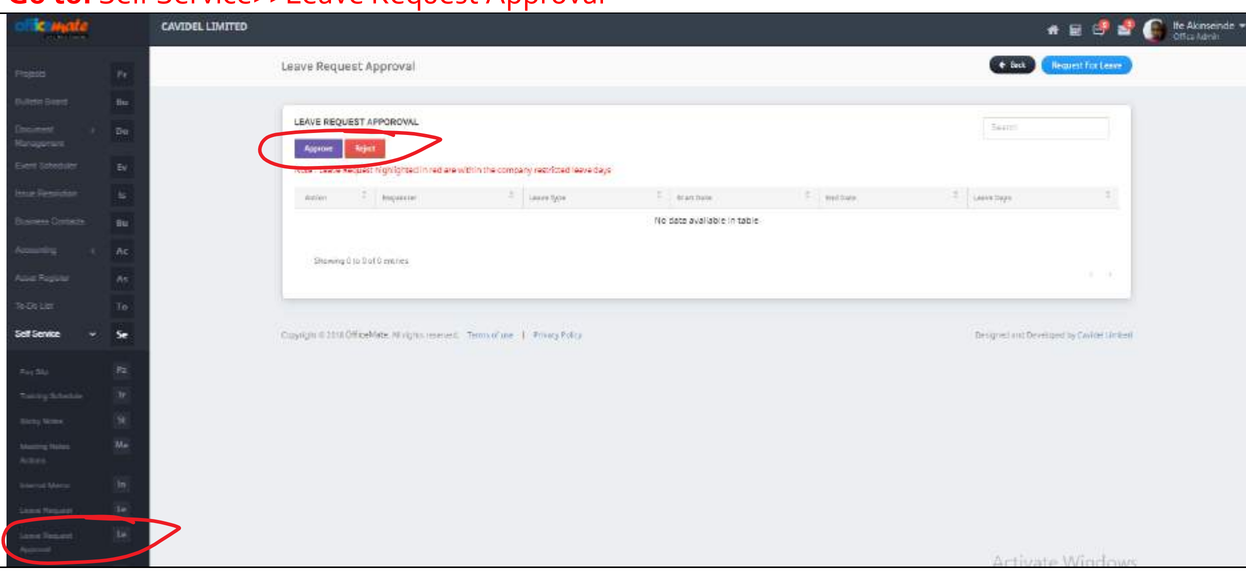
<table>
<tr><td></td><td>


</td></tr>
<tr><td>3</td><td>This view displays the employee leave request approved by the supervisor.

</td></tr>
<tr><td>4</td><td>Once the request has been approved, employee can view the remaining leave days available for them on their leave request module.</td></tr>
</table>



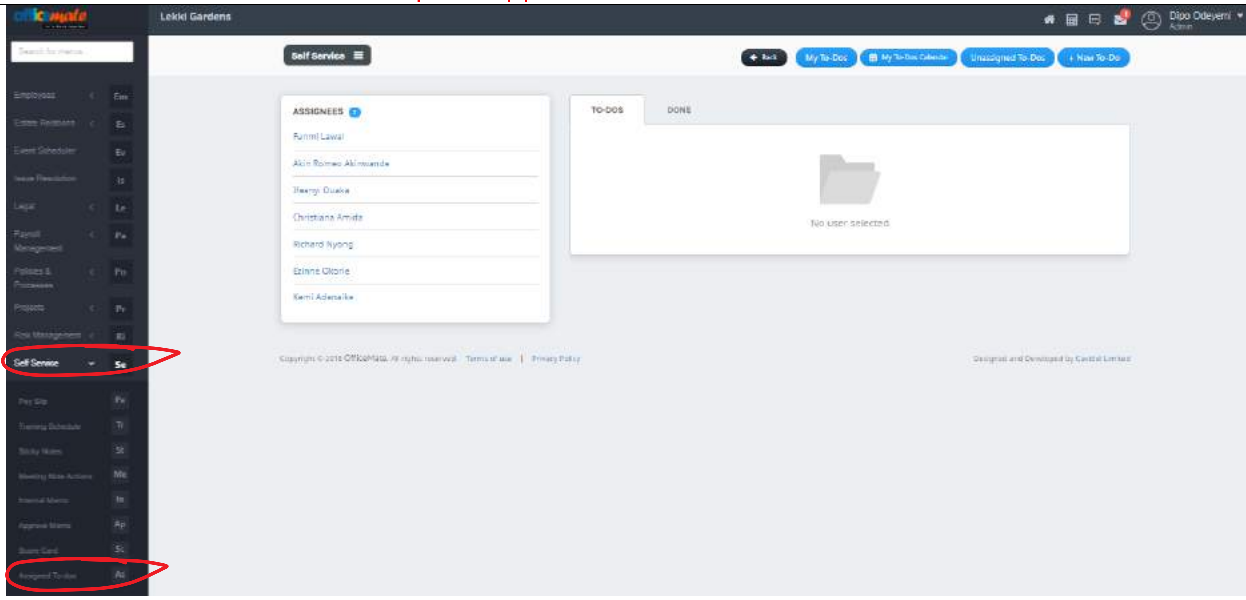
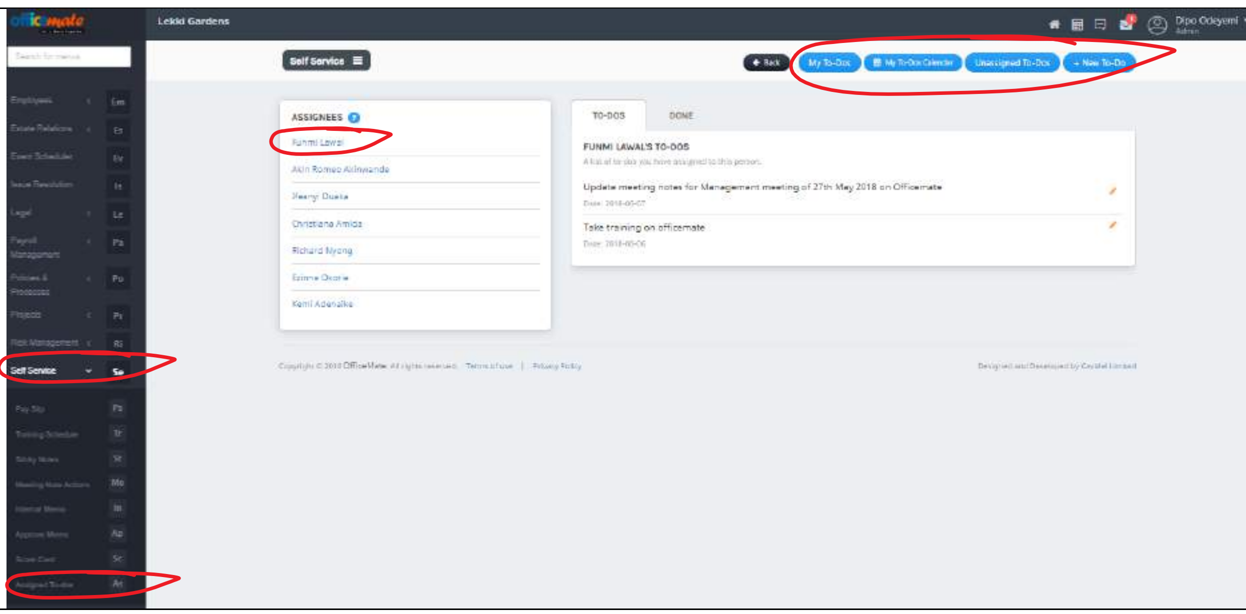
11.4. Module: Self-Service – Leave Request Approval

Step	Procedure
1	This module gives you access to see leave request that has been assigned to individual staff to approve or reject. **Go to:** Self Service>>Leave Request Approval



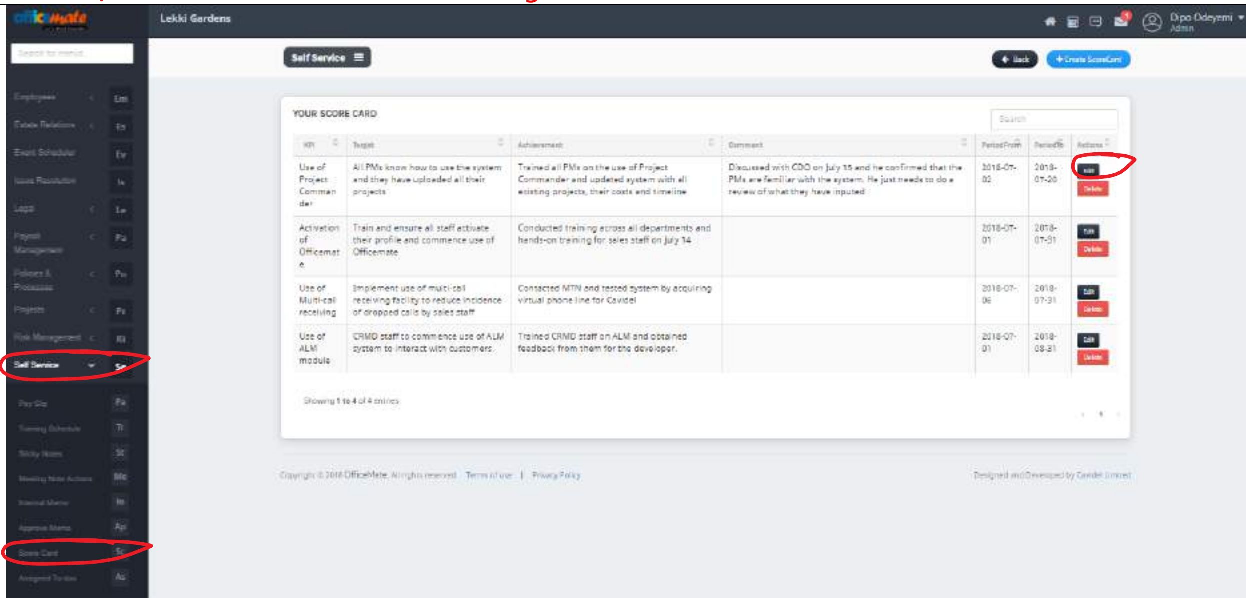
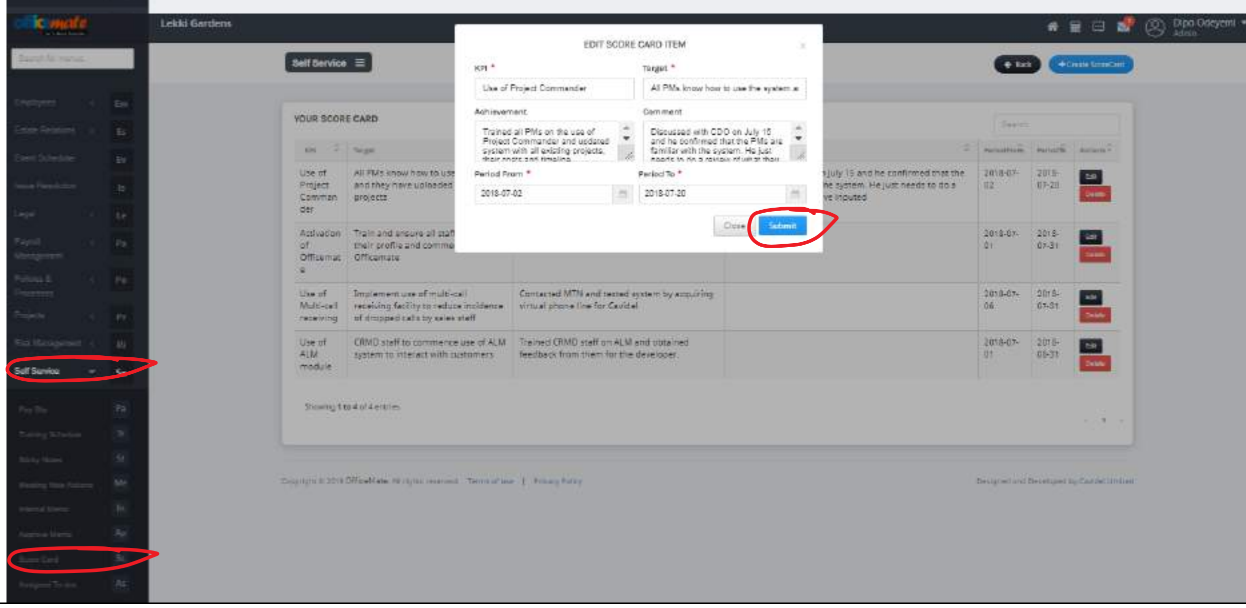
11.5. Module: Self-Service – Assigned To-Dos

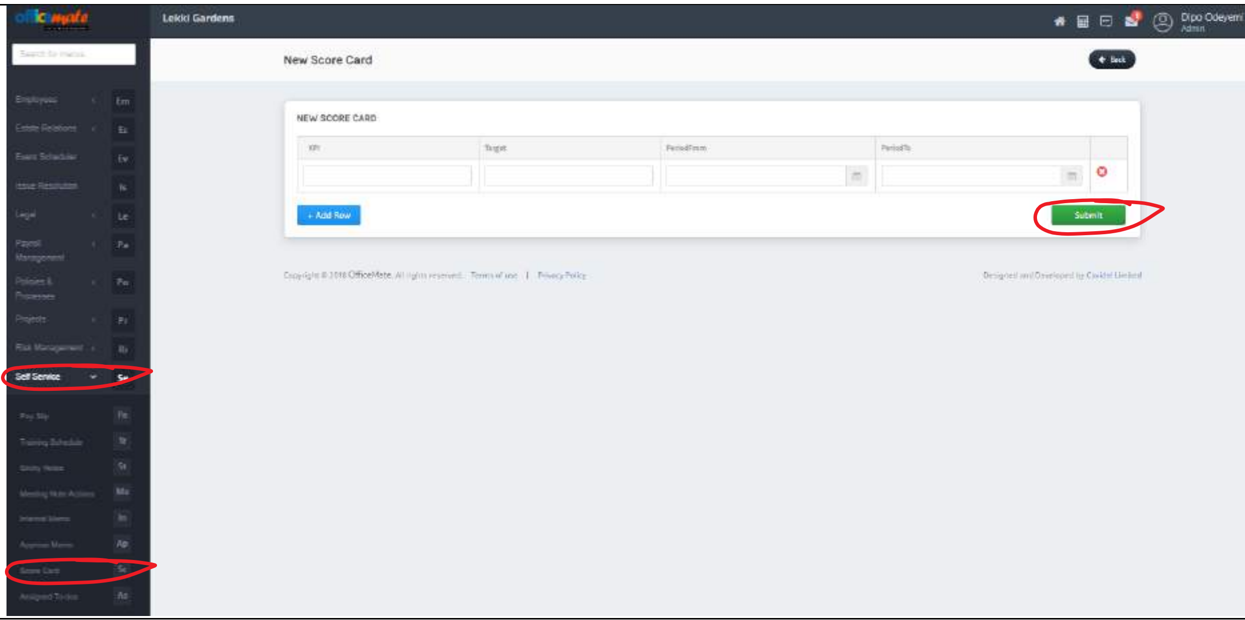
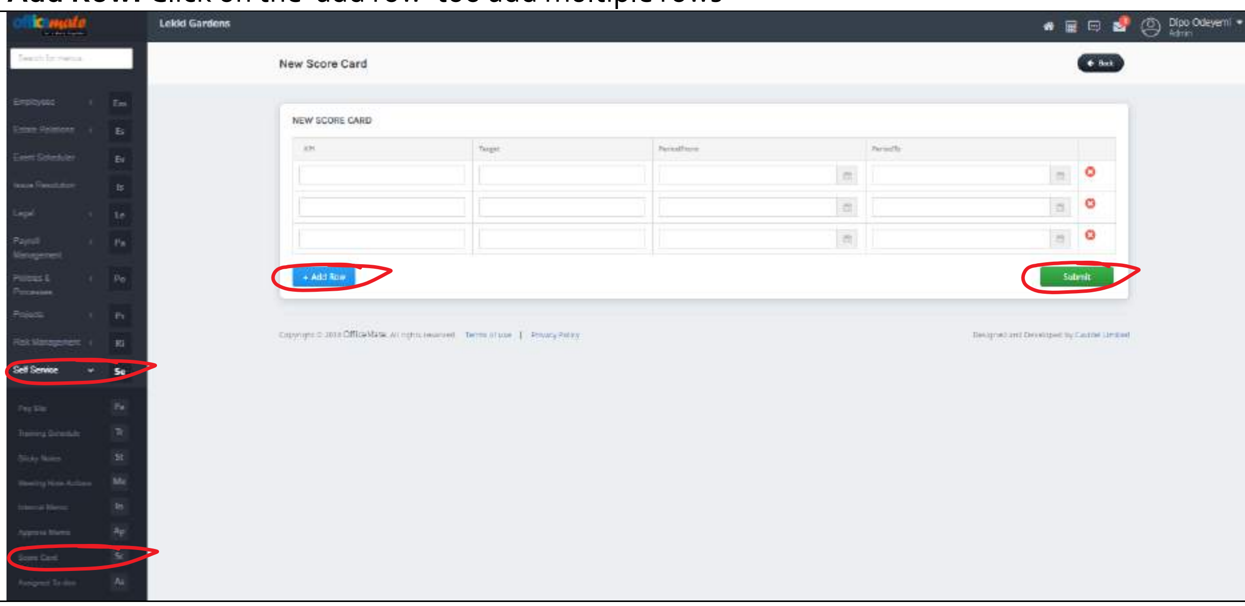
Step	Procedure
1	This module gives you access to see leave request that has been assigned to individual staff to approve or reject.

	Go to: Self Service>>Leave Request Approval
	
	To View Staff To Do List: Click on the name of the staff under the assigness to views to-dos assigned to them and those to-dos completed. **My To-Dos:** To view all to dos assigned to you or a staff **My To Dos Calendar:** To view to do list on a calendar **Assigned To Dos/Unassigned To Dos**: To view To Dos assigned and un assigned to staff **New To Dos:** Create a new to do
	

11.6. Module: Self-Service – Score Card

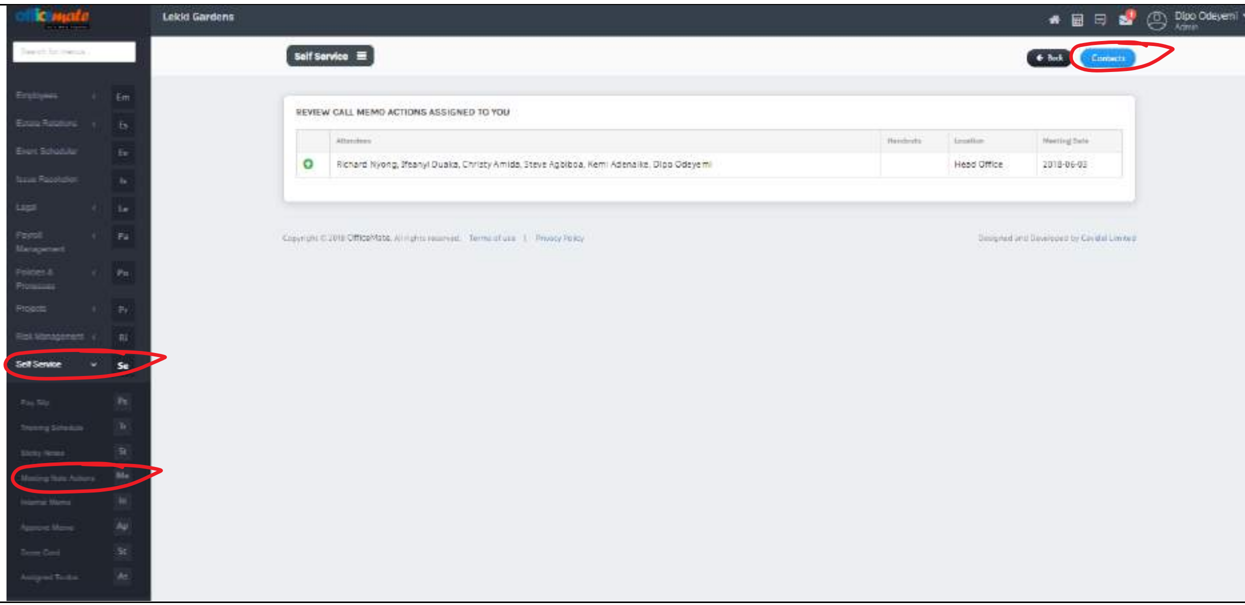
Step	Procedure
1	This is the record of employees target and achievements for a specific period. **Go to:** Self Service>>Score card

	To edit, click on the ‘edit’ to effect changes and thereafter click the submit button.  
2	**New Score Card:** Employee can record their targets and achievements **Goto: Self Service>>Score Crad>>New Score Card**

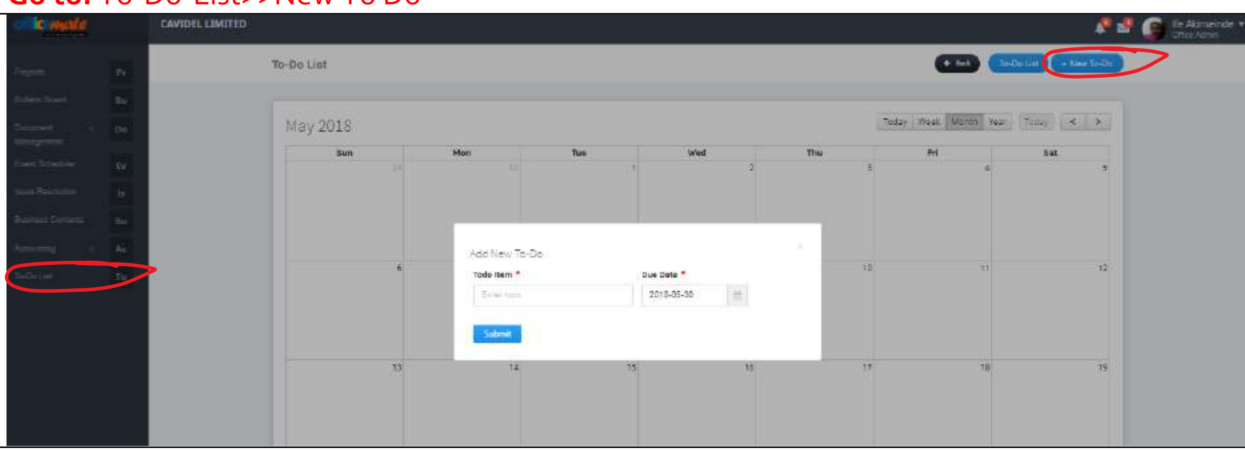
	
3	**Add Row:** Click on the 'add row' too add multiple rows
	

11.7. Module: Self-Service – Meeting Note Actions

Step	Procedure
1	Review call memo actions assigned to you. **Go to:** Self Service>>Meeting Note Actions **Contacts:** Redirect to the contact page/module.

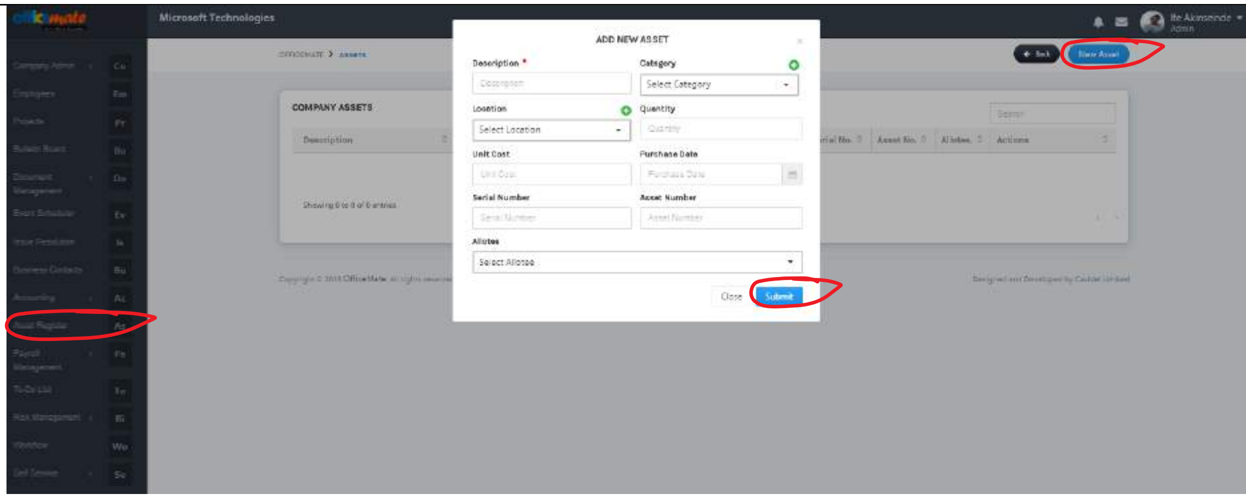
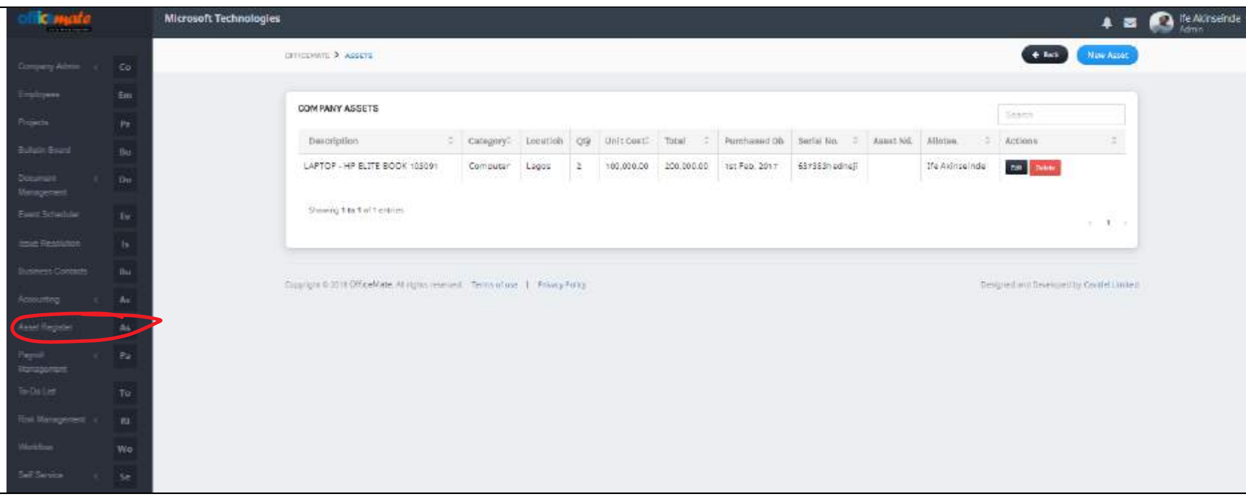
	

12. Module: To-Do-List

Step	Procedure
1	This module is a time management tool that is used to organize and prioritize daily tasks more effectively. It is used to view prioritized lists of all the tasks employees need to carry out. **Add New To Do:** Employees can add their personal activities/task or <u>set reminders</u> and view to do items. Employees can view available to-dos. **Go to:** To-Do-List>>New To Do
	

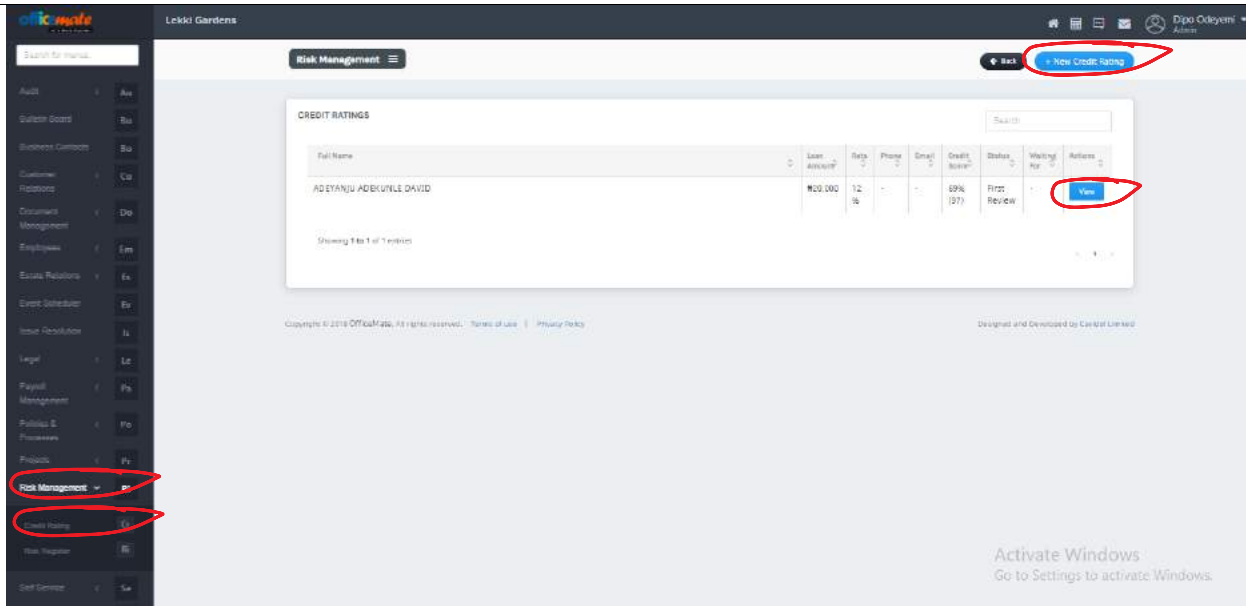
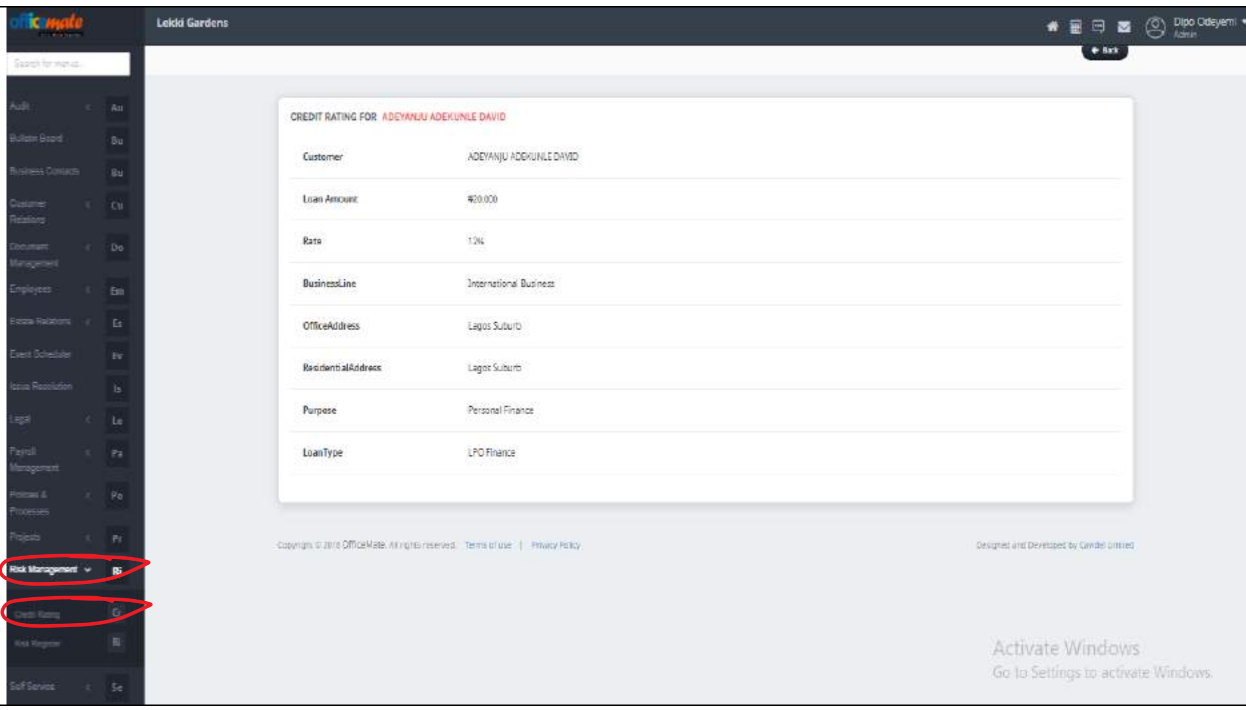
13. Module: Asset Register

