

FINAP



User Manual Document (ECOru)

Document Control

Project Name: ECoru User Manual	Project Code:	Customer Code:	File Saved Location:
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Version Number	Description	Created / Updated on
V 1.0	Created	02-Jan-2021
V 1.1	Created	26-Feb-2024

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Enquiries

The purpose of this module is to provide detailed information about customers and accounts stored within the system.

Account Enquiry

The "Account Inquiry Screen" is a vital component of our Core Banking System that allows authorized users to retrieve detailed information about customer saving accounts quickly and efficiently.

Balance Enquiry

From this screen user can view / enquire the account balance information.

- **Account Number:** User can enter / search particular account number by using this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number. After entering the account number, the other fields will be auto-filled.

- **Hold Amount:** The amount that currently in hold. By clicking expand option, user can get detailed description of the hold.

Funds Hold			
Press esc key to exit			
Created Date	Expiry Date	Reason	Hold Amount

- **Cheque Float:** User can check the cheque details. By clicking expand option, user can get detailed description of the Cheque Float.

Cheque Float					
Press esc key to exit					
Deposit Date	Clearing Method	Bank Code	Branch Code	Cheque No.	Cheque Amount

- **Joint Holders Details:** User can view Joint Holders Details by clicking expand option.

Joint Holders Detail			
Press esc key to exit			
Customer Name	ID Number	Contact Number	Address

- **Account Details:** User can view Account Details by clicking expand option.

Account Details				
Press esc key to exit				
Product	Account Name	Account Number	Ccy	Available Balance

- **Loan Details:** User can view Loan Details by clicking expand option.

Loan Details			
Press esc key to exit			
Loan Number	Loan Amount	Total Due Amount	Tenure

- **Customer Signature:** User can view Customer Signature by clicking expand option.
- **View Signature Button:** User can view Customer Signature by using this option.
- **View History Button:** User can view transaction history details.

Transaction History

From this screen user can view / enquire the transaction history for saving and term deposit accounts.

Account Transaction History View Transactions Back

Account Number ★ <input type="text" value="1000312100005"/>	From Date ★ <input type="text" value="11-10-2024"/>	To Date ★ <input type="text" value="11-10-2024"/>
Account Name <input type="text" value="10001000020-Term Deposit"/>	Account Type <input type="text" value="Term Deposit Account"/>	Product <input type="text" value="FDM1YEAR"/>
Status <input type="text" value="Authorize"/>	Branch <input type="text" value="Head Office"/>	Customer Type <input type="text" value="Personnel"/>

Ledger Balance <input type="text" value="0.00"/>	Actual Balance <input type="text" value="0.00"/>	Available Balance <input type="text" value="0.00"/>
---	---	--

- Account Number: User can enter / search particular account number via this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number. After entering the account number, the other fields will be auto-filled.

Account Search ✕

Customer Name <input type="text"/>	ID Number <input type="text"/>	Customer Number <input type="text"/>
Account Number <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- From Date: Select From Date.

From Date ★

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- To Date: Select To Date.

To Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- View Transaction Button: By clicking View Transaction Button, user can view detailed information of particular transaction on the account for defined time period.

Show lines Search From Results

Date	Description	Ccy	Amount	Ledger Balance	Actual Balance	View More
27-10-2023	Cash Deposit	LKR	10,000.00	10,000.00	10,000.00	View More

- View More Button: By clicking View More Button, user can get additional information on selected transaction.

Transaction Details ✕

Transaction Date		Value Date	
<input type="text" value="27-10-2023"/>		<input type="text" value="27-10-2023"/>	
Description		Transaction Amount	
<input type="text" value="Cash Deposit"/>		<input type="text" value="10,000.00"/>	
Currency	Rate	Equivalent Amount	
<input type="text" value="LKR"/>	<input type="text" value="1.00"/>	<input type="text" value="10,000.00"/>	
<input type="checkbox"/> Reverse	Reversal Date	Transaction User	
<input type="checkbox"/> EOD Transaction	<input type="text"/>	<input type="text" value="admin"/>	
Narrative			
<input type="text"/>			
Fund Transfer Dr/Cr Account			
<input type="text"/>			

Bank Account Transactions

From the Bank Account Transactions screen user can view / enquire the transaction history which performed on the accounts under other banks.

Bank Account Transactions View Transactions Print

Account Number: Account Name: Bank: Branch:

From Date: To Date:

Show lines Search From Results

Date	Transaction Type	Our Reference	Their Reference	Cheque Number	Bank	Branch	Amount	Beneficiary	Source Module	User	Remark
16-09-2023	Cheque Issue			1	Bank of Ceylon	City Office	2,500.00	Cash	Own Cheque Issue	Core Admin	bank cash tra...

- Account Number: Our Bank Branch Account Number (To be set up in [System Administration - Bank & Branches - Bank Branch Create](#)). After selecting the account number, Account Name, Bank, Branch will be auto-filled.
- From Date: Select From Date.

From Date ★

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- To Date: Select To Date.

To Date ★

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- View Transactions Button: By clicking View Transaction Button, user can view detailed information of particular transaction on the bank branch account for defined time period.
- Print Button: User can print the required transactions.

Loan Enquiries

User can enquire loan related information via below functions.

Loan Calculator

User can calculate, view and print loan installment amount and related details via this function.

Loan Calculator

Product ★

Loan Type ★

Loan Amount ★

Loan Tenure ★

Rate per Annum ★

Payment Term ★

Customer Name ★

Contact Number ★

E-Mail Address

Installment No	Capital Amount	Interest Amount	Installment Amount	Remaining Capital
1	9,208.66	54.79	9,263.45	100,000.00
2	7,721.25	1,542.20	9,263.45	90,791.34

- Product: Loan Product.
- Loan Type: Loan Type as per the Loan Product Setup.

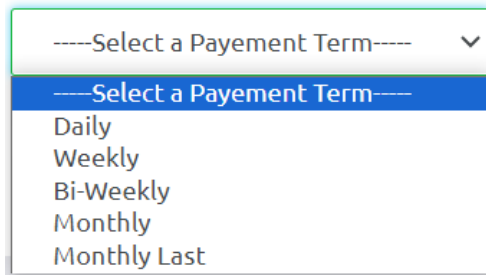
Loan Types

- Equal Installments
- Monthly Flat Rate
- Flat Rate For Loan Amount
- Simple Interest
- Reducing Balance-Equal Principal
- Flat Rate By Period
- Daily Flat Rate
- Daily Flat Rate For Loan Amount
- Interest Only
- Single Payment
- Reducing EMI

- Loan Amount: Enter the loan amount.
- Loan Tenure: Number of installments.
- Rate per Annum: Annual Loan Interest Rate per Annum.

- Payment Term: Select the payment term.

