Business USERMANUAL

ABAK MANAGEMENT SYSTEM

Creation/ Modification History Record Card

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2					

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Table of Contents

1. INTRODUCTION 6
2. PURPOSE 6
2.1. LOGIN SCREEN 7
2.2. WELCOME SCREEN 7
2.3 ABAK MANAGMENT 8
2.3.1 REGISTRATION 8
2.3.1.1 SAMITEE REGISTRATION 9
2.3.1.2 MEMBER REGISTRATION 9
2.3.2 TRANSACTION 10
2.3.2.1 DEPOSIT COLLECTION 10
2.3.2.2 PIN CODE REQUEST 11
2.3.2.3 LOAN DISBURSEMENT 12
2.3.2.4 LOAN REPAYMENT 12
2.3.2.5 MEMBER CLOSING TRAN. 13
2.3.2.6 CASH IN/OUT REQUEST 14
2.3.3 GOVT. GRANT 14
2.3.3.1 GOVT. GRANT TO MEMBER REQUEST 14
2.3.3.2 GOVT. GRANT TO SAMITEE REQUEST 15
2.3.4 B.O. TRANSACTION 16
2.4 AMENDMENT 17
2.4.1 CORRECTION 17
2.4.1.1 DEPOSIT CORRECTION REQUEST 17
2.4.1.2 REVERSE REPAYMENT REQUEST 18
2.5 APPROVAL 18
2.5.1 USER APPROVAL 18
2.5.2 CASH IN/OUT REQUEST APPROVAL 19
2.5.3 GOVT. GRANT MEMBER/SAMITEE APPROVAL 20
2.5.4 DEPOSIT CORRECTION REQUEST APPROVAL 20
2.5.5 REVERSE REPAYMENT REQUEST APPROVAL 21
2.5.6 TRANSFER TRANSACTION APPROVAL 22
2.6 REPORTS 22
2.6.1 BASIC/SETUP 22

2.6.1.1 User Summary Information 22
2.6.1.2 Chart of A/C 23
2.6.1.3 Member Information 24
2.6.1.4 Samitee Details Information 25
2.6.1.5 Pin Code 26
2.6.2 Business Admin 26
2.6.2.1 A/C Statement 26
2.6.2.2 A/C Current Balance 27
2.6.2.3 MFS ABAK GL. Statement 28
2.6.2.4 Trail Balance 29
2.6.2.5 Daily Transaction List 30
2.6.2.6 GL Summery Report 31
2.6.2.7 Date Wise Govt.Grant Report 31
2.6.2.8 Zone Wise Loan Disbursement 32
2.6.2.9 Samitee Wise Deposit Loan 33
2.6.2.10 Cash In/Out Request Report 33
2.6.2.11 District Wise Summery Report 34
2.6.2.12 Zone Wise Member Closing Report 35
2.6.2.13 Samitee Net Balance 35
2.6.3 Process 36
2.6.3.1 End of Day process Report 36
2.6.3.2 Interest provision Report 36
2.6.4 Monitoring 37
2.6.4.1 Message Sent Status 37
2.6.4.2 Field Activity Report 38

1. INTRODUCTION

Newly set up Cash management system is module to make easy the operation between Amar Bari Amar Khamar (ABAK) and specialized Palli Sanchay Bank.

As the small farmers and fishery businessmen will start their harvesting season in a couple of months, they are poised to face seasonal financial difficulty in monthly or weekly basis repayment to the regular micro credit financial institutions across the country.

The main goal of the ABAK and Palli Sanchay Bank is to eradicate poverty from the country because the poor people, who will deposit money in the bank, will be able to become entrepreneur.

As asked about the purpose of setting up CMS between ABAK and Palli Sanchay Bank core banking solution to more specify the management of ABAK samitee all transaction and their reports.

2. PURPOSE

The purpose of Cash Management System is to Cash Transaction, Correction request, Approval. This system will perform all type of Sub-Registration of EBEK, Transaction like Deposit, Loan Disburse, Repayment, Cash-out, all type of Correction of Transaction, Report of Transaction and also contain user management system like User Creation, User Approval, Password reset, Role Creation, Rights for Roles. It holds all the details of every activity once created. The system admin controls all the functionality of this activity.

2.1. LOGIN SCREEN

PURPOSE

Every User will view this Login Screen after browsing the IP of the system. The screen will contain the Login Section where user needs to provide the user name, password & capcha code. Help centre and security guidelines are also provided on this page.

MENU

Login

USER INTERFACE: LOGIN SCREEN

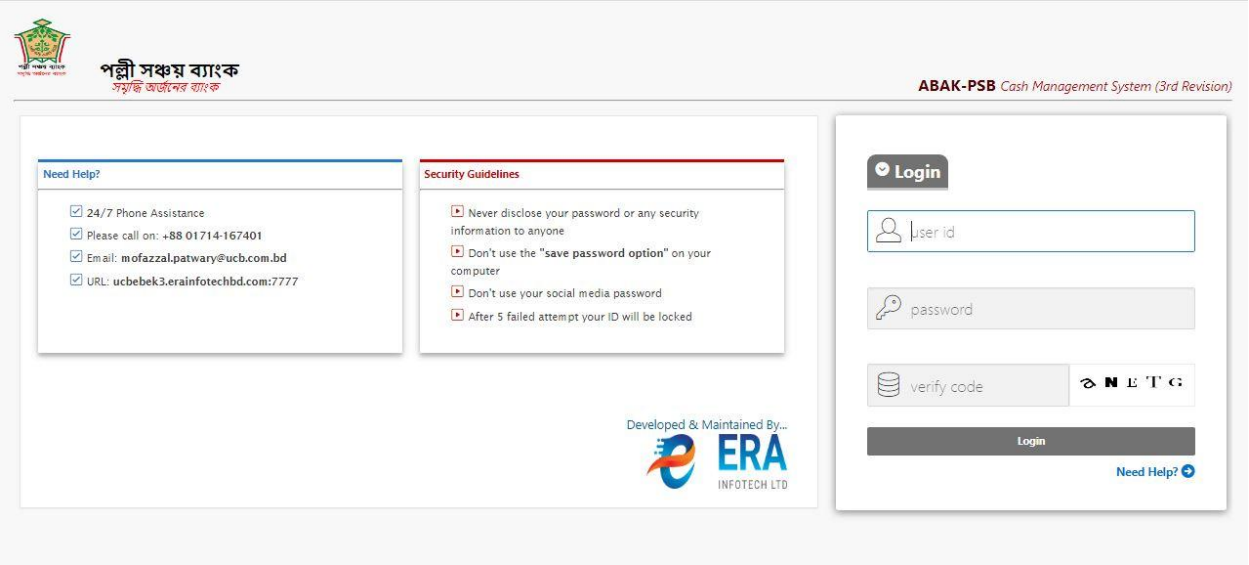


Figure: Login Screen

PERFORM LOGIN SCREEN

Steps to Execute:

1. To Go to Cash Management System click on 'Login' Boxed-Link providing all requirement information.
2. To Go to Help Centre click on 'Need Help' Boxed-Link.
3. To Go to Security Guideline click on 'Security Guideline' Boxed-Link.

2.2. WELCOME SCREEN

PURPOSE

Every User will view this Welcome Screen after successful login into the system. The screen will contain Notice Board, Location and Applications Link.

MENU

Login>Welcome Screen

USER INTERFACE: WELCOME SCREEN

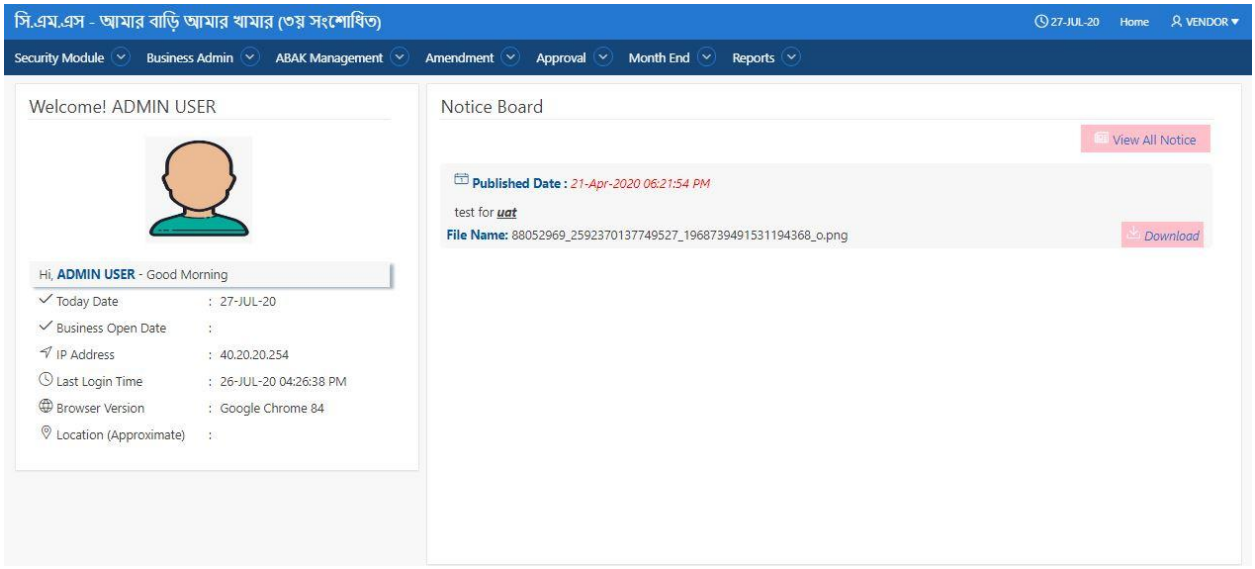


Figure: Welcome Screen

PERFORM WELCOME SCREEN

Steps to Execute:

1. To Go to Security Module click on 'Security Module' Boxed-Link.
2. To Go to Business Admin click on 'Business Admin' Boxed-Link.
3. To Go to ABAK Management click on 'ABAK Management' Boxed-Link.
4. To Go to Amendment click on 'Amendment' Boxed-Link.
5. To Go to Approval click on 'Approval' Boxed-Link.
6. To Go to Month End click on 'Month End' Boxed-Link.
7. To Go to Reports click on 'Reports' Boxed-Link.
8. To View User related information Click on 'USER' Dropdown.

2.3 ABAK MANAGMENT

2.3.1 REGISTRATION

PURPOSE

IT Admin User will use this screen/activity to Registration the samitee and samitee member.

2.3.1.1 SAMITEE REGISTRATION

MENU

Abak Management> Registration > Samitee Registration

USER INTERFACE: SAMITEE REGISTRATION

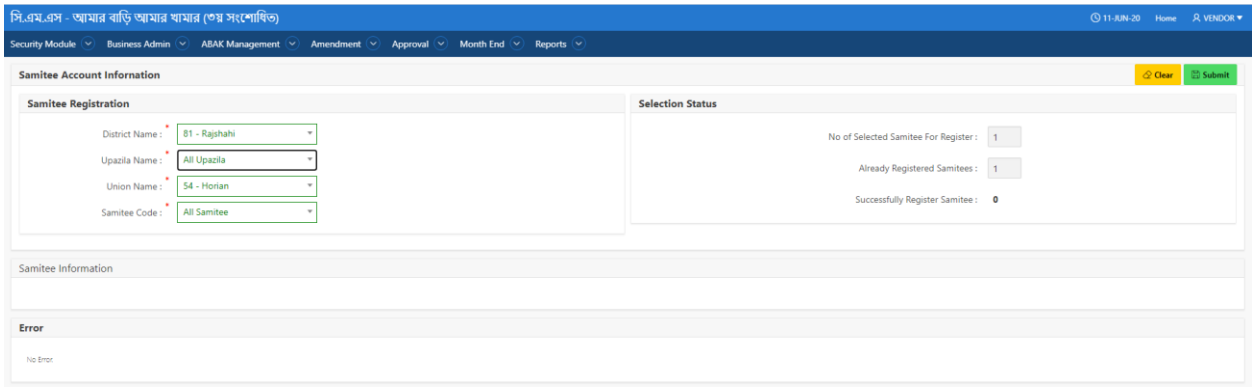


Figure: Samitee Registration

PERFORM SAMITEE REGISTRATION

Steps to Execute:

1. 1st user need to registration the samitee from ABAK side.
2. After successful registration of ABAK side need to registration samitee in CMS side.
3. In samitee registration page all samitee from Abak side are available for registration.
4. All input field which is indicate with (*) symbol are mandatory field.
5. After clicking on 'Submit' button, you will see a message of "Samitee registration successfully".
6. To Clear all the Textboxes, click on 'Clear' button.
7. User can also see registration information in samitee information and samitee status.