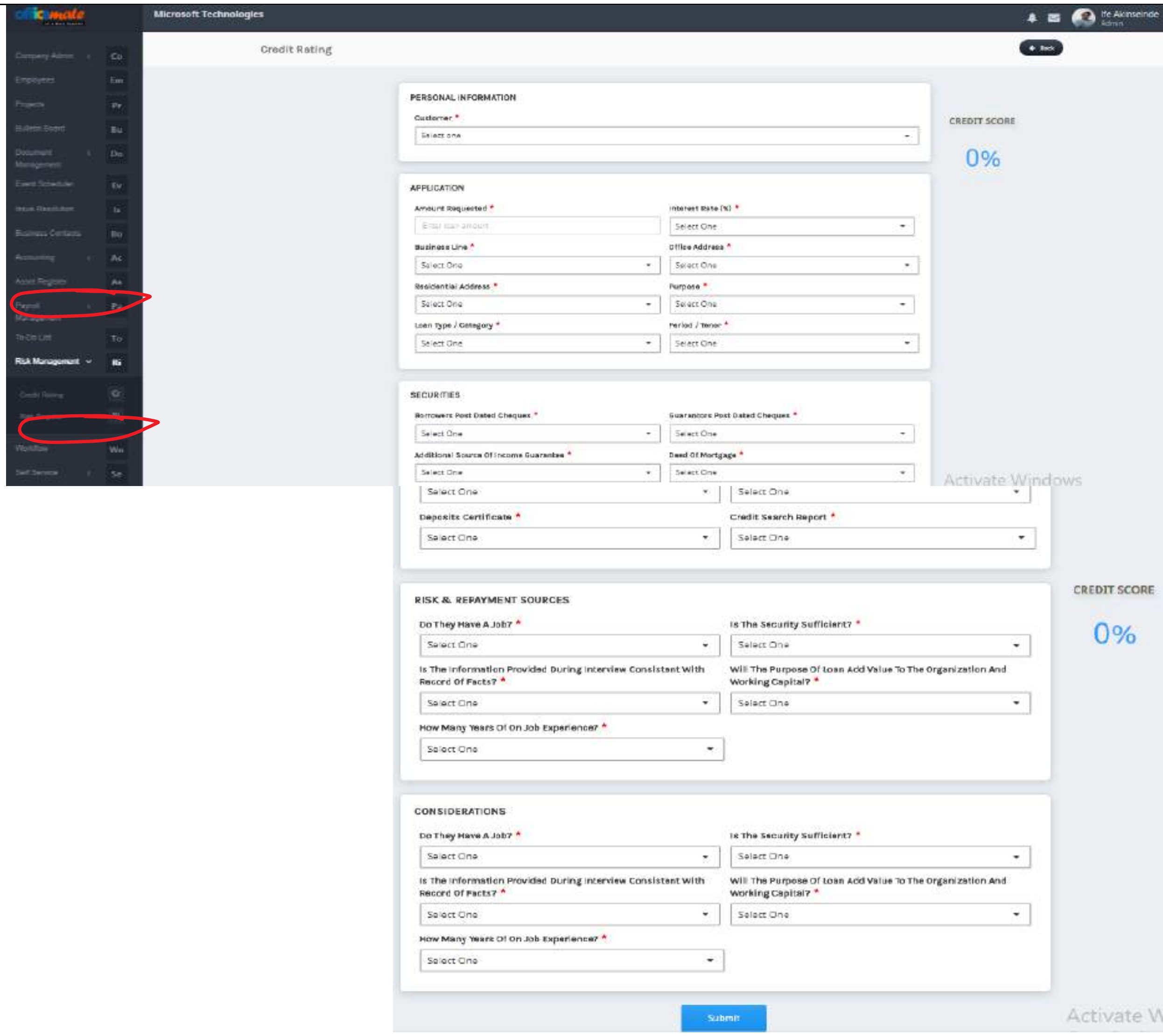
Step	Procedure
1	An asset register is a list of the assets owned by a business. **New Asset:** Admin can add all company assets. **Go to:** Asset Register>>New Asset

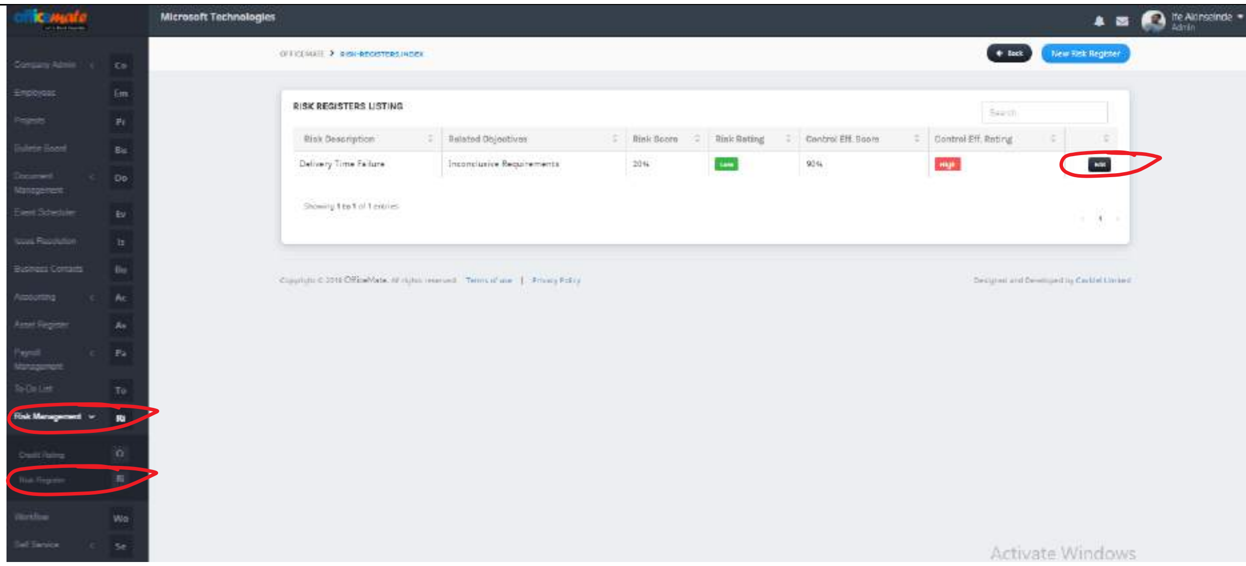
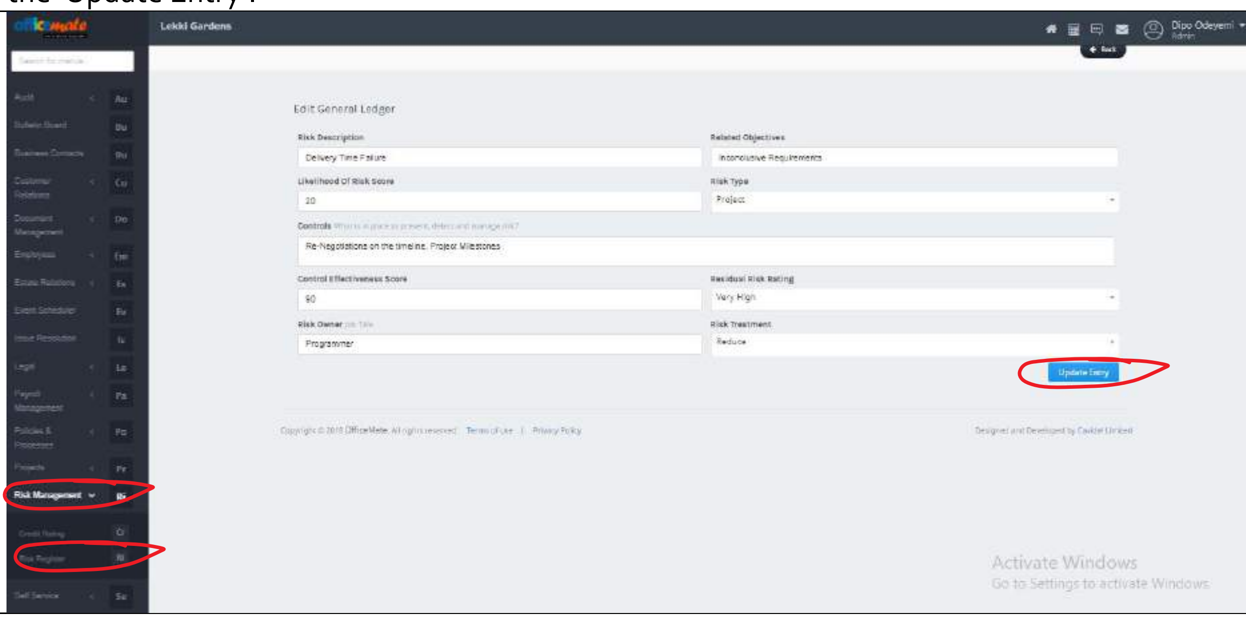
	
	Asset List: It displays pertinent details about each available fixed asset to track their value and physical location. Risk Management: This module is used to track and manage the different level of risk.
	

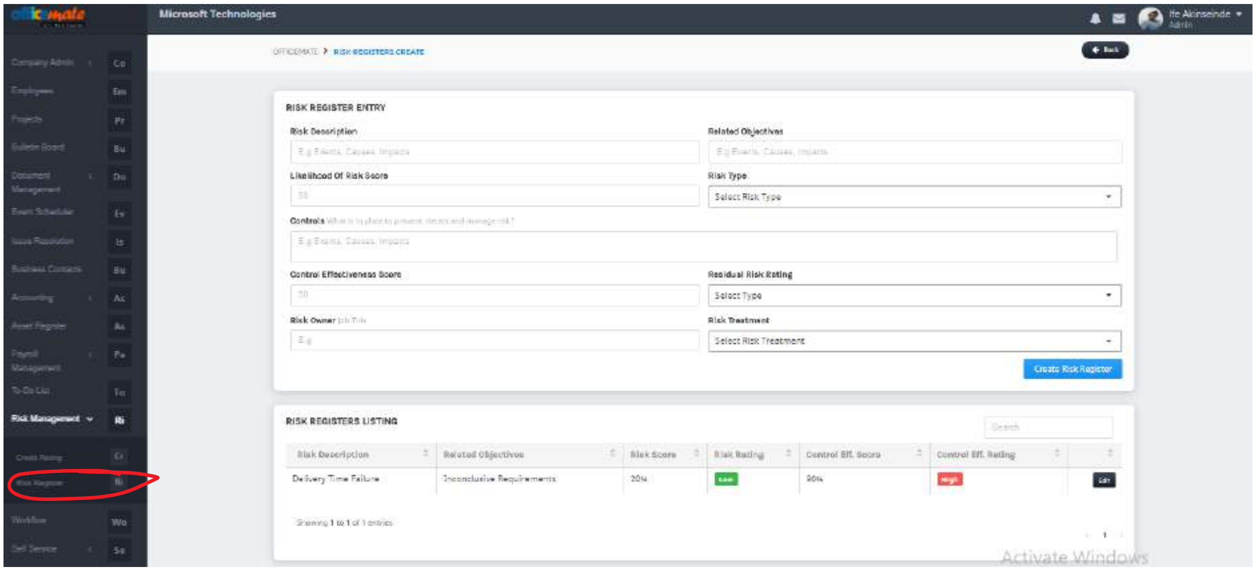
14. Module: Risk Management

Step	Procedure
1	**Risk Management:** This module is used to track and manage the different level of risk. **Credit Rating:** It is used to determine the risk rating of an employee. **Go to:** Risk Management>>Risk Rating

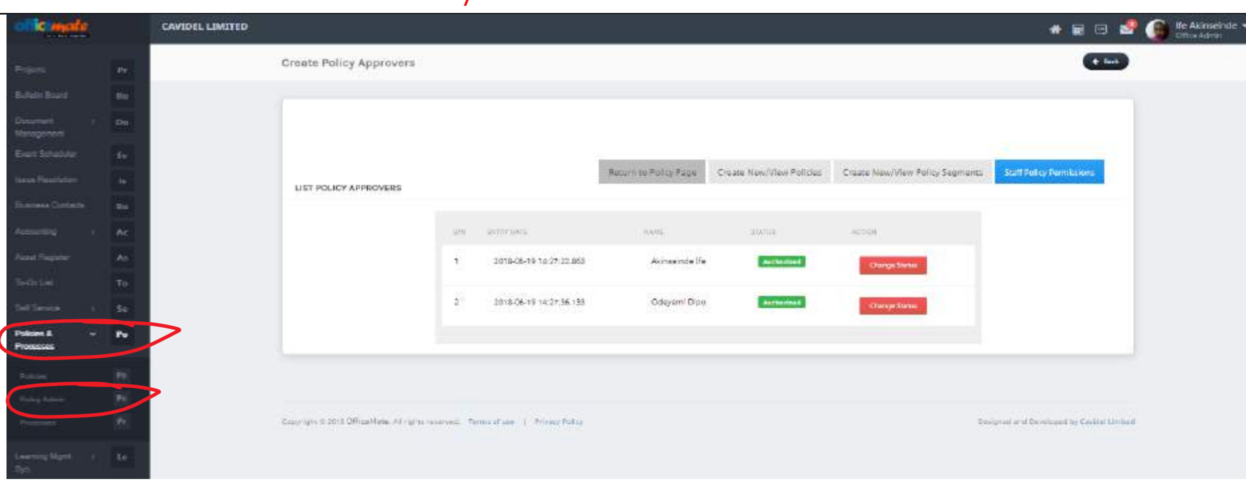
<table>
<tr><td></td><td>
</td></tr>
<tr><td></td><td>To view more information, click on the the ‘view’</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>New Rating:
Click on New Risk Rating
Goto: Risk Management>>Credit Rating>>New Risk Rating</td></tr>
</table>

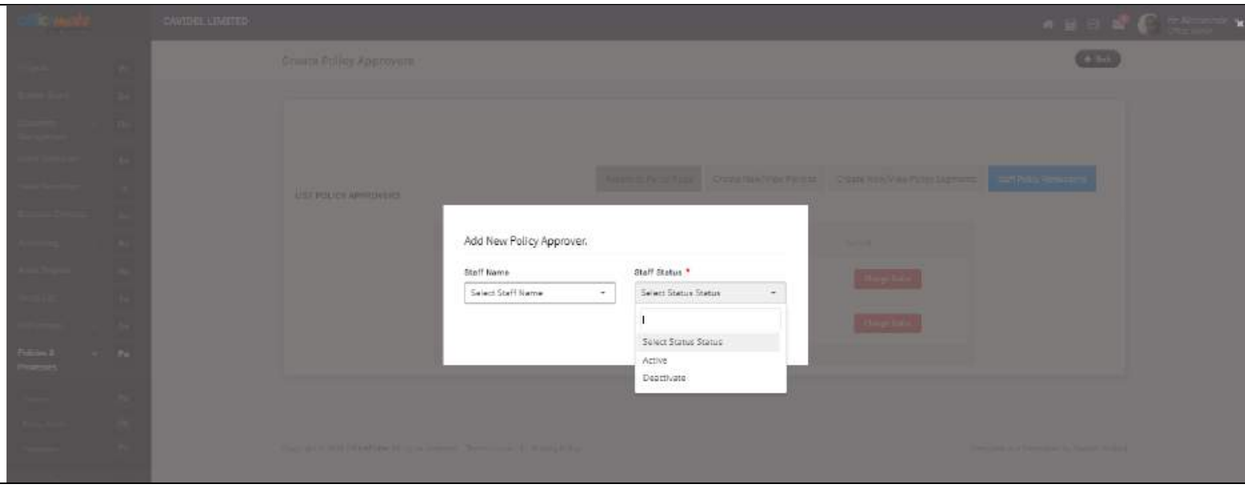
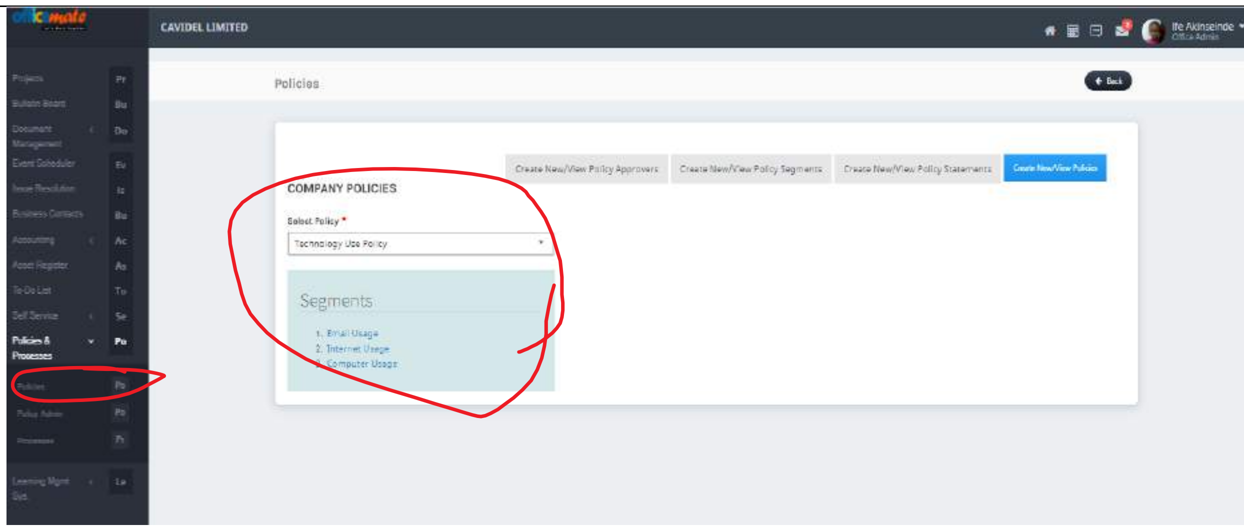
	
3	**Risk Register:** It is used to monitor and manage the various risks involved in a project. It can be used to document various risk such as finance, project, human resources, and project timeline. **Go to:** Risk Management>>Risk Register>>New Risk Register

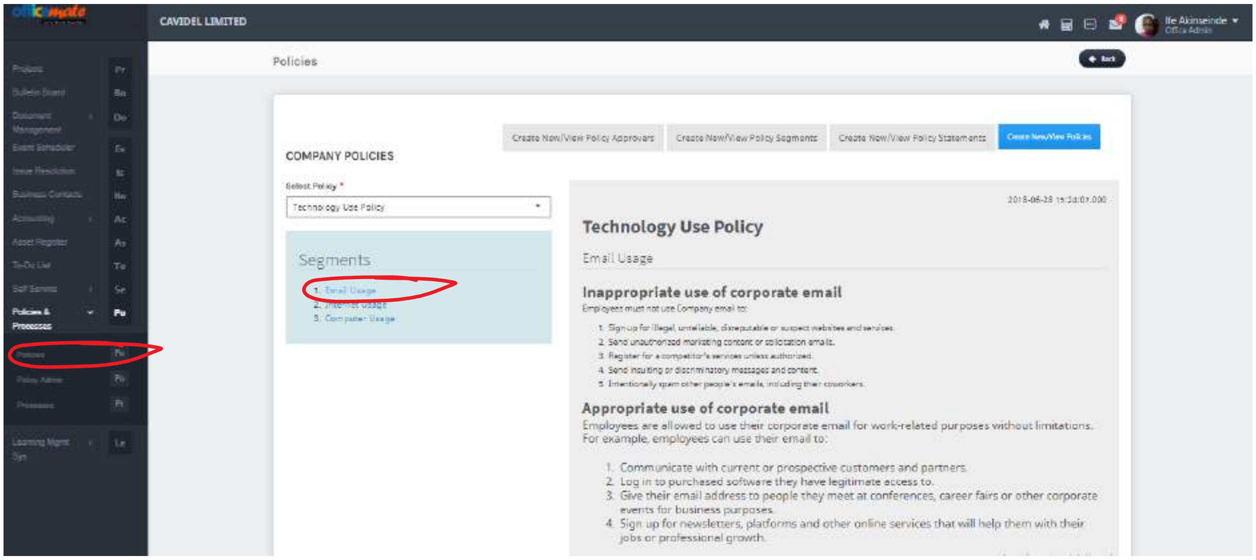
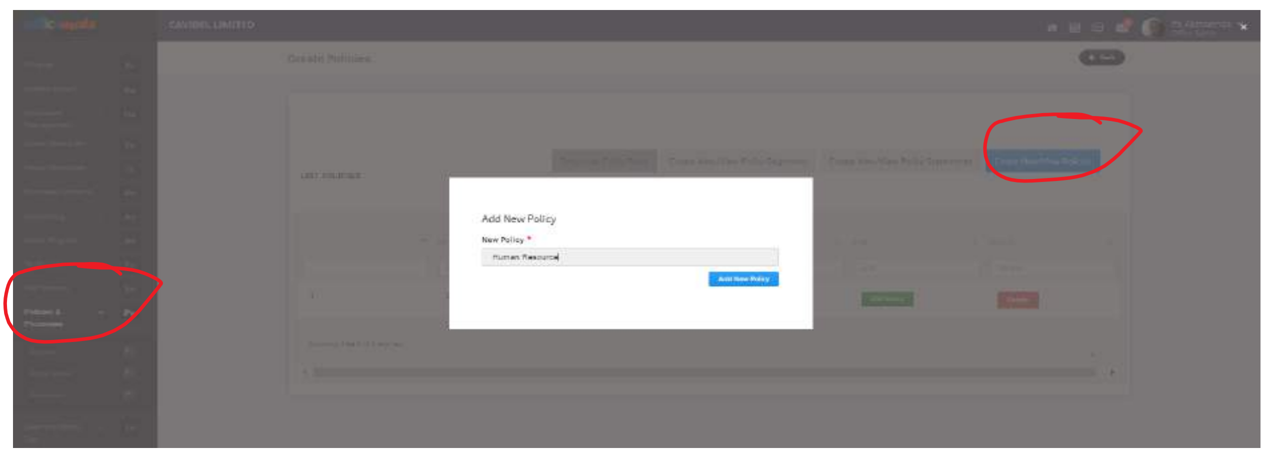
	
4	**Edit:** To make changes or update information, click on the 'edit' and effect changes and click the 'Update Entry'.
	
5	**New Risk Register:** After creating a new risk entry, the system automatically returns a report stating the risk level of the entry (high, low or medium). **Goto: Risk Management>>Risk Register>>New Risk Register**

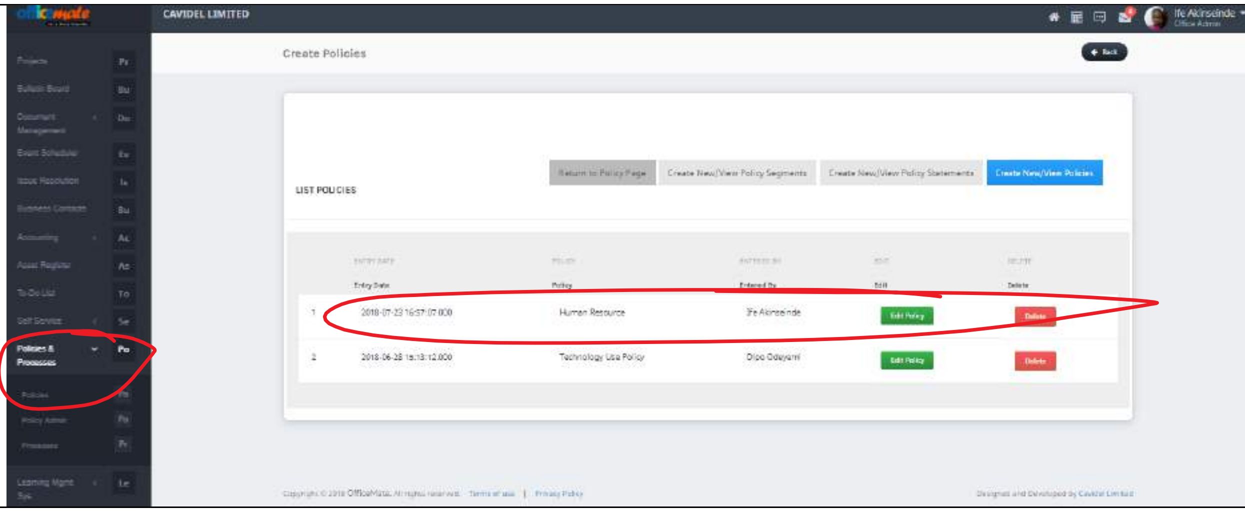
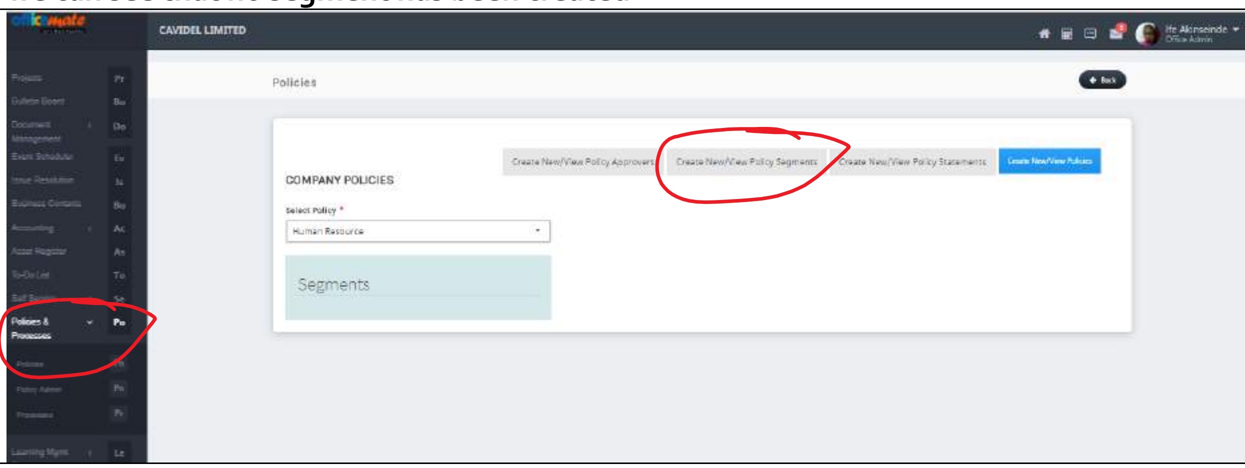
	

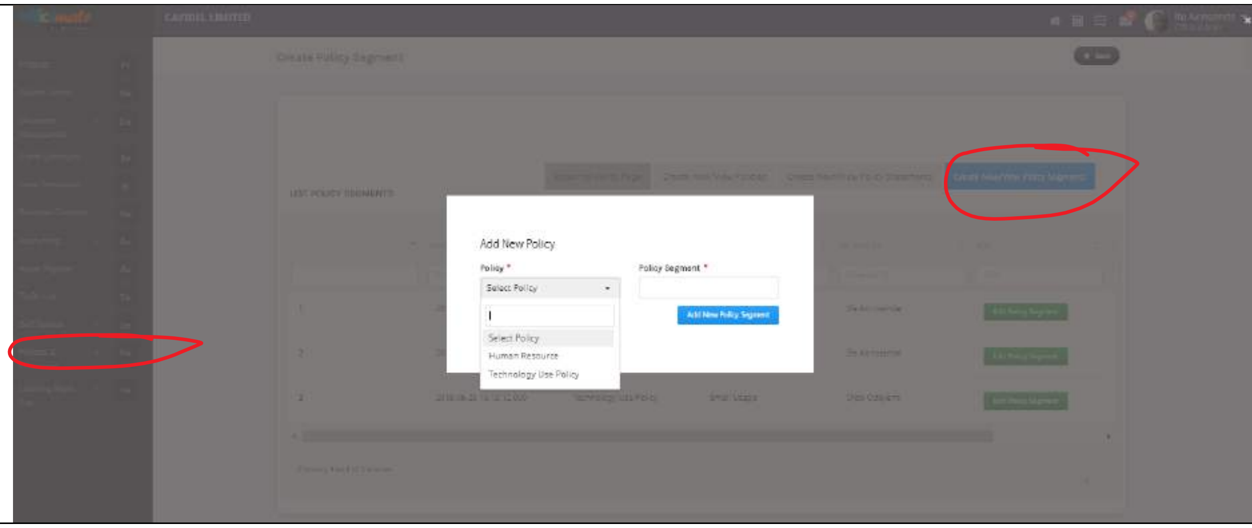
15. Module: Policies & Processes

Step	Procedure
1	This module gives you access view and create policies and procedures that determine the operations of the company or business. Here, staff can view the list of policy approvers **Go to:** Policies & Processes>>Policy Admin
	
