USERMANUAL

MICROFINANCE MANAGEMENT (MFM)

Creation/ Modification History Record Card

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1		1	Version 1.0	Taukir Hasan	
2					

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1. INTRODUCTION

Newly set up specialized Palli Sanchay Bank is likely to give seasonal loans to the rural poor for improving their livelihood.

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 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 another specialized bank for rural poor along with the existing Grameen Bank, former environment secretary noted that the Palli Sanchay Bank had no plan to undermine the success of the micro-credit guru.

In case of Palli Sanchay Bank, capital will be generated through the savings of its clients while the clients of Grameen Bank can directly borrow money from the bank without any collateral.

Credit interest of Palli bank is not above 8% while the interest rate of the micro credit institutional like Grameen Bank is above 27%.

2. PURPOSE

The purpose of this document is to outline and describe the features of the Software. It will serve as guide on GL A/C Setup, Create & Modify Coordinator Information, Register& Modify Samitee, Samitee Approval, Register & Modify Member, Member Approval, Register & Modify Advisory/Honorable Member, Deposit Collection, Deposit Correction Request, Member Deposit Withdrawal, Deposit Correction Request Approval, Transfer Transaction Request, Transfer Transaction Approval, Loan Sanction, Loan Sanction Approval, Loan Disbursement, Loan Repayment, Manually Loan Close.

GL A/C Setup will explain how to create/define GL A/C.

Create & Modify Coordinator Information will explain how to create/modify Coordinator Information.

Register & Modify Samitee will explain how to create/modify Samitee Information.

Samitee Approval will explain how to Approve/Reject New Registered Samitee Information.

Register & Modify Member will explain how to create/modify Samitee Member Information.

Member Approval will explain how to create/modify Approve/Reject Samite Member Registration Information.

Register & Modify Advisory/Honorable Member will explain how to create/modify Advisory/Honorable Member Information.

Deposit Collection will explain how to Collect Deposit from Samitee Members.

Deposit Correction Request will explain how to request for Deposit Correction.

Member Deposit Withdrawal will explain how to withdraw of Member Deposited Amount.

Deposit Correction Request Approval will explain how to Approve/Reject Deposit Correction Requests.

Transfer Transaction Request will explain how to request for Transfer Transaction.

Transfer Transaction Approval will explain how to Approve/Reject Transfer Transaction Requests.

Loan Sanction will explain how to create/define Loan Sanction and Loan Limit.

Loan Sanction Approval will explain how to Approve/Reject Loan Sanction/Limit.

Loan Disbursement will explain how to disburse sanctioned loan amount.

Loan Repayment will explain how to repay or collect loan installments.

Manually Loan Close will explain how to close a Loan manually.

2.1. ADMINISTRATION

2.1.1. GL A/C SETUP

PURPOSE

IT Admin User will use this screen/activity to capture GL A/C Information. GL A/C Setup/Entry is One Time; No Modification Facility will be available for GL A/C. System will provide a Detail Information of GL A/C.

Note:	- Asset Type GL A/C Number Always Starts with 1. - Liabilities Type GL A/C Number Always Starts with 2. - Income Type GL A/C Number Always Starts with 4. - Expense Type GL A/C Number Always Starts with 5.

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Microfinance➤Administration➤GL A/C Setup

USER INTERFACE: **GL A/C S**ETUP

Figure: GL A/C Setup

PERFORM **GL A/C S**ETUP

Steps to Execute:

1. Open GL A/C Setup entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select GL Account Type from Dropdown List.
4. Select Parent or Child.
5. Select Parent GL ID from Dropdown List.
6. Enter (input) GL Account Name.
7. Select Manual Debit Allow or Not [Only for Child].
8. Select Manual Credit Allow or Not [Only for Child].
9. After clicking on 'Submit' button the data will be saved and you will see a message of "GL A/C has been saved successfully".
10. To Clear all the Textboxes, click on 'Clear' button.

VIEW **GL A/C I**NFORMATION

Steps to Execute:

1. Open GL A/C Setup entry page from the menu.
2. Click on "Click for Details Chart of A/C" Button and All the GL A/C List will be loaded accordingly.
3. Click on "Back To Entry Screen" Button to go back to GL A/C Setup Screen.

Note:	**During GL A/C Setup Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like GL Account Type,Parent GL ID.**

2.1.2. COORDINATOR INFORMATION

PURPOSE

IT Admin User/Business Admin will use this screen/activity to Add Coordinator Information of a specific Upazila.