2.3.1.2 MEMBER REGISTRATION

MENU

Abak Management> Registration > Membere Registration

USER INTERFACE: MEMBER REGISTRATION

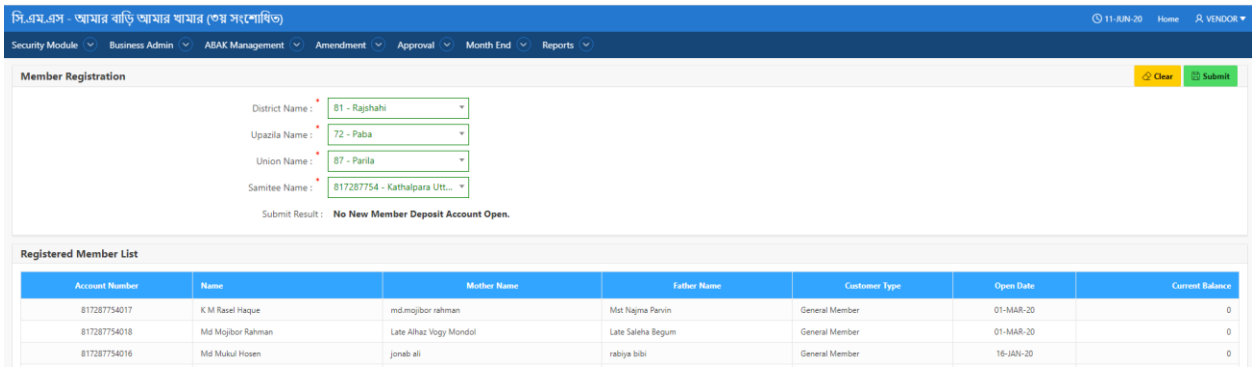


Figure: Member Registration

PERFORM MEMBER REGISTRATION

Steps to Execute:

1. 1st user need to registration the samitee member from ABAK side.
2. After successful registration of ABAK side need to registration samitee member in CMS side.
3. In samitee registration page all samitee member from Abak side are available for registration.
4. All input field which is indicate with (*) symbol are mandatory field.
5. After clicking on 'Submit' button, you will see a message of "Samitee Member registration successfully".
6. To Clear all the Textboxes, click on 'Clear' button.
7. User can also see registration information in registered member list.

2.3.2 TRANSACTION

PURPOSE

IT User will use this screen/activity to create all kind of transaction in this System.

2.3.2.1 DEPOSIT COLLECTION

MENU

ABAK Management > Transaction > Deposit Collection

USER INTERFACE: DEPOSIT COLLECTION

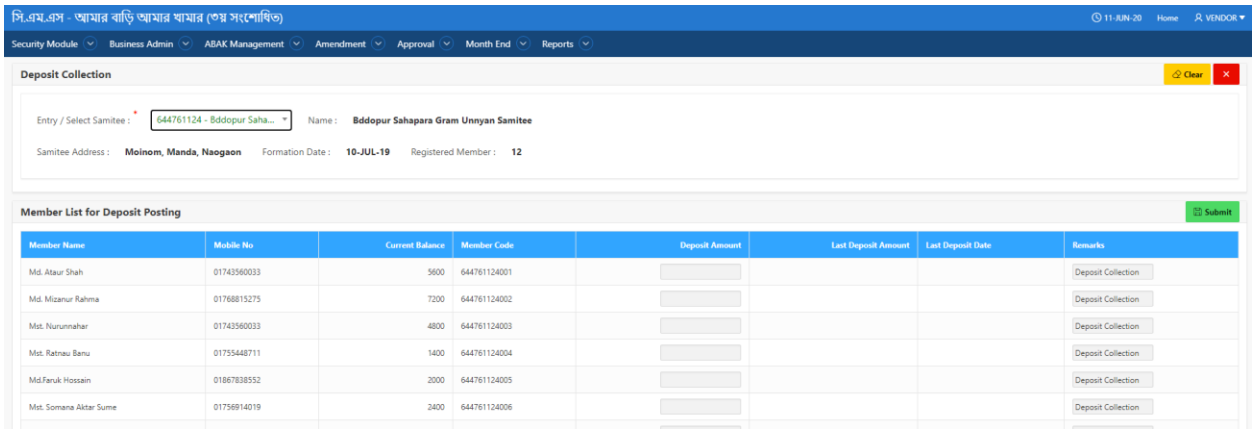


Figure: Deposit Collection

PERFORM DEPOSIT COLLECTION

Steps to Execute:

1. Open Deposit Collection page from the menu.
2. Need to select the samitee.
3. User need to input the deposit amount.
4. Member deposit information are shown in the Member List Deposit Pending block.
5. After clicking on 'Submit' button, you will see a message of "Deposit Collection successfully".
6. To Clear all the Textboxes, click on 'Clear' button.

Note: **User can submit more than one member account deposit transaction.**

2.3.2.2 PIN CODE REQUEST

MENU

ABAK Management > Transaction > Pin Code Request

USER INTERFACE: PIN CODE REQUEST

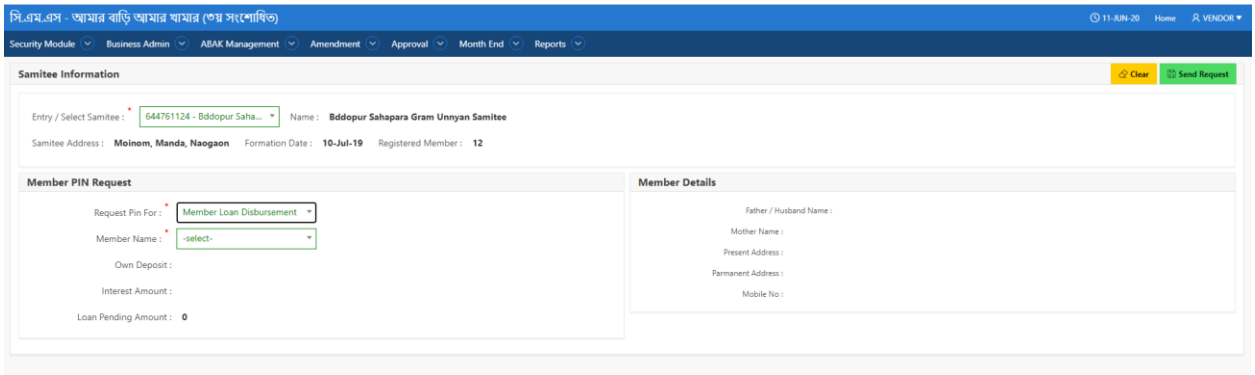


Figure: Pin Code Request

PERFORM PIN CODE REQUEST

Steps to Execute:

1. Open Pin Code Request page from the menu.
2. Need to select the samitee and samitee member.
3. User need to select from dropdown bar for account close pin code or loan disburse pin code.
4. After clicking on ‘Submit’ button, you will see a message of "Pin Code Generate successfully".
5. To Clear all the Textboxes, click on ‘Clear’ button.

2.3.2.3 LOAN DISBURSEMENT

MENU

ABAK Management > Transaction > Loan Disbursement

USER INTERFACE: LOAN DISBURSEMENT

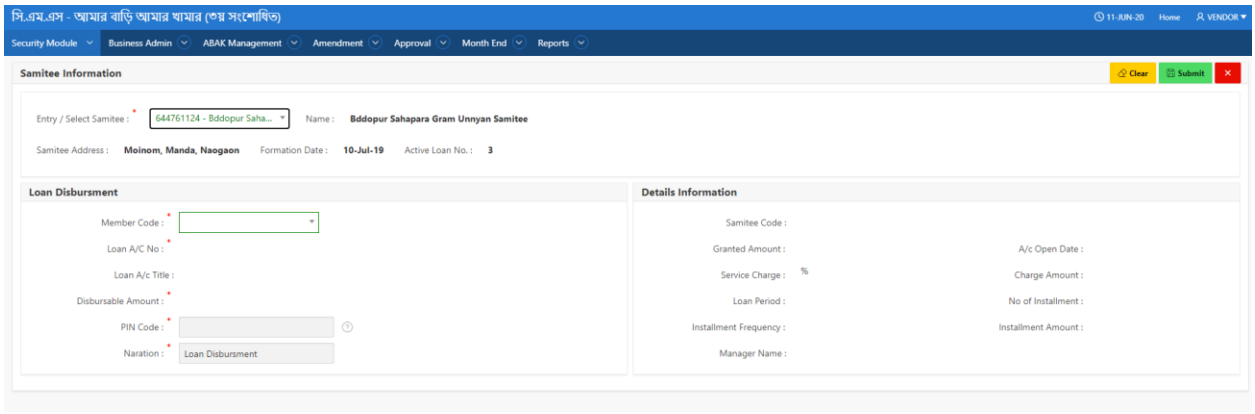


Figure: Loan Disbursement

PERFORM LOAN DISBURSEMENT

Steps to Execute:

1. Open Loan Disbursement page from the menu.
2. Need to select the samitee and samitee member.
3. User need to put the pin code.
4. After clicking on ‘Submit’ button, you will see a message of "Loan Disbursement successfully".
5. To Clear all the Textboxes, click on ‘Clear’ button.

2.3.2.4 LOAN REPAYMENT

MENU

ABAK Management > Transaction > Loan Repayment

USER INTERFACE: LOAN REPAYMENT

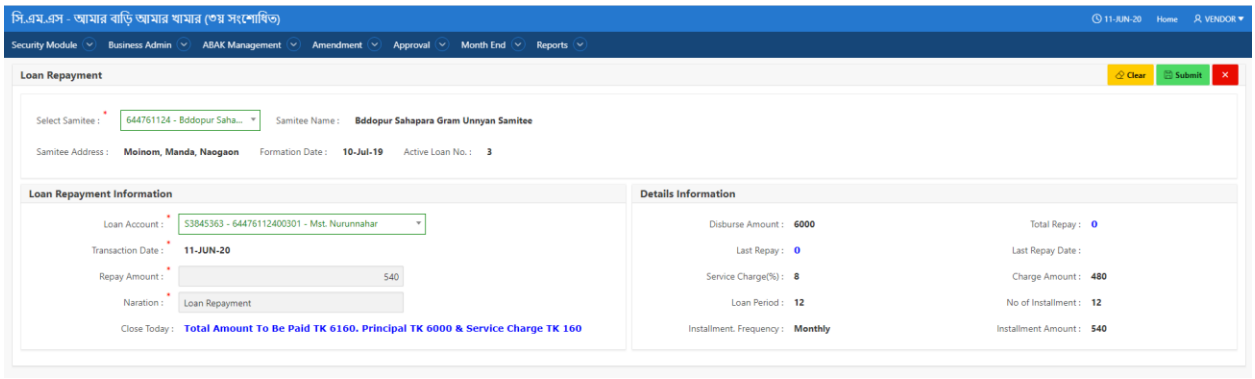


Figure: Loan Repayment

PERFORM LOAN REPAYMENT

Steps to Execute:

1. Open Loan Repayment page from the menu.
2. Need to select the samitee and samitee member.
3. User need to put repayment amount.
4. User can see the detail loan repayment information in Detail Information Block.
5. After clicking on ‘Submit’ button, you will see a message of "Loan Repayment successfully".
6. To Clear all the Textboxes, click on ‘Clear’ button.

2.3.2.5 MEMBER CLOSING TRAN.

MENU

ABAK Management > Transaction > Member Closing Tran.

USER INTERFACE: MEMBER CLOSING TRAN.