Payment Term ★



-----Select a Payment Term----- ▾

—Select a Payment Term—

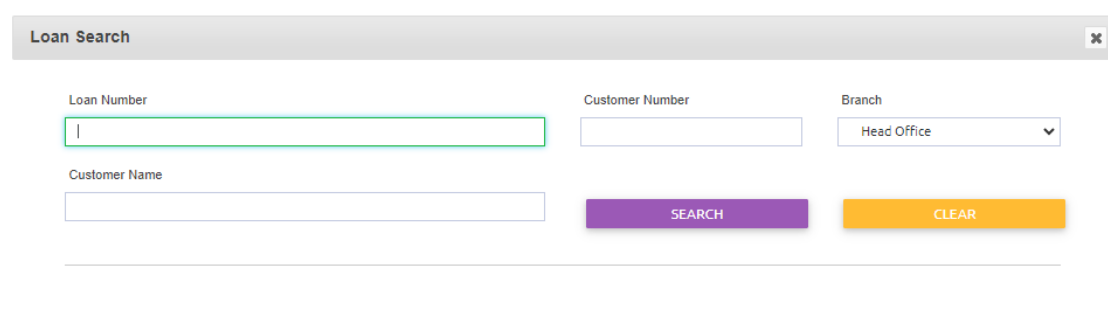
- Daily
- Weekly
- Bi-Weekly
- Monthly
- Monthly Last

- Calculate Button: User can calculate loan installment and related data via this button.
- Customer Name: Enter the customer name.
- Contact Number: Enter the contact number.
- E-Mail Address: Enter the email address.
- Print Button: User can print loan installment and related data via this button.

Loan Enquiry

The "Loan Inquiry Screen" is a critical component of our Core Banking Application that allows authorized users to access and review detailed information about customer loans.

- Loan Number: User can enter / search particular account number via this field. User can search an account by using Loan Number, Customer Number, Branch and Customer Name.



Loan Search ✕

Loan Number

Customer Number

Branch ▾

Customer Name

Customer Details

After entering the loan number, fields in Customer Details will be auto-filled.

- Member Number: Share Member Number.
- Address: Mailing Address.

Loan Details

- Loan Number: Loan Account Number. After entering the loan number, other fields will be auto filled.
- Disbursed Amount: The amount that is currently disbursed. By clicking expand option, user can get detailed description of the disbursed amount.

Disbursed Details				
Disbursement Date	Server Date	Amount	Disbursement Type	Cheque Number/Settlement Account

- Reschedule Count: User can view reschedule details by using the screen.

Reschedule Details					
Version ★					
----Select a Version----					
Installment Number	Installment Date	Capital	Interest	Installment Amount	Balance

Repayment Details

- Capital Paid: By clicking expand option, user can get detailed description of the capital paid.

Repayment Details				
Settled Date	Server Date	Due Date	Applied Rate	Settled Amount

- Interest Paid: By clicking expand option, user can get detailed description of the interest paid.

Repayment Details				
Settled Date	Server Date	Due Date	Applied Rate	Settled Amount

- Penalty Paid: By clicking expand option, user can get detailed description of the penalty paid.

Repayment Details				
Settled Date	Server Date	Due Date	Applied Rate	Settled Amount

- Other Charges Paid: By clicking the expand option, the user can get a detailed description of the other charges paid.

Repayment Details				
Settled Date	Server Date	Due Date	Applied Rate	Settled Amount

Overdue Details

- Capital Due: By clicking expand option, user can get detailed description of the capital due.

Overdue Details				
Created Date	Amount	Settled Amount	Applied Rate	Due Amount

- Interest Due: By clicking expand option, user can get detailed description of the interest due.

Overdue Details				
Created Date	Amount	Settled Amount	Applied Rate	Due Amount

- Interest Accrued: Accrued interest from last repayment date to as at date.

- Interest for the As at Date
- Penalty Due: By clicking expand option, user can get detailed description of the penalty due.

Overdue Details				
Created Date	Amount	Settled Amount	Applied Rate	Due Amount

- Other Charges Due: By clicking the expand option, the user can get detailed description of the other charges due.

Overdue Details				
Created Date	Amount	Settled Amount	Applied Rate	Due Amount

Write off / Waive Off Details

- Capital: By clicking the expand option, the user can get a detailed description of the capital.

Write Off / Waive Off Details			
Settled Date	Server Date	Due Date	Settled Amount

- Interest: By clicking expand option, user can get detailed description of the interest.

Write Off / Waive Off Details			
Settled Date	Server Date	Due Date	Settled Amount

- Penalty: By clicking expand option, user can get detailed description of the penalty.

Write Off / Waive Off Details			
Settled Date	Server Date	Due Date	Settled Amount

- **Other Charges Due:** By clicking the expand option, the user can get detailed description of the other charges due.

Write Off / Waive Off Details			
Settled Date	Server Date	Due Date	Settled Amount

Classification

- **Provisioning:** By clicking expand option, user can get detailed description of the provisioning data.

Provisioning					
Transaction Date	Server Date	Arrears Days	Capital Outstanding	Provision Percentage	Provision Amount

- **Interest in Suspense:** By clicking expand option, user can get detailed description of the interest in suspense.

Interest In Suspense		
Transaction Date	Server Date	IIS Amount

Loan Balances

In here, all the details will be auto-filled according to the entered loan number.

Repayment Schedule: From Repayment Schedule, user can view current repayment scheme for the particular loan.

Loan Workflow: As per the workflow type defined in loan details tab in loan application (Loan Origination).

GL Entries: Account GL Entries History for the particular loan account.

Loan Charges: Loan Charges for the respective loan account.

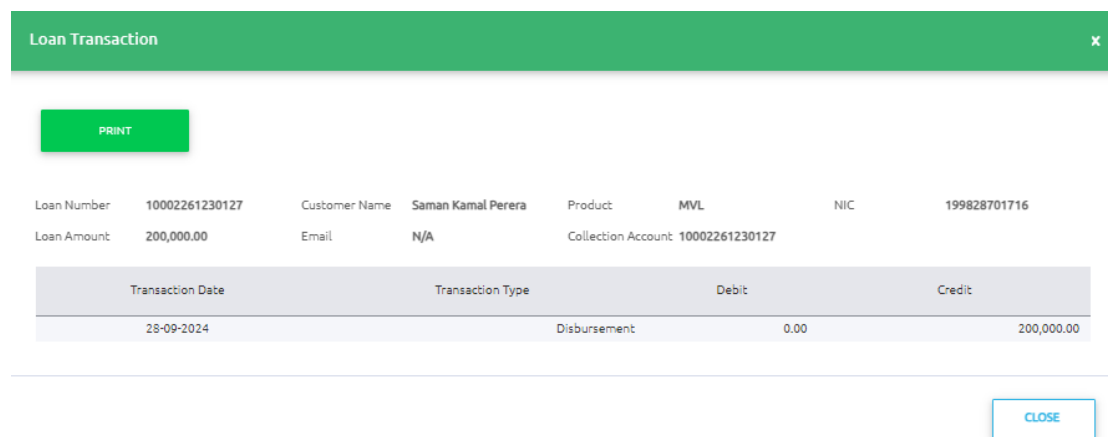
Joint Borrowers: Joint Borrower Details.