Note:	- One Upazila Only Have One Coordination. - Multiple Coordinator is not allowed. - Mobile No must starts with 011, 015, 016, 017, 018, 019, 044

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Microfinance➢Administration➢Coordinator Information

USER INTERFACE: COORDINATOR INFORMATION

Figure: Coordinator Information

PERFORM COORDINATOR INFORMATION

Steps to Execute:

1. Open Coordinator Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Coordinator Name.
4. Enter (input) Father Name.
5. Enter (input) Mother Name.
6. Enter (input) Mobile No.
7. Enter (input) Present Address.
8. Enter (input) Permanent Address.
9. Coordinator District will show automatically.
10. Coordinator Upazila will show automatically.
11. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Saved".
12. To Clear all the Textboxes, click on 'Clear' button.
13. To Discontinue Coordinator Information, click on 'Cancel' button.

2.1.3. EDIT COORDINATOR INFORMATION

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Edit Existing Coordinator Information of a specific Upazila.

> **Note:** - Mobile No must starts with 011, 015, 016, 017, 018, 019, 044

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Microfinance➢Administration➢Edit Coordinator Information

USER INTERFACE: EDIT COORDINATOR INFORMATION

Coordinator Details Info

Edit	Name	Father Name	Mother Name	Mobile No.	Present Address	Parmanent Address	Upazila Name
✏	Md Mosharof Hossan Mithu	Md Sirajul Islam	Ramesa Begum	01722276090	Kallanpur TESTrrrr	Satkhira	RUPGANJ

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Add Co-Ordinator Information 🖫 Apply Changes ⟳ Clear ✕

Co-Ordinator Name : * Md Mosharof Hossan Mithu	Father Name : * Md Sirajul Islam
Mother Name : Ramesa Begum	Mobile No : * 01722276090
Present Address : * Kallanpur TESTrrrr	Parmanent Address : Satkhira
Co-Ordinator District : * NARAYANGONJ - 67	Co-Ordinator Upazila : * RUPGANJ - 68

Figure: Edit Coordinator Information

PERFORM EDIT COORDINATOR INFORMATION

Steps to Execute:

1. Open Edit Coordinator Information page from the menu.
2. A Coordinator Details Info Table will show a single Coordinator Information with Edit Button.
3. Click on 'Edit' button of a specific Information, all data will be loaded in edit mode.
4. Input all modified data and mandatory fields.
5. Click on 'Apply Changes' button to save the modified information.
6. To Clear all the Textboxes, click on 'Clear' button.
7. To Discontinue Edit Coordinator, click on 'Cancel' button.

2.1.4. CHANGE REQUEST AUTHORIZATION

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Changes from different activities.

> **Note:** - Request From Dropdown List contains only those activities which have some changes only. Otherwise this Dropdown will be blank if no changes available.

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Microfinance➢Administration➢Change Request Authorization

USER INTERFACE: CHANGE REQUEST AUTHORIZATION

Figure: Change Request Authorization

PERFORM CHANGE REQUEST AUTHORIZATION

Steps to Execute:

1. Open Change Request Authorization page from the menu.
2. Page will be loaded with All Change Requests list with Approve/Reject/No Change option. By default, No Change option will be selected.
3. Select Request From using Dropdown List.
4. Click on "Show" button to load the specific change requests.
5. Page will be loaded with selected activity Change Requests list with Approve/Reject/No Change option. By default, No Change option will be selected.
6. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
7. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully".
8. To Discontinue Change Request Authorization click on 'Cancel' button.

Note:	**During Change Request Authorization Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Request From.**

2.2. SAMITEE MANAGEMENT

2.2.1. SAMITEE REGISTRATION

PURPOSE

IT Business User will use this screen/activity to Create/Register Samitee under Unions of a specific Upazila. 9 Digits Samitee Code will be generated automatically after a successful Samitee Registration.

Note:	**- Samitee can be added only under Union of a specific Upazila.** **- Union will be fetched upon respected Upazila.** **- For Multiple Village Input multiple Village Name using comma (,).** **- Samitee Mobile No must be start with 011, 015, 016, 017, 018, 019, 044.** **- 9 Digits Samitee Code will be generated automatically. Convention: District Code 2 Digits+ Upazila Code 2 Digits + Union Code 2 Digits + Associate Serial No 3 Digits.**

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Microfinance➢Samitee Management➢Samitee Registration

USER INTERFACE: SAMITEE REGISTRATION

Figure: Samitee Registration

PERFORM SAMITEE REGISTRATION

Steps to Execute:

1. Open Samitee Registration page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Division Code will be shown automatically.
4. District Code will be shown automatically.
5. Upazila Code will be shown automatically.
6. Select Union from Dropdown List.
7. Enter (input) Samitee Name.
8. Enter (input) Samitee Formation Date.
9. Enter (input) Village Name. [for multiple village use comma (,)]
10. Enter (input) Samitee Mobile No.
11. Enter (input) Address.
12. By default registered coordinator is selected.
13. After clicking on "Submit" button the data will be saved and you will see a message of "Samitee Creation Successfully Complete. Samitee Code is [#########]".
14. To Discontinue Samitee Registration, click on 'Cancel' button.
15. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Samitee Registration Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Union.**

2.2.2. EDIT SAMITEE INFORMATION

PURPOSE

IT Business User will use this screen/activity to edit/modify Existing Samitee Information of a specific Upazila [Branch].