2	**Setting Policy Permissions:** Staff can be granted different access based on their roles. **Goto: Policies & Processes>>Policy Admin>>click on 'Staff Policy Permission'**

<table>
<tr><td></td><td>
</td></tr>
<tr><td>3.</td><td>View Policies: To view company policies that have already been created.
Goto: Policies & Processes>>Policies>>Click on ‘Select Policy’</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>4.</td><td>Policies & Segments: Staff can vew and read policies created based on their different segments.
Goto: Policies & Processes>>Policies>>click on the drop down of policies >> Click on the segments.</td></tr>
</table>

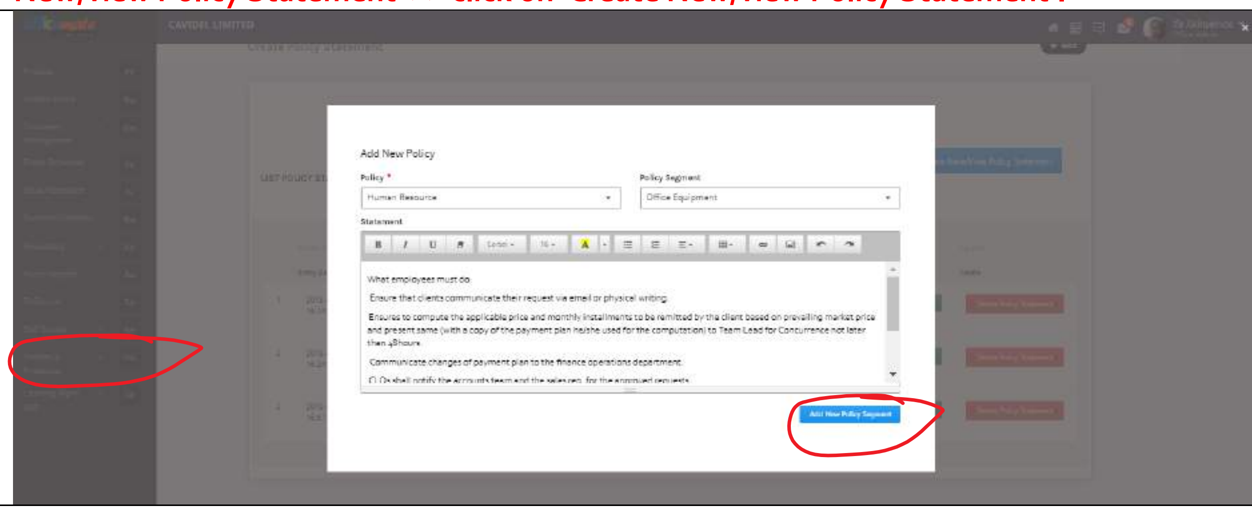
	
5	**New Policies:** Creating new company policies. **Goto: Policies & Processes>>Policies>>click on 'Create New/View Policies'>>type the name of the new policy and click enter.**
	
6	**New Policy created: This displays the new policy created.**

<table>
<tr><td></td><td>
</td></tr>
<tr><td>7</td><td>Policy Segment:
Goto: Policies & Processes>>Policies>>click on ‘Create New/View Policies’>>click on the name of the policy>>click on ‘Create New/iew Policy Segment’.
Note: This page displays the all the policy segment created. For this new policy created, we can see that no segment has been created</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>8</td><td>New Policy Segment:
Goto: Policies & Processes>>Policies>>click on ‘Create New/View Policies’>>click on the name of the policy>>click on ‘Create New/view Policy Segment’ >> click on ‘Create New/view Policy Segment’.</td></tr>
</table>

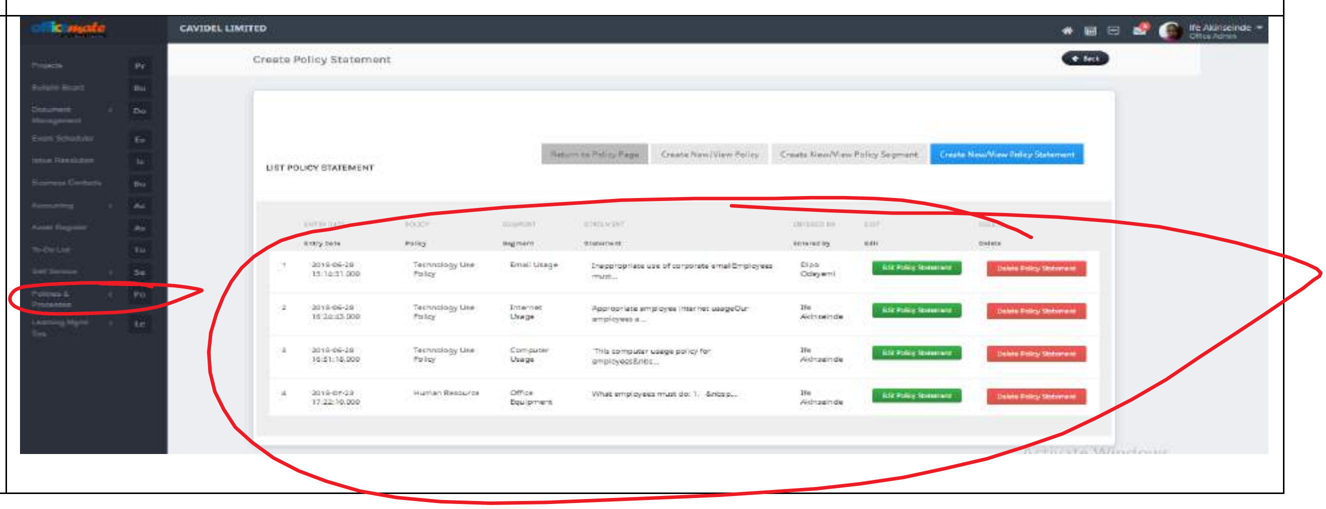


Policy Statement:

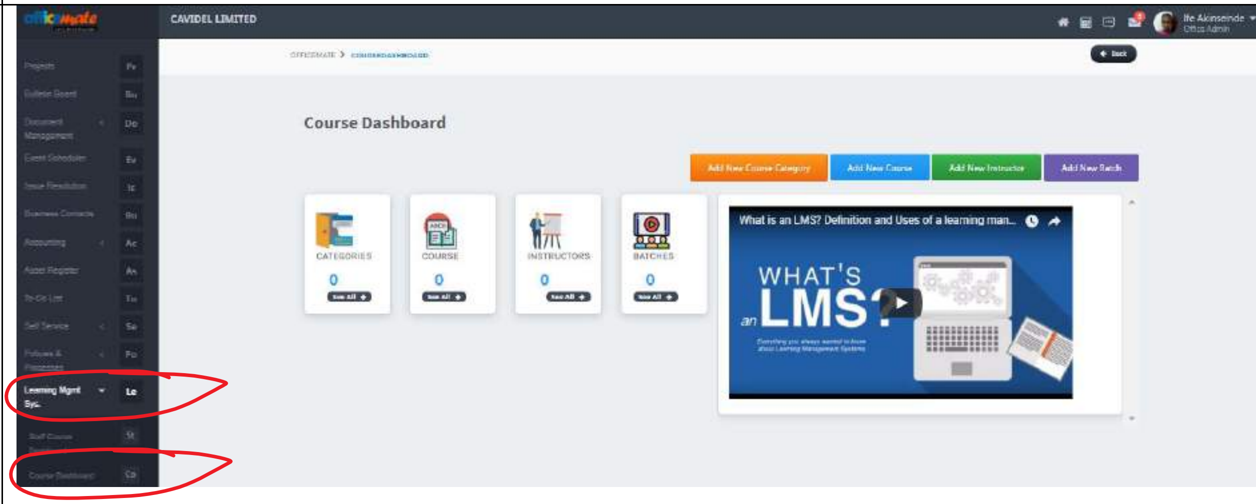
click on 'Create New/View Policies'>>click on the name of the policy>>click on 'Create New/view Policy Statement' >> click on 'Create New/view Policy Statement'.



View New Policy Statement created.

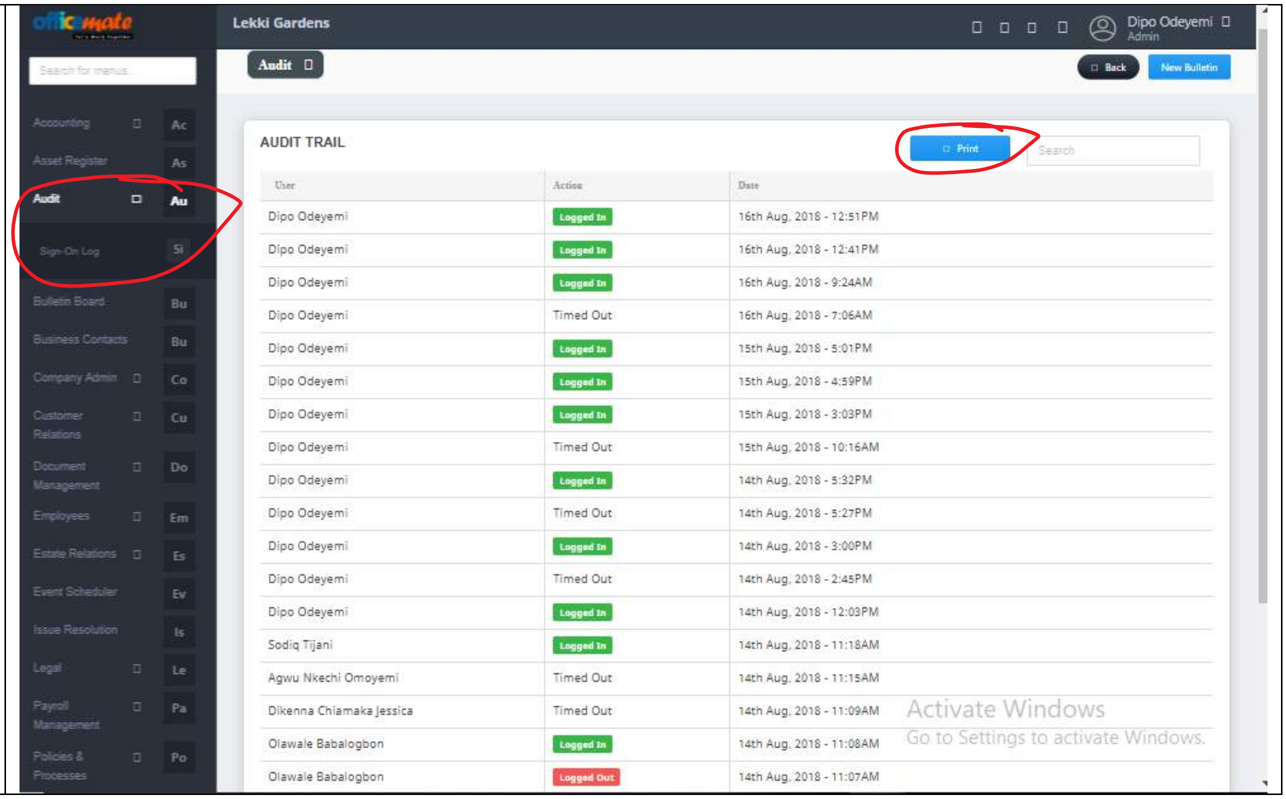


16. **Module: Learning Management System**

Step	Procedure
1	The learning management system (LMS) module is a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs. **Course Dashboard: Shows the list of courses required of staff to do.** **Goto: Learning Mgt Sys>>Course Dashboard**
	

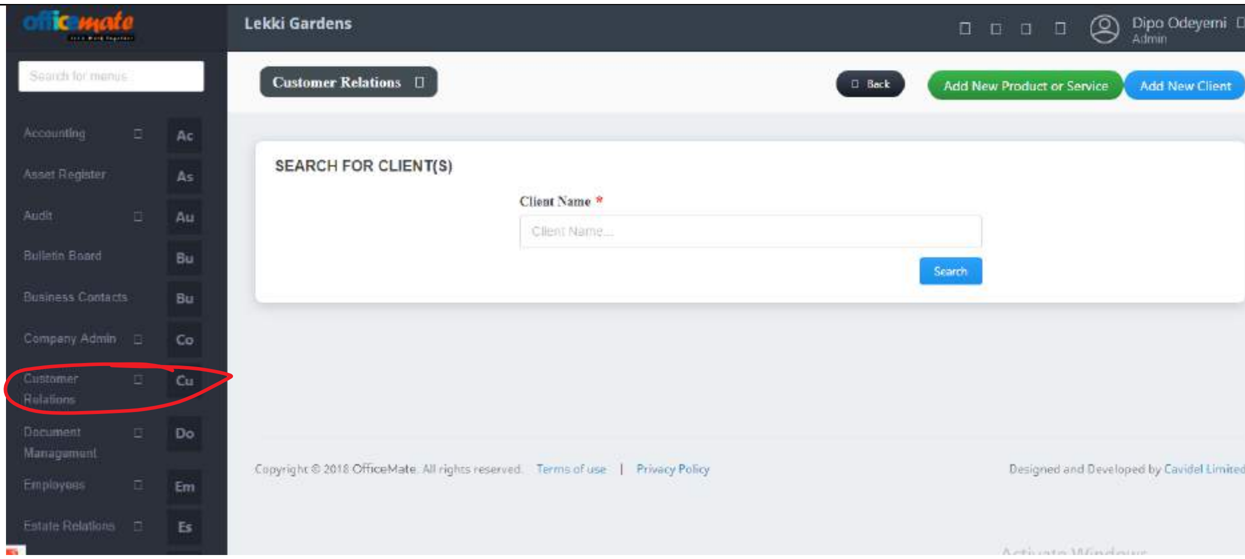
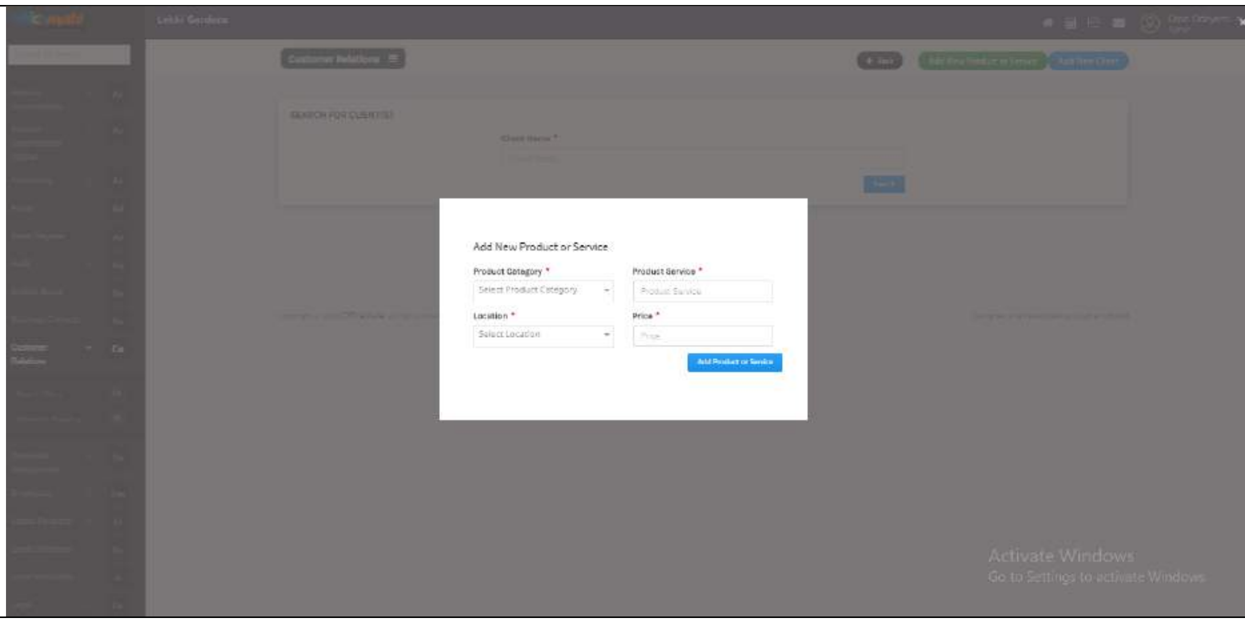
17. **Module: Audit**

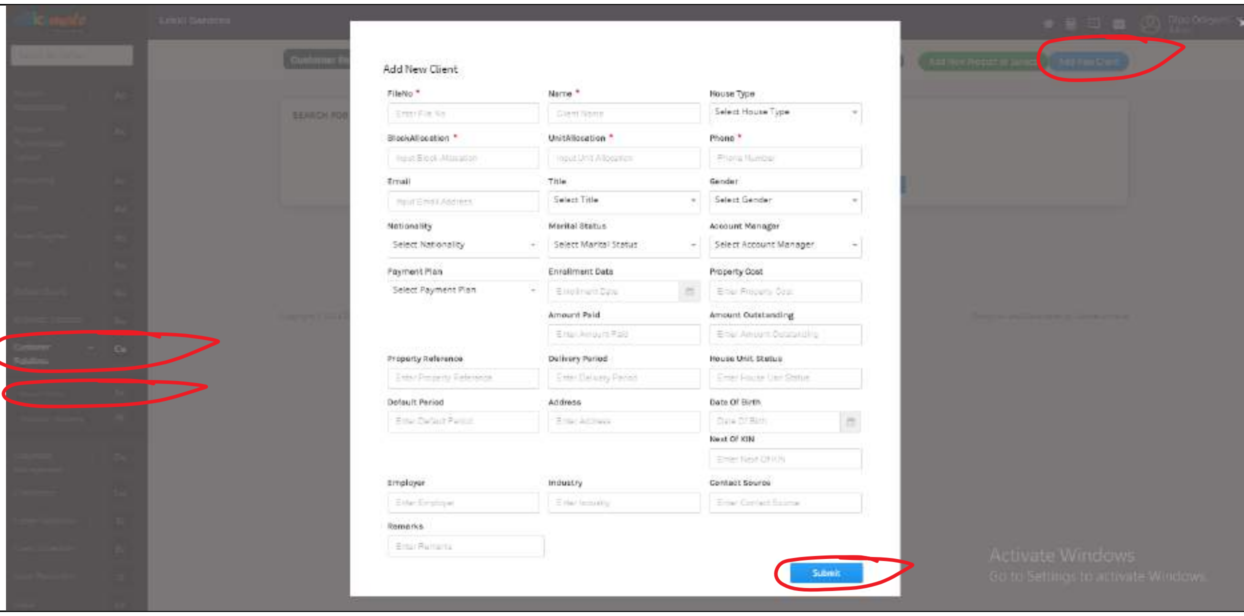
Step	Procedure
1	**Audit Trail:** This is a system that traces the detailed activities relating to any action taken by an individual or user on the system. The activities it keeps track of are 'Login and Timeout activities of the system. The actions it keeps track of actions are editing or updating of information carried out in the system. **Goto: Audit>>Click on Sign-On Log** **Note: User can print the audit log to view the actions**

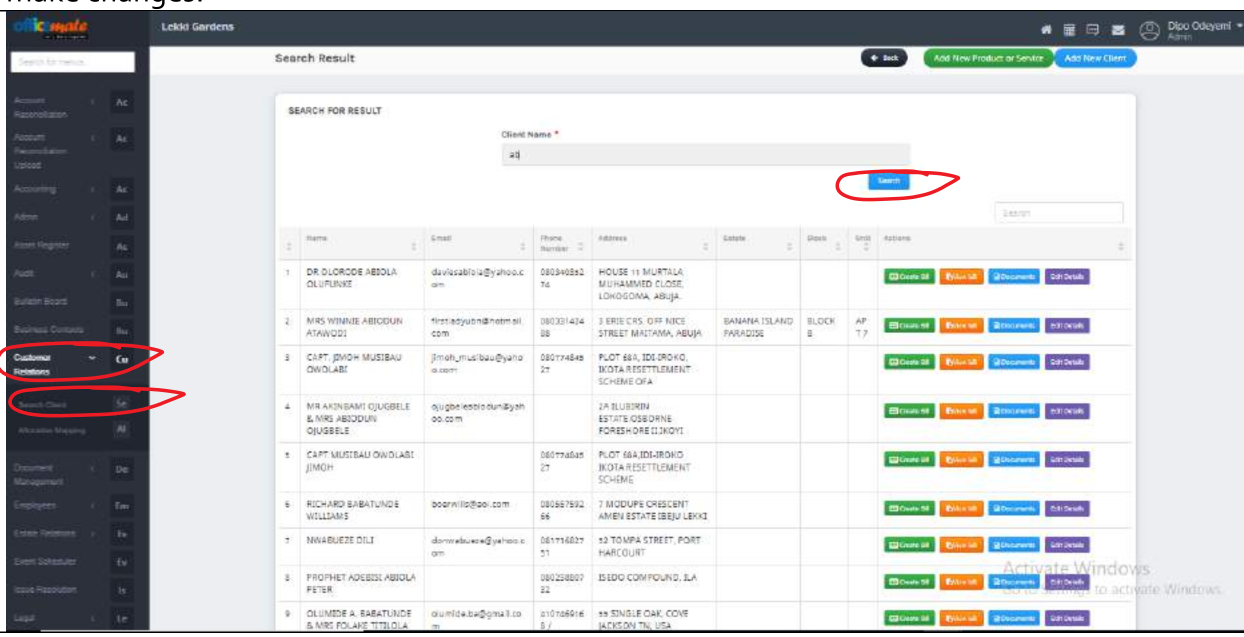
18. Module: Customer Relations – Search Client

Step	Procedure
1	**Customer Relations:** This system is used to manage the company's interaction with current and potential customers. **Search Clients:** This gives the option for users to seek out the clients they want to get in touch with whether potential clients registered in the system or existing clients. **Goto: Customer Relations>>Search Clients**

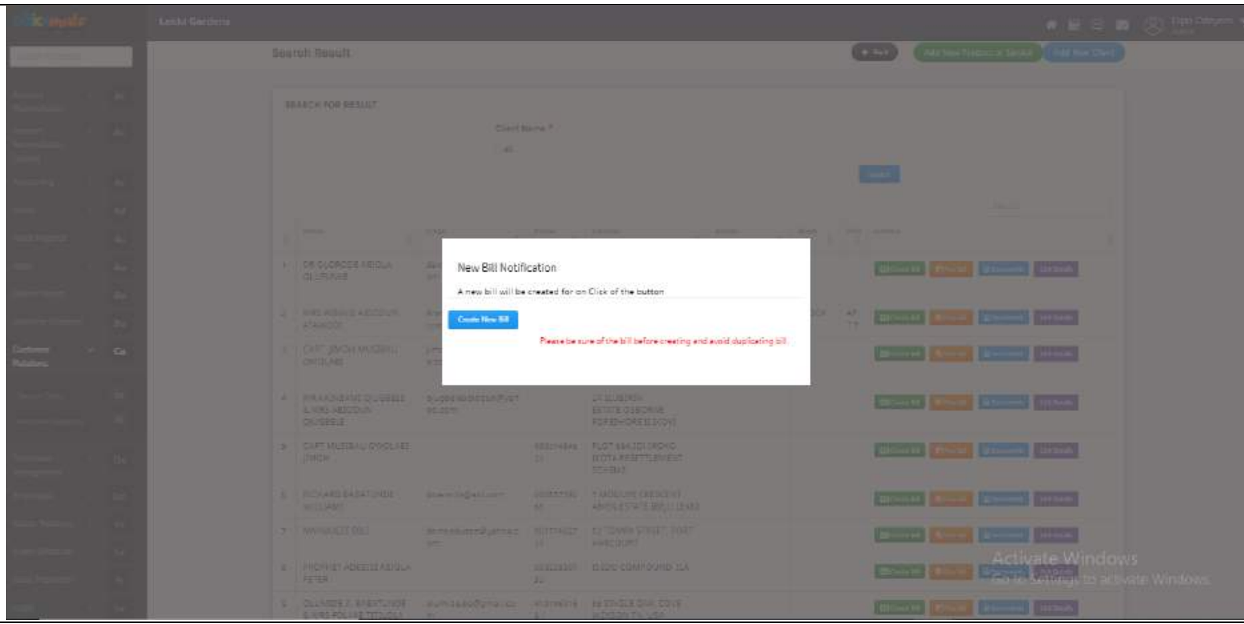
<table>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>Add New Product or Service: Click on the ‘Add New Product or Service’ and select the appropraite information.
Goto: Customer Relations>>Search Client>>Add New Product ro Service</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>3</td><td>Add New Client: To add a new client, click on the ‘add new client’
Goto: Customer Relations>>Search Client>>Add New Client</td></tr>
</table>



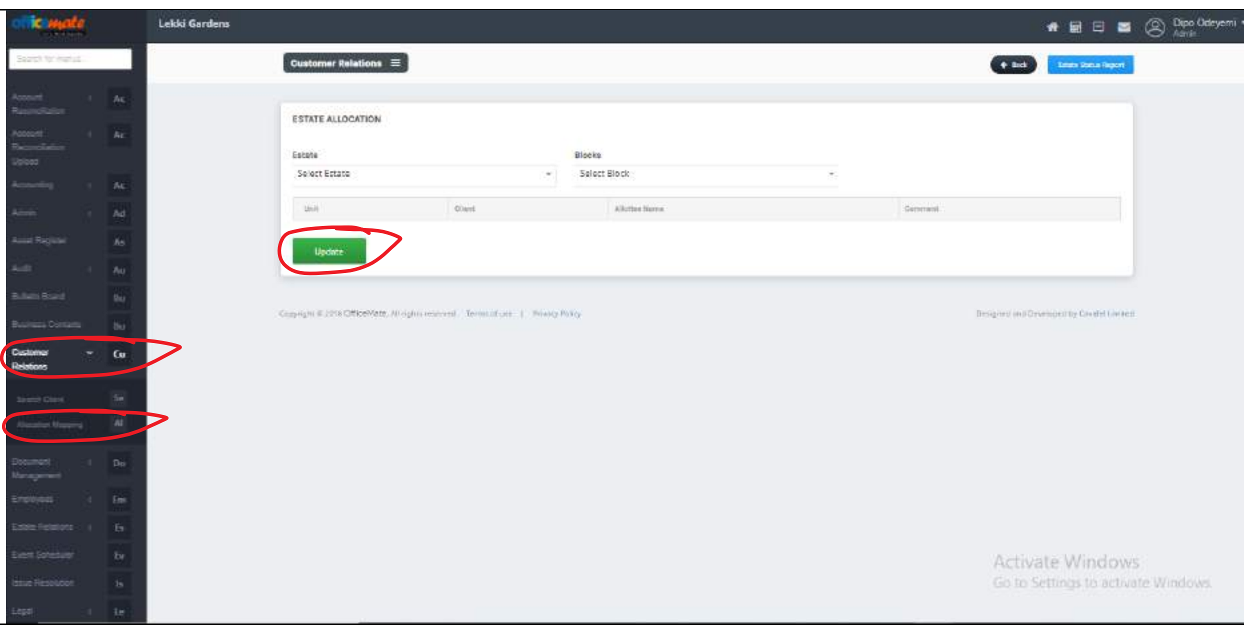
4 **Search for Clients:** Enter the name of the clients and click on the search button.
You can create bill(s), view bills, view client documents and edit the details of the clients to make changes.