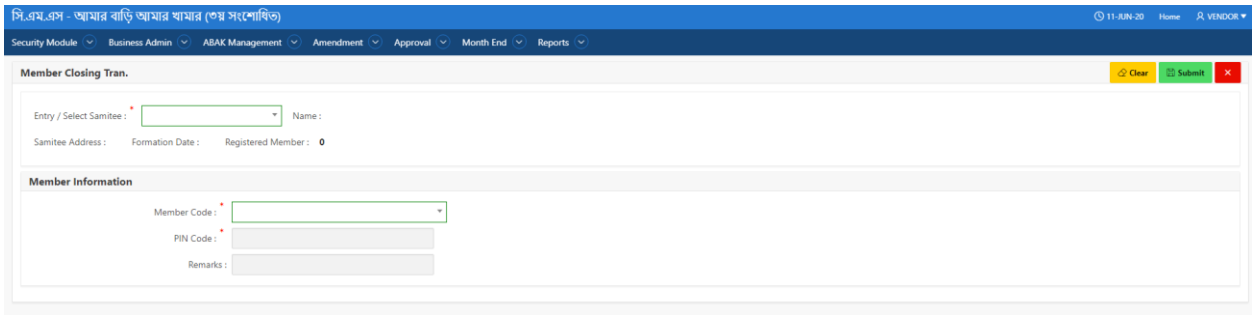


Figure: Member Closing Tran.

PERFORM MEMBER CLOSING TRAN.

Steps to Execute:

1. Open Member Closing Tran. page from the menu.
2. Need to select the samitee, samitee membe, Pin Code.
3. After clicking on ‘Submit’ button, you will see a message of "Member Closing Tran. successfully".

4. To Clear all the Textboxes, click on ‘Clear’ button

2.3.2.6 CASH IN/OUT REQUEST

MENU

ABAK Management > Transaction > Cash In/Out Request

USER INTERFACE: CASH IN/OUT REQUEST

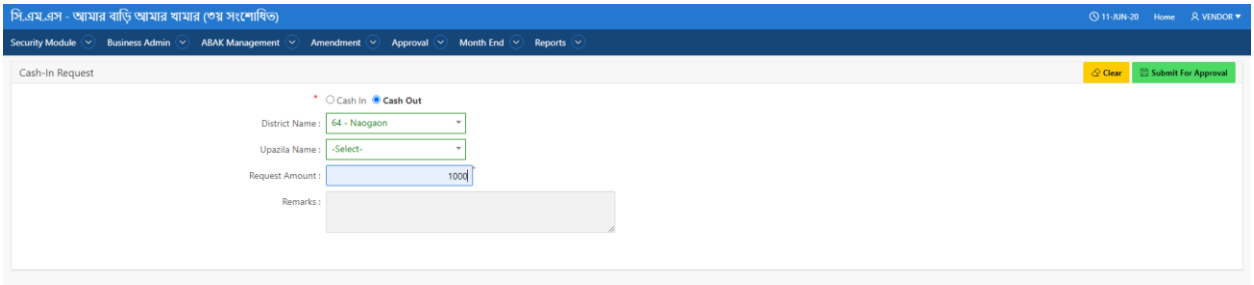


Figure: Cash In/Out Request

PERFORM CASH IN/OUT REQUEST

Steps to Execute:

1. Open Cash In/Out Request page from the menu.
2. Cash In means fund balance transfer from PSB to CMS.
3. Cash Out means fund balance transfer from CMS to PSB.
4. Need to select the radio button Cash In or Cash Out.
5. Need to select the District, Upazila.
6. Need to put the amount of balance user need to transfer.
7. After clicking on ‘Submit’ button, you will see a message of "Successfully".
8. To Clear all the Textboxes, click on ‘Clear’ button

2.3.3 GOVT. GRANT

PURPOSE

User will use this screen/activity to access the Govt. Grant for samitee and samitee member in system.

2.3.3.1 GOVT. GRANT TO MEMBER REQUEST

MENU

ABAK Management > Govt. Grant > Govt. Grant to Member Request

USER INTERFACE: GOVT. GRANT TO MEMBER REQUEST

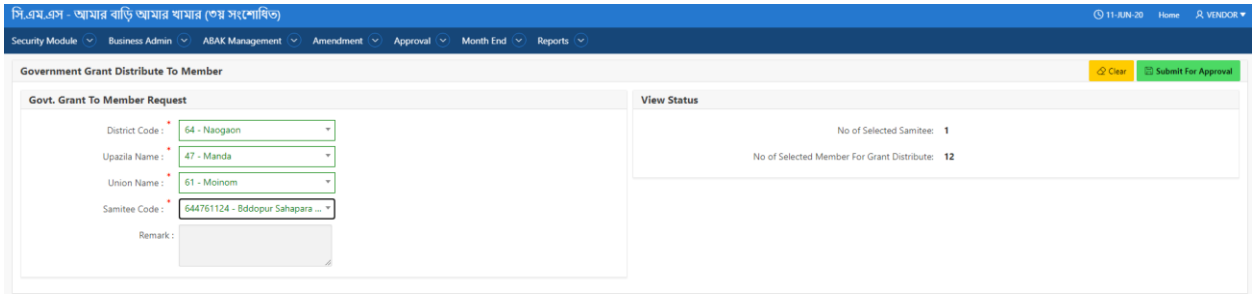


Figure: Govt. Grant to member request

PERFORM GOVT. GRANT TO MEMBER REQUEST

Steps to Execute:

1. Open Govt. Grant to Member Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. After clicking on 'Submit Approval' button, you will see a message of "Govt. Grant Approval ".
4. To Clear all the Textboxes, click on 'Clear' button.

2.3.3.2 GOVT. GRANT TO SAMITEE REQUEST

MENU

ABAK Management > Govt. Grant > Govt. Grant to Samitee Request

USER INTERFACE: GOVT. GRANT TO SAMITEE REQUEST

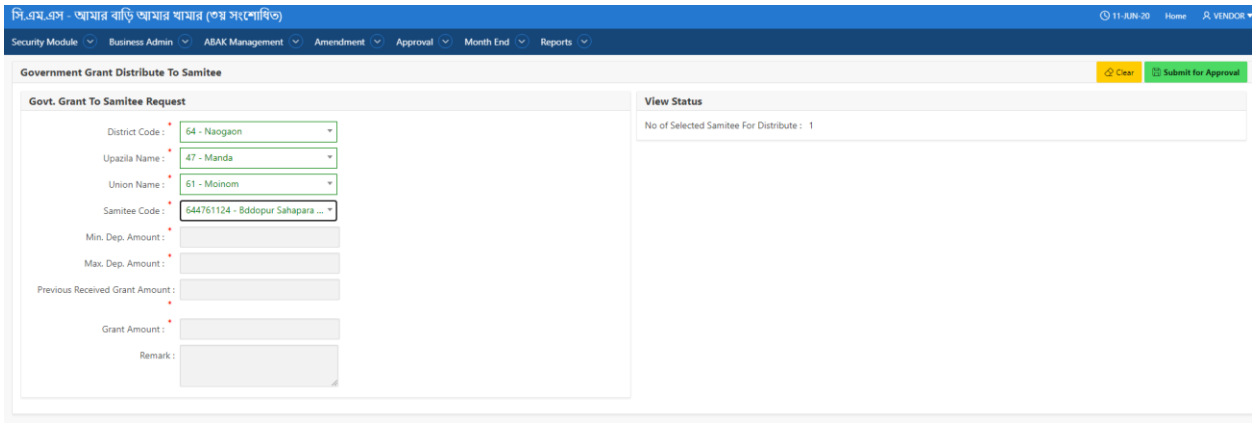


Figure: Govt. Grant to Samitee request

PERFORM GOVT. GRANT TO SAMITEE REQUEST

Steps to Execute:

1. Open Govt. Grant to Samitee Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. After clicking on 'Submit Approval' button, you will see a message of "Govt. Grant Approval ".
4. To Clear all the Textboxes, click on 'Clear' button.

Note: For grant User need to create event in B.O. Transaction.

2.3.4 B.O. TRANSACTION

PURPOSE

IT Admin/Business User will use this screen/activity for B.O. transaction from PSB to CMS.

MENU

ABAK Management > B.O. Transaction

USER INTERFACE: B.O TRANSACTION

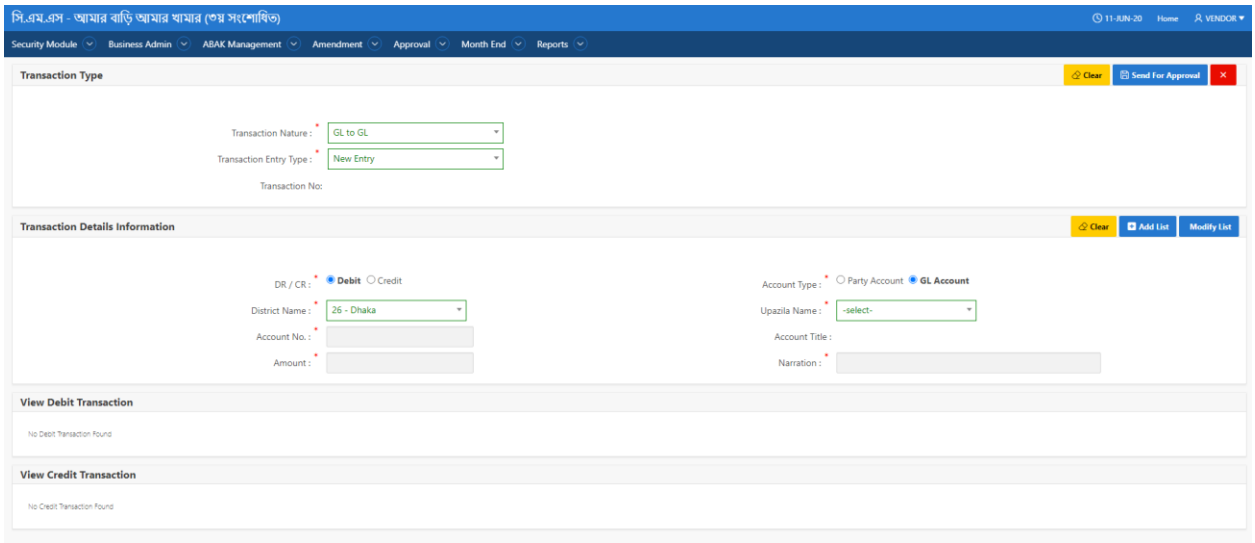


Figure: B.O. Transaction

PERFORM B.O. TRANSACTION

Steps to Execute:

1. Open B.O. Transaction page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Credit Part and Debit part for B.O. Transaction.

4. User need to add row for Debit and Credit and also can modify
5. After clicking on 'Send to Approval' button the request will be sent for approval.
6. To Clear all the Textboxes, click on 'Clear' button.

Note: For grant User need to create event in B.O. Transaction.

2.4 AMENDMENT

2.4.1 CORRECTION

PURPOSE

IT Admin/Business User will use this screen/activity to update for correction of Deposit and Repayment information.

2.4.1.1 DEPOSIT CORRECTION REQUEST

MENU

Amendment > Correction > Deposit Correction Request

USER INTERFACE: DEPOSIT CORRECTION REQUEST

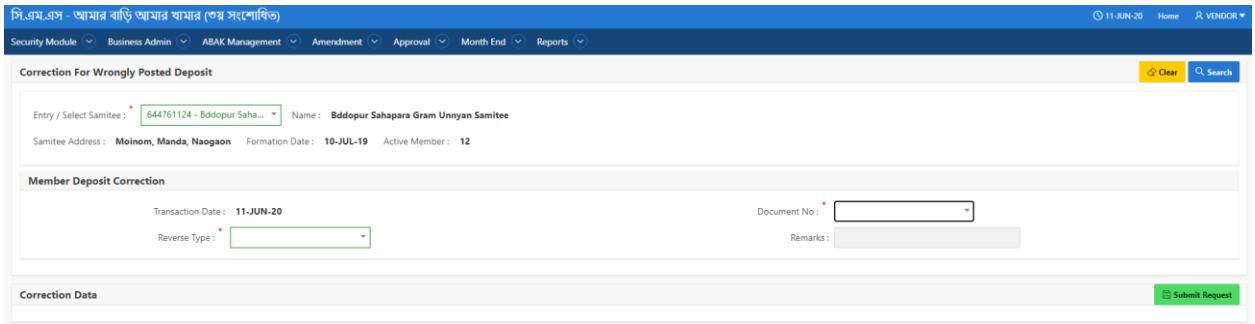


Figure: Deposit Correction Request

PERFORM DEPOSIT CORRECTION REQUEST

Steps to Execute:

1. Open Deposit Correction Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. After that user need to press the search button to view the transaction.
4. After providing all information of correction user need to press send request for correction.
5. To Clear all the Textboxes, click on 'Clear' button.