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Microfinance➢Samitee Management➢Edit Samitee Information

USER INTERFACE: EDIT SAMITEE INFORMATION

	Samitee Code	Samitee Name	Address	Village	Formation Date	Mobile No	Union name	Co-ordinator Name
✏	676825181	Mithu Ebek Samitee	Ramer Danga Sodoruddin Rich Mill	Ramer Danga	24-MAY-17	01722276090	Vulta	Md Mosharof Hossan Mithu
✏	676825171	Sdg	S	Sdfg	17-MAY-17	01725859578	Vulta	Md Mosharof Hossan Mithu
✏	676825161	Test By Shahrin N	Asdf	Asdf	15-MAY-17	01748585896	Vulta	Md Mosharof Hossan Mithu
✏	676825151	Munshi Sambay Samiti	25,Sadar, Munshiganj	Munshiganj Sadar	15-MAY-17	01829041699	Vulta	Md Mosharof Hossan Mithu
✏	676825141	Adfg	Asgd	Asdg	09-MAY-17	01725859578	Vulta	Md Mosharof Hossan Mithu
✏	676825121	Dfgh	Dfgh	Dfgh	01-MAY-17	01748065751	Vulta	Md Mosharof Hossan Mithu
✏	676825111	Taukir A	Qqqqqqq	Test1, Test2	08-MAY-17	01715201475	Vulta	Md Mosharof Hossan Mithu
✏	676831111	Taukir	1	Test1, Test2	30-NOV-17	01715201475	Daudpur	Md Mosharof Hossan Mithu
✏	676855891	Fianl	Sdfg	Dfg	02-MAY-17	01725859578	Kayetpara	Md Mosharof Hossan Mithu

Figure: Edit Samitee Information

PERFORM EDIT SAMITEE INFORMATION

Steps to Execute:

1. Open Edit Samitee Information page from the menu.
2. All Samitee List will be populated of that specific Upazila [Branch] with Edit Button.
3. Click on "Samitee Code" to go to Samitee Registration Page.
4. Click on 'Edit' button of a specific Information, all data will be loaded in edit mode.
5. Input all modified data and mandatory fields.
6. Click on 'Apply Changes' button to save the modified information.
7. To Clear all the Textboxes, click on 'Clear' button.
8. To Discontinue Edit Samitee Information, click on 'Cancel' button.

2.2.3. SAMITEE APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to Approve or Reject Samitee Registration Request.

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Microfinance➢Samitee Management ➢Samitee Approval

USER INTERFACE: SAMITEE APPROVAL

Union Name	Samitee Code	Samitee Name	Formation Date	Mobile No.	Coordinator Name	Entry By	Entry Date	Check Status	
Vulta	676825181	Mithu Ebek Samitee	24-MAY-17	01722276090	Md Mosharof Hossan Mithu	ADMIN02	24-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details
Vulta	676825111	Taukir A	08-MAY-17	01715201475	Md Mosharof Hossan Mithu	ADMIN01	08-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details
Vulta	676825161	Test By Shahrin N	15-MAY-17	01748585896	Md Mosharof Hossan Mithu	ADMIN01	15-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details
Vulta	676825171	Sdg	17-MAY-17	01725859578	Md Mosharof Hossan Mithu	ADMIN01	17-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details
Daudpur	676831111	Taukir	30-NOV-17	01715201475	Md Mosharof Hossan Mithu	ADMIN01	08-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details
Vulta	676825121	Dfgh	01-MAY-17	01748065751	Md Mosharof Hossan Mithu	ADMIN01	08-MAY-17	○ Approve ○ Reject ◉ Not Change	View Details

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Figure: Samitee Approval

PERFORM SAMITEE APPROVAL

Steps to Execute:

1. Open Samitee Approval page from the menu.
2. Page will be loaded with All Samitee Registration Requests list with Approve/Reject/No Change option. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Samitee Approval click on 'Cancel' button.

2.3. MEMBER MANAGEMENT

2.3.1. MEMBER REGISTRATION

PURPOSE

IT Admin User will use this screen/activity to Register Member to a specific Samitee.11 Digits Member Code will be generated automatically after a successful Member Registration.