Audit: Audit history for the particular loan account.

- **View Settlements Button:** User can view a summary and detailed view of the settlement for loan account.



- **Print Loan Statement Button:** User can print loan statement via this button.
- **View Schedule Button:** From View Schedule Button, user can view current repayment scheme for the particular loan.
- **View Transactions Button:** From View Transactions Button, user can view current loan transaction details for the particular loan.



Customer Enquiries

The "Customer Enquiry Screen" in our Core Banking App streamlines access to vital customer and account information. Retrieve details such as account status, contact information etc. This user-friendly interface ensures efficient customer service and informed decision-making.

Customer Global View

By using this function, the user can view existing accounts and related details for a particular customer.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details	
Customer Number * <input type="text" value="Customer No"/> <input type="button" value="Q"/>	Customer NIC <input type="text" value="Customer NIC"/>	Branch <input type="text" value="Branch Name"/>	Salutation * <input type="text" value="Salutation"/>	First Name * <input type="text" value="First Name"/>	Last Name <input type="text" value="Last Name"/>	Mobile No * <input type="text" value="Mobile Number"/>	Address * <input type="text" value="Permanent Address"/>	Status <input type="text" value="Account Status"/>

Basic Details Tab

- Customer Number: User can enter / search particular customer number by using this field. User can search for a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group. Once the user selects the customer number, respective data will be auto filled to the fields.

Customer Search ✕

Customer Name <input type="text" value=""/>	ID Number <input type="text" value=""/>
Customer Number <input type="text" value=""/>	Branch <input type="text" value="--All Branch--"/>
Center <input type="text" value="--All Center--"/>	Group <input type="text" value="--All Group--"/>

Savings Accounts Tab

User can view all savings accounts under selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details
Account Number	Open Date	Branch	Product	Account Type	Available Balance	Account Status	View

Term Deposit Accounts Tab

User can view all term deposit accounts under selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details		
Account Number	Open Date	Branch	Product	Deposit Amount	Available Balance	Period	Maturity Date	Account Status	Select

Loan Accounts Tab

User can view all loan accounts under selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details	
Loan Number	Granted Date	Branch	Product	Loan Amount	Outstanding Amount	No Of Arrears Days	Total Due Amount	View

Cards Tab

User can view all cards under selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details	
Card Number	Expiry Date	Issue Date	Limit	Account Name	Is Active			

Collateral

User can view all collateral under selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details	
Collateral ID	Market Value	Force Sale Value	Margin	Margin Spread	Remark			

Audits Tab

User can view audit history details for selected customer number by using this tab.

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details	
Status	Action	Created By	Created Date	Remarks				

Group Details Tab

User can view all group details for selected customer number by using this tab

Customer Global View

Basic Details	Saving Accounts	Term Deposit Accounts	Loan Accounts	Cards	Collateral	Audits	Group Details
---------------	-----------------	-----------------------	---------------	-------	------------	--------	---------------

Centre Code	Centre Name	Group Code	Group Name
-------------	-------------	------------	------------

List of Customers Report

From this option, the user can enquire about the existing customer status details.

List of Customers Report View Print

Customer Type ★ Customer Subtype ★ Branch ★ Status

Customer Number	ID Number	Branch	Type	Subtype	Full Name	Address	MobileNumber	Status	CreatedDate
-----------------	-----------	--------	------	---------	-----------	---------	--------------	--------	-------------

- Customer Type: Select the customer type.

Customer Type ★

All ▼

All

Personal

Other

Wallet Customer

Merchant

Billor

- Customer Subtype: Select the customer subtype. The dropdown will be generated according to the selected customer type.

- Branch: Select the branch.

Branch ★

All ▼

All

AGALAWATHTHA BRANCH

BERUWALA

Colombo 01 Branch

COLOMBO BRANCH

Galle

Ganemulla

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

wellawatta

- **Status:** Select the customer status.

Status

All
▼

All

Active

Black List

Inactive

Dismissed

- **View Button:** User can view current customer status details by using this button.
- **Print Button:** User can print current customer status details by using this button.

Customer Details Enquiry

User can enquire about customer personal details and contact details by using this option.

Customer Details Enquiry
Print

Search

Personal Details

Customer Number	Branch
Title	First Name
Last Name	Full Name
Gender	Marital Status

Contact Details

Permanent Address	Mailing Address	Primary Mobile Number
Secondary Mobile Number	Landline	Fax
Email Address		

- **Customer Number:** User can enter / search particular customer number via this field. User can search a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group. Once the user selects the customer number, respective data will be auto filled to the fields.
- **Personal Details:** Customers' Personal Details as per the record.
- **Contact Details:** Customers' Contact Details as per the record.
- **Print Button:** User can print current customer details by using this button.

Other Enquiries

Cheque Deposit Enquiry

From this function, user can enquire cheque deposit details.

Cheque Deposit Enquiry View Print

Bank Account ★ Account Name Bank Branch

Branch Cheque Status Deposit From Date ★ Deposit To Date ★

Deposit Date	Clearing Method	Account Number	Customer Name	Bank	Branch	Cheq Number	Amount	Cheque Date	Cheque Select Status
--------------	-----------------	----------------	---------------	------	--------	-------------	--------	-------------	----------------------

- Bank Account: Our Bank Branch Account Number (To be set up in [System Administration - Bank & Branches - Bank Branch Create](#)). After selecting a bank account, account name, bank and branch will be auto filled.

- Branch: Branches under our bank.

Branch

---- All branches ----

---- All branches ----

AGALAWATHTHA BRANCH

BERUWALA

Colombo 01 Branch

COLOMBO BRANCH

Galle

Ganemulla

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

wellawatta

- Cheque Status: Current Cheque Status

Cheque Status

---- All status ----

---- All status ----

Deposit

Realized

Returned

Reversed

Realization requested

Return requested

- Deposit From Date: Select From Date.

Deposit From Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Deposit To Date: Select To Date.

Deposit To Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- View Button: User can view cheque deposit details by using this button.
- Print Button: User can print cheque deposit details by using this button.

Cheque Status Enquiry

User can enquire cheque status for respective cheque number for the given period of time via cheque status enquiry screen.

Cheque Status Enquiry

View History

Account Number -----Select an Account-----	Account Name	Bank	Branch
Cheque Number *	From Date *	To Date *	
	DD-MM-YYYY	DD-MM-YYYY	
Status Changed Date	User	Status	

- Account Number: Our Bank Branch Account Number (To be set up in [System Administration - Bank & Branches - Bank Branch Create](#)). After selecting a bank account, account name, bank and branch will be auto filled.
- Cheque Number: Enter the cheque number.
- From Date: Select From Date.

From Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- To Date: Select To Date.

To Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- View History Button: User can view cheque status for a particular cheque.

Cheque Registration Enquiry

From the Cheque Registration Enquiry screen, user can enquire cheque registration details for a given time.