2.4.1.2 REVERSE REPAYMENT REQUEST

MENU

Amendment > Correction > Reverse Repayment Request

USER INTERFACE: REVERSE REPAYMENT REQUEST

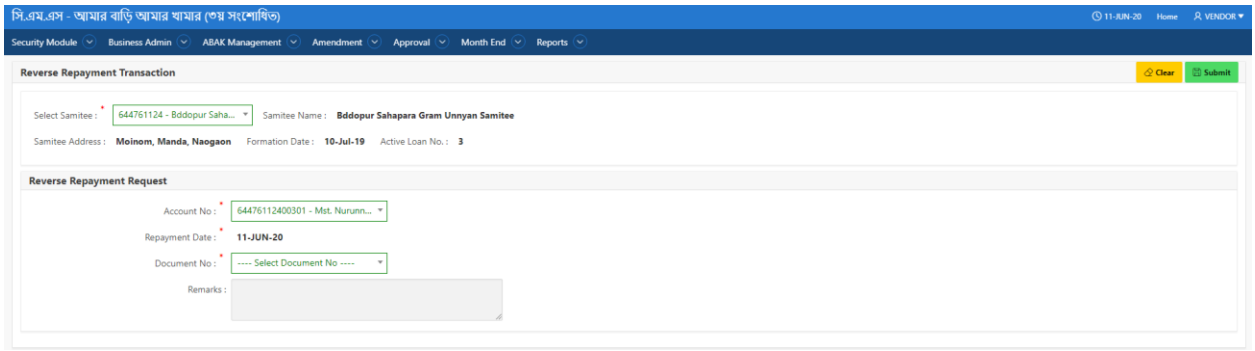


Figure: Reverse Repayment Request

PERFORM REVERSE REPAYMENT REQUEST

Steps to Execute:

1. Open Reverse Repayment Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. After providing all information of correction user need to press send request for correction.
4. To Clear all the Textboxes, click on 'Clear' button.

2.5 APPROVAL

2.5.1 USER APPROVAL

PURPOSE

IT Admin User will use this screen/activity to approve the user information.

MENU

Approval > User Approval

USER INTERFACE: USER APPROVAL

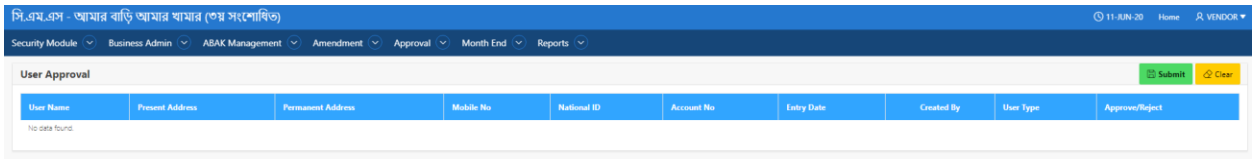


Figure: User Approval

PERFORM USER APPROVAL

Steps to Execute:

6. Open User approval page from the menu.
7. User can approve or reject the request using submit button or reject button.
8. To Clear all the Textboxes, click on 'Clear' button.

2.5.2 CASH IN/OUT REQUEST APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to approve the Cash In/Out Request.

MENU

Approval > Cash In/Out Request Approval

USER INTERFACE: CASH IN/OUT REQUEST APPROVAL

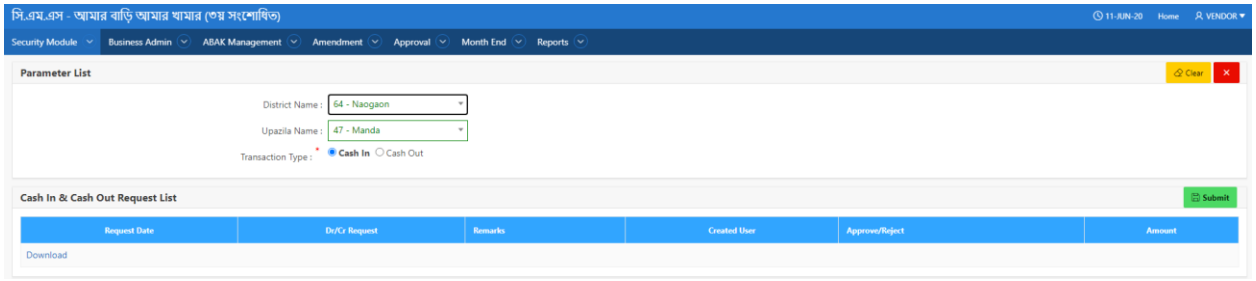


Figure: Cash In/Out Request Approval

PERFORM CASH IN/OUT REQUEST APPROVAL

Steps to Execute:

9. Open User Cash In/Out Request Approval Page from the menu.
10. User need to select which request user want to see from fill up District, Upazila and Transaction type.
11. User can approve or reject the request using submit button or reject button.
12. To Clear all the Textboxes, click on 'Clear' button.

2.5.3 GOVT. GRANT MEMBER/SAMITEE APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to approve Govt. Grant Member/Samitee Request.

MENU

Approval > Govt. Grant Member/Samitee Approval

USER INTERFACE: GOVT. GRANT MEMBER/SAMITEE APPROVAL

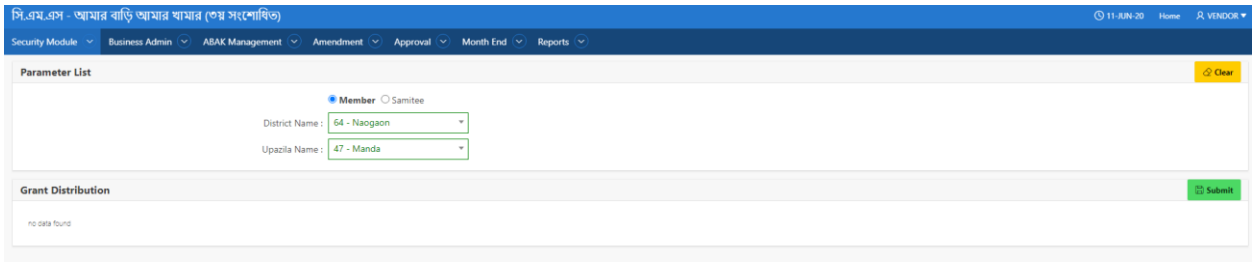


Figure: Govt. Grant Member/Samitee Approval

PERFORM GOVT. GRANT MEMBER/SAMITEE APPROVAL

Steps to Execute:

13. Open User Govt. Grant Member/Samitee Approval Page from the menu.
14. All input field which is indicate with (*) symbol are mandatory field.
15. User can approve or reject the request using submit button or reject button.
16. To Clear all the Textboxes, click on 'Clear' button.

2.5.4 DEPOSIT CORRECTION REQUEST APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to approve Deposit Correction Request.

MENU

Approval > Deposit Correction Request Approval

USER INTERFACE: DEPOSIT CORRECTION REQUEST APPROVAL

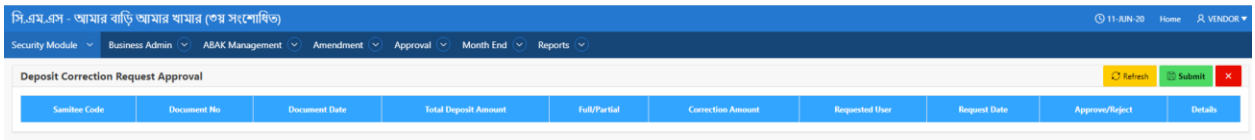


Figure: Deposit Correction Request Approval

PERFORM DEPOSIT CORRECTION REQUEST APPROVAL

Steps to Execute:

17. Open User Deposit Correction Request Approval Page from the menu.
18. User can approve or reject the request using submit button or Reject button.
19. To Clear all the Textboxes, click on 'Clear' button.

2.5.5 REVERSE REPAYMENT REQUEST APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to approve Reverse Repayment Request.

MENU

Approval > Reverse Repayment Request Approval

USER INTERFACE: REVERSE REPAYMENT REQUEST APPROVAL

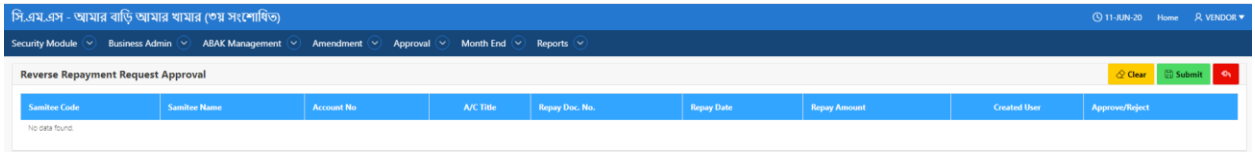


Figure: Reverse Repayment Request Approval

PERFORM REVERSE REPAYMENT REQUEST APPROVAL

Steps to Execute:

20. Open User Reverse Repayment Request Approval Page from the menu.
21. User can approve or reject the request using submit button or Reject button.
22. To Clear all the Textboxes, click on 'Clear' button.

2.5.6 TRANSFER TRANSACTION APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to approve Transfer Transaction Request.

MENU

Approval > Transfer Transaction Approval

USER INTERFACE: TRANSFER TRANSACTION APPROVAL

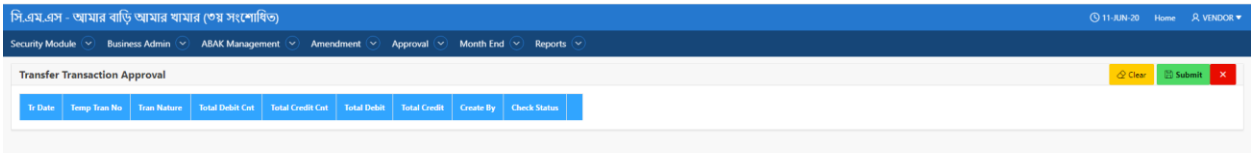


Figure: Transfer Transaction Approval

PERFORM REVERSE REPAYMENT APPROVAL

Steps to Execute:

23. Open User Transfer Transaction Approval Page from the menu.
24. User can approve or reject the request using submit button or Reject button.
25. To Clear all the Textboxes, click on 'Clear' button.

2.6 REPORTS

2.6.1 BASIC/SETUP

PURPOSE

IT Admin User will use this screen/activity to view basic reports of samitee and samitee member related.

2.6.1.1 USER SUMMARY INFORMATION

MENU

Reports > Basic/Setup > User Summary Information

USER INTERFACE: USER SUMMARY INFORMATION

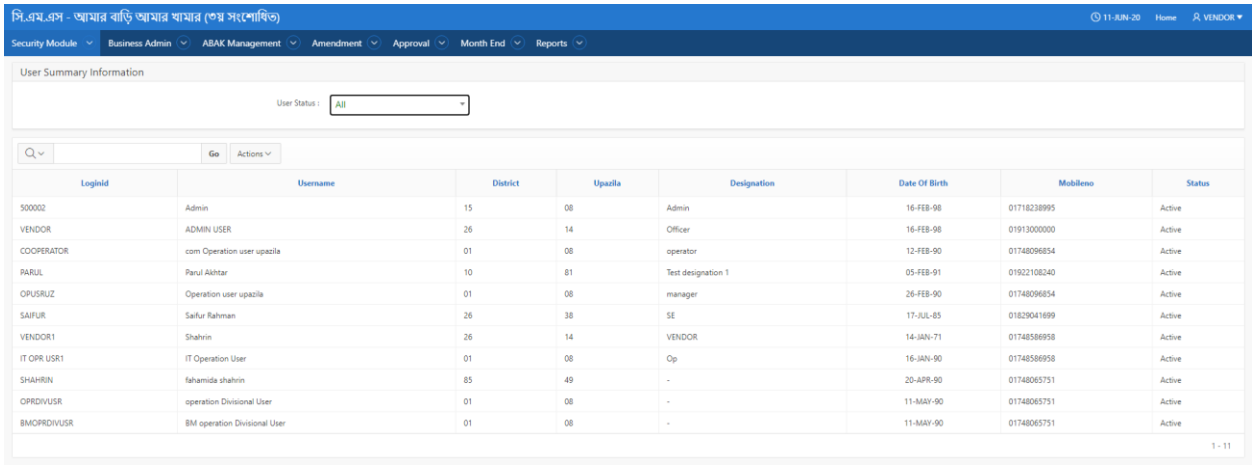


Figure: User Summary Information

PERFORM USER SUMMARY INFORMATION

Steps to Execute:

26. Open User Summary Information page from the menu.
27. All input field which is indicate with (*) symbol are mandatory field.