Note:	- **Member can be added only under a specific Samitee.**
	- **National ID No & Birth Reg. No must be 17 Digits.**
	- **Minimum Age 18 years for become a member.**
	- **Mobile No must be start with 011, 015, 016, 017, 018, 019, 044.**
	- **11 Digits Member Code will be generated automatically. Convention: District Code 2 Digits+ Upazila Code 2 Digits + Union Code 2 Digits + Sequential Random No 5 Digits.**

MENU

Microfinance➢Member Management➢Member Registration

USER INTERFACE: MEMBER REGISTRATION

Samitee Selection   ⟍ Clear   🖫 Submit   ✕

Please Entry / Select Samitee : *   [   ] ⌄

Samitee Name :

Samitee Address :

Formation Date :   Active Member :

Basic Information

Member Type : * [General Member   ⇕]   Main Occupation : [-Select -   ⇕]

Personal Information

First Name : * [   ]   Last Name : [   ]

Father's Name : * [   ]   Mother's Name : [   ]

Gender : * ◯ Female ◯ Male   Religion : [- Select -   ⇕]

National ID : [   ]   Birth Registration No : [   ]

Date of Birth : [   ] 📅   Age : [   ]

No. of Dependent : [   ]   Educational Qualification : [   ]

Marital Status : [Married   ⇕]   Spouse Name : [   ]

Contact Information

Mobile No Type : [Own   ⇕]   Mobile No : * [   ] ⓘ

Present Address : * [   ]   Permanent Address : [   ]

Other's Information

Living This Address (Years) : [   ] Annual Income : [   ]

No. of Male Earner [   ]   No of Female Earner : [   ]

Head of Family : ◉ Yes ◯ No   Relation With Head of Family : [   ]

Own Homestead : ◉ Yes ◯ No   Land Description : [   ]

House Description : [   ]   Remarks : [   ]

Member's Image

Image Preview   **Capture Photo**   **Final Photo**

[📷 Capture] [Choose File]

[⌄]

Member Finger Enrollment

Please Try Again

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Figure: Member Registration

PERFORM MEMBER REGISTRATION

Steps to Execute:

1. Open Member Registration page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Specific Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically of the selected Samitee.
5. Select Member Type from Dropdown List.
6. Select Main Occupation from Dropdown List.
7. Enter (input) First Name.
8. Enter (input) Last Name.
9. Enter (input) Father's Name.
10. Enter (input) Mother's Name.
11. Select Gender Male or Female.
12. Select Religion from Dropdown List.
13. Enter (input) Notional ID.
14. Enter (input) Birth Reg. No.
15. Enter (input) Date of Birth.
16. Age will be auto calculated.
17. Enter (input) No of Dependable Member.
18. Enter (input) Educational Qualification.
19. Select Marital Status from Dropdown List.
20. Enter (input) Spouse Name [if married].
21. Select Mobile No Type from Dropdown List.
22. Enter (input) Mobile No.
23. Enter (input) Present Address.
24. Enter (input) Permanent Address.
25. Enter (input) Living Period [Present Address].
26. Enter (input) Annual Income.
27. Enter (input) No of Male Earner.
28. Enter (input) No of Female Earner.
29. Select Head of Family or Not.
30. Enter (input) Relation with Head of Family.
31. Select Own Homestead or Not.
32. Enter (input) Land Description.
33. Enter (input) House Description.
34. Enter (input) Remarks.
35. Select Webcam from Dropdown List.
36. Click on 'Capture' button to capture Photo via webcam.
37. Click on 'Upload' button to upload photo from local pc.
38. Click on 'Finger Enroll' to capture biometric finger print of member.
39. After clicking on 'Submit' button the data will be saved and you will see a message of "Successful. Member Code is [###########]".
40. To Discontinue Member Registration, click on 'Cancel' button.
41. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Member Registration Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee, Member Type, Main Occupation, Marital Status, Religion, Mobile No Type.**

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2.3.2. EDIT MEMBER INFORMATION

PURPOSE

IT Admin/Business User will use this screen/activity to Edit/modify existing members of a Samitee.