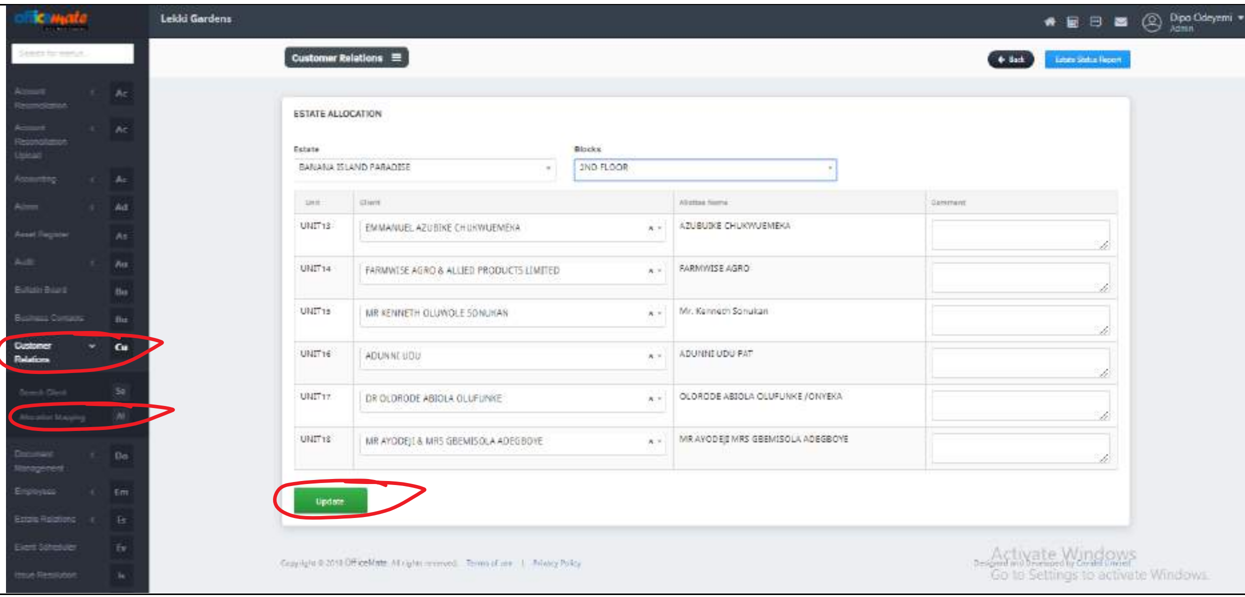
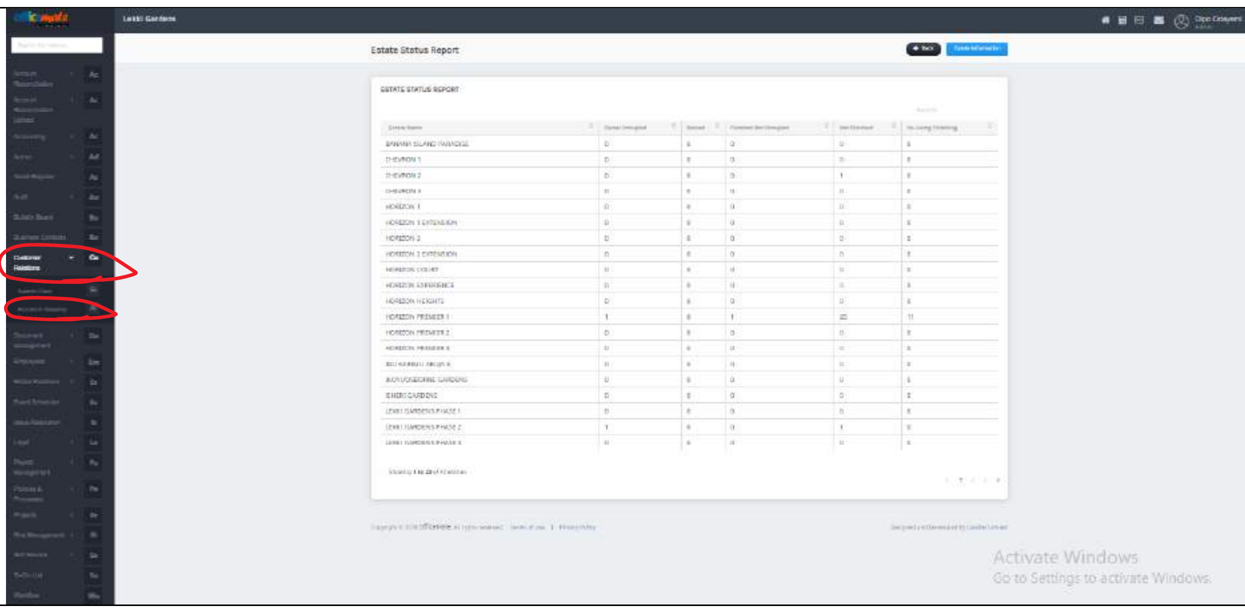


5 **New Bill:** Creating a new bill for the client, clcik on the ‘create bill’

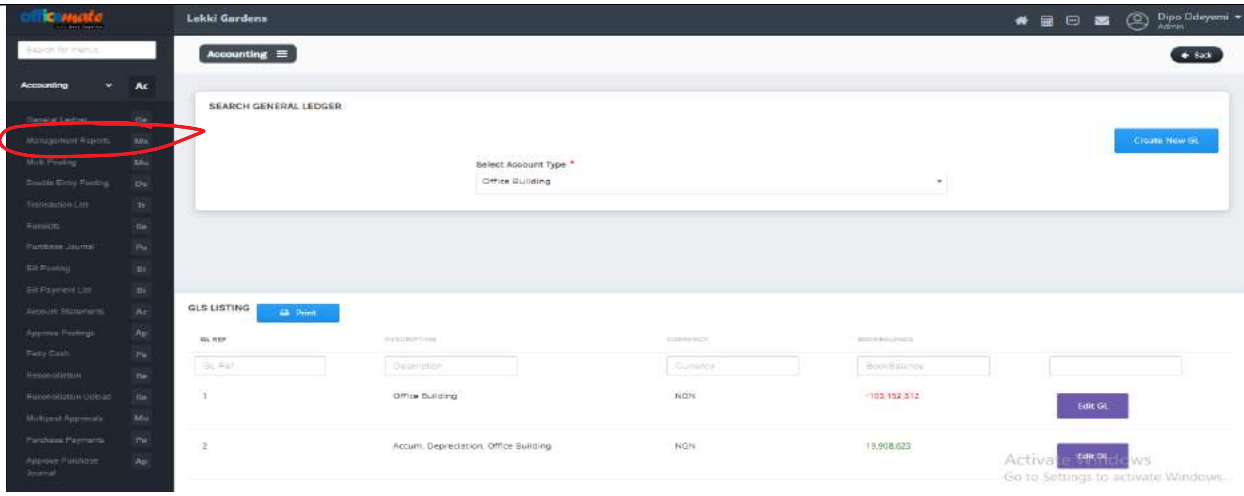
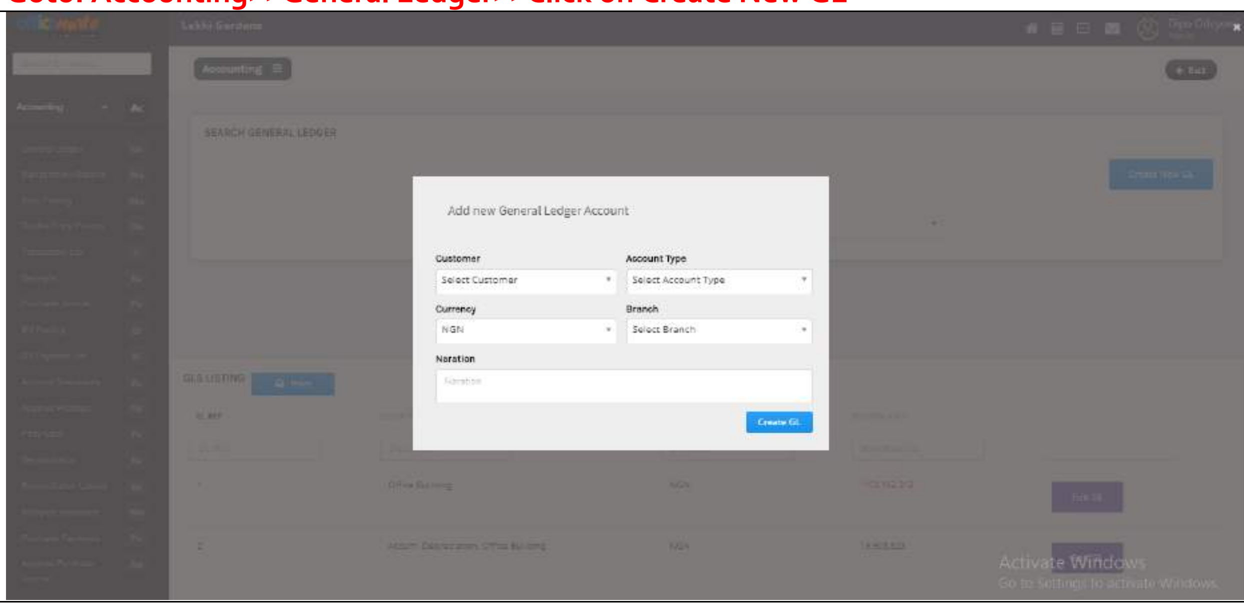
18.1. Module: Customer Relations – Allocation Mapping

Step	Procedure
1	**Allocation Mapping:** **Goto: Customer Relations>>Allocation Mapping**
	
	Enter the details of the estate to view the information needed. Staff can click on the status to enter the current status of the building or room e.g. if it has been occupied or building uncompleted. Thereafter, click the 'update' to update the new information or changes made.

	
	Estate Status Report: This show a more ivid display about the current status of all the estates available.
	

19. Module: Accounting – General Ledger

Step	Procedure
1	**Accounting:** This records and processes all accounting transactions within functional sub-modules including receipts, double entry posting, bill posting, general ledger, petty cash, and reconciliation. It functions as an accounting information system. **General Ledger:** A general ledger is used by accountants to create the firm's financial statements. Transactions are posted to the general ledger accounts, and the accountant

<table>
<tr><td></td><td>generates a trial balance, balance sheet, cash flow, a report listing all the accounts and each account’s balance.
Goto: Accounting>>General Ledger
Staff view the general ledgers of different account types.</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>New General Ledger: To create a new general ledger
Goto: Accounting>>General Ledger>>Click on Create New GL</td></tr>
<tr><td></td><td>
</td></tr>
</table>

19.2. Module: Accounting – Management Reports

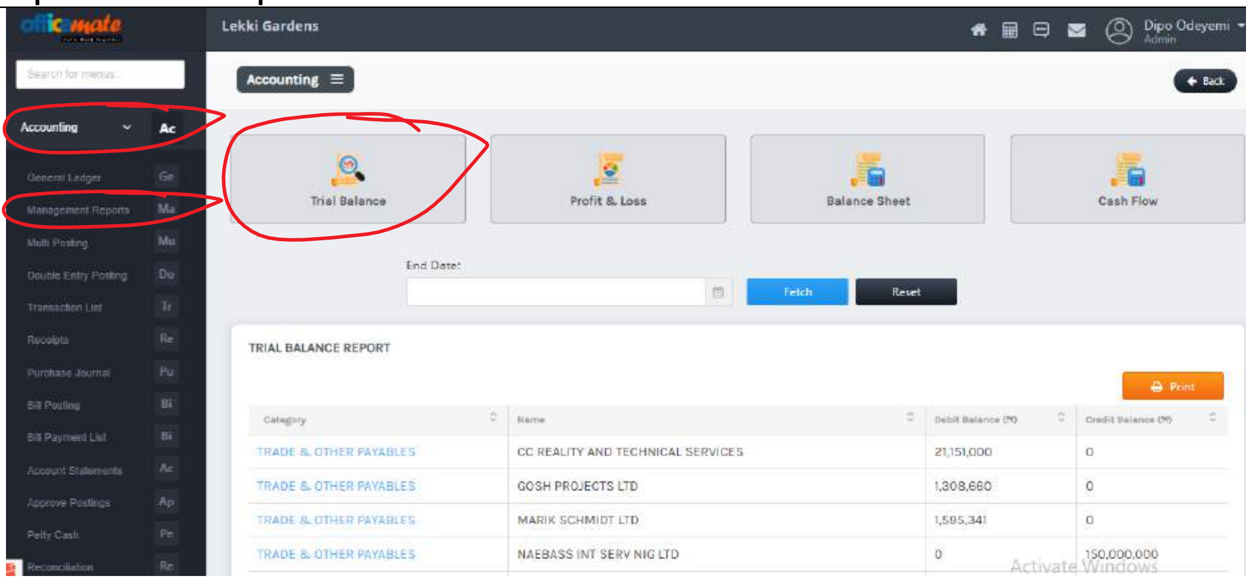
Step	Procedure

1 **Management Reports:** Different managerial reports can be viewed here

Trial Balance: This shows the trial balance report.

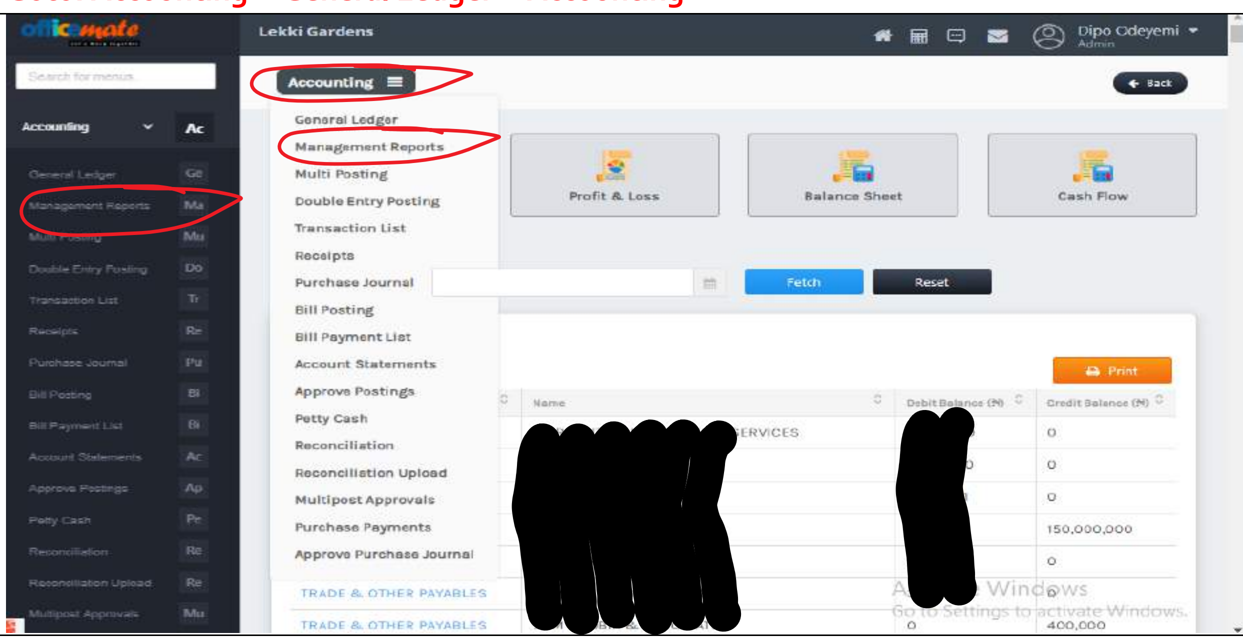
Here we can see the trial balance report along with sub- sections/sub-modules.

Note: The 'fetch' button can be used to sort the data based on certain dates needed. The report can also be printed.



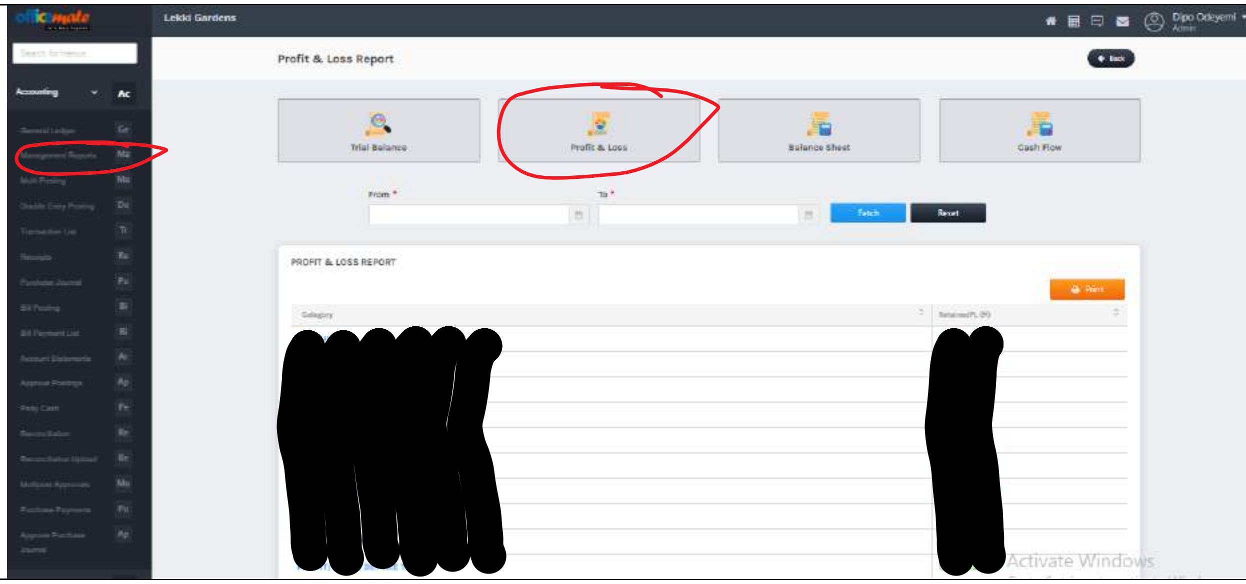
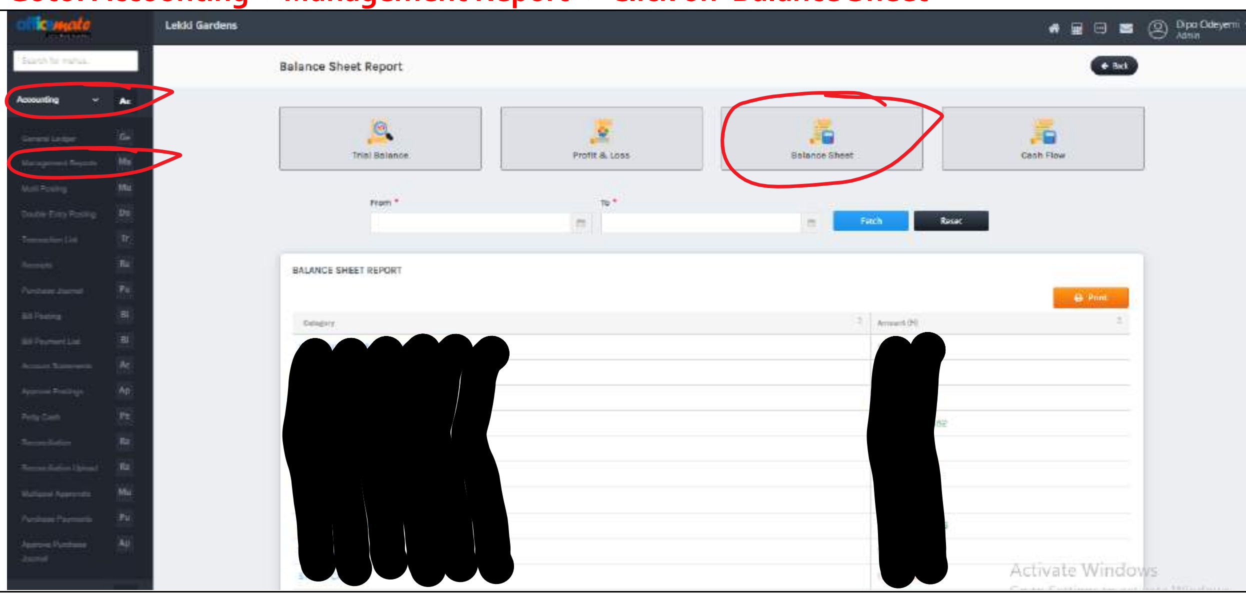
2 Accounting short cut to the sub- menus.

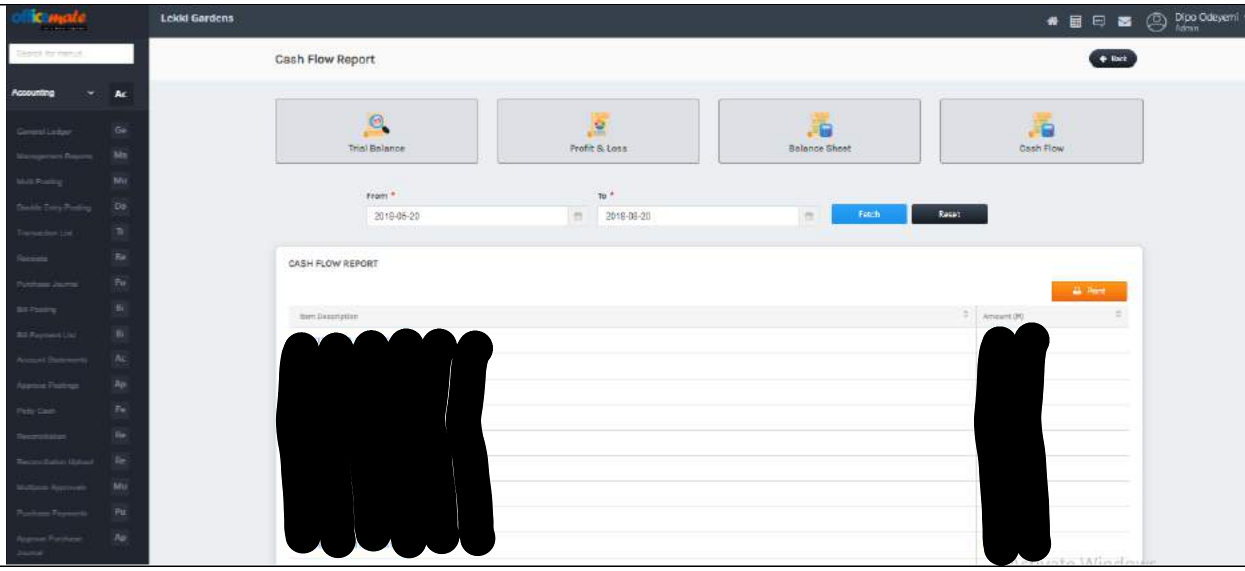
Goto: Accounting>>General Ledger>>Accounting



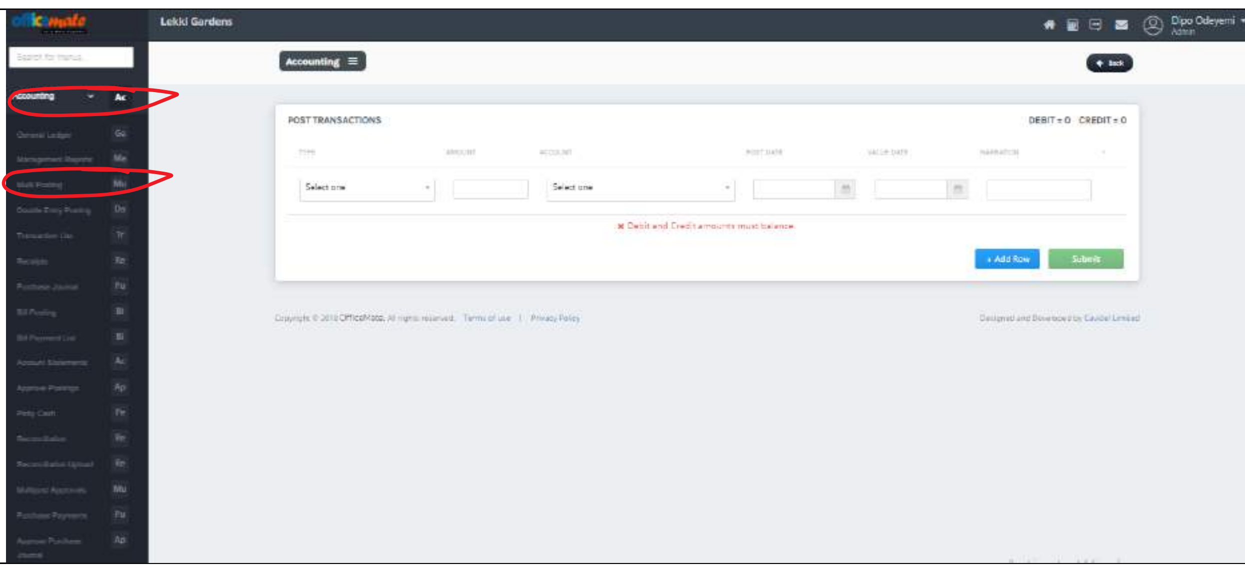
3 **Profit & Loss:** Staff can view the profit and loss report here. It can also be sorted based on certain dates entered and fetched.

Goto: Accounting>>Management Report>> Click on 'Profit & Loss'

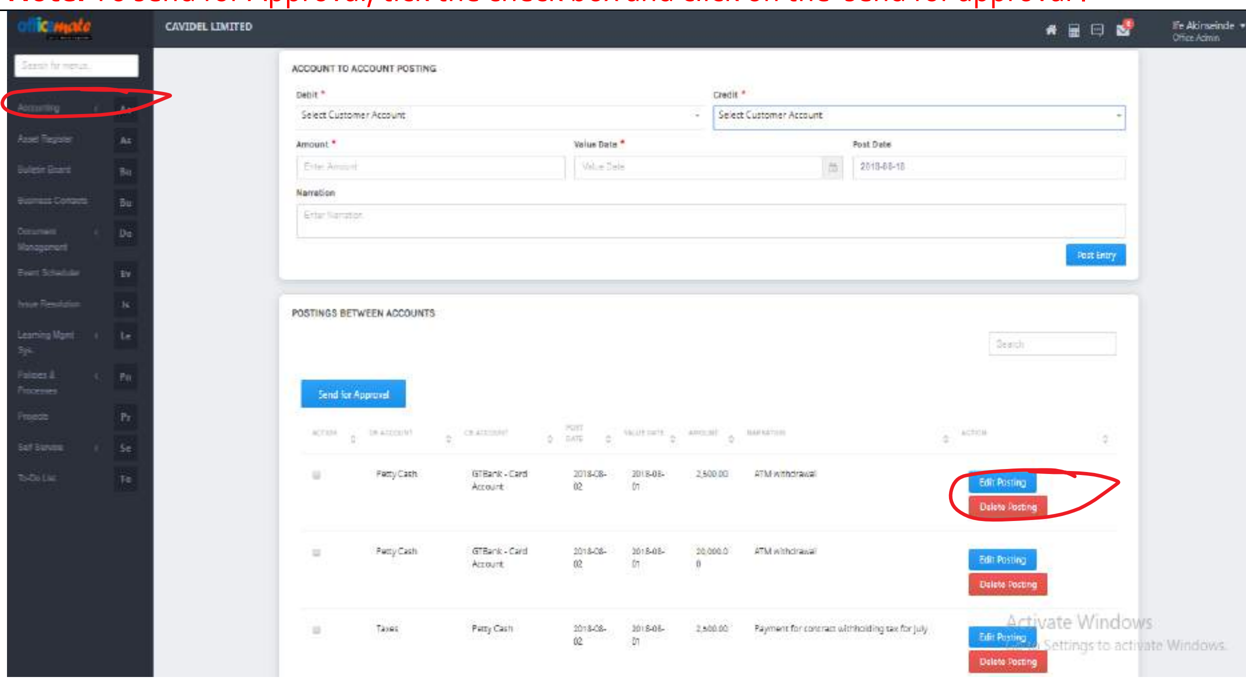
	
4	**Balance Sheet:** Staff can view the balance sheet report here. It can also be sorted based on certain dates entered and fetched. **Goto: Accounting>>Management Report>> Click on 'Balance Sheet'**
	
5	**Cash Flow:** Staff can view the cash flow report here. It can also be sorted based on certain dates entered and fetched. **Goto: Accounting>>Management Report>> Click on 'Cash Flow'**

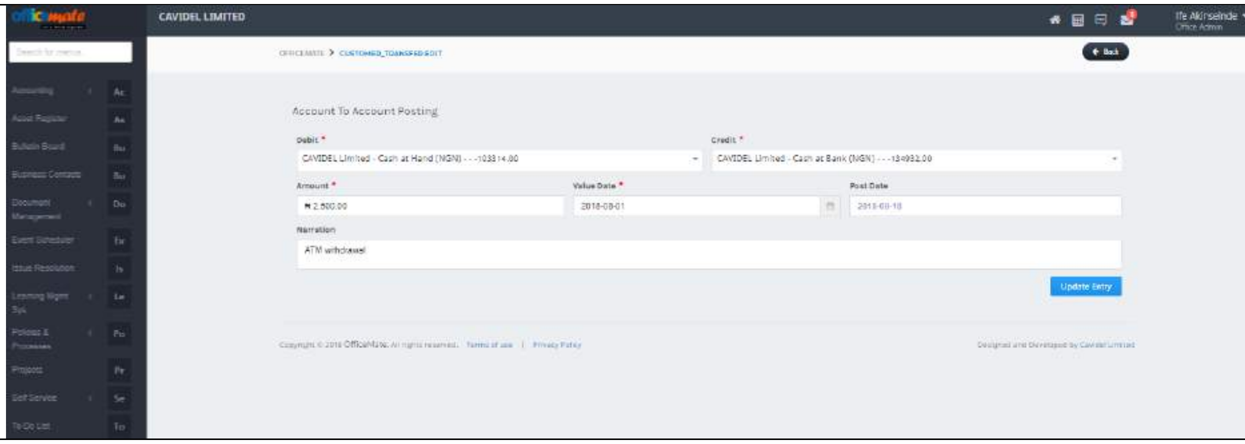
	

19.3. Module: Accounting – Multi posting

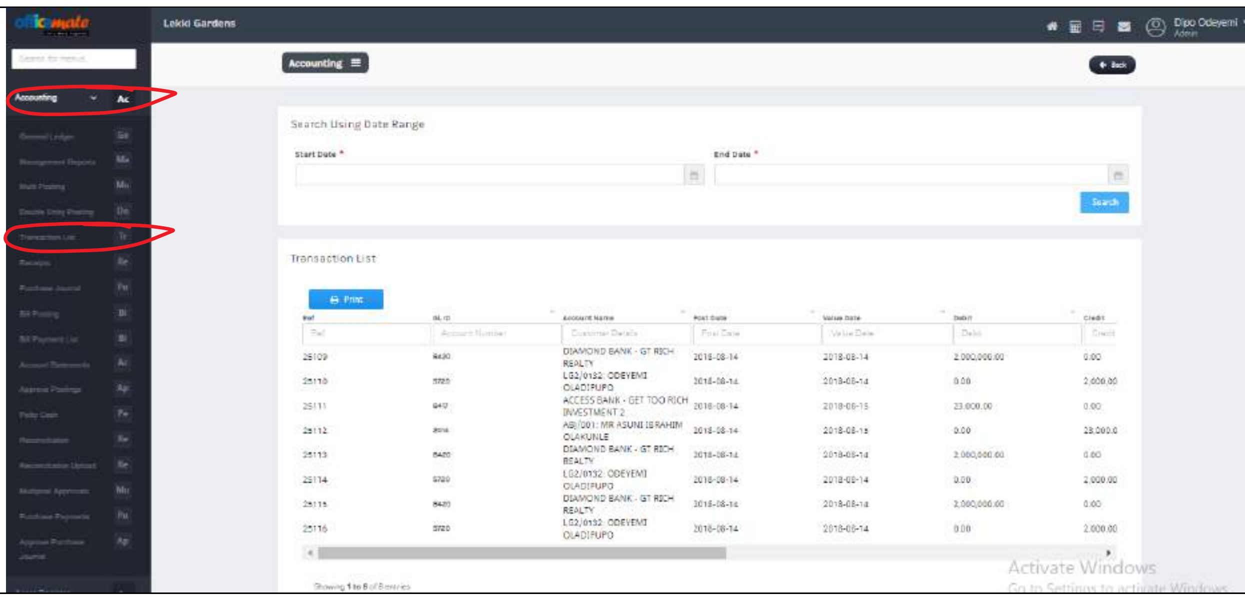
Step	Procedure
1	**Multi posting:** Multi-post transactions are carried out when the need to do so many double entry transactions at the same time. They are posted here and are sent to the approvals' log for approval **Goto: Accounting>>Multi posting** The 'Add Row' can be used to add more rows to existing rows.
	