2.6.1.2 CHART OF A/C

MENU

Reports > Basic/Setup > Chart of A/C

USER INTERFACE: CHART OF A/C

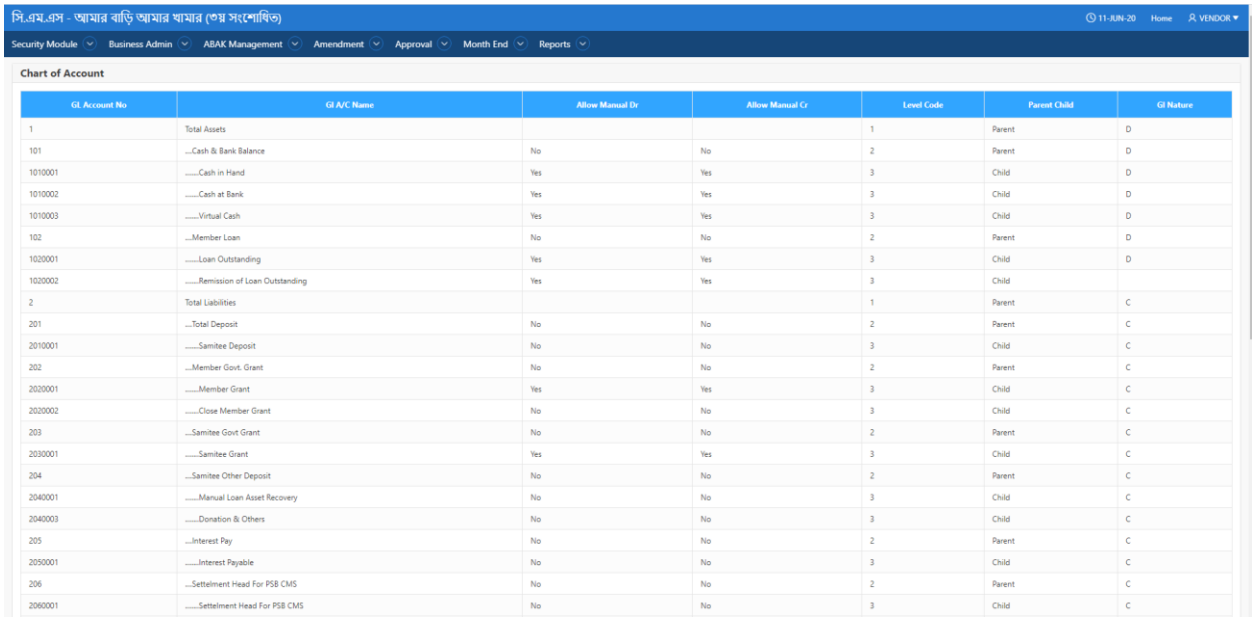


Figure: Chart of A/C

PERFORM CHART OF A/C

Steps to Execute:

1. Open Chart of A/C page from the menu.
2. There are all information about A/C chart.

2.6.1.3 MEMBER INFORMATION

MENU

Reports > Basic/Setup > Member Information

USER INTERFACE: MEMBER INFORMATION

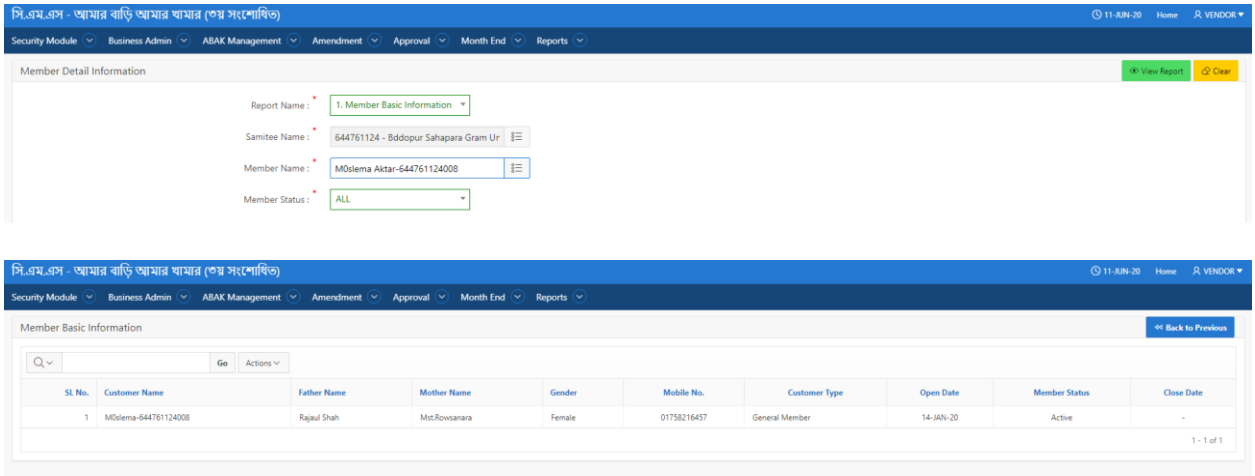


Figure: Member Information

PERFORM MEMBER INFORMATION

Steps to Execute:

1. Open Member Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “View Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.1.4 SAMITEE DETAILS INFORMATION

MENU

Reports > Basic/Setup > Samitee Details Information

USER INTERFACE: SAMITEE DETAILS INFORMATION

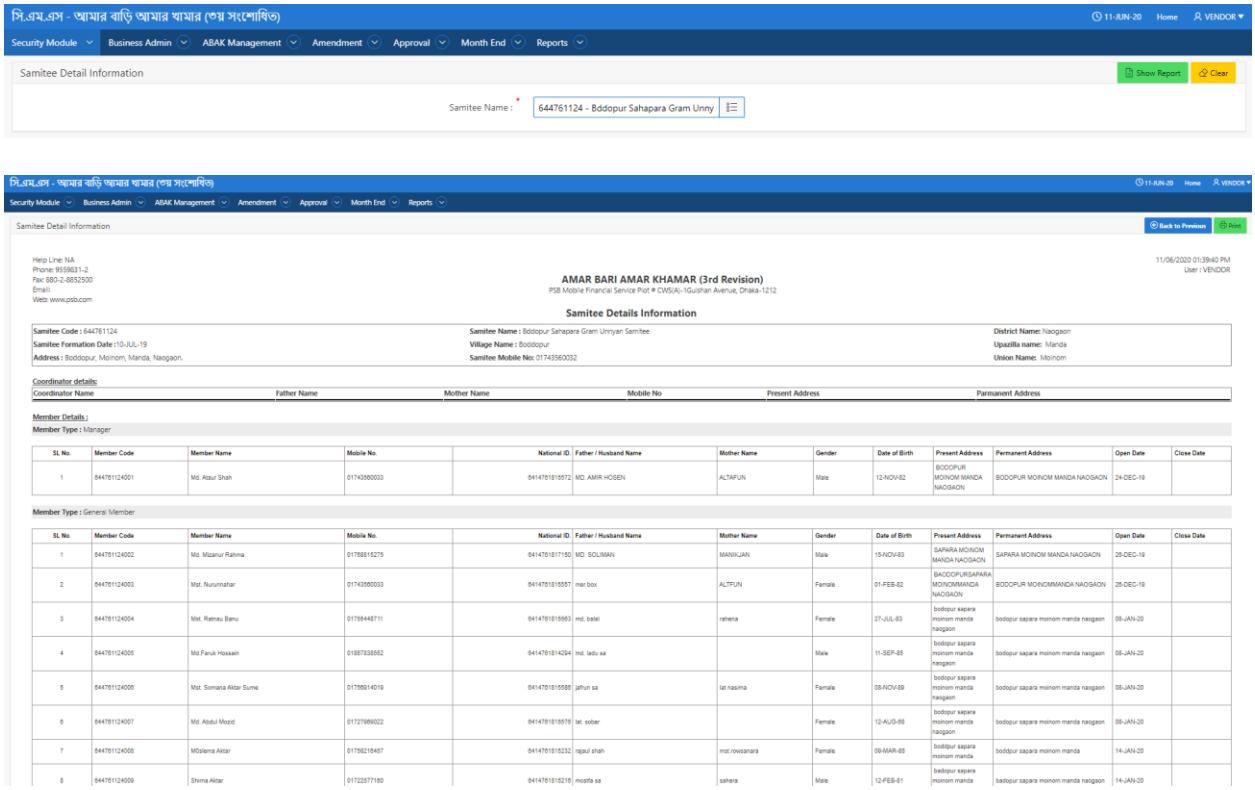


Figure: Samitee Details Information

PERFORM SAMITEE DETAILS INFORMATION

Steps to Execute:

1. Open Samitee Details Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.

3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.
5. User can print the report using “Print” Button.

2.6.1.5 PIN CODE

MENU

Reports > Basic/Setup > Pin Code

USER INTERFACE: PIN CODE

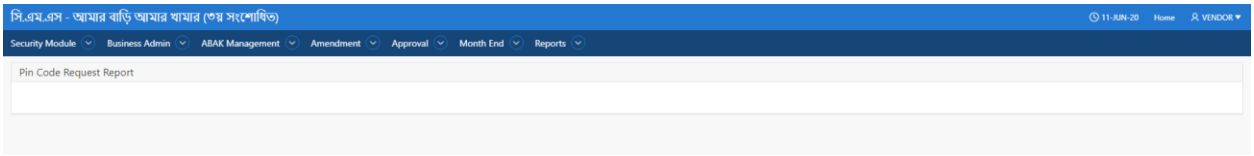


Figure: Pin Code

PERFORM PIN CODE

Steps to Execute:

1. Open Pin Code page from the menu.
2. User can see the pin code generated by pin code request.

2.6.2 BUSINESS ADMIN

PURPOSE

IT Admin/Business User will use this screen/activity to view Business related reports of samitee and samitee member related.

2.6.2.1 A/C STATEMENT

MENU

Reports > Business Admin > A/C Statement

USER INTERFACE: A/C STATEMENT

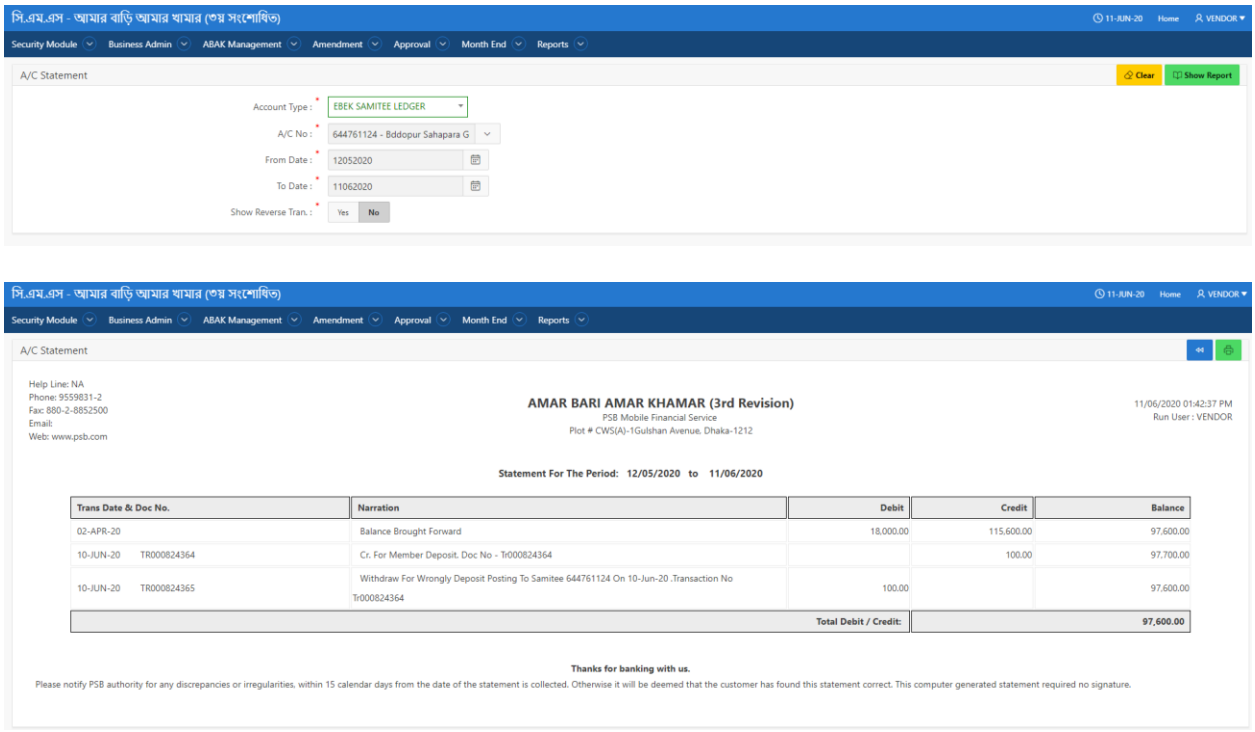


Figure: A/C Statement

PERFORM A/C STATEMENT

Steps to Execute:

28. Open A/C Statement page from the menu.
29. All input field which is indicate with (*) symbol are mandatory field.
30. To view the report user need to press “Show Report” Button.
31. To Clear all the Textboxes, click on ‘Clear’ button.
32. User Can print the report as PDF, click on ‘Print’ button

2.6.2.2 A/C CURRENT BALANCE

MENU

Reports > Business Admin > A/C Current Balance

USER INTERFACE: A/C CURRENT BALANCE

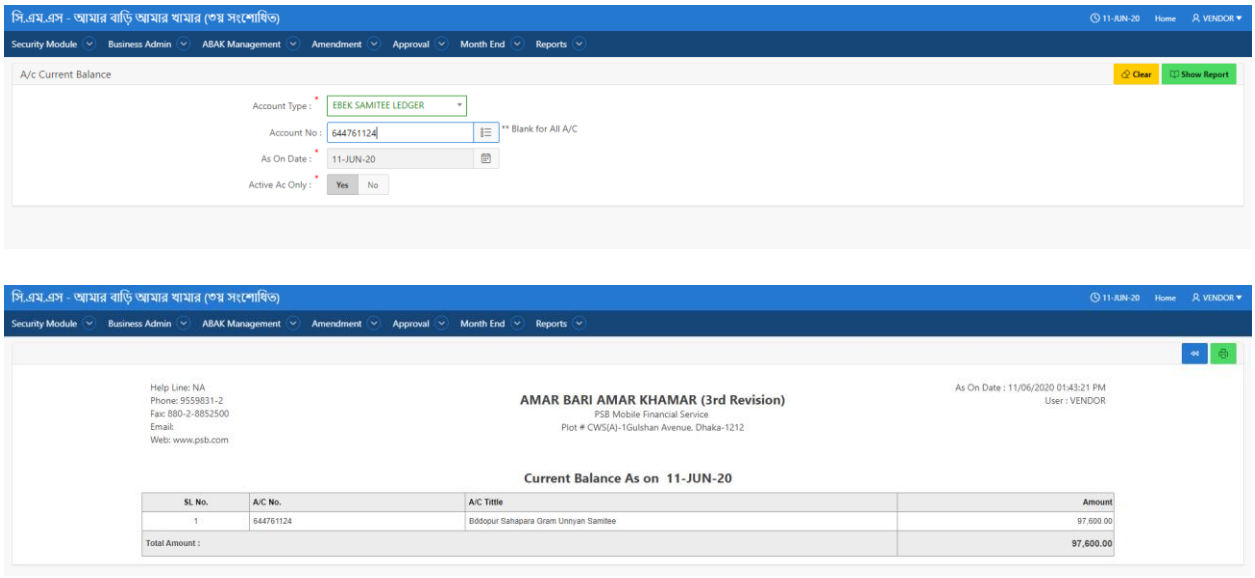


Figure: A/C Current Balance

PERFORM A/C CURRENT BALANCE

Steps to Execute:

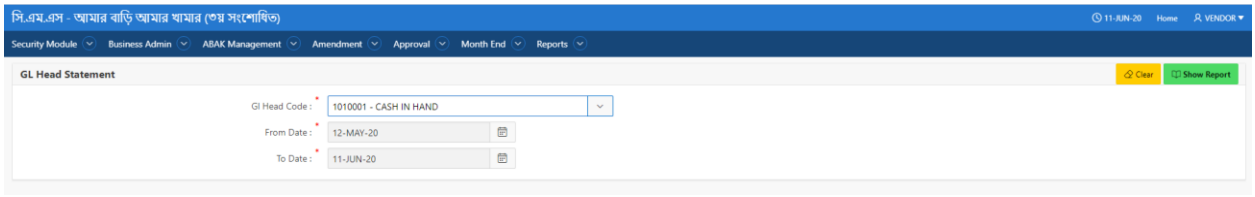
1. Open A/C Current Balance page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

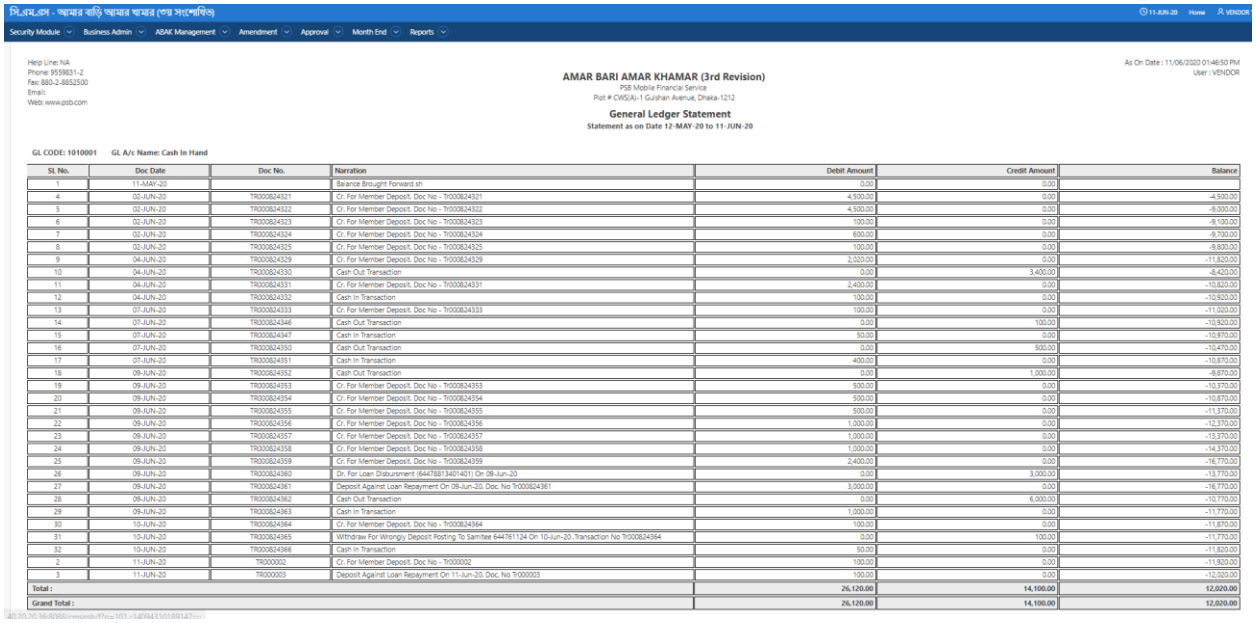
2.6.2.3 MFS ABAK GL. STATEMENT

MENU

Reports > Business Admin > MFS ABAK GL. Head Statement

USER INTERFACE: MFS ABAK GL. HEAD STATEMENT





AMAR BARI AMAR KHAMAR (3rd Revision)
PSB Mobile Financial Service
Plot # CWS(A)-1 Gulshan Avenue, Dhaka-1212

General Ledger Statement
Statement as on Date 12-MAY-20 to 11-JUN-20

GL CODE: 1010001 GL A/c Name: Cash In Hand

Sl. No.	Doc Date	Doc No.	Narration	Debit Amount	Credit Amount	Balance
1	11-MAY-20		Balance Brought Forward sh	0.00	0.00	
4	02-JUN-20	TR000824321	Cr. For Member Deposit. Doc No - Tr000824321	4,500.00	0.00	-4,500.00
5	02-JUN-20	TR000824322	Cr. For Member Deposit. Doc No - Tr000824322	4,500.00	0.00	-9,000.00
6	02-JUN-20	TR000824323	Cr. For Member Deposit. Doc No - Tr000824323	100.00	0.00	-9,100.00
7	02-JUN-20	TR000824324	Cr. For Member Deposit. Doc No - Tr000824324	600.00	0.00	-9,700.00
8	02-JUN-20	TR000824325	Cr. For Member Deposit. Doc No - Tr000824325	100.00	0.00	-9,800.00
9	04-JUN-20	TR000824329	Cr. For Member Deposit. Doc No - Tr000824329	2,020.00	0.00	-11,820.00
10	04-JUN-20	TR000824330	Cash Out Transaction	0.00	3,400.00	-8,420.00
11	04-JUN-20	TR000824331	Cr. For Member Deposit. Doc No - Tr000824331	2,400.00	0.00	-10,820.00
12	04-JUN-20	TR000824332	Cash In Transaction	100.00	0.00	-10,920.00
13	07-JUN-20	TR000824333	Cr. For Member Deposit. Doc No - Tr000824333	100.00	0.00	-11,020.00
14	07-JUN-20	TR000824346	Cash Out Transaction	0.00	100.00	-10,920.00
15	07-JUN-20	TR000824347	Cash In Transaction	50.00	0.00	-10,970.00
16	07-JUN-20	TR000824350	Cash Out Transaction	0.00	500.00	-10,470.00
17	07-JUN-20	TR000824351	Cash In Transaction	400.00	0.00	-10,870.00
18	09-JUN-20	TR000824352	Cash Out Transaction	0.00	1,000.00	-9,870.00
19	09-JUN-20	TR000824353	Cr. For Member Deposit. Doc No - Tr000824353	500.00	0.00	-10,370.00
20	09-JUN-20	TR000824354	Cr. For Member Deposit. Doc No - Tr000824354	500.00	0.00	-10,870.00
21	09-JUN-20	TR000824355	Cr. For Member Deposit. Doc No - Tr000824355	500.00	0.00	-11,370.00
22	09-JUN-20	TR000824356	Cr. For Member Deposit. Doc No - Tr000824356	1,000.00	0.00	-12,370.00
23	09-JUN-20	TR000824357	Cr. For Member Deposit. Doc No - Tr000824357	1,000.00	0.00	-13,370.00
24	09-JUN-20	TR000824358	Cr. For Member Deposit. Doc No - Tr000824358	1,000.00	0.00	-14,370.00
25	09-JUN-20	TR000824359	Cr. For Member Deposit. Doc No - Tr000824359	2,400.00	0.00	-16,770.00
26	09-JUN-20	TR000824360	Dr. For Loan Disbursment (6447881340140 1) On 09-Jun-20	0.00	3,000.00	-13,770.00
27	09-JUN-20	TR000824361	Deposit Against Loan Repayment On 08-Jun-20. Doc. No Tr000824361	3,000.00	0.00	-16,770.00
28	09-JUN-20	TR000824362	Cash Out Transaction	0.00	6,000.00	-10,770.00
29	09-JUN-20	TR000824363	Cash In Transaction	1,000.00	0.00	-11,770.00
30	10-JUN-20	TR000824364	Cr. For Member Deposit. Doc No - Tr000824364	100.00	0.00	-11,870.00
31	10-JUN-20	TR000824365	Withdraw For Wrongly Deposit Posting To Samitee 644761124 On 10-Jun-20 .Transaction No Tr000824364	0.00	100.00	-11,770.00
32	10-JUN-20	TR000824366	Cash In Transaction	50.00	0.00	-11,820.00
2	11-JUN-20	TR000002	Cr. For Member Deposit. Doc No - Tr000002	100.00	0.00	-11,920.00
3	11-JUN-20	TR000003	Deposit Against Loan Repayment On 11-Jun-20. Doc. No Tr000003	100.00	0.00	-12,020.00
Total :				26,120.00	14,100.00	12,020.00
Grand Total :				26,120.00	14,100.00	12,020.00