Cheque Registration Enquiry View Print

From Date * To Date *

Date	Bank Code	Branch Code	Account Number	Account Name	Assigned Branch	Cheque Range	No of Cheques	Username
------	-----------	-------------	----------------	--------------	-----------------	--------------	---------------	----------

- From Date: Select From Date.

From Date *

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- To Date: Select To Date.

To Date *

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- View Button: User can view cheque registration details by using this button.
- Print Button: User can print cheque registration details by using this button.

Loan Follow Up

Loan Follow Up Initiation

User can create follow ups for the arrears loans from this module. Can search and enquire the details of the loans and the existing follow ups.

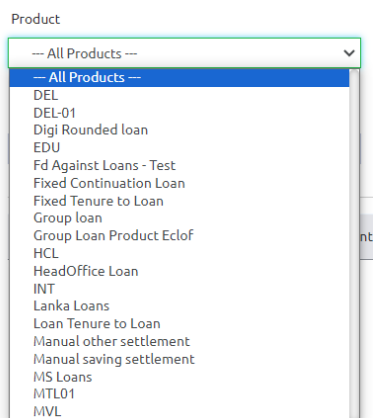
Loan Recovery Follow-up Search

Product: Branch: Follow-up Option: Past Due Future Due

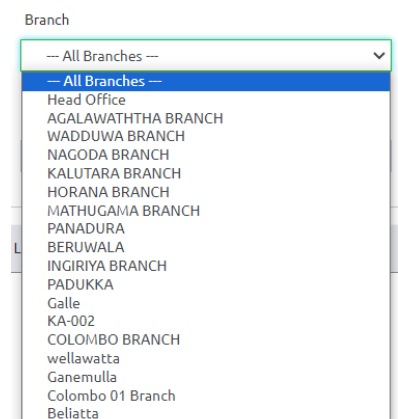
Arrears in Days from: To: Due Amount from: To:

Loan Number	Customer Name	Granted Loan Amount	Capital Outstanding Amount	Total Arrears Amount	Arrears In Days	Loan Details	Follow-up	Follow-up History
-------------	---------------	---------------------	----------------------------	----------------------	-----------------	--------------	-----------	-------------------

- **Product:** Select the required loan product from the dropdown.



- **Branch:** Select the Branch



- Follow-up Option: Select the Loans follow up sector to search out the loans.

Follow-up Option



Past Due



Future Due

➤ Follow-up Option as **Past Due**

Arrears in Days from:

To:

Due Amount from:

To:

- Arrears in Days from ---To: Set the Duration to search the loans which arrears from the given day range.

Arrears in Days from:

To:

- Due Amount from --- To: Set the Amount range to search the arrears loans which are place among the given range.

Due Amount from:

To:

➤ Follow-up Option as **Future Due**

- Due Within: Enter the Days to search the loans which due after the given day count.

Due Within:

Days

- Search Button: Click the Search to display the results for the requested input fields.

Loan Recovery Follow-up

Search

Product: Branch: Follow-up Option: Past Due Future Due

Arrears in Days from: To: Due Amount from: To:

Show lines Search From Results

Loan Number	Customer Name	Granted Loan Amount	Capital Outstanding Amount	Total Arrears Amount	Arrears In Days	Loan Details	Follow-up	Follow-up History
10002121230008	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	10,000.00	11,125.00	0.00	0	🔍	🔍	🔍
10002121230010	WASALA MUDIYANSELAGE LOLIHBHA WASALA BANDARA	80,000.00	116,000.00	0.00	0	🔍	🔍	🔍
10002121230012	SANDARADHURA THILAKSHI SILVA	100,000.00	0.00	0.00	0	🔍	🔍	🔍
10002121230025	Nimesh Silva	50,000.00	52,956.78	0.00	0	🔍	🔍	🔍
10002121230027	Thushan Amarawera	80,000.00	82,615.60	0.00	0	🔍	🔍	🔍
10332121230002	WICKRAMA ARACHCHIGE PRIYANTHA NIHAL PEIRIS	200,000.00	245,000.00	0.00	0	🔍	🔍	🔍
10002121230032	Naduni Peiris	3,500,000.00	21,140,000.00	0.00	0	🔍	🔍	🔍

- Search from Results: Search the required loan from the listed records.
- Loan Details: Click on the icon to view the loan details.

Loan Enquiry Informations ✕

Press esc key to exit

VIEW SETTLEMENTS
PRINT LOAN STATEMENT
VIEW SCHEDULE
VIEW TRANSACTIONS

Loan Number: 🔍

Customer Details

Customer Name	WADDUWAGE DON DARSHANA KUMARA	Member Number		Contact Number	0776872935	NIC	892723583v
Email	N/A	Address	3RD LANE JANARITHA PLACE BULATHSINHAL A				

Loan Details

Loan Number	10242121230001	Cluster Number		Loan Amount	90,000.00	Product	DEL
Loan Type	Single Payment	Disbursed Amount	90,000.00 ✔	Collection Account	1024110100124	Loan Status	Completed
Remaining Capital	0.00	Interest Rate	23.50	No of Installments	1	Remaining Installments	0
Remaining Grace Period	0	Granted Date	28-03-2023	First Installment Date	29-03-2023	Maturity Date	29-03-2023
Next Installment Date	N/A	Repayment Freq.	Daily	Reschedule Count	0 ✔	Out of Order Days	0
Actual Out of Order Days	0	Tag	Main Loan				

Repayment Details

Capital Paid	90,000.00 ✔	Interest Paid	57.95 ✔	Penalty Paid	0.00 ✔	Other Charges Paid	0.00 ✔
--------------	--	---------------	--	--------------	---	--------------------	---

- Follow-up: Click on the icon to create an follow up for the selected loan.

Loan Recovery Follow-up

Back

Save

Customer Details	Loan Details	Follow-up Details					
Customer Name	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	Contact Number	0776872935	NIC	931621882V	Email	N/A
Address	NO.37/A,GALAGEDARA WATTI,MORAWINNA,PANADURA						

- Customer Details: User can view the customer details of the selected loan.

Customer Details	Loan Details	Follow-up Details
Customer Name	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	Contact Number 0776872935
Address	NO,37/A,GALAGEDARA WATTA,MORAWINNA,PANADURA	NIC 931621882V
		Email N/A

➤ Loan Details: User can view the loan details from this tab.

Customer Details	Loan Details	Follow-up Details
Basic Details		
Loan Number	10002121230008	Loan Amount 10,000.00
Disbursed Amount	10,000.00 VIEW	Collection Account 10,002,121,230,008.00
Interest Rate	27.00	No of Installments 5.00
Granted Date	08-06-2025	First Installment Date 08-06-2025
Repayment Freq.	0.00	Reschedule Count 0.00
Repayment Details		
Capital Paid	4,000.00 VIEW	Interest Paid 450.00 VIEW
		Penalty Paid 0.00 VIEW
Overdue Details		
Capital Due	6,000.00 VIEW	Interest Due 675.00 VIEW
		Penalty Due 0.00 VIEW
Classification		
Arrears Days	951	Classification
		Provisioning 0.00 VIEW
		Interest in Suspense 0.00 VIEW

➤ Follow-up Details: Fill the details to create the follow-up for the selected loan.