19.4. Module: Accounting – Double Entry Posting

Step	Procedure
1	**Double Entry Posting:** This is a system of bookkeeping where every entry to an account requires a corresponding and opposite entry to a different account. The double entry has two equal and corresponding sides known as debit and credit. **Goto: Accounting>>Click on 'Double Entry Posting'** **Note:** For example, a staff can debit the petty cash account and credit the card account of a business, while stating the amount disbursed along with the date of disbursement and the purpose for which the amount was disbursed. This can be used to post single entry transactions. **Note:** To send for Approval, tick the check box and click on the 'send for approval'.
	
	Editing a Post: To make changes to a post, click on the 'edit posting' while to delete a post wrongly entered, click on the 'delete posting' and there after click on the 'Update Entry' to effect changes.

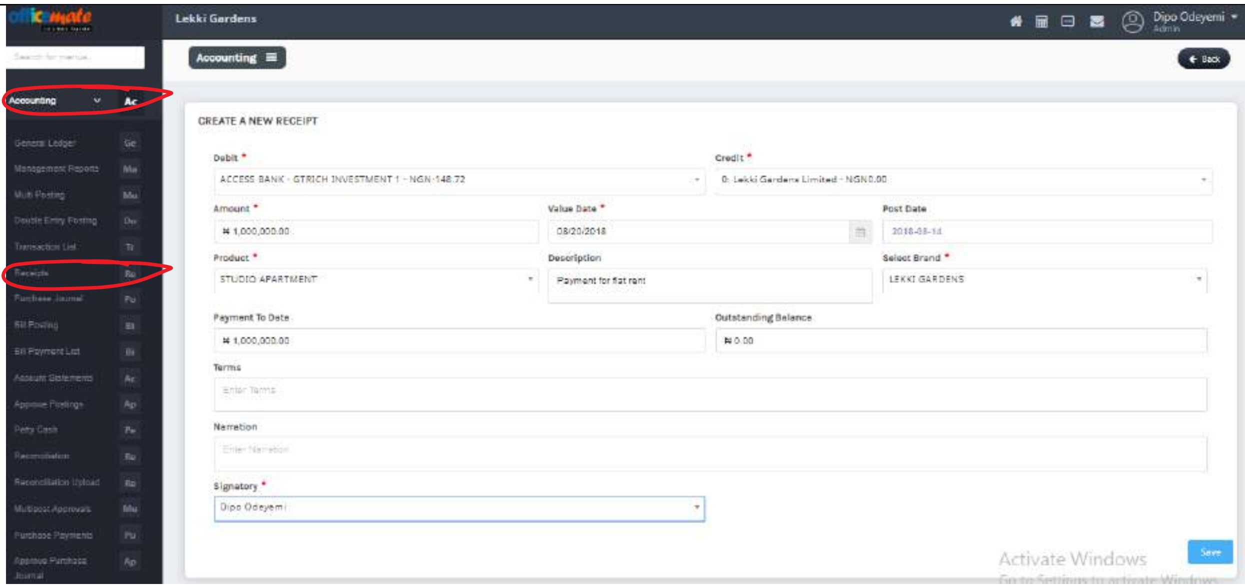
	

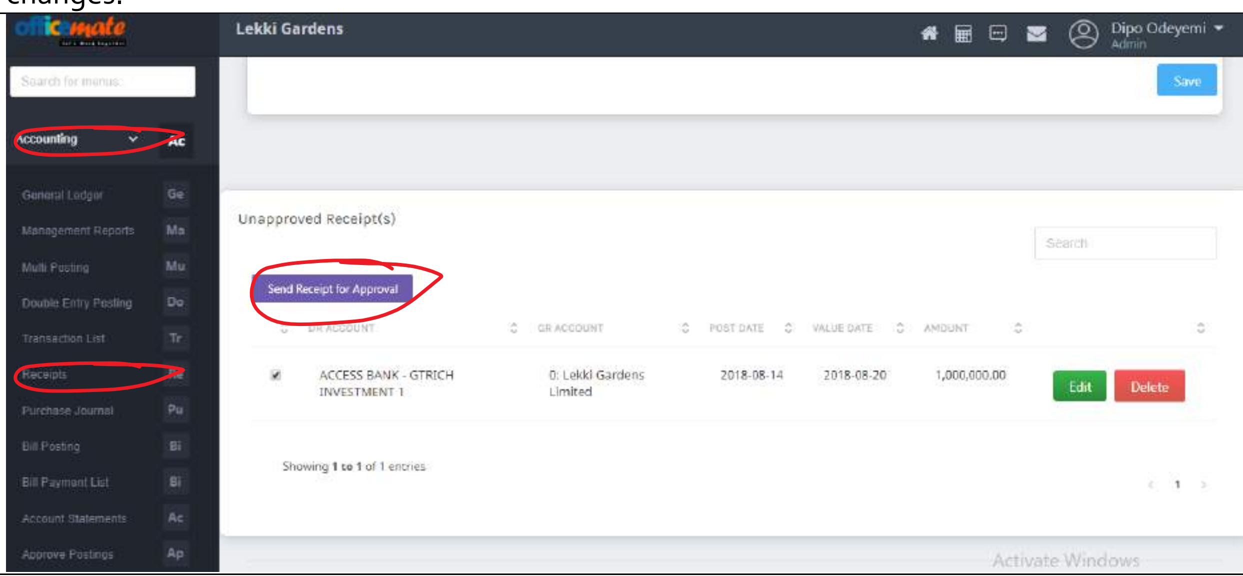
19.5. Module: Accounting – Transaction List

Step	Procedure
1	**Transaction List:** Shows the list of transactions carried out. **Goto: Accounting>>Transaction List** Note: Staff can search for transactions was carried out within a certain period using the 'search' button.
	

19.6. Module: Accounting – Receipts

Step	Procedure

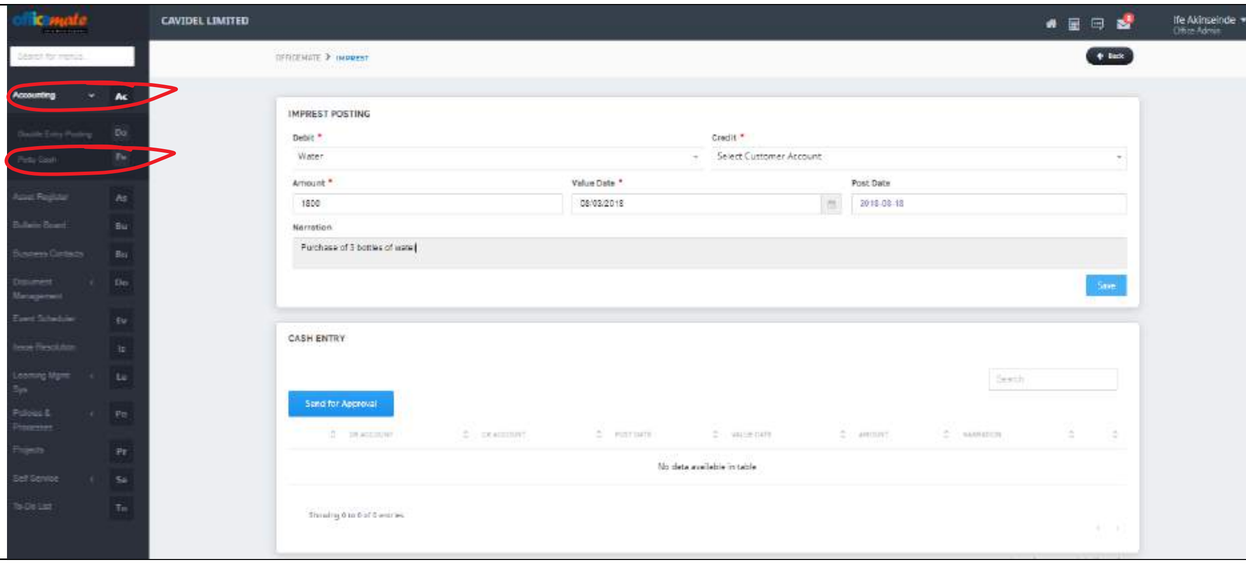
<table>
<tr><td>1</td><td>New Receipts: Staff can create receipts for different products.
Goto: Accounting>>Receipts
Fill in the appropriate information required and click 'save</td></tr>
<tr><td></td><td>


</td></tr>
<tr><td></td><td>Approve Receipts: After creating the new receipts. We can see below that the newly created receipt is unproved. To approve receipt, tick the check box and click on the 'Send Receipt for Approval'
Edit Receipt: To make changes to the created receipt, click on the 'edit' button and make changes.</td></tr>
<tr><td></td><td>


</td></tr>
</table>

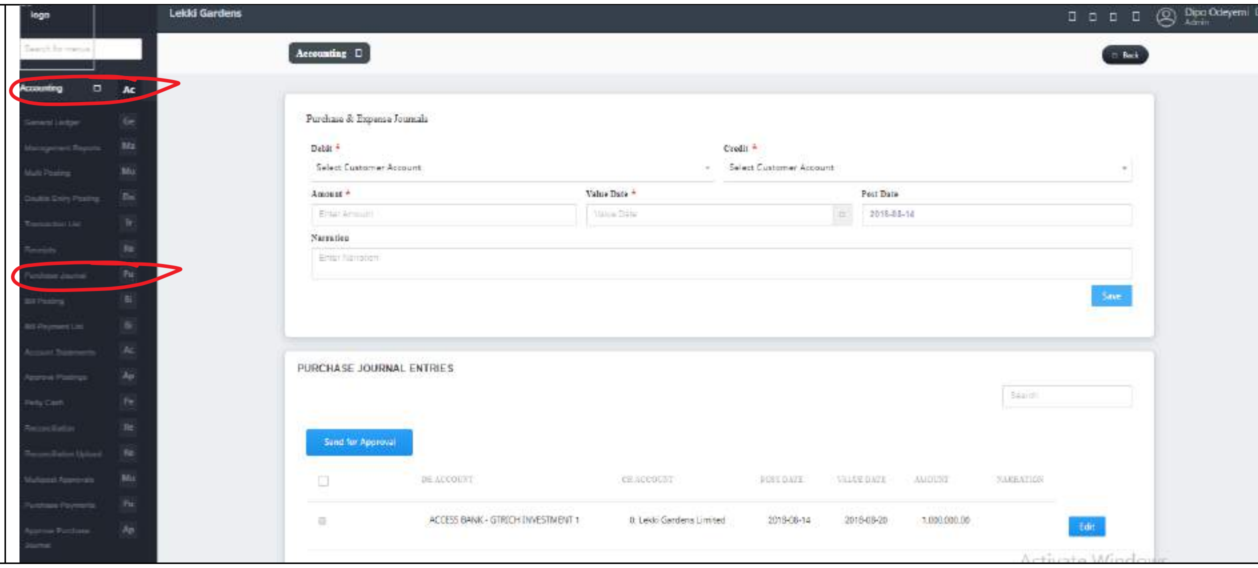
19.7. Module: Accounting – Petty Cash

Step	Procedure

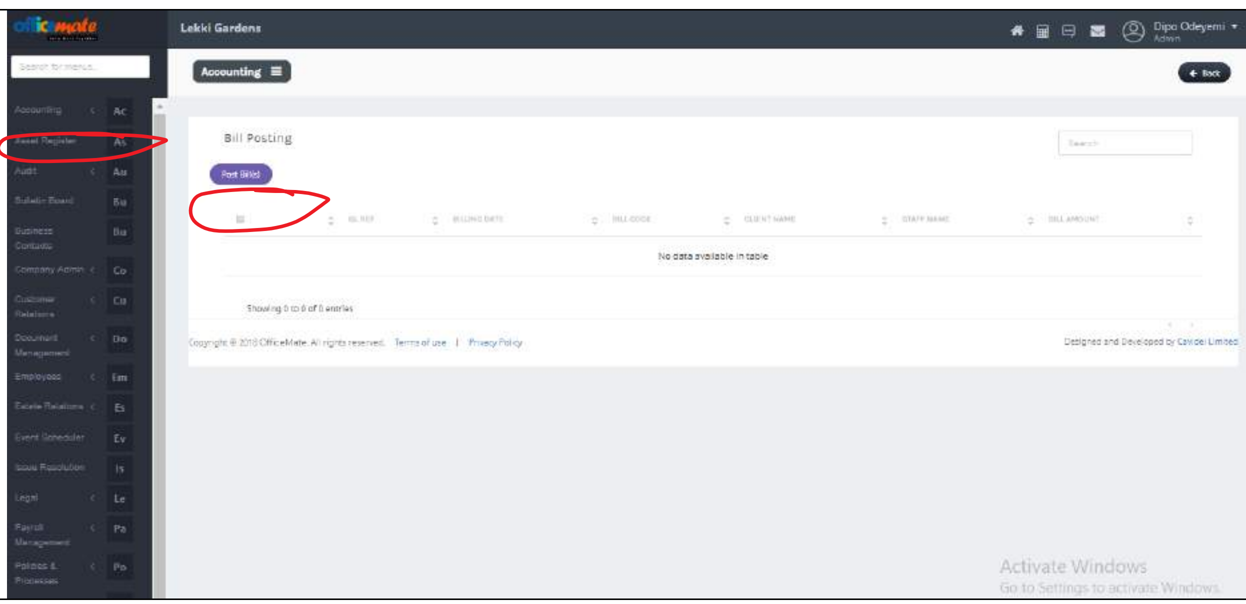
1	**Petty Cash:** Shows the list of transactions carried out. **Goto: Accounting>>Petty Cash** Note: Staff can enter their daily business expenditure.
	

19.8. Module: Accounting – Purchase Journal

Step	Procedure
1	**Purchase Journal:** The **Purchases journal** is used for **recording** credit **purchases** such as merchandise for resale to customers, business supplies, equipment, and other such **purchases**. (Cash **purchases** are not **recorded** here, they belong in the cash payments **journal**.)The transactions entered into the **purchases journal** involves a credit to the accounts payable account and a debit to the **expense** or asset account to which a **purchase** relates **Goto: Accounting>>Purchase Journal**

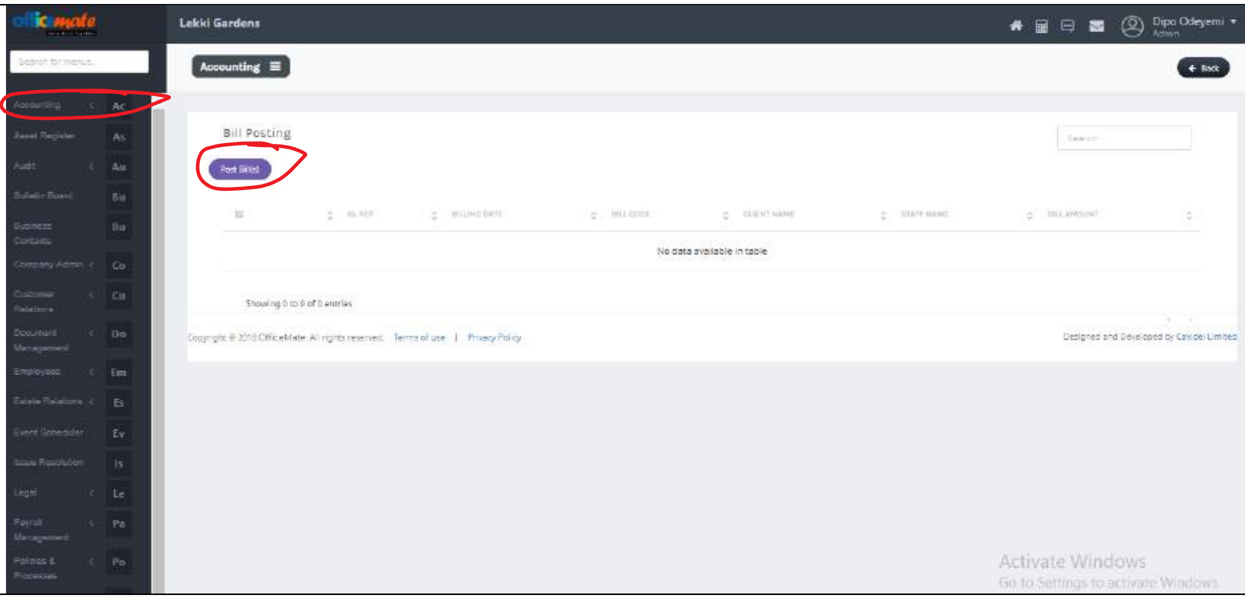
	

19.9. Module: Accounting – Bill Posting

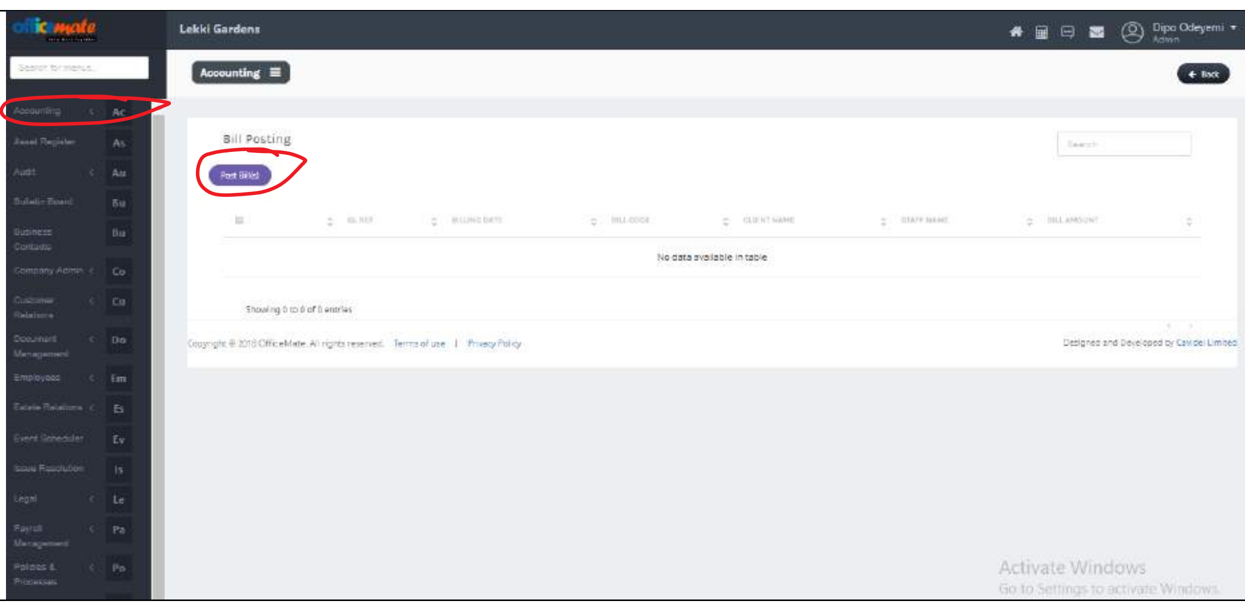
Step	Procedure
1	**Bill Posting:** The transactions entered into the **purchases journal** involves a credit to the accounts payable account and a debit to the **expense** or asset account to which a **purchase** relates Goto: Accounting>>Purchase Journal
	

19.10. Module: Accounting – Bill Posting

Step	Procedure

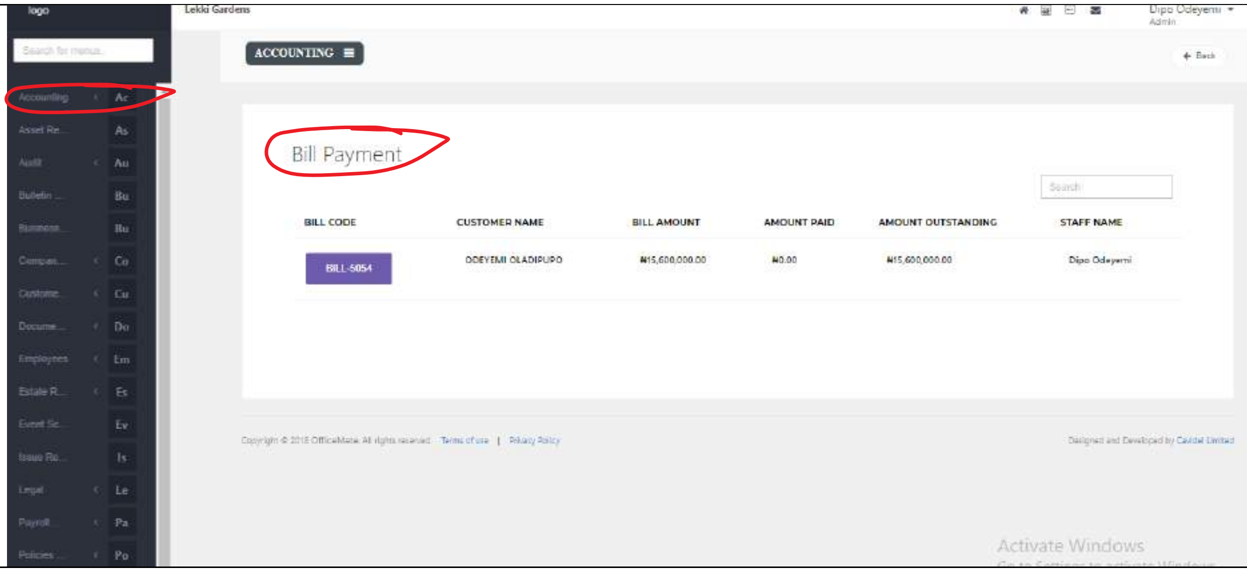
1	**Bill Posting:** Staff can post bills that have already been created. **Goto: Accounting>>Post Bills**
	

19.11. Module: Accounting – Bill Posting

Step	Procedure
1	**Bill Posting:** Staff can post bills that have already been created. **Goto: Accounting>>Post Bills**
	

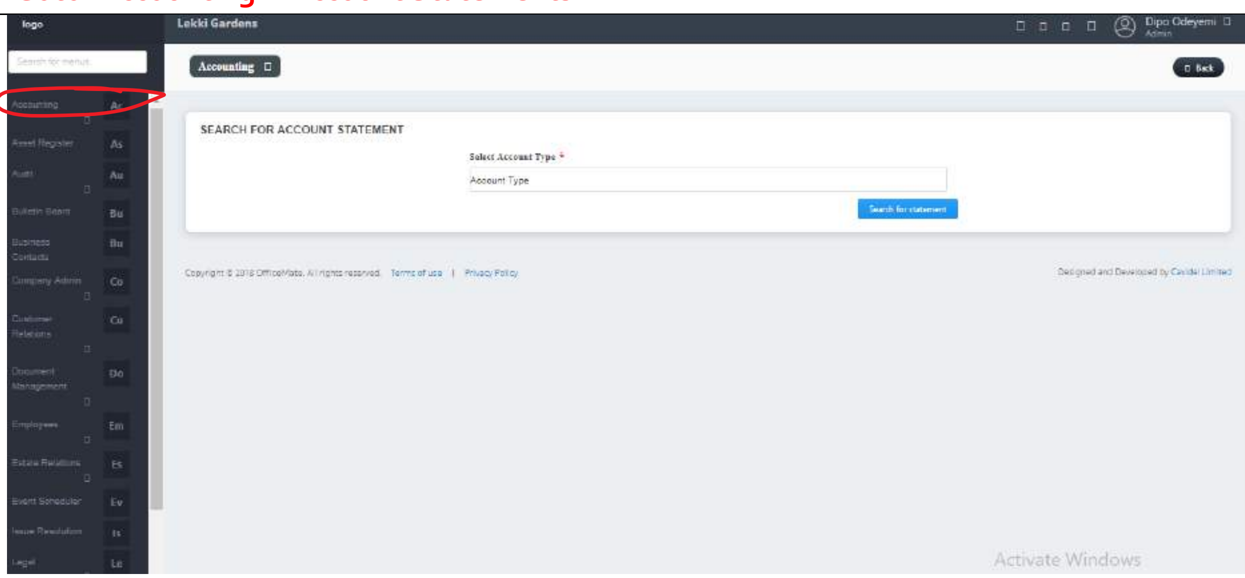
19.12. Module: Accounting – Bill Payment List

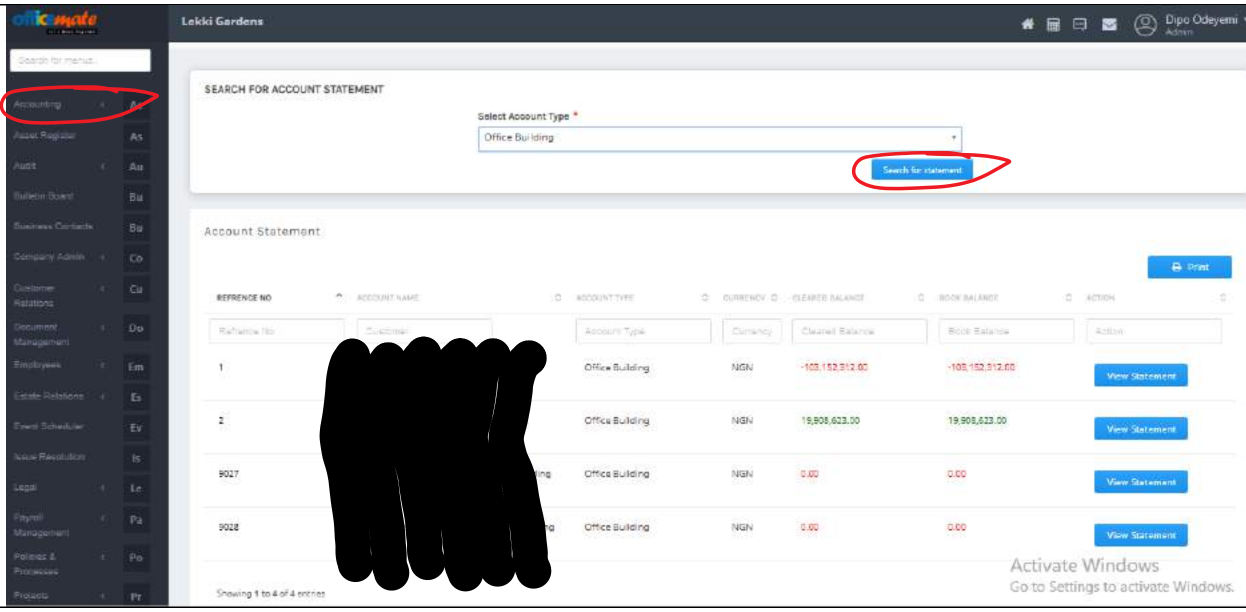
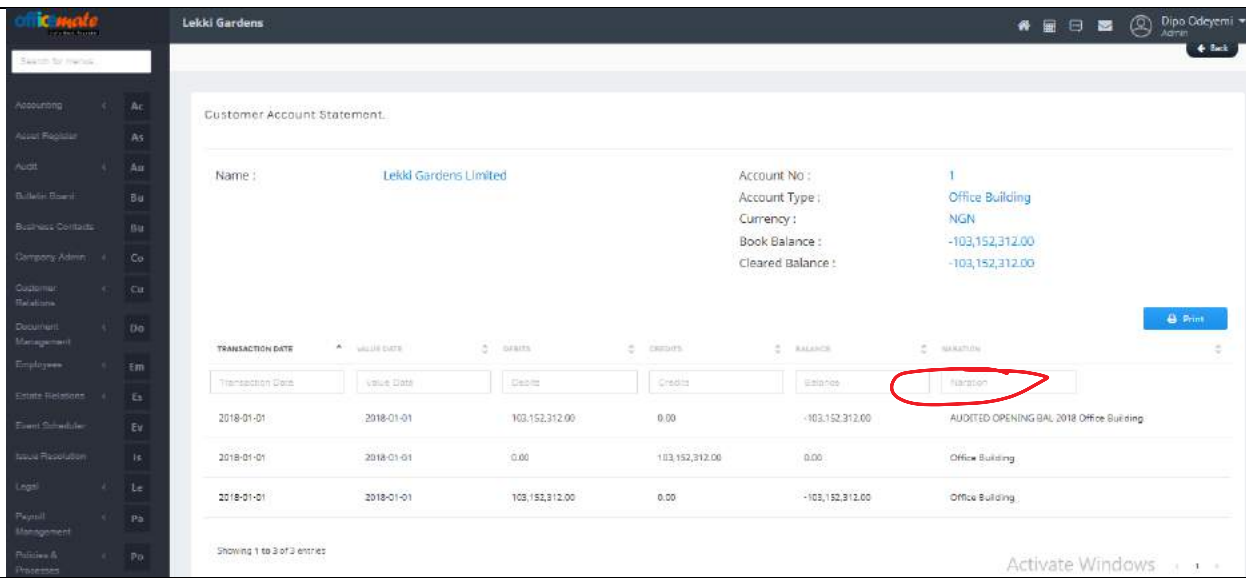
Step	Procedure
1	**Bill Payment:** Staff view bill payments that have already been created and posted. **Goto: Accounting>>Bill Payment List**



19.13. Module: Accounting – Account Statements

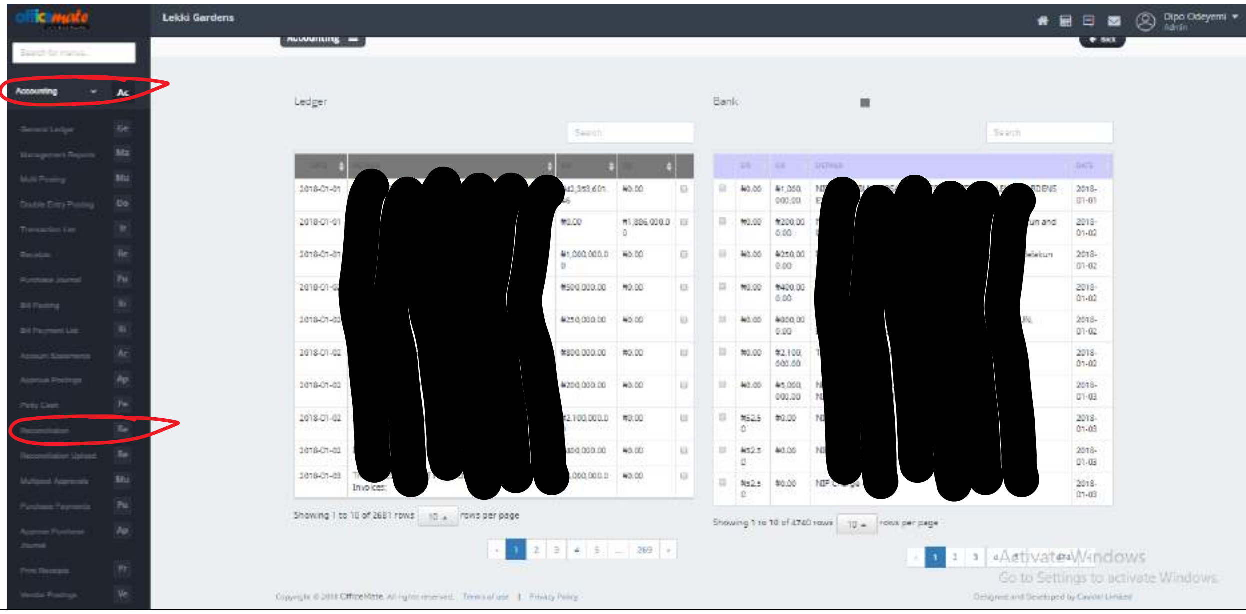
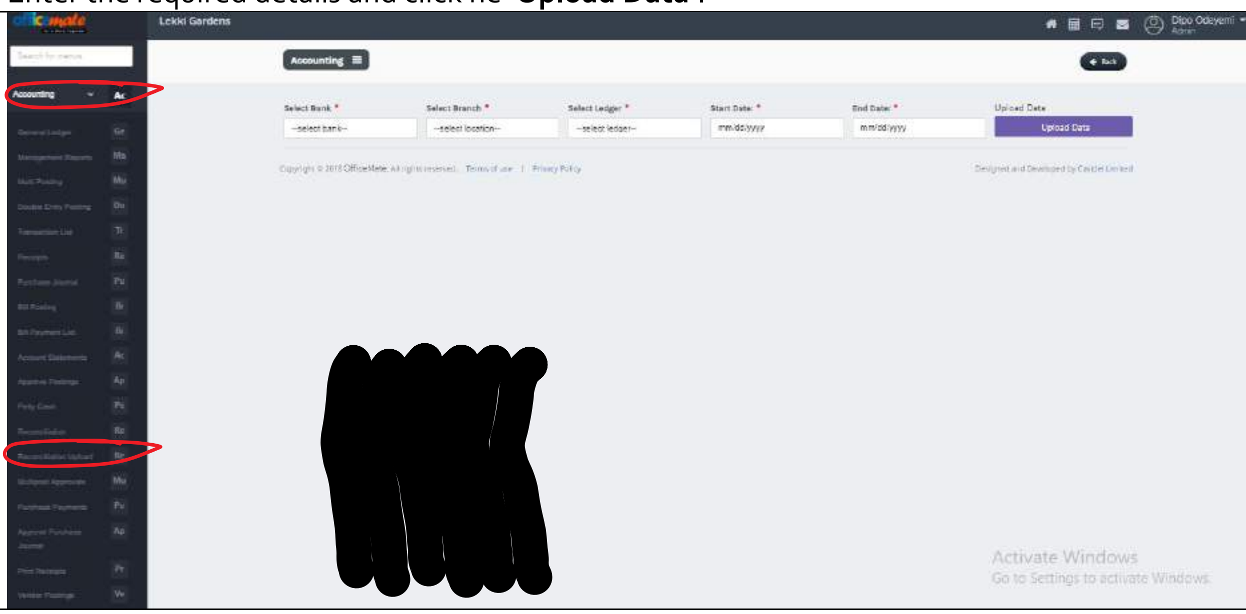
Step	Procedure
1	**Account Statements:** Staff can search for the account statements of different account type of the business. **Goto: Accounting>>Account Statements**



2	To view the account statement, select the account type you want to view and click on 'search for statement'.
3	
3	To view the statement, click on View Statement.
	