MENU

Microfinance➤Member Management ➤Edit Member Information

USER INTERFACE: EDIT MEMBER INFORMATION

Samitee Selection								⚿ Clear	✕

Please Entry / Select Samitee : *   67687909   ⌃

Samitee Name :   RUPGONG GRAM UNNAYAN SAMITY

Samitee Address :   CHITROKOT, SERAJDIKHAN, MUNSHIGANJ

Formation Date :   01-JAN-17   Active Member :   59

View General Member Report

Brancd	Name	Member Code	Mobile No	National ID	Father / Husband's Name	Mother's Name	Gender	Date of Birth	Present Address	Parads
✎	Den Islam	67687909060	01825938510	6716879792542	DEL MOHAMMAD	arifa begum	Female	21-AUG-86	RUPGONJ,RUPGANJ,NARAYANGANJ.	RUPGONJ,RUPGANJ,NARAYANGANJ.
✎	Sumi Akter	67687909059	01927542944	NA	MOSUDUL ISLAM (FATHER)		Female		RUPGONJ,RUPGANJ,NARAYANGANJ.	RUPGONJ,RUPGANJ,NARAYANGANJ.
✎	Din Islam	67687909058	01922865210	19886716879793241	SUKKUR ALI	mahfuja begum	Female	01-FEB-83	RUPGONJ,RUPGANJ,NARAYANGANJ.	RUPGONJ,RUPGANJ,NARAYANGANJ.
✎	Md. Omor Ali	67687909057	01983111967	6716879794249	ABDUL HAMID		Male		RUPGONJ,RUPGANJ,NARAYANGANJ.	RUPGONJ,RUPGANJ,NARAYANGANJ.

Figure: Edit Member Information

PERFORM EDIT MEMBER INFORMATION
Steps to Execute:

1. Open Edit Member Information page from the menu.
2. Select Samitee from Dropdown List.
3. All Registered Member List will be populated of that specific Samitee with Edit Button.
4. Click on 'Edit' button of a specific Member Information, all data will be loaded in edit mode.
5. Input all modified data and mandatory fields.
6. Click on 'Apply Changes' button to save the modified information.
7. To Clear all the Textboxes, click on 'Clear' button.
8. To Discontinue Edit Member Information, click on 'Cancel' button.

Note:	**During Edit Member Information Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee Name.**

2.3.3. MEMBER APPROVAL

PURPOSE

IT Admin/Business User will use this screen/activity to Approve or Reject Member Registration Request.

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Microfinance➤Member Management ➤Member Approval

USER INTERFACE: MEMBER APPROVAL

Branch Code	Member Code	Member type	Samitee Name	Present Address	Permanent Address	Mobile No.	Open Date	Member Status
676831101	676863101001	Manager	Test By Shah Mgr Asdf	Asdf		01748586953	07-MAY-17	○ Approve ○ Reject ● Not Change
67683103	67683103062	General Member	Test	Tests Tstsss		01729646576	24-MAY-17	○ Approve ○ Reject ● Not Change
67683103	67683103061	General Member	Mithu Mosharof	Kallanpur		01722276090	23-MAY-17	○ Approve ○ Reject ● Not Change
676825161	676825161002	General Member	Test 1 Vb	0		01748596874	17-MAY-17	○ Approve ○ Reject ● Not Change
676825161	676825161001	General Member	Asdf Adf	0		01748586985	17-MAY-17	○ Approve ○ Reject ● Not Change

Figure: Member Approval

PERFORM MEMBER APPROVAL

Steps to Execute:

1. Open Member Approval page from the menu.
2. Page will be loaded with All Member Registration Requests list with Approve/Reject/No Change option of logged in Upazila [Branch]. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Member Approval click on 'Cancel' button.

2.3.4. ADVISORY/HONORABLE MEMBER ENTRY

PURPOSE

IT Admin User will use this screen/activity to Register Advisory/Honorable Member to a specific Samitee. 11 Digits Member Code will be generated automatically after a successful Member Registration.

Note:	- Advisory/Honorable Member can be added only under a specific Samitee. - National ID No & Birth Reg. No must be 17 Digits. - Minimum Age 18 years for become a member. - Mobile No must be start with 011, 015, 016, 017, 018, 019, 044. - 11 Digits Member Code will be generated automatically. Convention: District Code 2 Digits+ Upazila Code 2 Digits + Union Code 2 Digits + Sequential Random No 5 Digits.

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Microfinance➤Member Management➤Advisory/Honorable Member Entry

USER INTERFACE: ADVISORY/HONORABLE MEMBER ENTRY

Figure: Advisory/Honorable Member Entry

PERFORM ADVISORY/HONORABLE MEMBER ENTRY

Steps to Execute:

1. Open Advisory/Honorable Member Entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Specific Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically of the selected Samitee.
5. Select Member Type from Dropdown List.
6. Enter (input) Member Name.
7. Enter (input) Father's Name.
8. Enter (input) Mother's Name.
9. Enter (input) Date of Birth.
10. Select Gender Male or Female.
11. Enter (input) Mobile No.
12. Enter (input) Email Address.