Customer Details	Loan Details	Follow-up Details
Follow Up Method *		
Called		
Details *		
<input type="text"/>		
Next Review Date *		
20-04-2028		

- Follow Up Method: Select the way to follow-up the loan.

Follow Up Method *
Called
Called
Visited

- Details: Can write description on the follow up

Details *
<input type="text"/>

- Next Review Date: Give the date for the next review.

Next Review Date *

20-04-2028

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Follow up History: User can view the previous loan follow-ups.

Follow Up History
✕

Press esc key to exit

Loan Follow up

Created loan follow-ups can enquire from this level. And user can search and review the follow ups from the provided search fields.

Loan Recovery Follow up Search

Product *

--- All Products ---

Branch *

--- All Branches ---

Review Date From: *

20-04-2028

Review Date To: *

20-04-2028

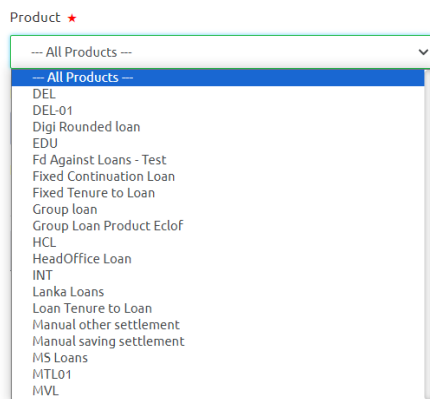
Followed Up By *

Me

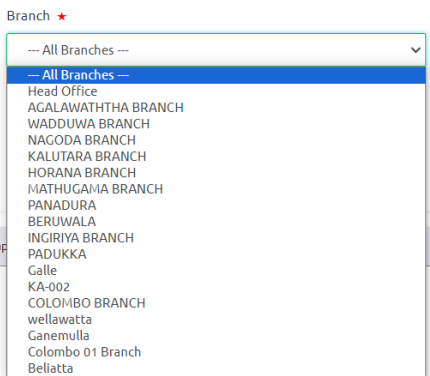
Other Users

Loan Number	Customer Name	Granted Loan Amount	Capital Outstanding Amount	Total Arrears Amount	Arrears In Days	Last Follow-Up Date	Add Follow Up	Follow Up History
-------------	---------------	---------------------	----------------------------	----------------------	-----------------	---------------------	---------------	-------------------

- Product: Select the loan product from the dropdown.



- Branch: Select the required branch from the dropdown.



- Review Date From, Review Date To: User can search the loans from review date set up on the follow up creation.

Review Date From: ★

Review Date To: ★

- Follow Up By: Can select the loan follow-ups by the initiated user.

Followed Up By ★ Me Other Users

- Search Button: User can search out the records by



Show lines Search From Results

Loan Number	Customer Name	Granted Loan Amount	Capital Outstanding Amount	Total Arrears Amount	Arrears In Days	Last Follow-Up Date	Add Follow Up	Follow Up History
10242121230001	WADDUWAGE DON DARSHANA KUMARA	90,000.00	0.00	90,057.95	36	20-04-2028	⚙	⌄

Showing 1 to 1 of top 1 lines First Previous **1** Next Last

- Add Follow Up: Can add follow up for the selected loan.

Loan Recovery Follow-up [Back](#) [Save](#)

Customer Details	Loan Details	Follow-up Details					
Customer Name	WADDUWAGE DON DARSHANA KUMARA	Contact Number	0776872935	NIC	892723583v	Email	N/A
Address	3RD LANE JANAHITHA PLACE BULATHSINHALA						

- Back Button: Click on the back button to redirect to the previous screen.



- Save Button: Click on the save button to save the loan follow up.



- Follow Up History: User can view the existing follow up details from this option.

FD Enquiries

FD Enquiry

Access and review Fixed Deposit details swiftly with the Ecoru's "FD Enquiry Screen." Retrieve maturity dates, interest rates, and account status effortlessly for informed decision-making.

FD Enquiry

GL Entry Info
Nominee Info
Interest Info
View Transaction
Signature

Account Number *

Primary Account Holder Name

Mobile Number

Customer Type

Account Type

Product

Status

Branch

Currency

Ledger Balance

Actual Balance

Available Balance

Account Open Date

Interest Accrued

Number of Interest accrual Dates

Hold Amount

Cheque Float

[Joint Holders Details](#)

[Account Details](#)

[Loan Details](#)

[Customer Signature](#)

- **Account Number:** User can enter / search particular account number via this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number. After entering the account number, other fields will be auto filled.
- **Hold Amount:** The amount that is currently in hold. By clicking expand option, user can get detailed description of the hold.

Funds Hold					
Press esc key to exit					
Hold No	Hold Add Date	Hold Amount	Hold Reason	Hold Status	Remarks

- **Cheque Float:** User can check the cheque details. By clicking the expand option, the user can get detailed description of the Cheque Float.

Cheque Float					
Press esc key to exit					
Deposit Date	Clearing Method	Bank Code	Branch Code	Cheque No.	Cheque Amount

- **Joint Holders Details:** User can view Joint Holders Details by clicking expand option.

Joint Holders Detail			
Press esc key to exit			
Customer Name	ID Number	Contact Number	Address

- Account Details: User can view Account Details by clicking expand option.

Account Details			
Press esc key to exit			
Amount	Term Type	Term	Interest Rate
20,000.00 LKR	In Days	90 Days	7.5% per annum
Maturity Type	Account Open Date	Maturity Date	Last Rollover Date
Rollover - Interest + Capital	16-09-2024	15-12-2024	16-09-2024
Number of Rollovers	Transfer Account	FD Certificate	Interest capitalization Method
1		Not Issued	At Maturity

- Loan Details: User can view Loan Details by clicking expand option.

Loan Details				
Press esc key to exit				
Loan No	Hold Date	Loan Account	Loan Amount	Hold Amount

- Customer Signature: User can view Customer Signature by clicking expand option.
- GL Entry Info Button: User can view GL Entry Info by using this button.

GL Entries

No	Tran Date	Batch ID	Tran Type	GL Code	GL Name	Debit	Credit
----	-----------	----------	-----------	---------	---------	-------	--------

- Nominee Info Button: User can view Nominee Info by using this button.

Account Nominee Details					
Press esc key to exit					
Nominee No	Name	Contact Details	Percentage	ID Type	ID Number

- Interest Info Button: User can view Interest Info by using this button.

Interest Information

Start/Rollover Date	End Date	Term	Ccy	Total Capitalized Interest	Interest Rate	View Capitalized Info	View Accrued Info
17-11-2023	15-02-2024	90 Days	LKR	17.60	6.5		

- **View Transaction Button:** By clicking View Transaction Button, user can view detailed information of particular transaction on the account for defined time period.