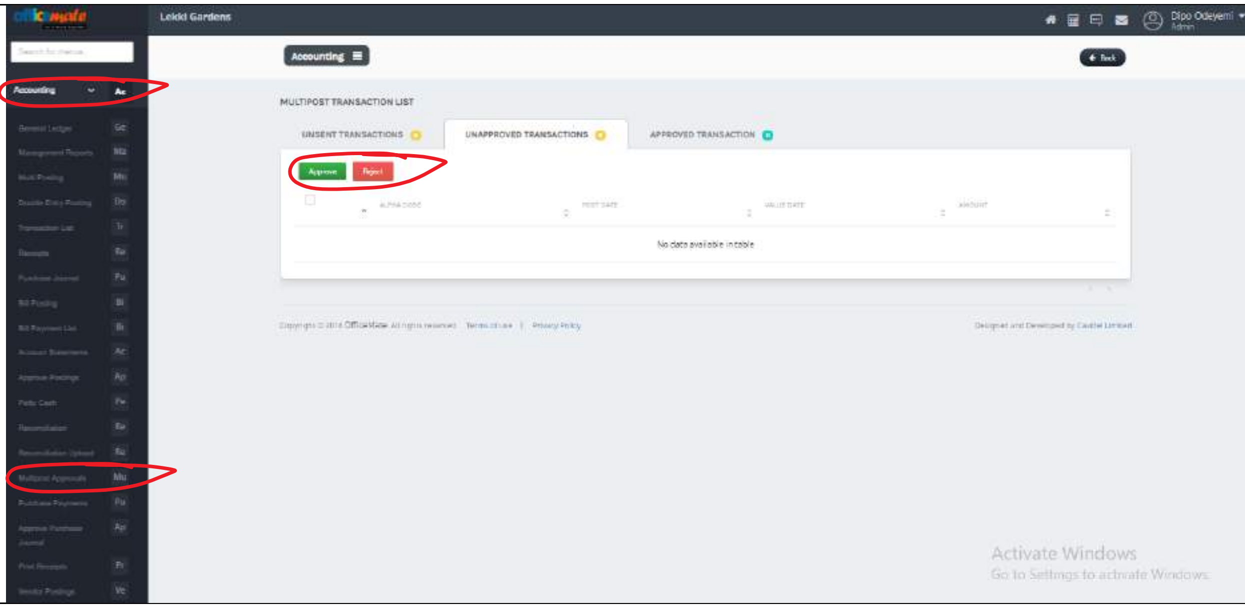
19.14. Module: Accounting – Reconciliation

Step	Procedure
1	**Reconciliation:** It confirms whether the money leaving a company account matches the amount that's been spent, and making sure the two are balanced at the end of the recording period. **Goto: Accounting>>Reconciliation**

	
2	Reconcilation Upload: To upload reconcilation data **Go to: Accounting>>Reconcilation Upload** Enter the required details and click he **'Upload Data'**.
3	

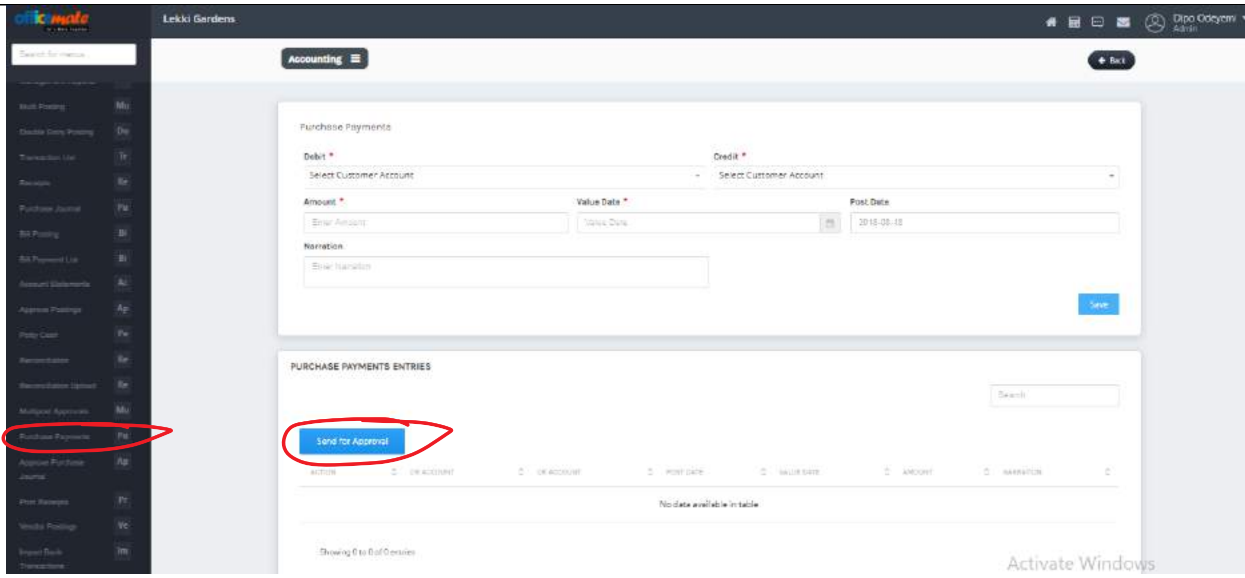
19.15. Module: Accounting – Multi-post Approvals

Step	Procedure
1	**Multi-post Approvals:** This is the multi-post transaction list. So, after submitting the multi post transactions from the multi post module, it goes to the approvals log and it appears in the unapproved transactions and when it has been approved it displays on the approved transaction.

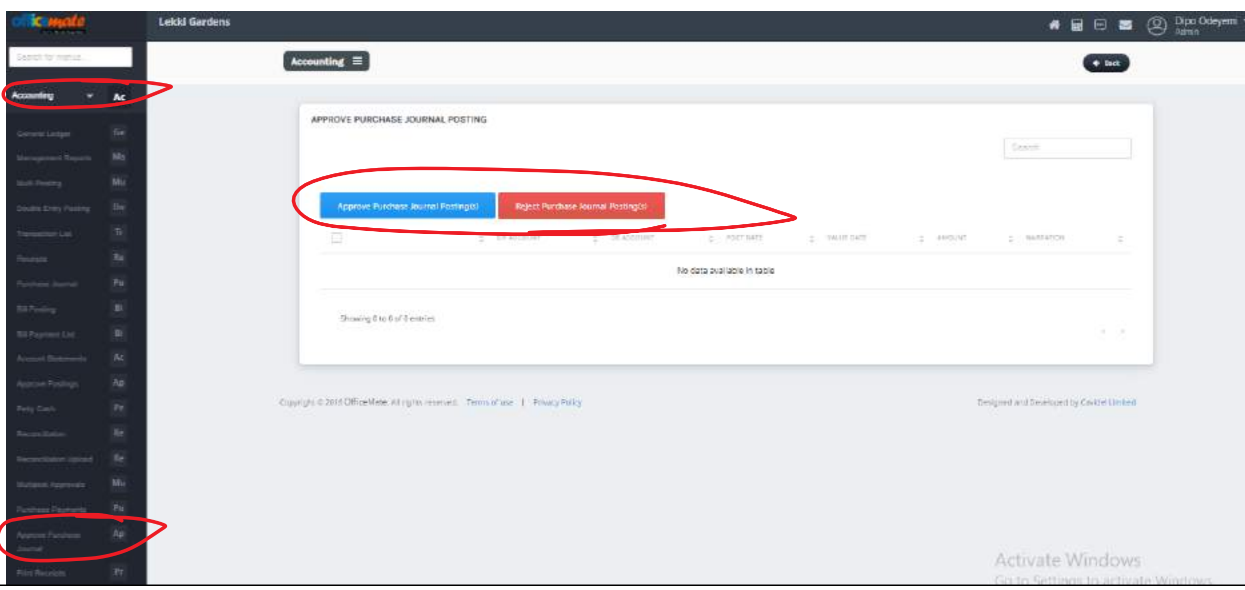
	Goto: Accounting>>Multipost Approvals **Note: Not everyone has access to this module.**
	

19.16. Module: Accounting – Purchase Payments

Step	Procedure
1	**Purchase Payments:** They are a type of journal entry that record a payment against a purchase invoice or purchase credit of a supplier. After entering the appropriate details and clicking on save, the user is required to click on the 'send for approval' to request for approval of the entry(s). **Goto: Accounting>>Purchase Payments**

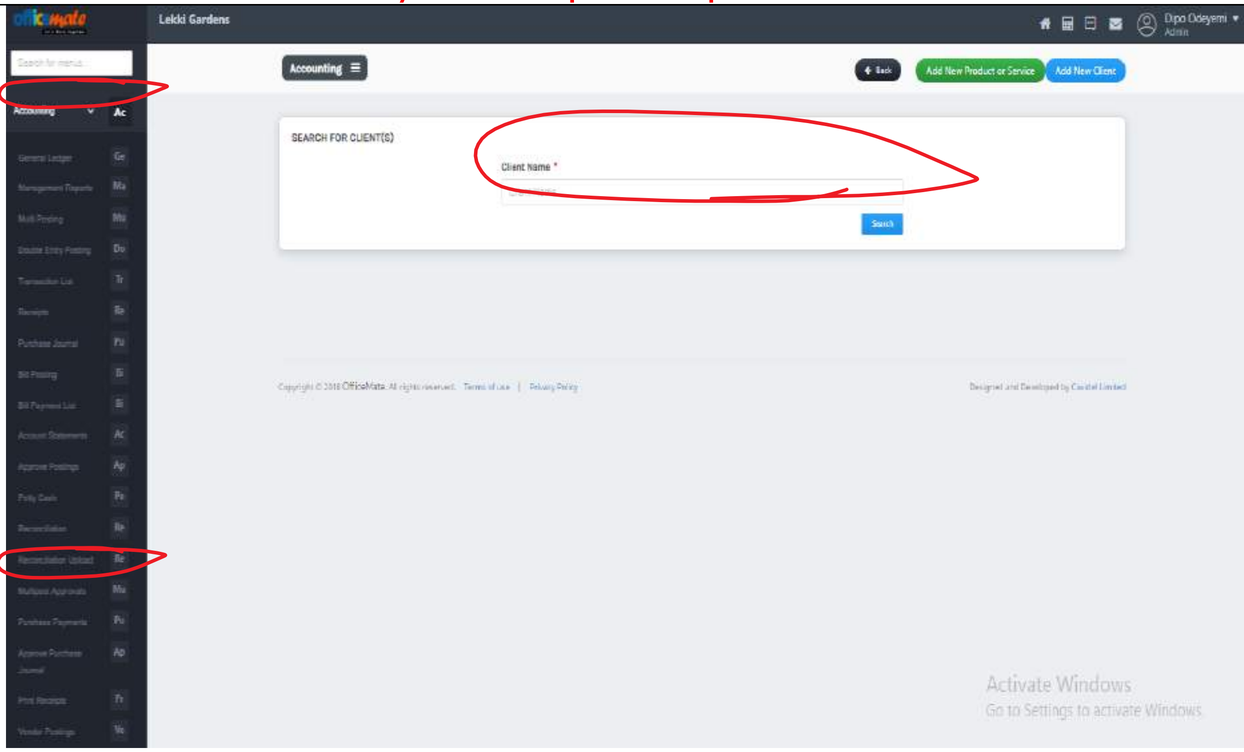
	

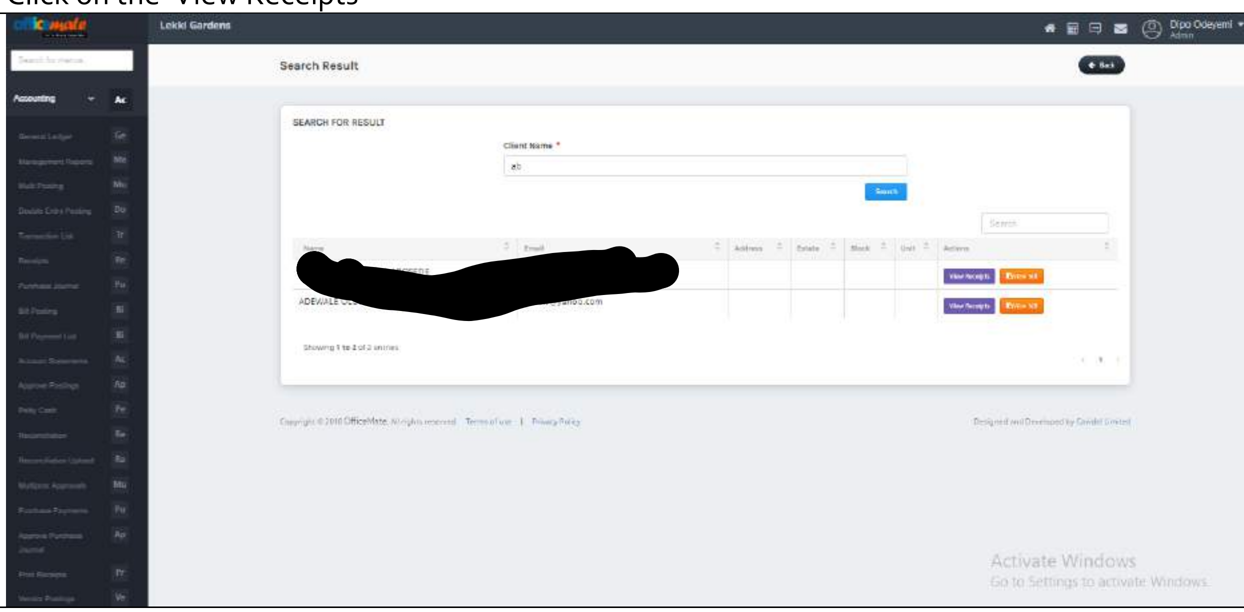
19.17. Module: Accounting – Approve Purchase Journal

Step	Procedure
1	**Approve Purchase Journal:** The purchase journal posting are sent to the approver's log. The user can decide to approve or reject the purchase journal posting. **Goto: Accounting>>Approve Purchase Journal>> Click on 'Approve Purchase Journal posting or reject purchase journal posting**
	

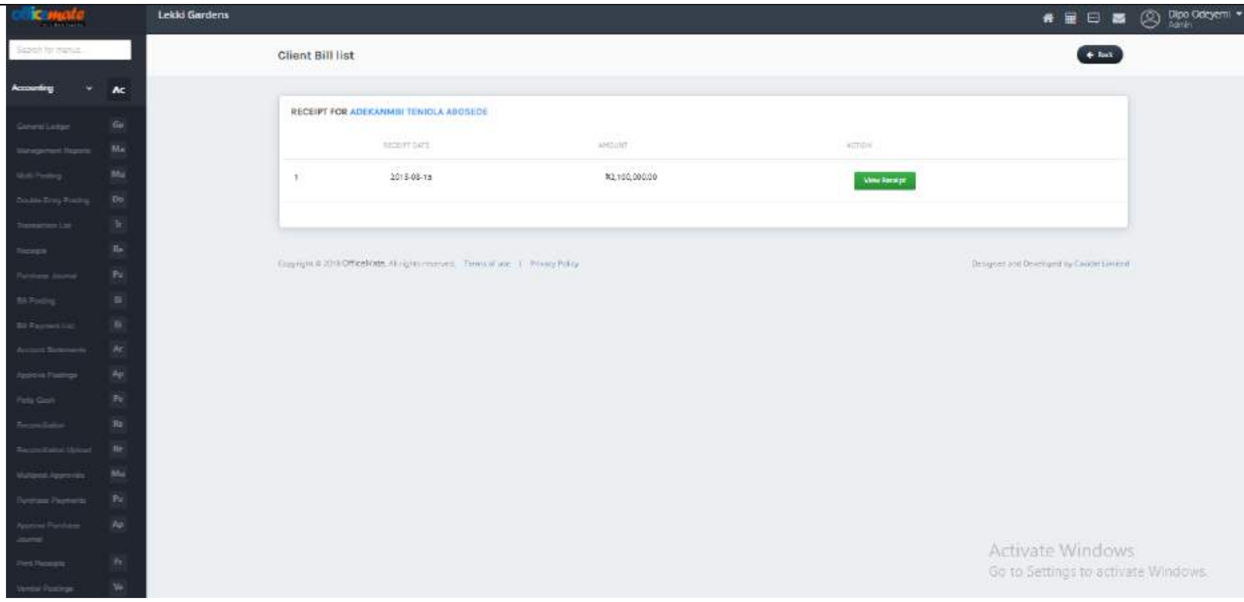
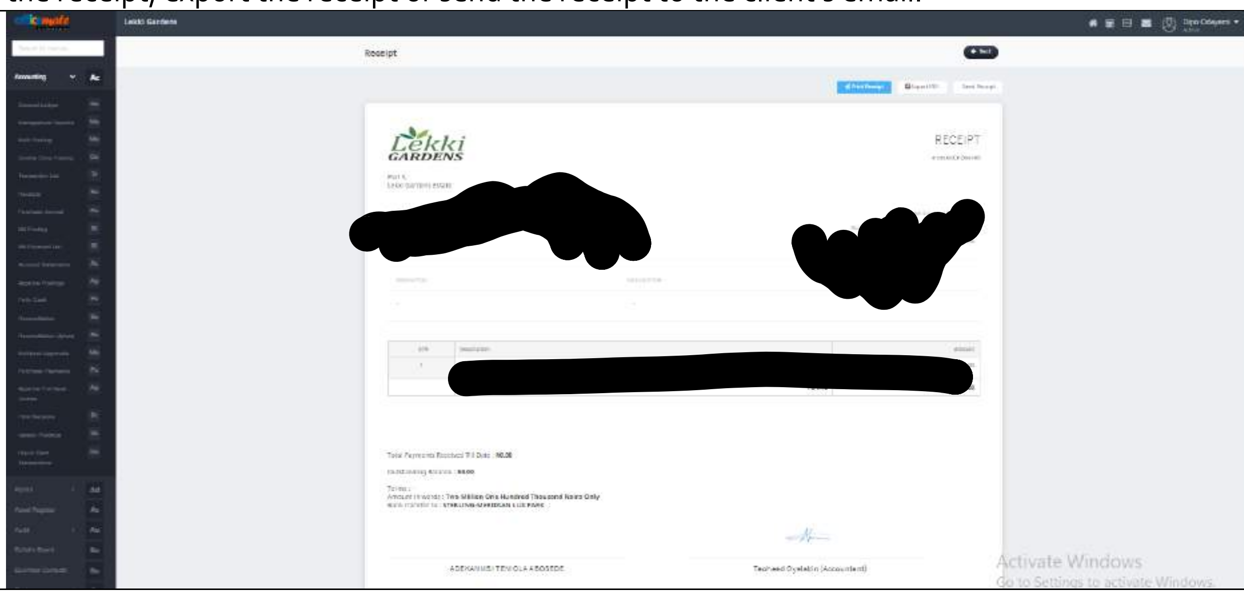
19.18. Module: Accounting – Print Receipts

Step	Procedure

<table>
<tr><td>1</td><td>Print Receipts: The purchase journal posting are sent to the approver's log. The user can decide to approve or reject the purchase journal posting.
Goto: Accounting>>Print Receipts
Enter the name of the client you want to print receipt for and click on the 'search' button.</td></tr>
<tr><td></td><td>


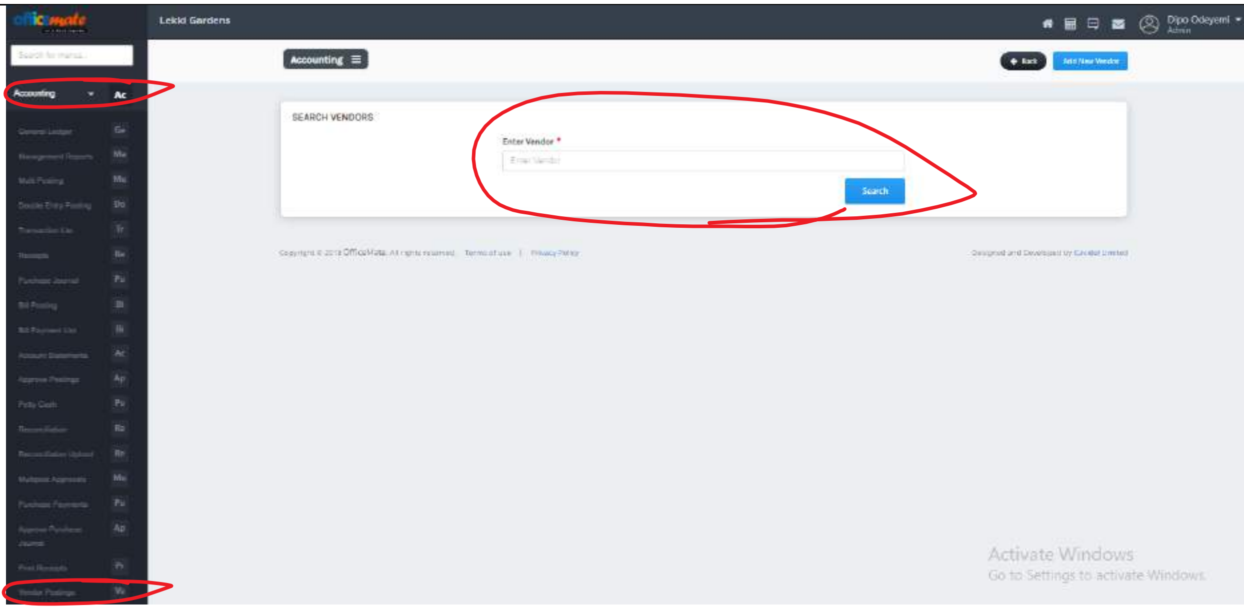
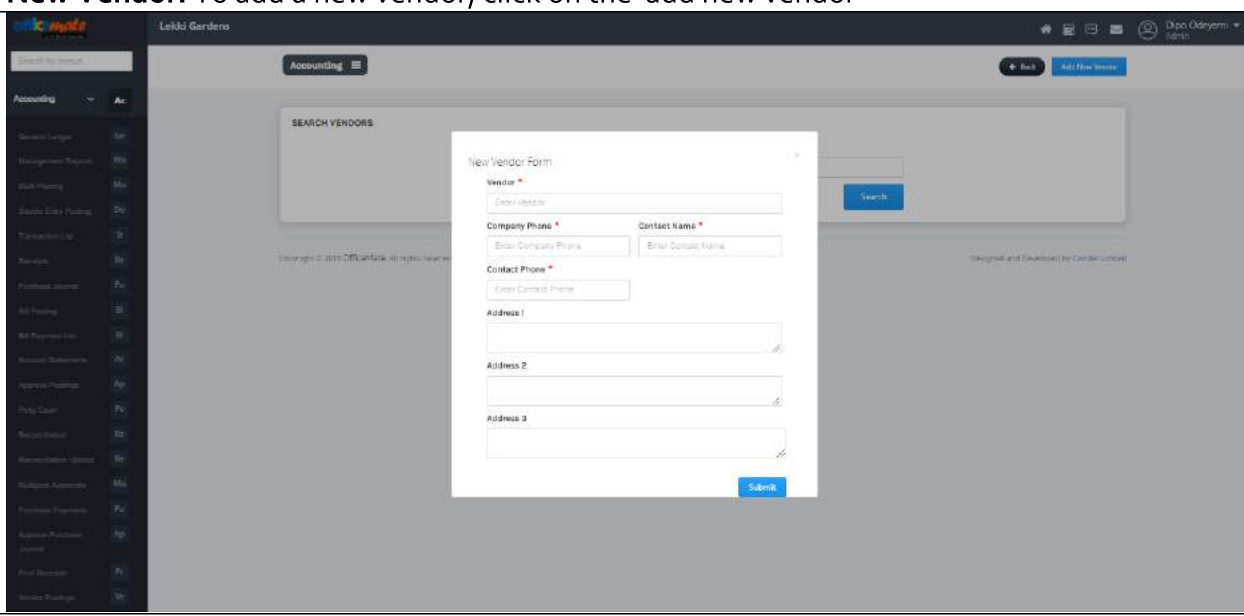
Enter the name of the client you want to print receipt for and click on the 'search' button.
Click on the 'View Receipts'</td></tr>
<tr><td></td><td>


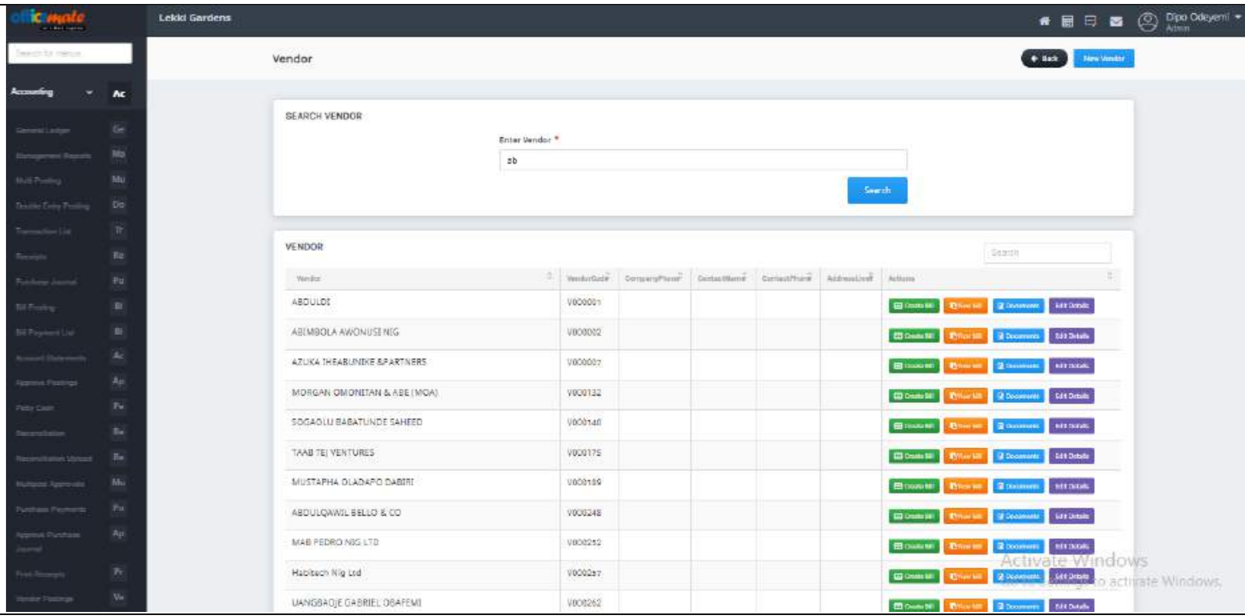
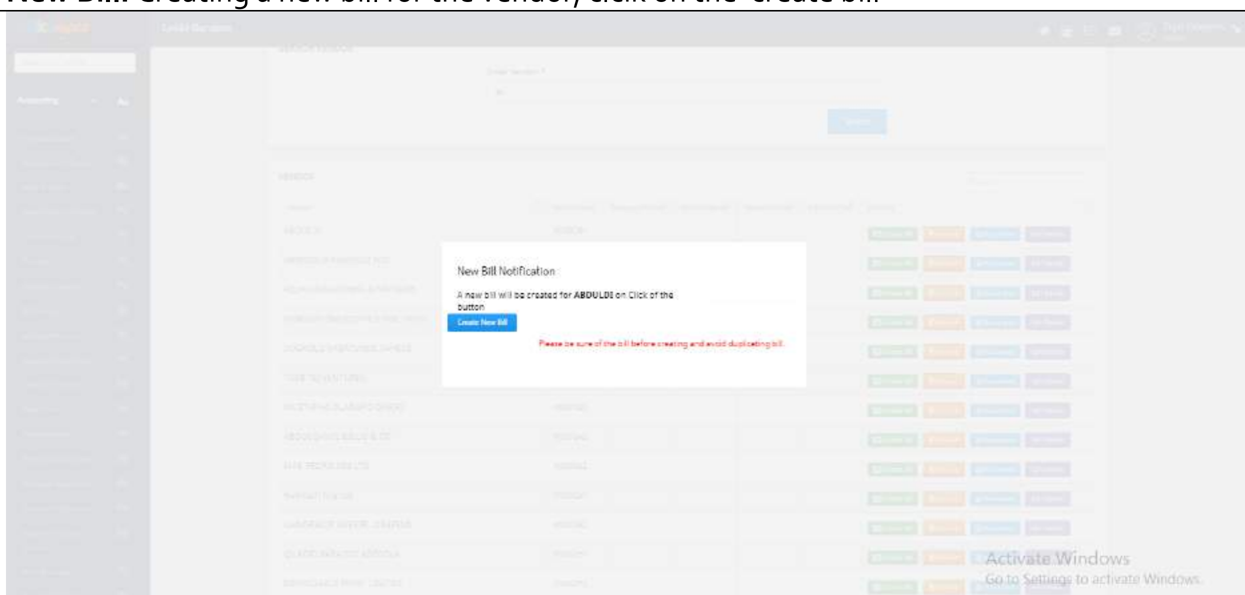
</td></tr>
<tr><td>2</td><td>To view the receipt, click on the 'view receipt'</td></tr>
</table>

	
3	Click on the 'view receipt' to view the receipt of the client. The staff has option to either print the receipt, export the receipt or send the receipt to the client's email.
	