13. Enter (input) Notional ID.
14. Enter (input) Birth Reg. No.
15. Enter (input) Present Address.
16. Enter (input) Permanent Address.
17. Enter (input) Remarks.
18. Select Webcam from Dropdown List.
19. Click on 'Capture' button to capture Photo via webcam.
20. Click on 'Upload' button to upload photo from local pc.
21. After clicking on 'Submit' button the data will be saved and you will see a message of "Successful. Member Code is [###########]".
22. To Discontinue Advisory/Honorable Member Registration, click on 'Cancel' button.
23. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Advisory/Honorable Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee Name, Member Type.**

2.3.5. EDIT ADVISORY/HONORABLE MEMBER

PURPOSE

IT Admin/Business User will use this screen/activity to Edit/modify existing advisory/honorable members of a Samitee.

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Microfinance≻Member Management≻Edit Advisory/Honorable Member

USER INTERFACE: EDIT ADVISORY/HONORABLE MEMBER

	Samitee Code	Member Code	Member Type	Member Name	Mother's Name	Father's Name	Gender	Present Address	Parmanent Address	Telephone No.	Mobile No	Mail ID	Status
Edit	676825101	1	Honourable	ERA-Info	RAHIMA	RAHIM Khan	Male	sfd DDGDGD D DGDGDGD	sdfafasd tsesst	-	01829041699	saifur@era.com.bd	Active
Edit	676825101	2	Advisory	era TEXH	era INFOTECH	era INFOTECH1	Male	24,top khana road, DHAKA	-	-		era@era.com.bd	Active

Figure: Edit Advisory/Honorable Member

PERFORM EDIT ADVISORY/HONORABLE MEMBER

Steps to Execute:

1. Open Edit Advisory/Honorable Member page from the menu.
2. Select Samitee from Dropdown List.

3. All Registered Advisory/Honorable Member List will be populated of that specific Samitee with Edit Button.
4. Click on 'Edit' button of a specific Member Information, all data will be loaded in edit mode.
5. Input all modified data and mandatory fields.
6. Click on 'Apply Changes' button to save the modified information.
7. To Clear all the Textboxes, click on 'Clear' button.
8. To Discontinue Edit Advisory/Honorable Member Information, click on 'Cancel' button.

Note:	**During Edit Advisory/Honorable Member Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee.**

2.4. DEPOSIT

2.4.1. DEPOSIT COLLECTION (BATCH CONSOLIDATED)

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Collect Deposit from Samitee Member's. User will see a Transaction Status Screen after successful Deposit.

Note:	**- Samitee Members must be Active in Samitee & must be Registered in System.** **- Deposit Amount is not more than 2400 TAKA.**

MENU

Microfinance➤Transaction➤Deposit➤Deposit Collection (BatchConsolidated)

USER INTERFACE: DEPOSIT COLLECTION (BATCH CONSOLIDATED)

Figure: Deposit Collection (Batch Consolidated)

PERFORM DEPOSIT COLLECTION (BATCH CONSOLIDATED)
Steps to Execute:

1. Open Deposit Collection page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Samitee from Dropdown List.

4. Samitee Name, Address, Formation Date and Active Member will be shown automatically of the selected Samiteeand member list with Deposit amount entry & Remarks.
5. Enter (input) the Deposit Amount and related data.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully". System will show a **Transaction Status Screen**.
7. To Discontinue Deposit Collection, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

Note:	During Deposit Collection Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee.

2.4.2. DEPOSIT CORRECTION REQUEST

PURPOSE

IT Admin/Business Admin User will use this screen/activity to perform Deposit Correction Requests. Requests can be Full Reverse or Partial Reverse.

Note:	- Transaction Date needed. - Document No also needed. - After submit reverse request it will be pending for approval. - Reverse Type is required to Search members.

MENU

Microfinance➤Transaction➤Deposit➤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. Select Samitee from Dropdown List.

4. Samitee Name, Address, Formation Date and Active Member will be shown automatically of the selected Samitee.
5. Enter (input) Transaction Date.
6. Select Document Type from Dropdown List.
7. Select Reverse Type from Drop down List.
8. Enter (input) Remarks.
9. Click on 'Search' to populate all the deposited member account of that specific date & document no.
10. For Partial Reverse User can select multiple transactions to reverse by using checkbox.
11. After Click on 'Send Request' button the data will be saved and you will see a message of "Information has been saved successfully".
12. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Deposit Correction Request Some input field will be filled by the pre-defined data like Samitee.**

2.4.3. DEPOSIT CORRECTION REQUEST APPROVAL

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Deposit Correction Requests. After Approval Member Accounts will be updated.