View Transaction

Show lines Search From Results

Date	Description	Ccy	Amount	Ledger Balance	Actual Balance	View More
------	-------------	-----	--------	----------------	----------------	-----------

- **Signature Button:** User can view Customer Signature by using this option.

Customer Management

The customer management module consists of the below captured foremost functions. User visibility of functionalities will be based on the role permission that is associated with the user.

Customer Management

Create Customer

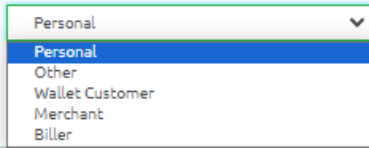
Customer Basic Details

Save and Send for Authorize New Customer Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
<p>Customer Creation</p> <p>Customer Number <input type="text"/></p> <p> <input checked="" type="checkbox"/> KYC Uploaded </p> <p> Customer Type * <input type="text" value="Personal"/> </p> <p> Customer Subtype * <input type="text" value="--Select a Customer Subtype--"/> </p> <p> Customer Ownership * <input type="text" value="Head Office"/> </p> <p> Salutation * <input type="text" value="--Select a Salutation--"/> </p> <p> First Name * <input type="text"/> </p> <p> Last Name * <input type="text"/> </p> <p> Full Name * <input type="text"/> </p> <p> Name with Initial <input type="text"/> </p> <p> ID Type * <input type="text" value="--Select a Customer ID--"/> </p> <p> ID Number * <input type="text"/> </p> <p> Date of Birth * <input type="text" value="DD-MM-YYYY"/> </p> <p> Age <input type="text"/> </p> <p> Age Category <input type="text" value="--Age Category--"/> </p> <p> Gender * <input type="text" value="--Select a Gender--"/> </p> <p> Marital Status * <input type="text" value="--Select a Marital Sta"/> </p> <p> Level of education * <input type="text" value="--Select a Education Level--"/> </p> <p> Rating * <input type="text" value="--Select a Rating Value--"/> </p> <p> <input checked="" type="checkbox"/> Share Member </p> <p> Share Member Number * <input type="text"/> </p>									

- Customer Type: Select the Customer Type

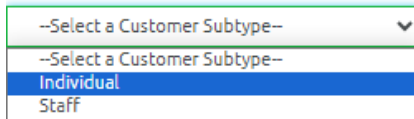
Customer Type ★



Personal	▼
Personal	
Other	
Wallet Customer	
Merchant	
Biller	

- Customer Subtype: Select the Customer Subtype

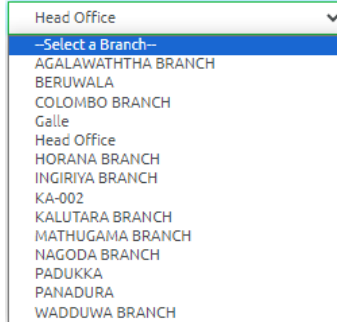
Customer Subtype ★



--Select a Customer Subtype--	▼
--Select a Customer Subtype--	
Individual	
Staff	

- Customer Ownership: Select the branch which customer is assigned to.

Customer Ownership ★



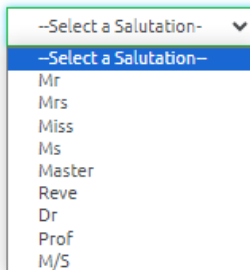
Head Office	▼
--Select a Branch--	
AGALAWATHTHA BRANCH	
BERUWALA	
COLOMBO BRANCH	
Galle	
Head Office	
HORANA BRANCH	
INGIRIYA BRANCH	
KA-002	
KALUTARA BRANCH	
MATHUGAMA BRANCH	
NAGODA BRANCH	
PADUKKA	
PANADURA	
WADDUWA BRANCH	

- KYC Uploaded Checkbox: Checkbox for KYC (Know your customer) document upload check.

KYC Uploaded

- Salutation: Select the title of the customer.

Salutation ★



--Select a Salutation--	▼
--Select a Salutation--	
Mr	
Mrs	
Miss	
Ms	
Master	
Reve	
Dr	
Prof	
M/S	

- First Name: Enter the first name of the customer.

First Name *

- Last Name: Enter the last name of the customer.

Last Name *

- Full Name: Enter the full name of the customer.

Full Name *

- Name with initial: It's auto generated when you give the full name of the customer.

Name with Initial

- ID Type: Select the identification type, customer is given.

ID Type *

- Select a Customer ID--
- NIC
- Passport
- Driving License
- Senior Citizen
- Birth Certificate

- ID Number: Type identification number here.

ID Number *

- Date of Birth: If you enter the (NIC) national Identity card number, date of birth, age and gender fields will automatically be filled. If you select a different ID Type you will have to enter date of birth and gender manually.

- Marital Status: Select the marital status, customer is given.

Marital Status *

- Select a Marital Status--
- Single
- Married
- Divorced
- Separated
- Widowed

- Level of education: Select the level of education, customer is given.

Level of education *

--Select a Education Level--

--Select a Education Level--

OL

AL

Diploma

Degree

Other

- Rating: This field allows user to give a rating of the customer.

Rating *

--Select a Rating Value--

--Select a Rating Value--

1

2

3

Share Member

- Share Member Number: This checkbox allows user to select and update member share details.

Share Member

Share Member Number *

Contact Details

Customer Creation

Save and Send for Authorize
New Customer
Save

Customer Basic Details
Contact Details
Attachments
Assets & Liabilities
Income & Expenses
Bank Details
Relationships
Manage Group
Remarks
Audits

Address Details

Same as Permanent Address

Permanent Address *

Nature of Residence * Period in current address * District *

--Select Nature of Reside --Select a District--

Mailing Address *

Grama Niladhari Division * Divisional Secretariat Division *

Contact Details

Contact Method *

--Select--

Contact Type *

--Select--

Country Code *

94

Detail *

Add

Address Details

- Same as Permanent Address Checkbox: If the permanent address and mailing address are the same, tick the check box and enter the permanent address only.

Same as Permanent Address

- Permanent Address: Enter the customer permanent residence address.

Permanent Address *

- Mailing Address: Enter the address which the mails should be sent to (current residence address).

Mailing Address *

- Nature of Residence: Select the nature of residence status.

Nature of Residence *

--Select Nature of R

--Select Nature of Residence--

Permanent


Temporary

- Period in current address: Enter the period in current address in months.

Period in current address *

- District: Select the district, customer is given.

District ★



- Grama Niladhari Division: Enter the Grama Niladhari division.

Grama Niladhari Division ★

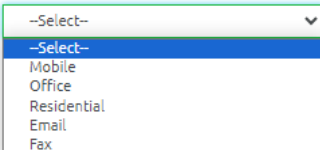
- Divisional Secretariat Division: Enter the divisional secretariat division.