Figure: MFS ABAK GL. Head Statement

PERFORM A/C CURRENT BALANCE

Steps to Execute:

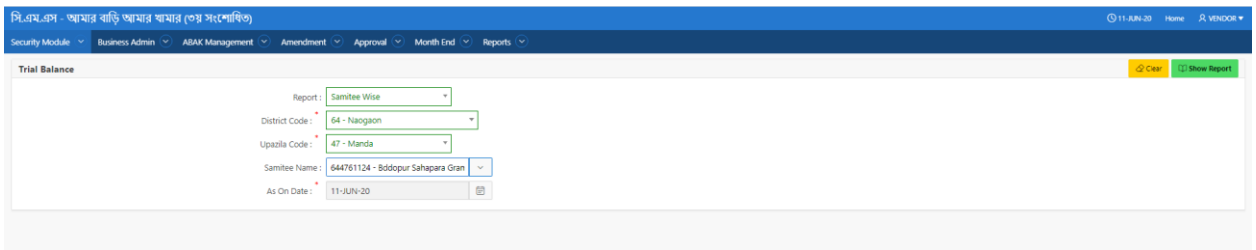
1. Open A/C Current Balance page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.4 TRAIL BALANCE

MENU

Reports > Business Admin > Trail Balance

USER INTERFACE: TRAIL BALANCE



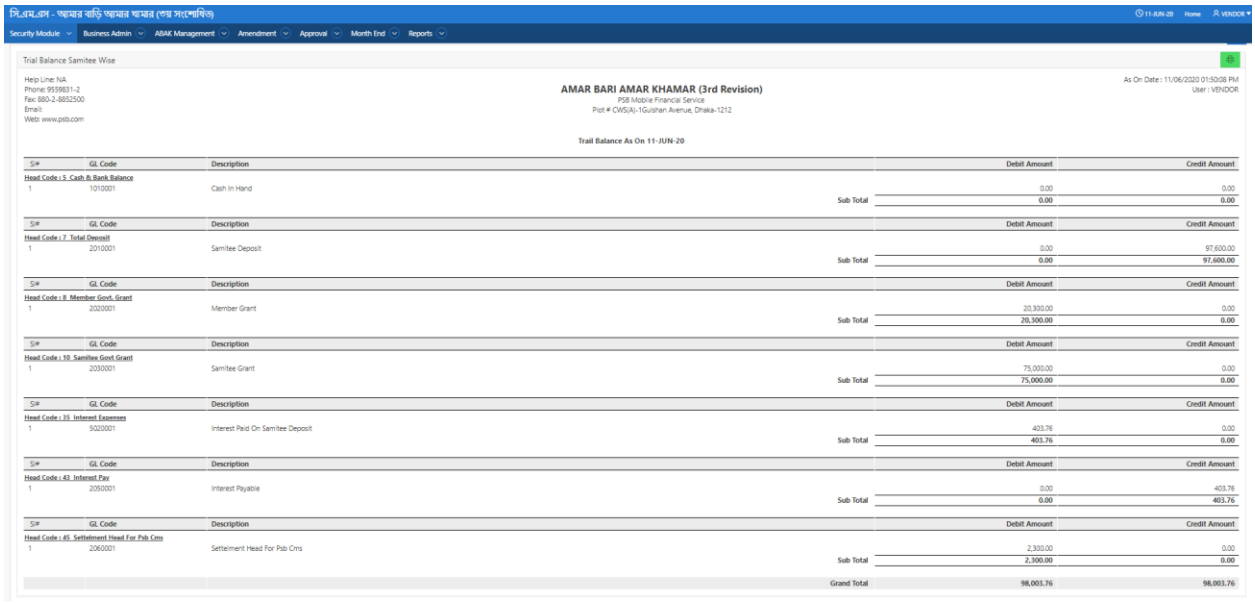


Figure: Trail Balance

PERFORM TRIAL BALANCE

Steps to Execute:

1. Open Trail Balance page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.
5. User can print the report, click on Printer sign button

2.6.2.5 DAILY TRANSACTION LIST

MENU

Reports > Business Admin > Daily Transaction List

USER INTERFACE: DAILY TRANSACTION LIST

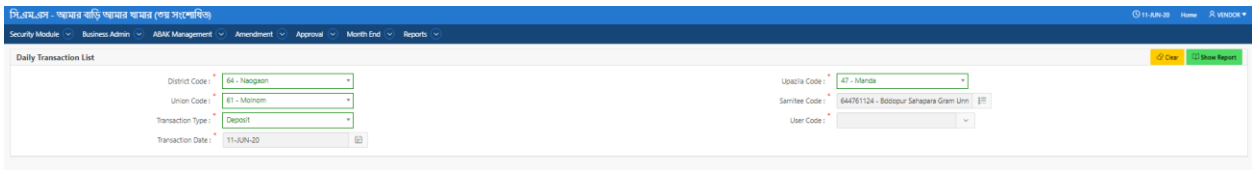


Figure: Daily Transaction List

PERFORM DAILY TRANSACTION LIST

Steps to Execute:

1. Open Daily Transaction List page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.6 GL SUMMERY REPORT

MENU

Reports > Business Admin > GL Summery Report

USER INTERFACE: GL SUMMERY REPORT

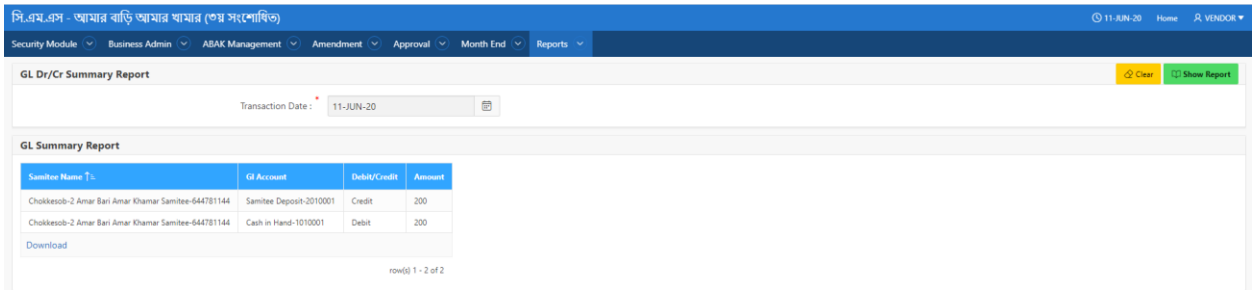


Figure: GL Summery Report

PERFORM GL SUMMERY REPORT

Steps to Execute:

1. Open GL Summery Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.7 DATE WISE GOVT.GRANT REPORT

MENU

Reports > Business Admin > Date Wise Govt. Grant Report

USER INTERFACE: DATE WISE GOVT. GRANT REPORT

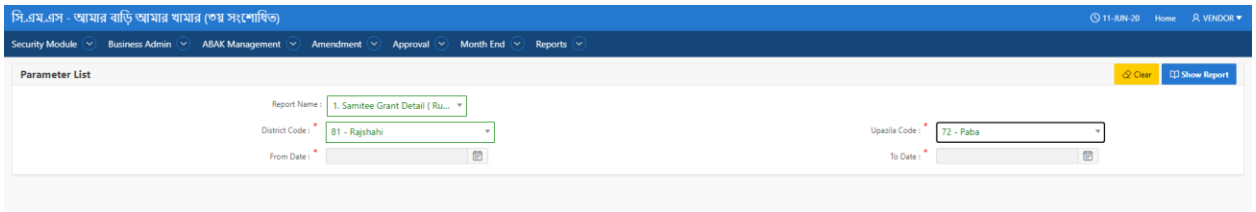


Figure: Date Wise Govt. Grant Report

PERFORM GL SUMMERY REPORT

Steps to Execute:

1. Open Date Wise Govt. Grant Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.8 ZONE WISE LOAN DISBURSEMENT

MENU

Reports > Business Admin > Zone Wise Loan Disbursement

USER INTERFACE: ZONE WISE LOAN DISBURSEMENT

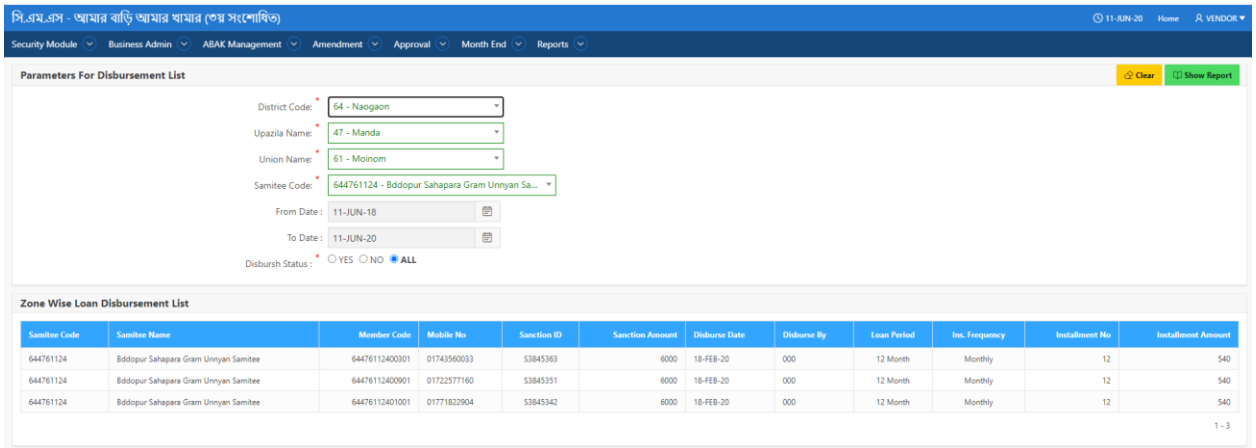


Figure: Zone Wise Loan Disbursement

PERFORM ZONE WISE LOAN DISBURSEMENT

Steps to Execute:

1. Open Date Zone Wise Loan Disbursement page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.

3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.9 SAMITEE WISE DEPOSIT LOAN

MENU

Reports > Business Admin > Samitee Wise Deposit and Loan

USER INTERFACE: SAMITEE WISE DEPOSIT AND LOAN

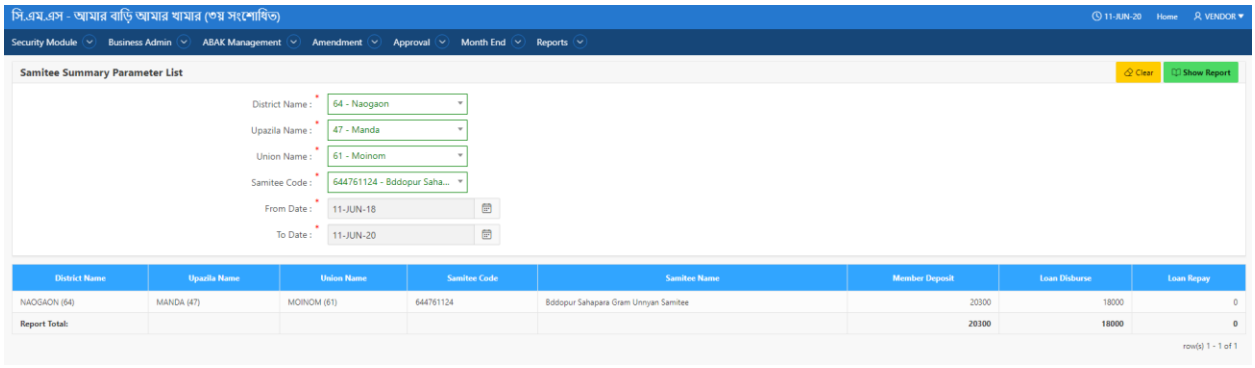


Figure: Samitee Wise Deposit and Loan

PERFORM SAMITEE WISE DEPOSIT AND LOAN

Steps to Execute:

1. Open Samitee Wise Deposit and Loan page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.10 CASH IN/OUT REQUEST REPORT