Note:	**- Approval: Decrease Members Deposited Amount.** **- Reject: No Change in Agent Virtual Limit Balance.**

MENU

Microfinance➤Transaction➤Deposit➤Deposit Correction Request Approval

USER INTERFACE: DEPOSIT CORRECTION REQUEST APPROVAL

Deposit Correction Request Approval								Approve/Reject
Samitee Code	**Document No**	**Document Date**	**Total deposit amount**	**Full/Partial**	**Correction amount**	**Request Date**	**Create By**	**Approve/Reject**
67682502	TR000743083	24-MAY-17		Full		25-MAY-17	ADMIN01	○ Approve ○ Reject ● Not Change
								row(s) 1 - 1 of 1

Figure: Deposit Correction Request Approval

PERFORM DEPOSIT CORRECTION REQUEST APPROVAL
Steps to Execute:

1. Open Deposit Correction Request Approval page from the menu.
2. Page will be loaded with Allpending Correction Requests with Approve/Reject/No Change option of logged in Upazila [Branch]. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Deposit Correction Request Approval click on 'Cancel' button.

2.5. BO TRANSACTION

2.5.1. TRANSFER TRANSACTION REQUEST

PURPOSE

IT Admin/Business Admin User will use this screen/activity to submit Transaction Transfer requests. Transfer Transaction will manage Party To Party, Party To GL, GL To Party and GL to GL Transaction Transfer Requests. For only Party related Transaction Transfer Request Party Account will be required and for GL related Transaction Transfer Request GL Account will be required.

MENU

Microfinance➢Transaction➢BO Transaction➢Transfer Transaction Request

USER INTERFACE: TRANSFER TRANSACTION REQUEST

Figure: Transfer Transaction Request

PERFORM TRANSFER TRANSACTION REQUEST

Steps to Execute:

1. Open Transfer Transaction Request page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Transaction Nature from Dropdown List.

4. Select Transaction Entry Type from Dropdown List.
5. Select Debit or Credit.
6. Account Type Selection will be dependent on Dr/Cr and Transaction Nature.
7. Enter (input) Account No.
8. Account Title will be shown automatically.
9. Enter (input) Amount.
10. Enter (input) Narration.
11. Click on 'Add List' to add multiple Transfer Transaction Requests.
12. Click on 'Modify List' to add multiple Transfer Transaction Requests.
13.
14. After clicking on 'Send for Approval' button the data will be saved and you will see a message of "Request Successful".
15. To Clear all the Textboxes, click on 'Clear' button.
16. To Discontinue Transfer Transaction Request click on 'Cancel' button.

Note:	**During Transfer Transaction Request Some input field will be filled by the pre-defined data. Those data will be select by Dropdown likeTransaction Nature,Transaction Entry Type.**

2.5.2. TRANSFER TRANSACTION REQUEST APPROVAL

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Transfer Transaction Request Requests. After Approval respected Accounts will be updated.

MENU

Microfinance➤Approval➤Transfer Transaction Request Approval

USER INTERFACE: TRANSFER TRANSACTION REQUEST APPROVAL

								Cancel	Submit

Transfer Transaction Approval

Tr Date	Temp Tran No	Tran Nature	Total Debit Cnt	Total Credit Cnt	Total Debit	Total Credit	Create By	Check Status	
10-JAN-17	00002294	GL to Party Account	1	1	4000	4000	500001	○ Approve ○ Reject ◉ No Change	Details

1 - 1

Figure: Transfer Transaction Request Approval

PERFORM TRANSFER TRANSACTION REQUEST APPROVAL
Steps to Execute:

1. Open Transfer Transaction Request Approval page from the menu.
2. Page will be loaded with All pending Requests with Approve/Reject/No Change option of logged in Upazila [Branch]. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Transfer Transaction Request Approval click on 'Cancel' button.

Note:	**During Agent Cash In& Cash Out Request Approval Some input field will be filled by the pre-defined**

data. Those data will be select by Dropdown like Transaction Type.

2.6.LOAN

2.6.1. LOAN SANCTION

PURPOSE

IT Admin/Business Admin User will use this screen/activity to define the Loan Sanction Limit Amount.
Loan will be given upon this amount.