Divisional Secretariat Division ★

Contact Details

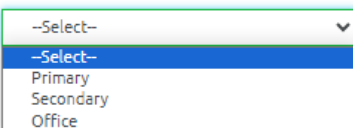
- Contact Method: Select the contact method.

Contact Method ★



- Contact Type: Select if it is the primary, secondary, or office method to contact the customer.

Contact Type ★



- Country Code: Only applicable for mobile, office, residential and fax.

Country Code ★

94 ▼

-Select-

94

677

- Detail: Enter the relevant contact details (mobile number, email address, fax number).

Detail ★

- Add Button: Click “Add” and repeat the same procedure to add more contact details.

Add

Mark Customer Location

Mark Customer Location

Location

The image shows a Google Map of the Colombo region in Sri Lanka. A red location pin is placed on the map, and a tooltip with the text 'Click the map to get location' is displayed above it. The map includes various landmarks, roads, and a search bar at the top.

- Location: User can enter customers' location data as an address and the actual location will indicate in the map as per the address.


Location

Attachments

Customer Creation Save and Send for Authorize New Customer Save

Customer Basic Details | Contact Details | **Attachments** | Assets & Liabilities | Income & Expences | Bank Details | Relationships | Manage Group | Remarks | Audits

Customer Image



Select Image

Use Web Cam

Clear

Max size is 1mb. file types are png, gif, jpg and jpeg

Attachments

Attachment Name *

Attachments

Choose File No file chosen Add

Customer Checklist

Check List Name	Attachment	Preview

Customer Image

Select Image

Use Web Cam

Clear

- Select Image Button: User can upload customer image which is saved in the computer.
- Use Web Cam Button: If available, user can use the web cam to capture the customer's image.
- Clear Button: user can clear the uploaded image.

Attachments

- Attachment Name: User can enter the attachment name.

Attachment Name ★

- Attachments: User can select and upload the attachment.

Attachments

Choose File No file chosen

- Add Button: Click “Add” and repeat the same procedure to add more contact details.

Add

Assets and Liabilities

The "Asset and Liability" tab in the Customer Management module of our Core Banking Application provides a concise overview of a customer's financial position. It displays their assets, such as machinery, vehicle etc. As well as liabilities, including outstanding internal and external loans, leasing etc. From this screen, user can add multiple asset records to the system.

Customer Creation

Save and Send for Authorize
New Customer
Save

Customer Basic Details
Contact Details
Attachments
Assets & Liabilities
Income & Expenses
Bank Details
Relationships
Manage Group
Remarks
Audits

Asset Details

Asset Type Add

--Select a Asset Type--

Description Value

0.00

Liabilities

Internal - Own Bank

Number of Loans Outstanding Amount

0.00

Loan Maturity Date Date of Payments

DD-MM-YYYY

Add

External - Other Banks

Liability Type Outstanding Amount

--Select a Liability Type-- 0.00

Monthly installment Loan Borrowed Date

0.00 0.00

Date of Payments Loan Amount

0.00

Instiution Name Maturity Date

DD-MM-YYYY

Number of Borrowers Add

Asset Details

From the asset details box, user can add asset details.

- **Asset Type:** User can select and update assets based on their type.

Asset Type

--Select a Asset Type--

--Select a Asset Type--

Land & Building

Machinery

Business

Other

Farm and Cultivation

Vehicle

- **Land and Building:** User can update land and building details.

Asset Details

Asset Type

Land & Building

Description

Value

0.00

Address

Add

- **Description:** User can enter asset description.
- **Value:** User can enter asset value.
- **Address:** User can enter asset address.
- **Add Button:** Click “Add” and repeat the same procedure to add more asset details.

- **Business:** User can update the business details.

Asset Details

Asset Type

Business

Business Name

Type of Business

--Select a Business Type----

Registration No

Description

Address

Business Commenced Date

DD-MM-YYYY

Business Ownership

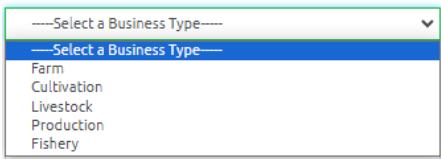
--Select a Busines--

Add

- **Business Name:** User can enter business name.

- Type of Business: User can select the type of business.

Type of Business



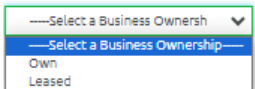
-----Select a Business Type-----

-----Select a Business Type-----

Farm
Cultivation
Livestock
Production
Fishery

- Registration No: User can enter registration number.
- Description: User can enter asset description.
- Address: User can enter asset address.
- Business Commenced Date: Business start date.
- Business Ownership: User can select the business ownership.

Business Ownership



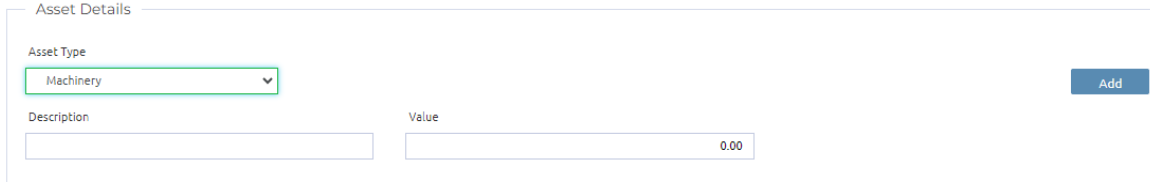
-----Select a Business Ownersh-----

-----Select a Business Ownership-----

Own
Leased

- Add Button: Click “Add” and repeat the same procedure to add more asset details.
- Machinery, Other, Farm and Cultivation, Vehicle: User can update respective asset details by selecting corresponding asset type. All of above options have below fields.

Asset Details



Asset Type

Machinery

Add

Description

Value

0.00

- Description: User can enter asset description.
- Value: User can enter asset value.
- Add Button: Click “Add” and repeat the same procedure to add more asset details.

Liabilities

From Liabilities boxes, user can add liability details.

Internal - Own Bank

From the Internal - Own Bank box, user can add liability details under own bank.

- Number of Loans: Enter the number of loans.
- Loan Maturity Date: Enter the loan maturity date.
- Outstanding Amount: Loan outstanding amount.
- Date of Payments: Loan payment date.
- Add Button: Click “Add” and repeat the same procedure to add more liability details.

External - Other Banks

From External - Own Bank box, user can add liability details under other banks.

- Liability Type: Enter the liability type.

- Institution Name: Financial Institute (Bank or Finance Company).
- Maturity Date: Loan maturity date.
- Outstanding Amount: Loan outstanding amount.
- Monthly Installment: Monthly installment of the loan.
- Date of Payments: Loan payment date.
- Loan Borrowed Date: Loan start date.
- Loan Amount: Enter the loan amount.
- Number of Borrowers: Enter the number of borrowers.
- Description: User can enter the description on the liability. Only applicable for liability type "Other".
- Add Button: Click "Add" and repeat the same procedure to add more liability details.