19.19. Module: Accounting – Vendor Posting

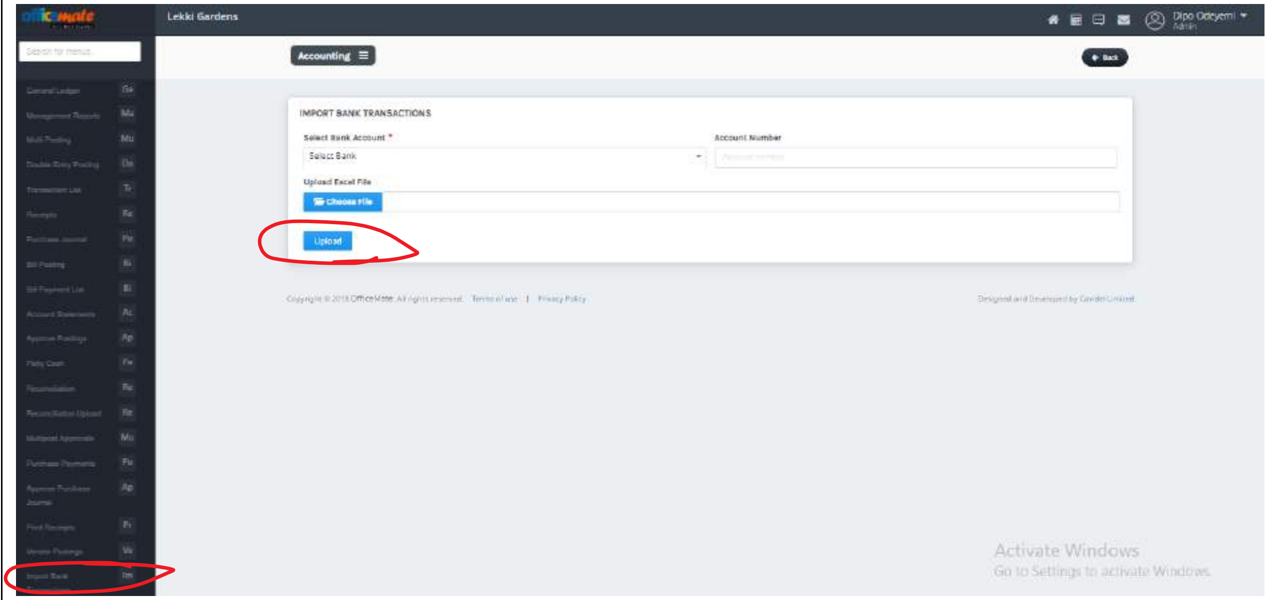
Step	Procedure
1	**Vendor Postings:** The vendors handle project for the company. **Goto: Accounting>>Vendor Postings**

	
2	**New Vendor:** To add a new vendor, click on the 'add new vendor'
	
3	**Search for Vendors:** Enter the name of the vendor and click on the search button. You can create bill(s), view bills, view vendor documents and edit the details of the vendors to make changes.

	
4	**New Bill:** Creating a new bill for the vendor, clcik on the 'create bill'
	

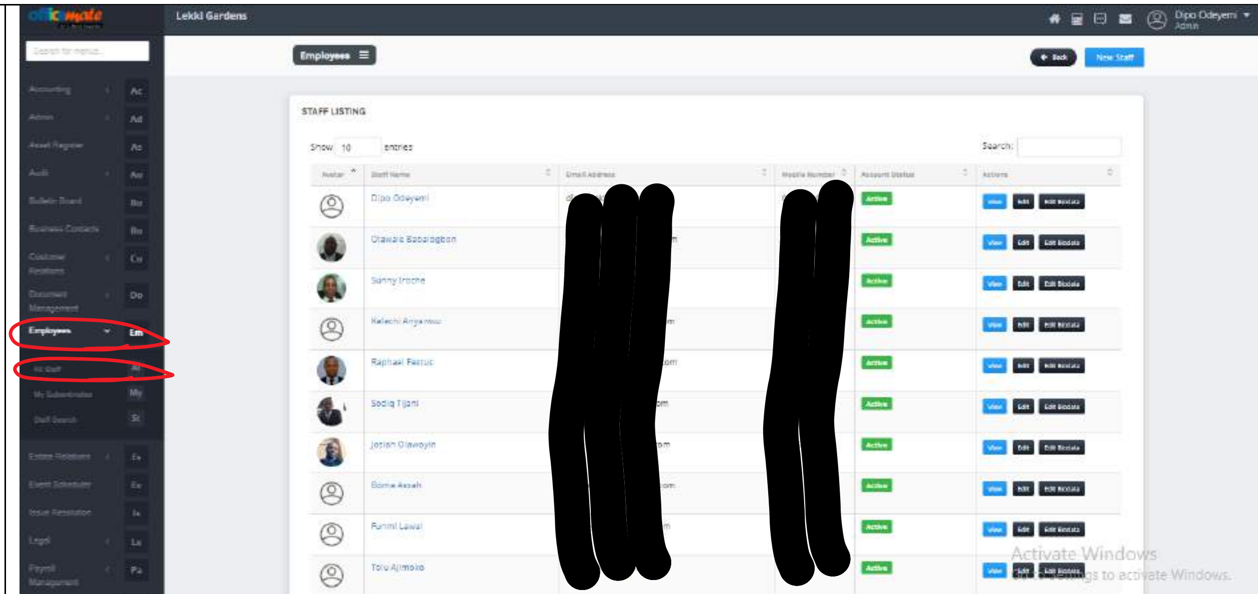
19.20. Module: Accounting – Import Bank Transactions

Step	Procedure
1	**Import Bank Transactions:** Staff can upload bank statements or receipts to show transaction log. **Goto: Accounting>>Import Bank Transactions**

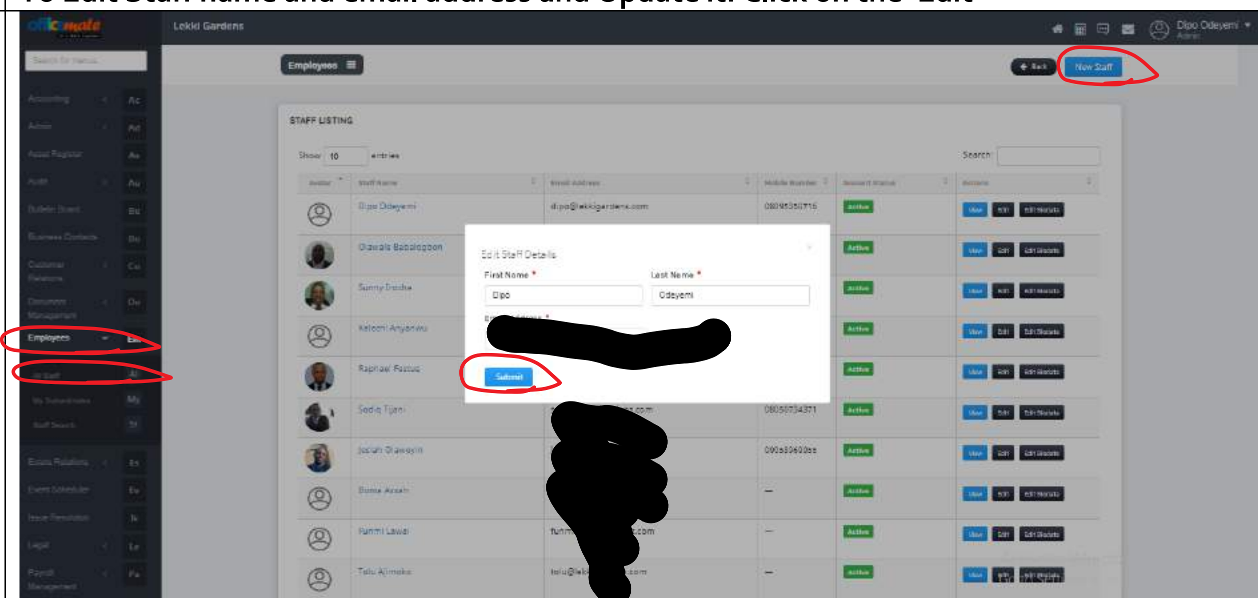


20. Module: Employees

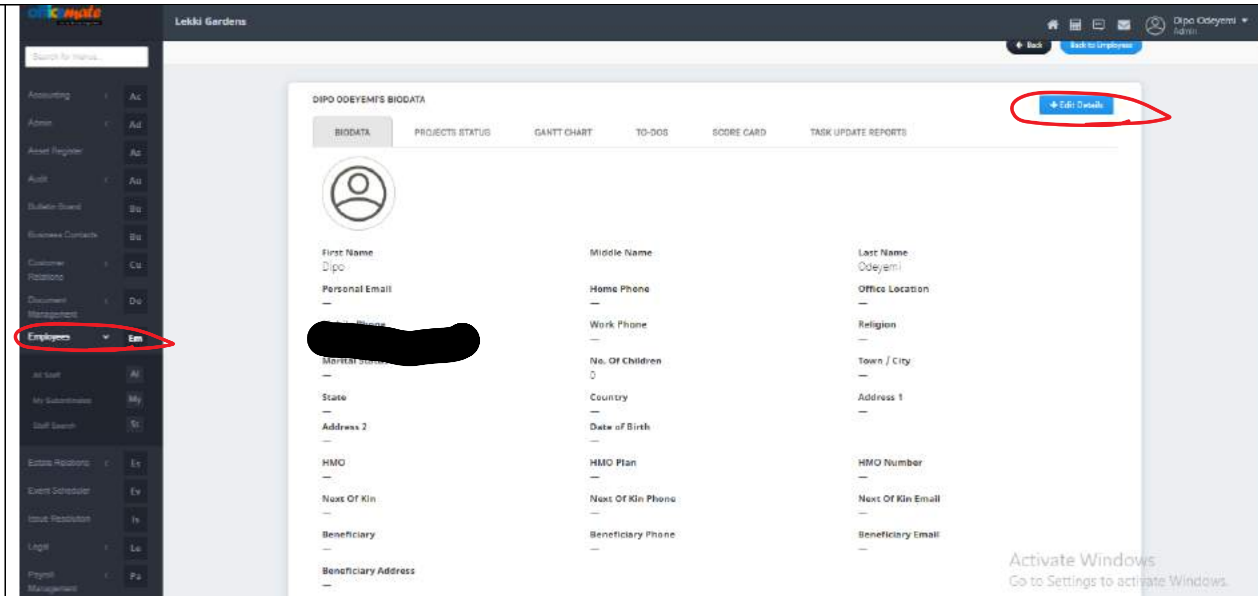
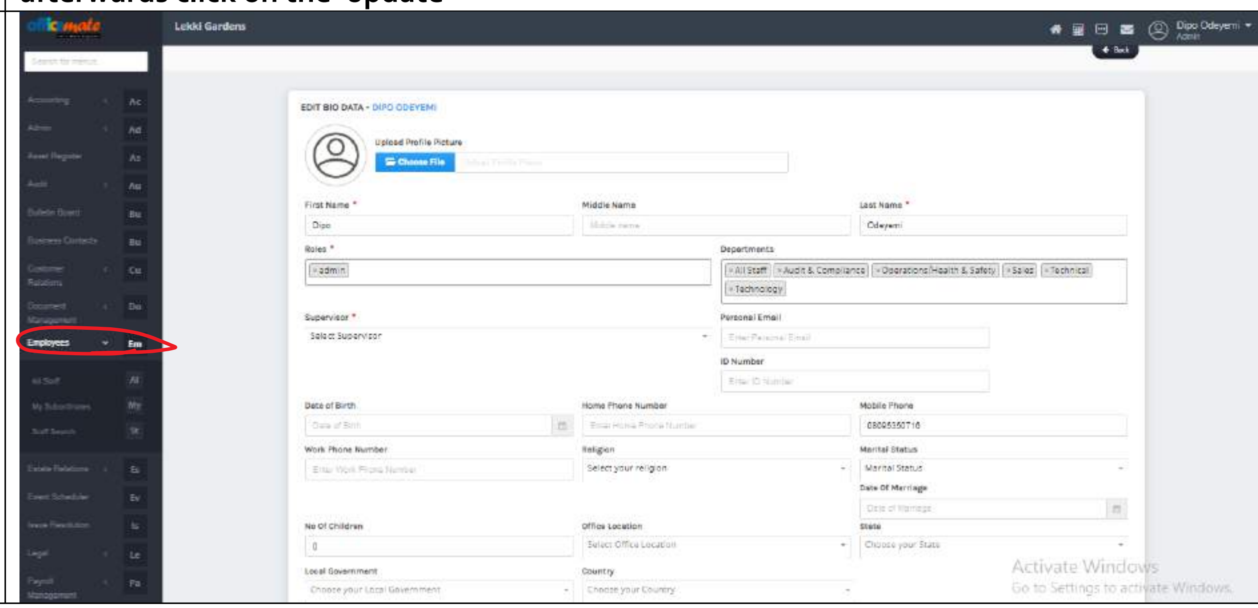
Step	Procedure
1	**Employees:** It is used to manage the employees of a company **All staff:** This page displays a view of all created staff. Admin can view and edit staff details here. Admiin can view the list of all the employees in the company. Go to: Employees>>All Staff **Note:** Only the admin has access to the staff list under the employees module..

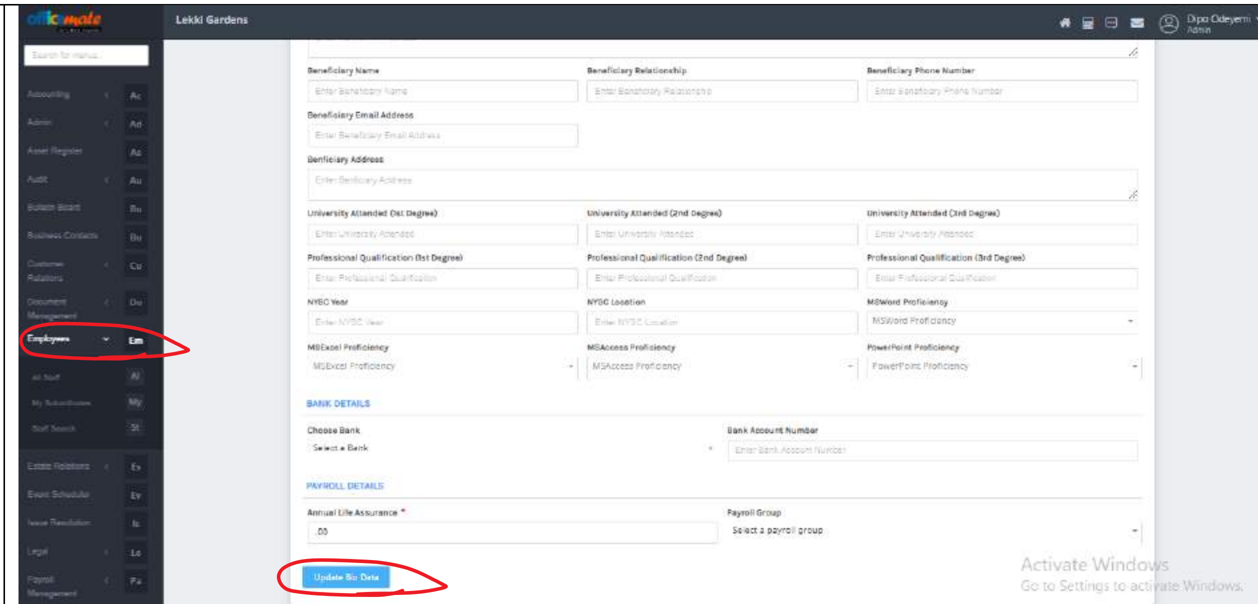
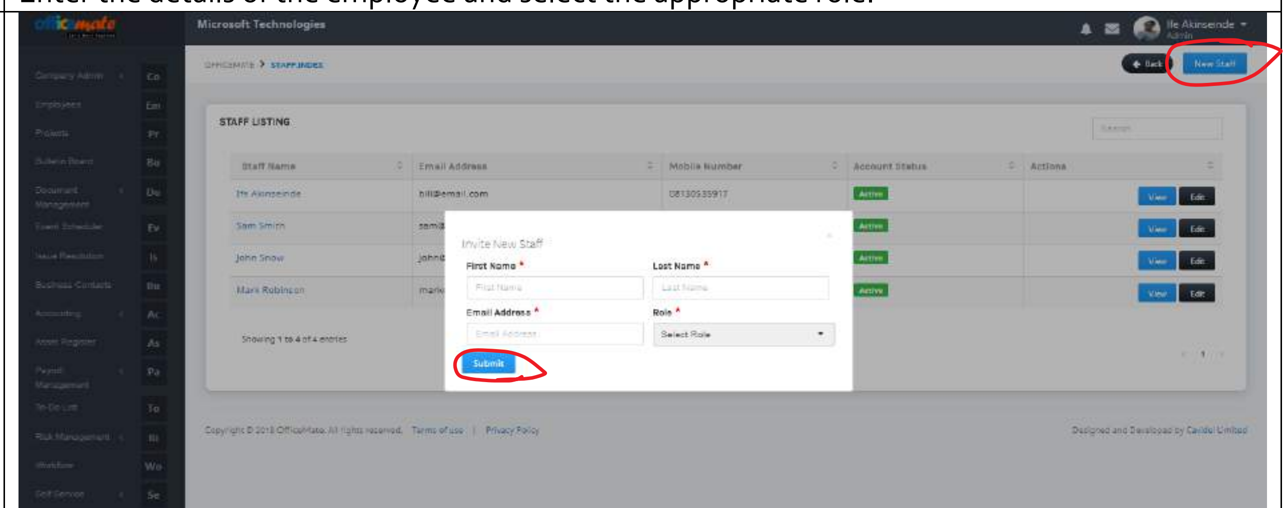


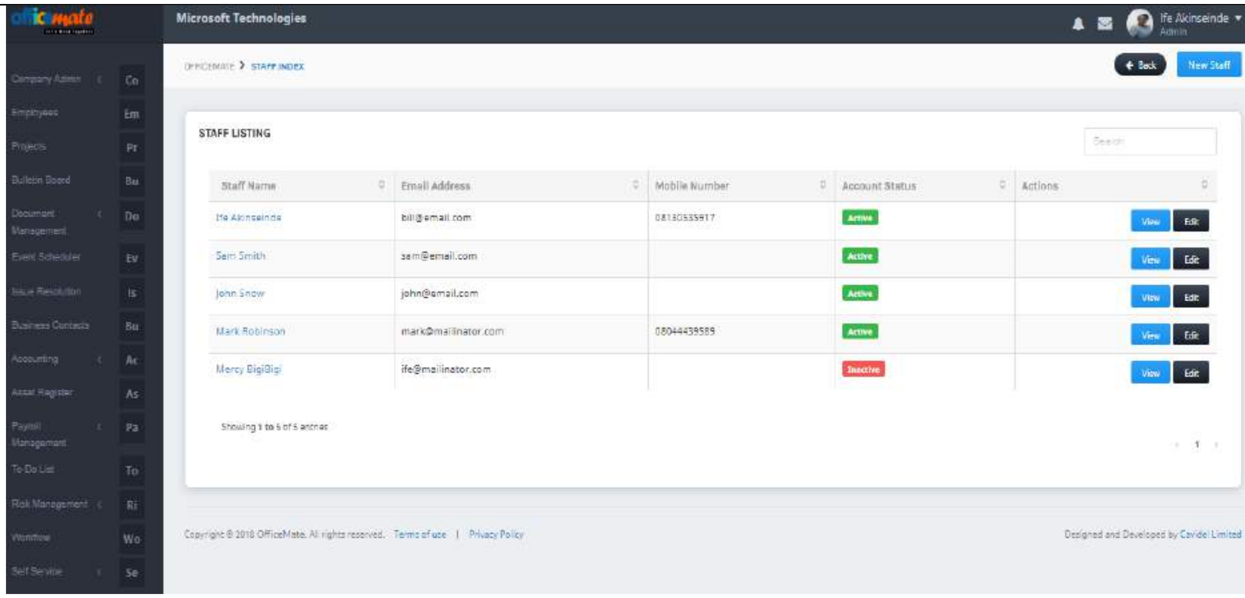
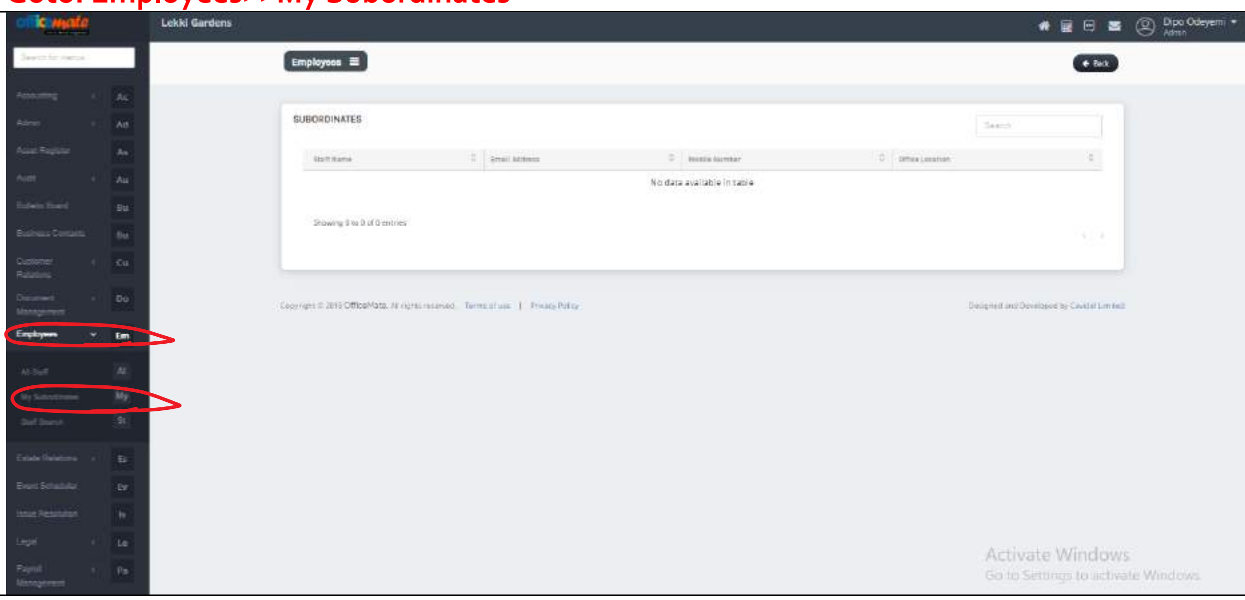
2 | **To Edit Staff name and email address and Update it: Click on the 'Edit'**

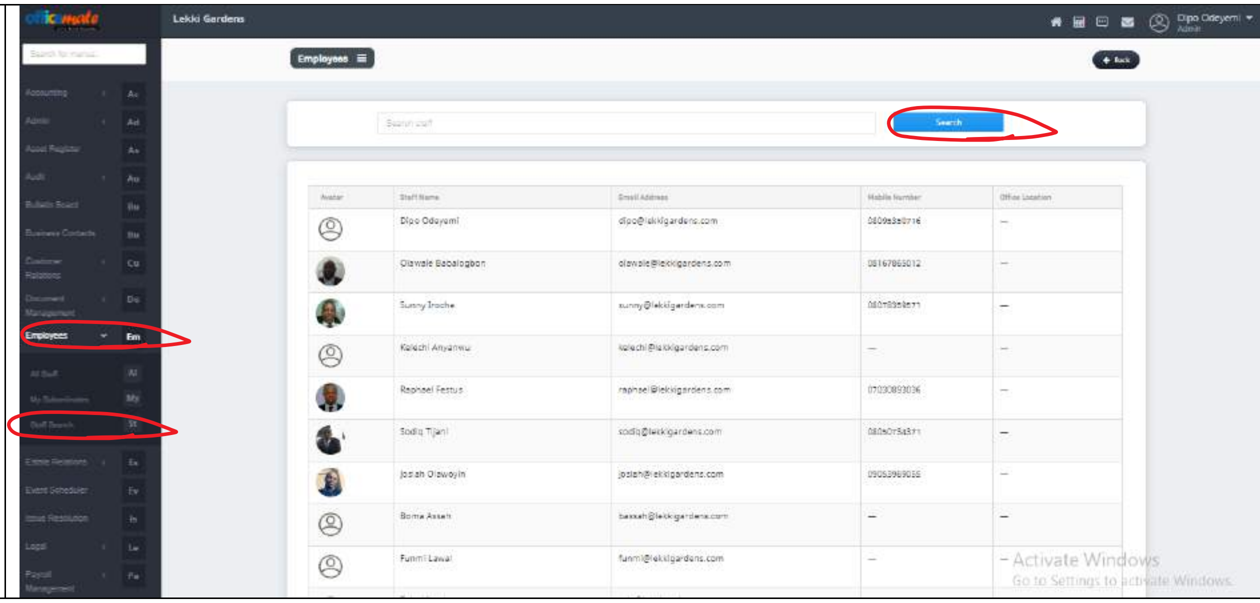


3 | **To view individual staff detaisl: Click on the 'view'**

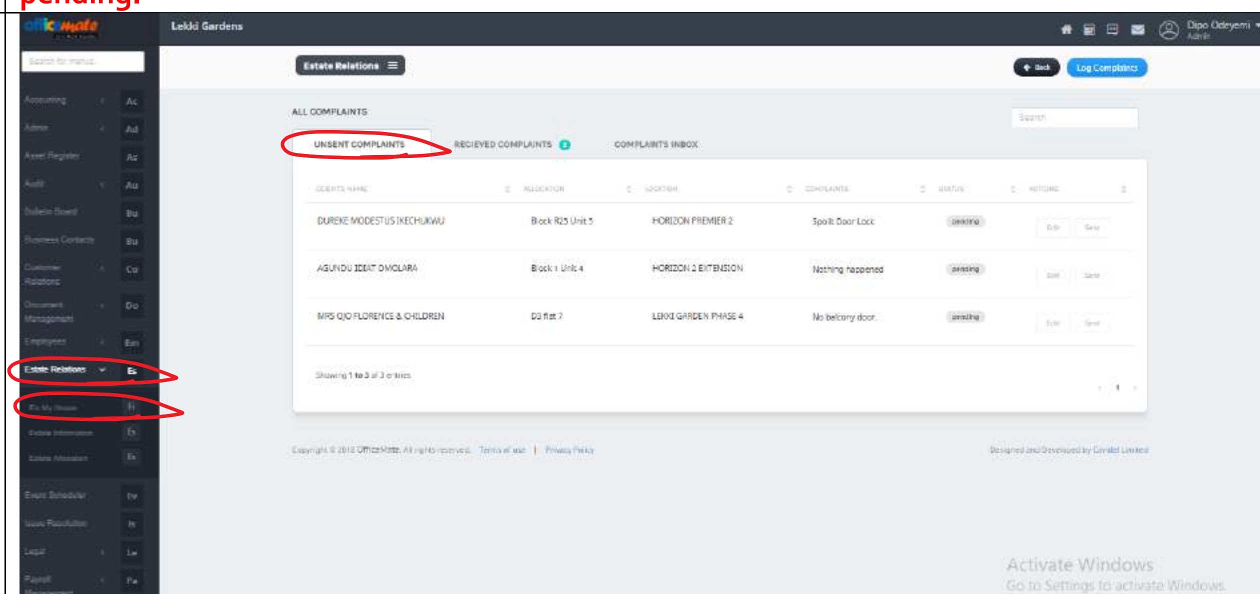
	
4	**Edit Bio-data: click on the bio-data to make changes to the staff information and afterwards click on the 'update'**
	