Note: - **Loan Sanction Code is**

MENU

Microfinance➢Loan➢ Product Setup

PROTOTYPE: PRODUCT SETUP

Figure: Product Setup

PERFORM PRODUCT SETUP

Steps to Execute:

1. Open Loan Sanction page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically.

5. Enter (input) Sanction Limit Amount.
6. Enter (input) Loan Period.
7. Select Frequency from Dropdown List.
8. Select Installment Frequency from Dropdown List.
9. Service Charge, Amount, Installment No, Installment Amount will be shown automatically.
10. Enter (input) Sanction Date.
11. Select Sanctioned By from Dropdown List.
12. Select Loan Purpose from Dropdown List.
13. Enter (input) Remarks.
14. Select Member from Dropdown List.
15. Select 2Guarantor from Dropdown List.
16. Enter (input) Guarantor Name.
17. Enter (input) Fathers Name.
18. Enter (input) Relation with Beneficiary.
19. Enter (input) Guarantor Mobile No.
20. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Saved".
21. To Discontinue Loan Sanction, click on 'Cancel' button.
22. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Loan Sanction Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee, Member, Guarantor, Period Frequency, Installment Frequency, Sanction by, Loan Purpose.**

2.6.2. SANCTION LIMIT APPROVAL

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Approve or Reject Loan Sanction Requests.

MENU

Microfinance➢Loan➢Sanction Limit Approval

PROTOTYPE: INTEREST RATE SETUP

Samitee Code	Member Code	Member Name	Loan Purpose	Sanction ID	Entry User	Entry Time	Loan Amount	Loan Period	Installment	No. of Installment	Profit Amount	Install. Amount	Approve / Reject
67682509	67682509058	Mst Parvinbegum	Poultry Project	02991692	ADMIN01	25/05/17	20000	2 Year	Monthly	24	3200	967	○ Approve ○ Reject ● None

Figure: Sanction Limit Approval

PERFORM SANCTION LIMIT APPROVAL

Steps to Execute:

1. Open Sanction Limit Approval page from the menu.
2. Page will be loaded with all pending Requests with Approve/Reject/No Change option of logged in Upazila [Branch]. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.

4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To Discontinue Sanction Limit Approval click on 'Cancel' button.
6. To Clear all the Textboxes, click on 'Clear' button.

2.6.3. LOAN DISBURSEMENT

PURPOSE

IT Admin/Business User will use this screen/activity to disburse the Sanctioned Loan Amount to a specific Sanction ID.

Note: **- A Pin Code will be sent to members mobile no by SMS for disbursement.**

MENU

Microfinance➢Loan➢Loan Disbursement

PROTOTYPE: LOAN DISBURSEMENT

Figure: Loan Disbursement

PERFORM LOAN DISBURSEMENT
Steps to Execute:

1. Open Loan Disbursement page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically.
5. Transaction Date will be generated automatically.
6. Operation Code will be Loan Disbursement by default.
7. Enter (input) Sanction ID and Press Enter (Keyboard).
8. All Loan Details will be shown automatically.
9. Enter (input) Pin Code.

10. By default Narration is Loan Disbursement.
11. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Saved".
12. To Discontinue Loan Disbursement, click on 'Cancel' button.
13. To Clear all the Textboxes, click on 'Clear' button.

2.6.4. LOAN REPAYMENT

PURPOSE

IT Admin/Business User will use this screen/activity to collect repayments/installments against Loan to a specific Member.

Note:

MENU

Microfinance➤Loan➤Loan Repayment

PROTOTYPE: LOAN REPAYMENT

Figure: Loan Repayment

PERFORM LOAN REPAYMENT
Steps to Execute:

1. Open Loan Repayment page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically.
5. Transaction No &Date will be generated automatically.
6. Operation Code will be Loan Repayment by default.

7. Select Member Code from Dropdown List.
8. All Loan Details will be shown automatically.
9. Enter (input) Repayment Amount.
10. By default, Narration is Loan Repayment.
11. All Loan Repayment Details will be shown automatically.
12. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Saved".
13. To Discontinue Loan Repayment, click on 'Cancel' button.
14. To Clear all the Textboxes, click on 'Clear' button.

Note: **During Loan Repayments Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee, Member Code.**

2.6.5. MANUALLY LOAN CLOSE

PURPOSE

IT Admin/Business Admin User will use this screen/activity to Close a Loan A/C of specific Samitee Member.

Note: **- To Close a Loan A/C, All Repayments and Due must be settled.**

MENU

Microfinance➢Loan➢Manually Loan Close

PROTOTYPE: MANUALLY LOAN CLOSE

Figure: Manually Loan Close

PERFORM MANUALLY LOAN CLOSE

Steps to Execute:

1. Open Manually Loan Close page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.

3. Select Samitee from Dropdown List.
4. Samitee Name, Address, Formation Date and Active Member will be shown automatically.
5. Select Member Code from Dropdown List.
6. All Loan Details will be shown automatically.
7. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Saved".
8. To Discontinue Manually Loan Close, click on 'Cancel' button.
9. To Clear all the Textboxes, click on 'Clear' button.

Note:	**During Manually Loan Close Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Samitee, Member Code.**