MENU

Reports > Business Admin > Cash In/Out Request Report

USER INTERFACE: CASH IN/OUT REQUEST REPORT

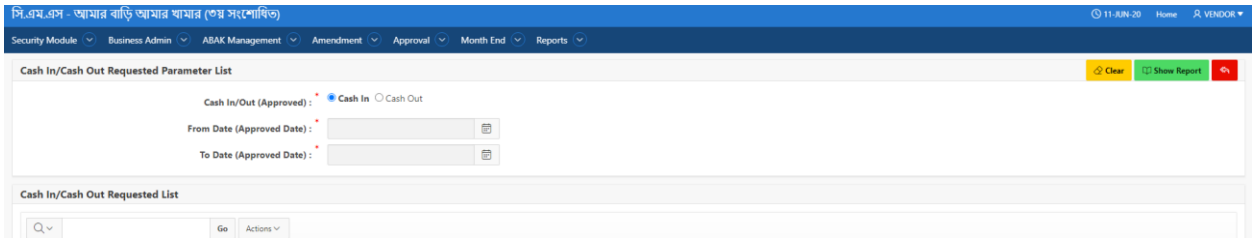


Figure: Cash in/Out Request Report

PERFORM CASH IN/OUT REQUEST REPORT

Steps to Execute:

1. Open Cash in/Out Request Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.11 DISTRICT WISE SUMMERY REPORT

MENU

Reports > Business Admin > District Wise Summery Report

USER INTERFACE: DISTRICT WISE SUMMERY REPORT

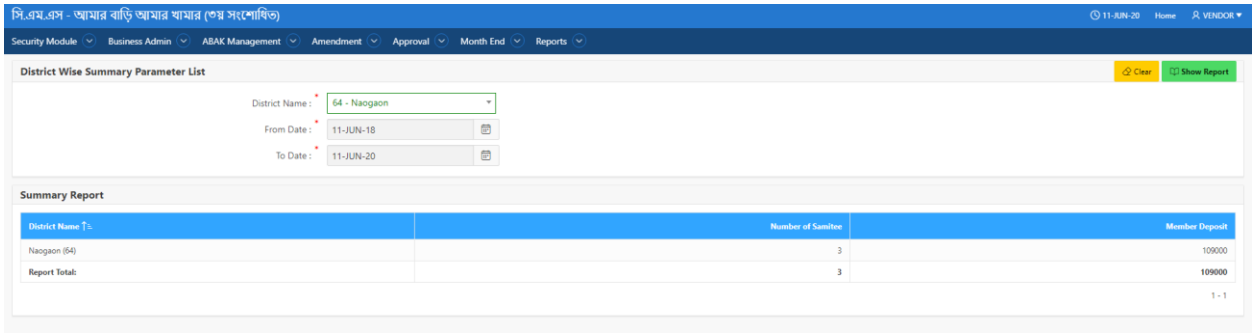


Figure: District Wise Summery Report

PERFORM DISTRICT WISE SUMMERY REPORT

Steps to Execute:

1. Open District Wise Summery Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.12 ZONE WISE MEMBER CLOSING REPORT

MENU

Reports > Business Admin > Zone Wise Member Closing Report

USER INTERFACE: ZONE WISE MEMBER CLOSING REPORT

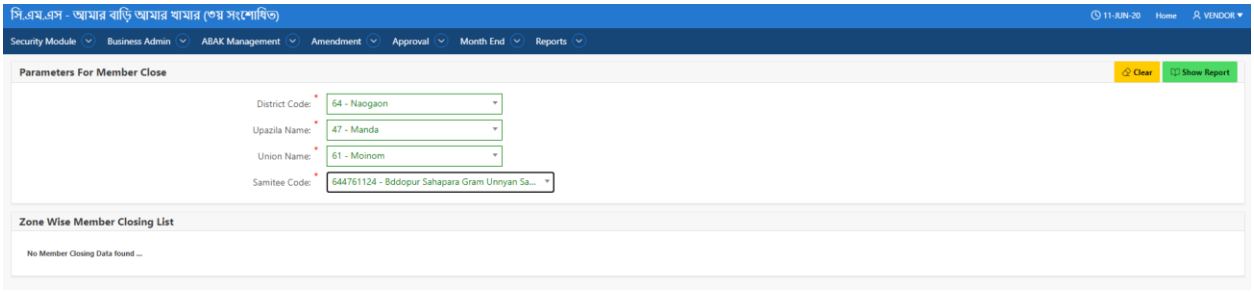


Figure: Zone Wise Member Closing Report

PERFORM ZONE WISE MEMBER CLOSING REPORT

Steps to Execute:

1. Open Zone Wise Member Closing Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.2.13 SAMITEE NET BALANCE

MENU

Reports > Business Admin > Samitee Net Balance

USER INTERFACE: SAMITEE NET BALANCE

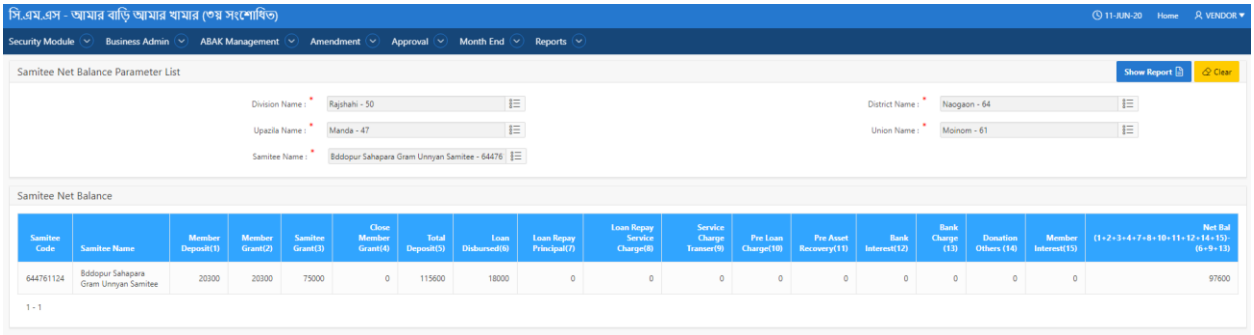


Figure: Samitee Net Balance

PERFORM SAMITEE NET BALANCE

Steps to Execute:

1. Open Samitee Net Balance page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.3 PROCESS

PURPOSE

IT Admin/Business User will use this screen/activity to view Process related reports.

2.6.3.1 END OF DAY PROCESS REPORT

MENU

Reports > Process > End Of Day Process Report

USER INTERFACE: END OF DAY PROCESS REPORT

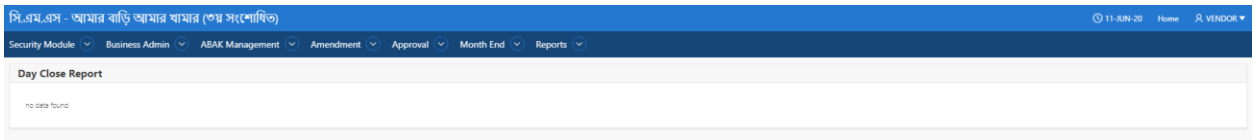


Figure: End of Day Process Report

PERFORM END OF DAY PROCESS REPORT

Steps to Execute:

33. Open End of Day Process Report page from the menu.
34. User Can see the day close report on this page.

2.6.3.2 INTEREST PROVISION REPORT

MENU

Reports > Process > Interest Provision Report

USER INTERFACE: INTEREST PROVISION REPORT

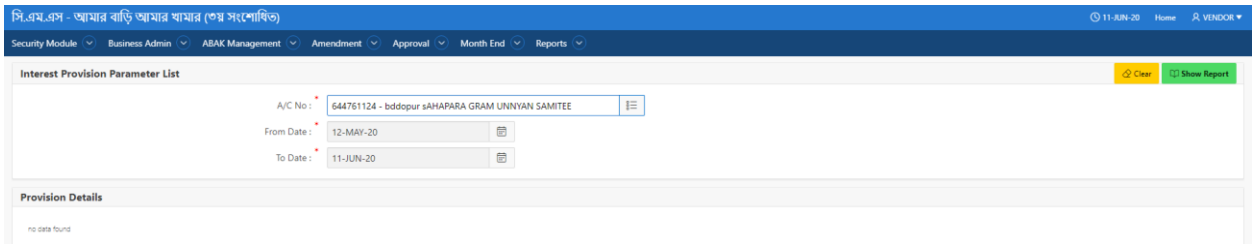


Figure: Interest Provision Report

PERFORM INTEREST PROVISION REPORT

Steps to Execute:

1. Open Interest Provision Report page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.4 MONITORING

PURPOSE

IT Admin/Business User will use this screen/activity to view Process related reports.

2.6.4.1 MESSAGE SENT STATUS

MENU

Reports > Monitoring > Message Sent Status

USER INTERFACE: MESSAGE SENT STATUS

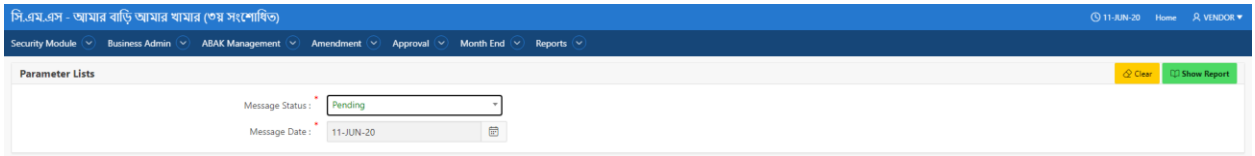


Figure: Message Set Status

PERFORM MESSAGE SENT STATUS

Steps to Execute:

1. Open Message Set Status page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. To view the report user need to press “Show Report” Button.
4. To Clear all the Textboxes, click on ‘Clear’ button.

2.6.4.2 FIELD ACTIVITY REPORT

MENU

Reports > Monitoring > Field Activity Report

USER INTERFACE: FIELD ACTIVITY REPORT

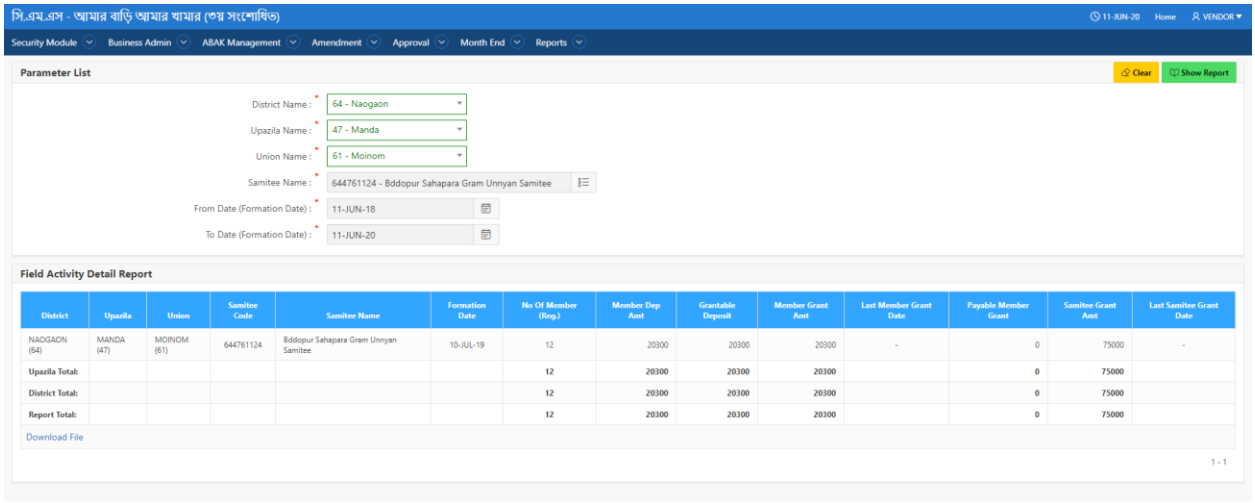


Figure: Field Activity Report

PERFORM FIELD ACTIVITY REPORT

Steps to Execute:

5. Open Field Activity Report page from the menu.
6. All input field which is indicate with (*) symbol are mandatory field.
7. To view the report user need to press “Show Report” Button.
8. To Clear all the Textboxes, click on ‘Clear’ button.