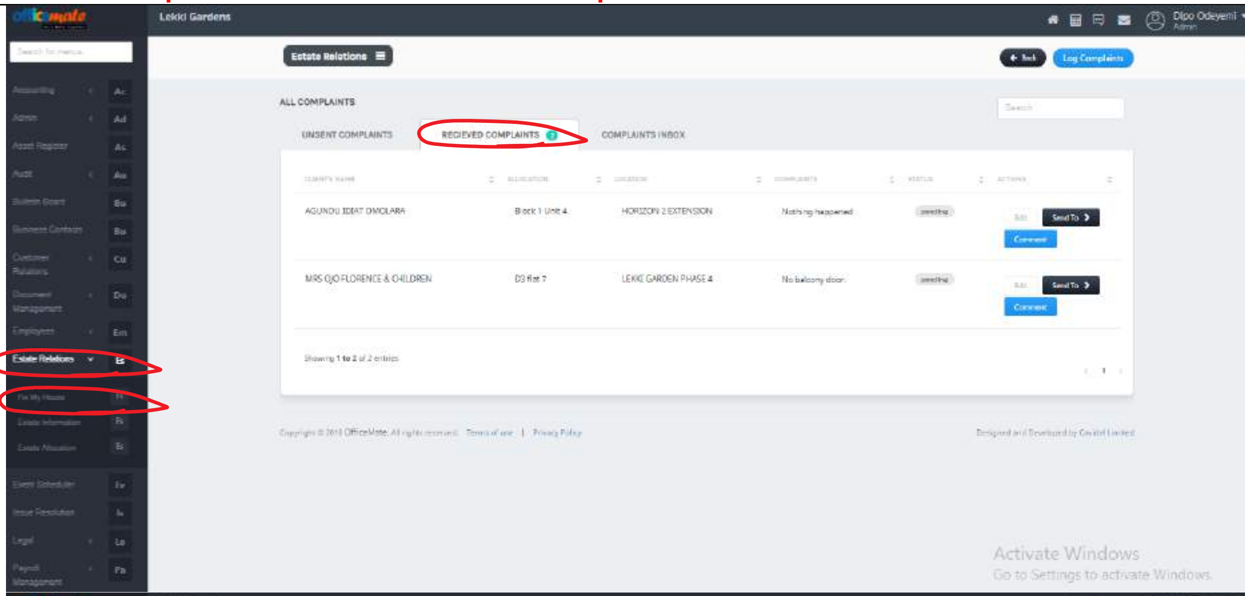
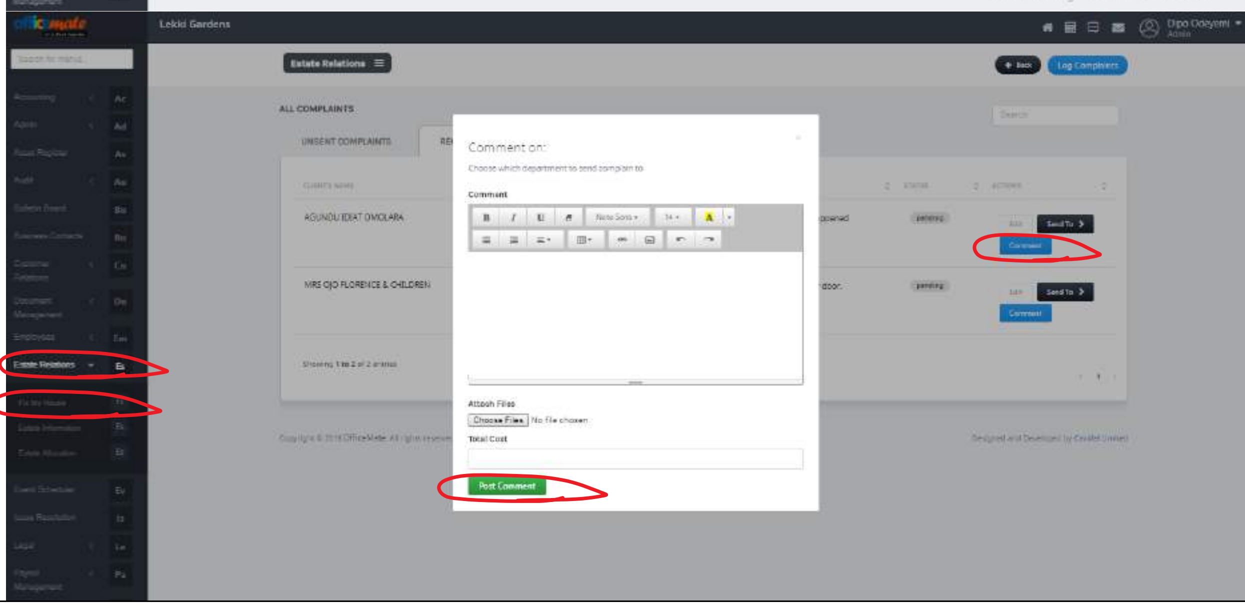
<table>
<tr><td></td><td>
</td></tr>
<tr><td>5</td><td>Invite Staff:
Go to: Employees>>All Staff>>Click on New Staff
Enter the details of the employee and select the appropriate role.</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>6</td><td>Inactive account status
It shows the list of all the employees in the company.
It shows the list of employees whose accounts are activated and inactive.</td></tr>
</table>

<table>
<tr><td></td><td>
</td></tr>
<tr><td>7</td><td>My Subordinates: Staff including supervisors and managers can view the staff under their suoervision.
Goto: Employees>>My Subordinates</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>8</td><td>Staff Search: All staff can view staff information and search for any staff to retrieve staff information. No restriction is observed.
Go to: Employees>>Staff Search>> Enter the staff name and click on ‘search’</td></tr>
</table>

21. Module: Estate Relations

Step	Procedure
1	**Estate Relations:** Management of client houses and estates. **Fix My House:** Staff can log client complaints regarding their houses **Goto: Estate Relate>>Fix My House** **Unsent complaints shows the complaints that have been sent but is awaiting that is pending.**
	
2	**Received Complaints:** All complaints logged in would be displayed here for action to be taken. **Goto: Click on the 'received complaints' tab** **To view the comment about each complement, click on the 'comment'**

	On-clicking 'send to' the complaints will be sent to the appropriate department chosen to take the required action to resolve the complaint.
	 

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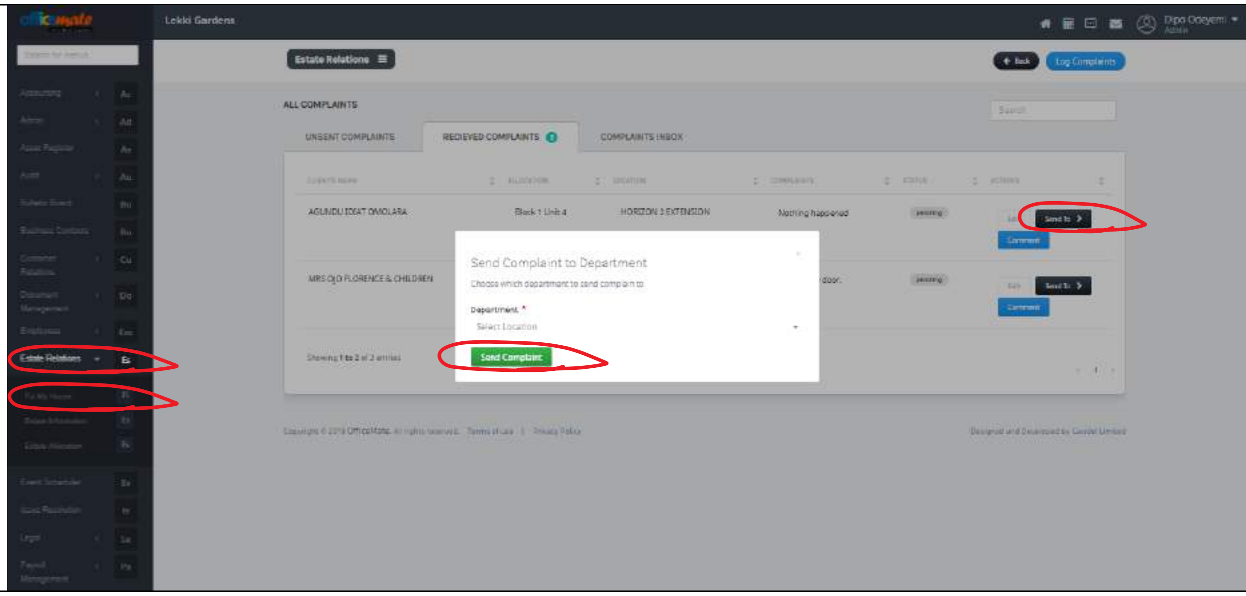
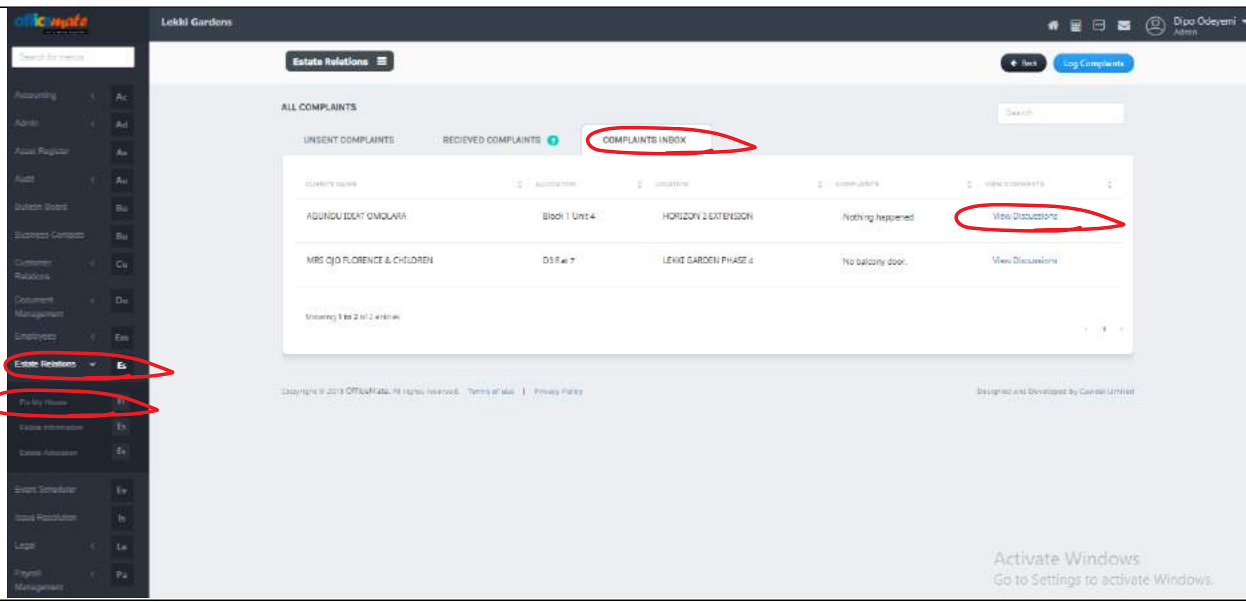
<tr><td></td><td>
</td></tr>
<tr><td>3</td><td>Complaint Inbox: This shows the acctions that have been taken on logged in complaints received.</td></tr>
<tr><td></td><td>
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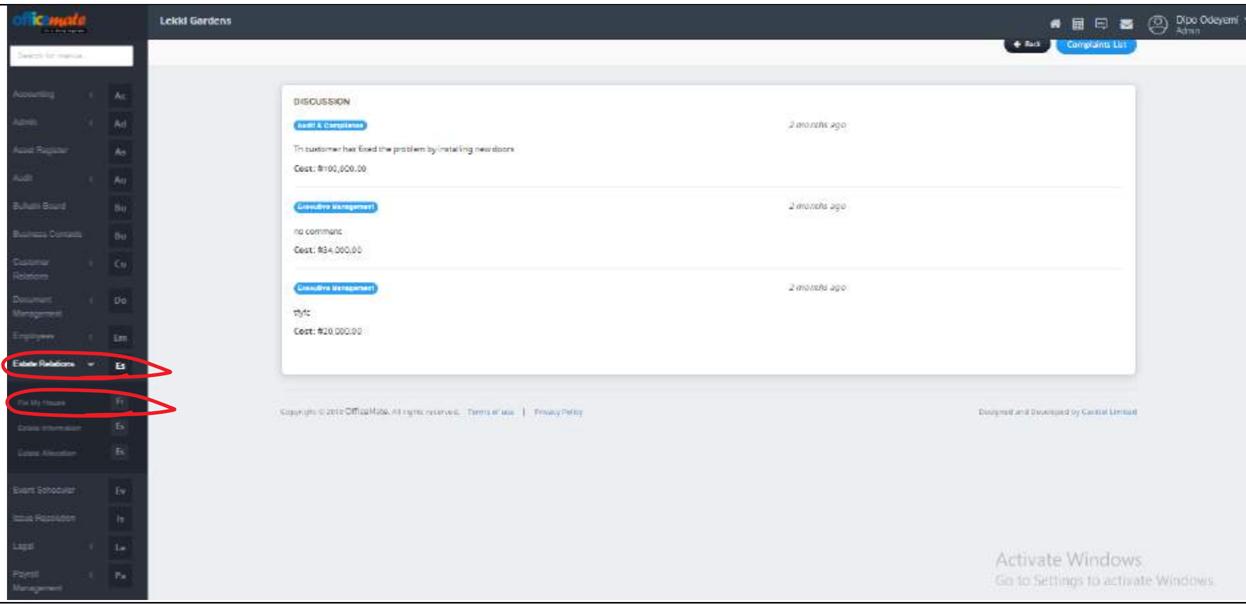
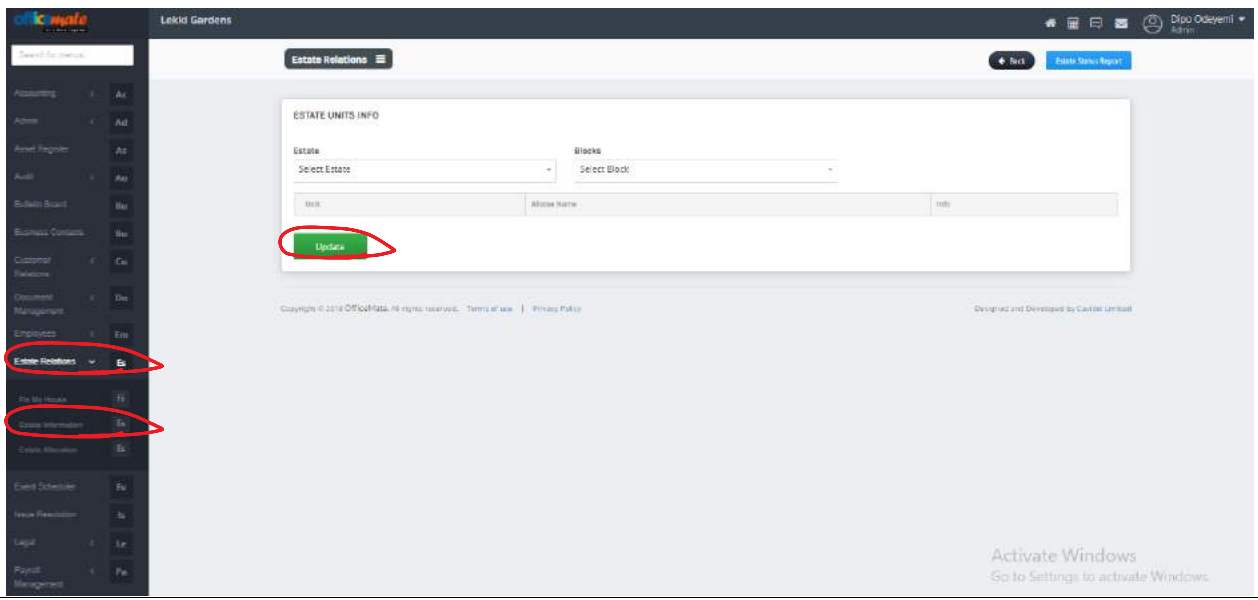
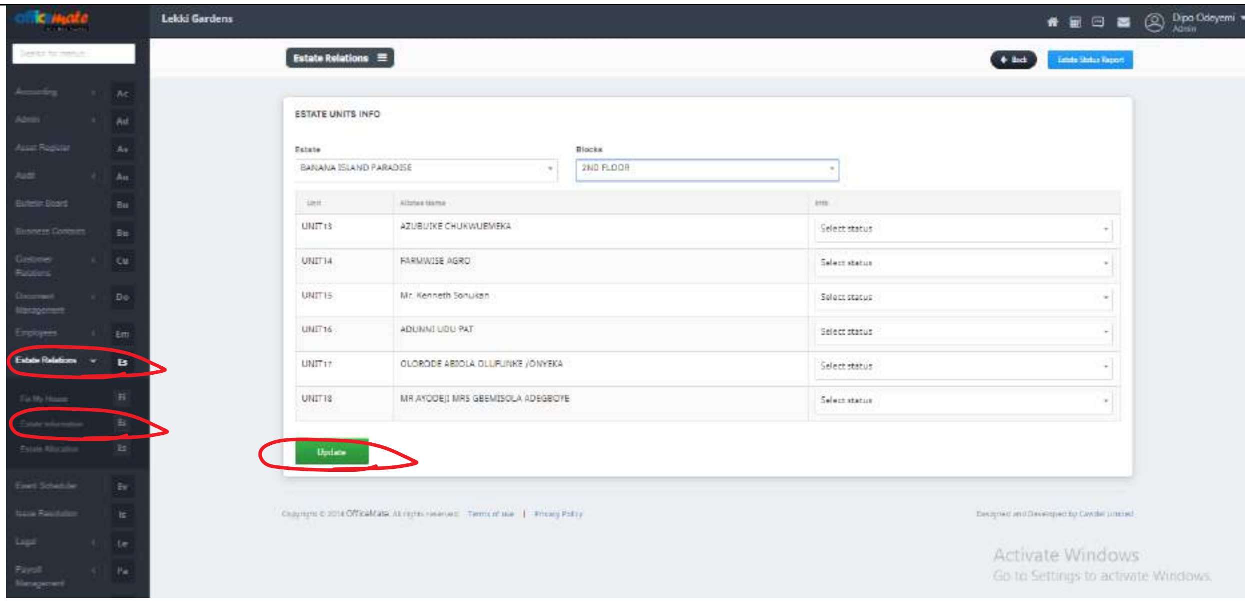
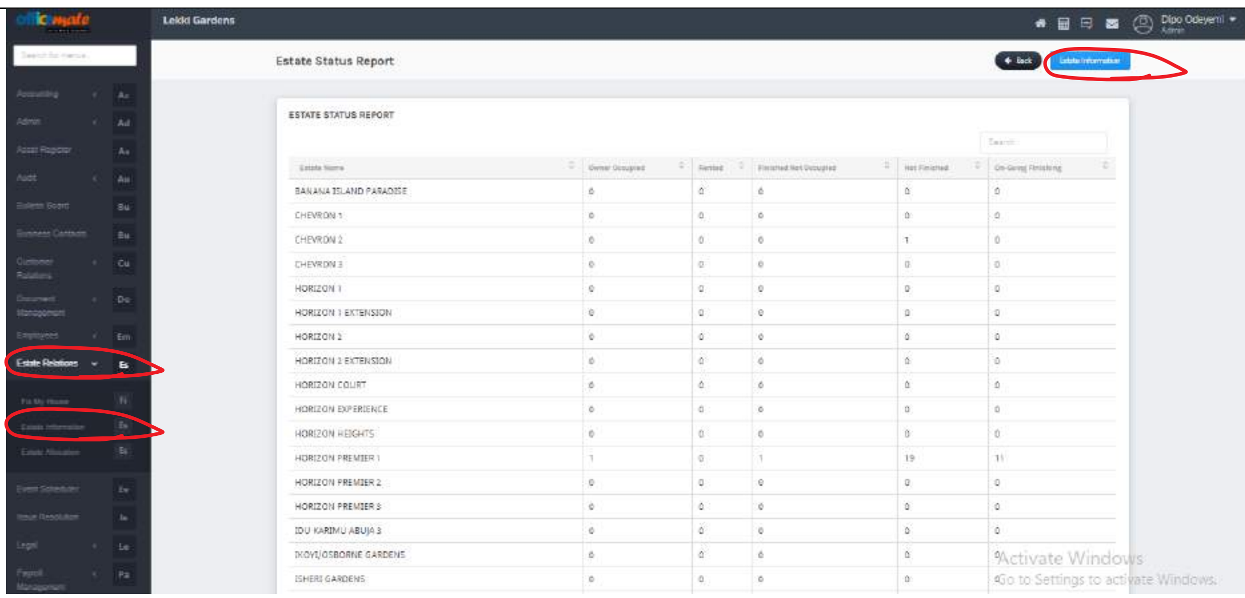
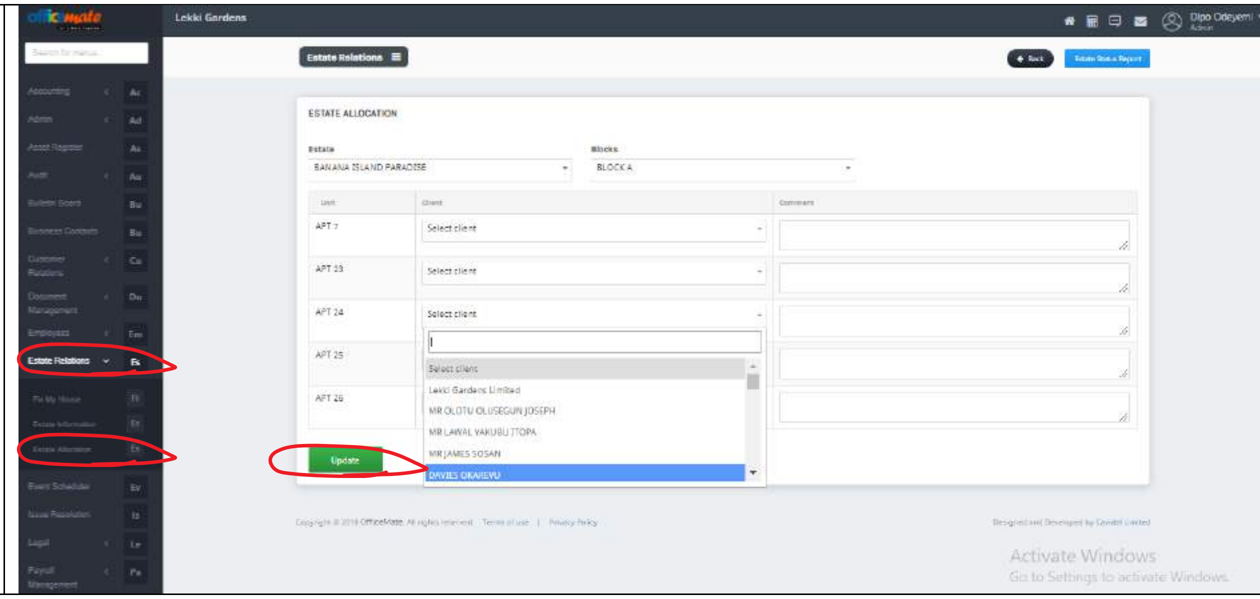
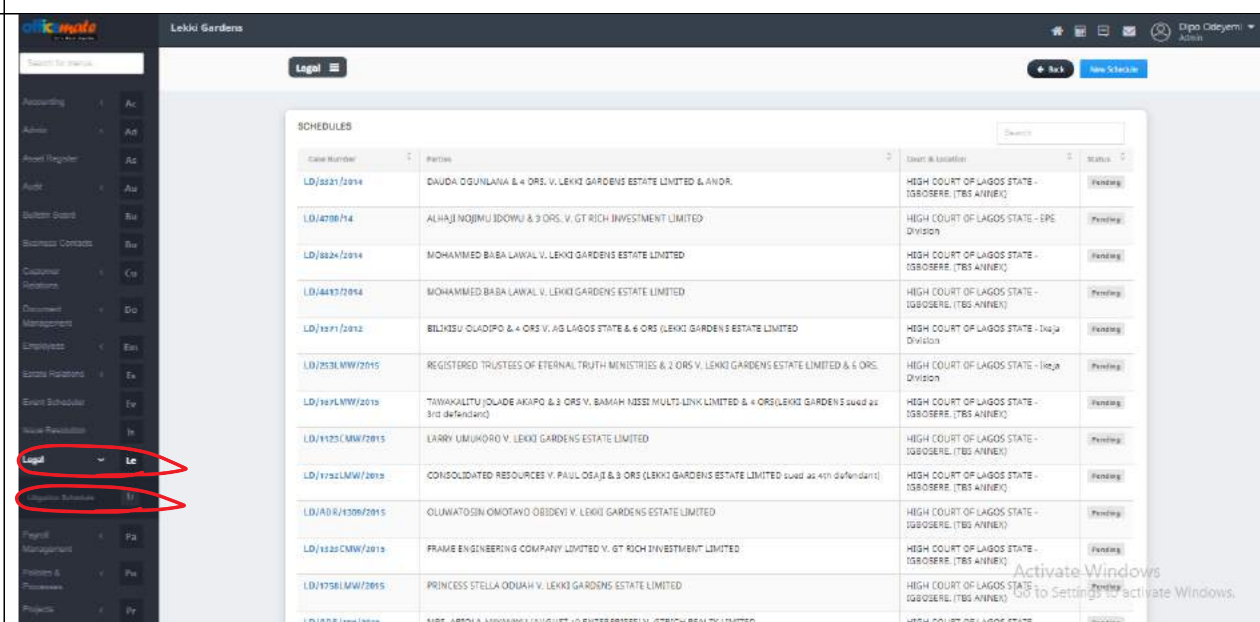
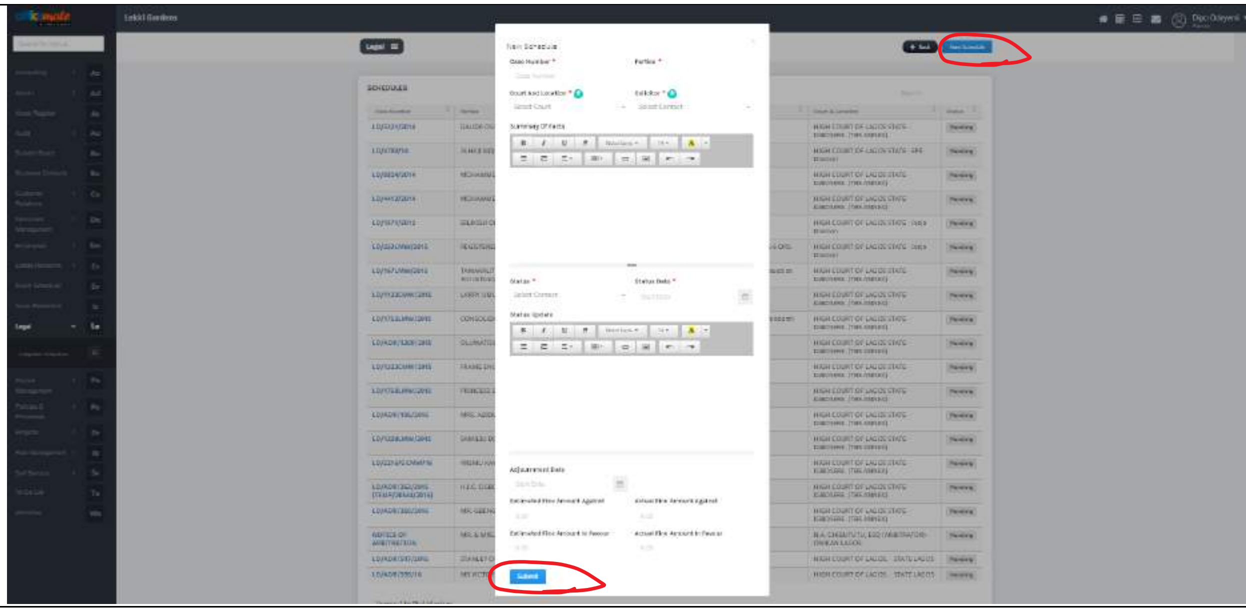
	
4	**Estate Information:** **Goto: Estate Relations>>Estate Information**
	
5	Enter the details of the estate to view the information needed. Staff can click on the status to enter the current status of the building or room e.g. if it has been occupied or building uncompleted. Thereafter, click the 'update' to update the new information or changes made.

<table>
<tr><td></td><td>
</td></tr>
<tr><td>6</td><td>Estate Status Report: This show a more ivid display about the current status of all the estates available.</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>7</td><td>Estate Allocation: Staff can assign or allocate houses or flats based on blocks or units to different estates for clients who have made the necessary payments.
Goto: Estate Relations>>Estate Allocation>> Enter the details of the clients and the appropraite blocks</td></tr>
</table>

22. Module: Legal

Step	Procedure
1	**Legal:** Handles all company and client legal matters **Litigation Schedule:** The company attorneys use this module to manage their client cases. Staff logs in all company court cases. It is restricted to certain roles. **Goto: Legal>>Litigation Schedule**
	
2	**New Schedule:** Restricted Staff can add new litigation schedule.



23. Module: Payroll Management

24.