Income & Expenses

The "Income and Expenses" tab in the core banking application serves as a central hub for comprehensive financial management. This tab streamlines the monitoring of both incoming funds, such as salaries and other sources of income, and outgoing expenses.

Customer Creation
Save and Send for Authorize
New Customer
Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
------------------------	-----------------	-------------	----------------------	-------------------	--------------	---------------	--------------	---------	--------

Income Details

Type of Income -----Select a Source-----	Monthly Income	Income Details	Add
---	----------------	----------------	---

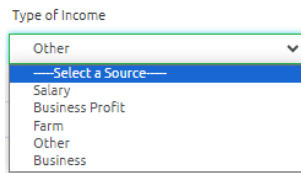
Expense Details

Type of Expense --Select a Expense Type--	Monthly Expenses 0.00	Expense Details	Add
--	--------------------------	-----------------	---

Net Income :

Income Details

- Type of Income: User can select the type of income.



- Monthly Income: Enter the monthly income.
- Income Details: Description of the income details.
- Add Button: Click “Add” and repeat the same procedure to add more income details.

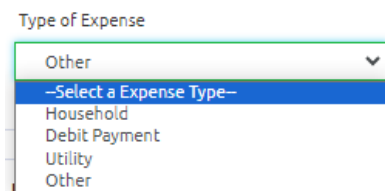
If user selects salary as “type of income”, user can update the employment details once click add button.

Employment Details
✕

<small>Employer Name</small> <input type="text"/>	<small>Occupation</small> <input type="text"/>	<small>Joined Date</small> <input type="text" value="DD-MM-YYYY"/>	<small>Employment type</small> <input type="text" value="--Select Employment Type--"/>
<small>Employer Address</small> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>			

Expense Details

- Type of Expense: User can select the type of expense.



- Monthly Expenses: Enter the monthly expenses.

- Expense Details: Description of the expense details.
- Add Button: Click “Add” and repeat the same procedure to add more expense details.

Net Income: Once income and expense details are added, the net income will be populated in the Net Income field.

Bank Details

Customer Creation
Save and Send for Authorize
New Customer
Save

Customer Basic Details | Contact Details | Attachments | Assets & Liabilities | Income & Expenses | **Bank Details** | Relationships | Manage Group | Remarks | Audits

Bank Details

Bank Name ★ Branch Name ★ Set up Bank & Branch Details

Account Holder Name ★

Account Number ★ Account Type ★ Account Balance Add

Bank Name	Branch Name	Account Number	Account Name	Account Type	Account Balance	Primay A/C	Delete
7010 - Bank of Ceylon	2 - Kandy	568102	K.P.M..Gamage	Saving	100,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Bank Name: Select the bank name.

Bank Name ★

----Select a Bank----

----Select a Bank----

7010 - Bank of Ceylon

7038 - Standard Chartered Bank

7047 - Citi bank N. A.

7056 - Commercial Bank Of Ceylon PLC

7074 - Habib Bank Limited

7083 - Hatton National Bank PLC

- Branch Name: Select the branch name.

Branch Name ★

----Select a Branch----

----Select a Branch----

1 - City Office

2 - Kandy

3 - Galle Fort

4 - Pettah

5 - Jaffna

6 - Trincomalee

- Set up Bank & Branch Details Button: User can update bank and branch details from here.
- Account Holder Name: Enter the customer account name.
- Account Number: Enter the customer account number.
- Account Type: Select the customer account type.

Account Type ★

----Select a Type----

----Select a Type----

Saving

Current Account

- Account Balance: Current Account Balance.
- Add Button: Click “Add” and repeat the same procedure to add more bank details.
- Primary A/C Checkbox: User can set an account as a primary account. Setting up a primary account is mandatory.

Relationships

Customer Creation
Save and Send for Authorize
New Customer
Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
------------------------	-----------------	-------------	----------------------	-------------------	--------------	---------------	--------------	---------	--------

Relationship <input type="text" value="----Select a relationship----"/>	Name of Relation <input type="text"/>	Gender <input type="text" value="--Select a Gender--"/>	Age <input type="text"/>
ID Type <input type="text" value="--Select a ID Type--"/>	Identification Number <input type="text"/>	Mobile Number <input type="text"/>	Employment Status <input type="text" value="--Select Employment--"/>

Address

Add

Head of Home Info

Head of Home <input type="text" value="--Select--"/>	Number of Dependents <input type="text"/>
---	--

- Relationship: Select the relationship with the customer.

Relationship

----Select a relationship----

----Select a relationship----

Father

Mother

Brother

Sister

Son

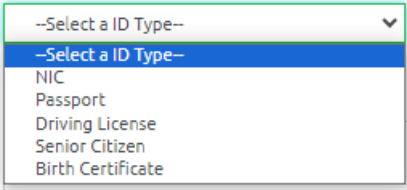
Daughter

Husband

Wife

- Name of Relation: Enter the full name of the relation.
- Gender: Enter the gender of the relation.
- Age: Enter the age of the relation.
- ID Type: Select the id type.

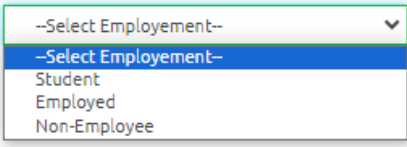
ID Type



--Select a ID Type--
--Select a ID Type--
NIC
Passport
Driving License
Senior Citizen
Birth Certificate

- Identification Number: Enter the identification number from the respective id type.
- Mobile Number: Enter the relation contact number.
- Employment Status: Select the employment status.

Employment Status



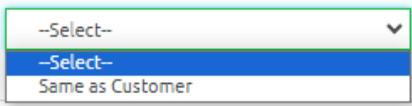
--Select Employment--
--Select Employment--
Student
Employed
Non-Employee

- Address: Enter the relation address.

Head Home Info

- Head of Home: Select the head of home.

Head of Home



--Select--
--Select--
Same as Customer

- Number of Dependents: Enter the number of dependents.
- Add Button: Click “Add” and repeat the procedure to add more relations.

Manage Group

Customer Creation Save and Send for Authorize New Customer Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
------------------------	-----------------	-------------	----------------------	-------------------	--------------	---------------	--------------	---------	--------

Centre ★ Group ★ Member Number

- Center: Select the center (To be set up in [Micro Banking - Center Creation](#)).

Centre ★

----Select a center----

----Select a center----

Office

Divi Naguma

- Group: Select the society from the respective center.

Group ★

----Select a group----

----Select a group----

Divi Naguma

Remarks

User can enter any required notes relevant to the customer onboarding process. Hence, it is not a mandatory field to create a customer.

Customer Creation Save and Send for Authorize New Customer Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
------------------------	-----------------	-------------	----------------------	-------------------	--------------	---------------	--------------	---------	--------

Remarks

Audits

Audit tab provides a record of activities of the created user including customer-created/edited date, authorized/rejected date, responsible person, etc. Users are incapable of making any changes in this tab.

Customer Creation Save and Send for Authorize New Customer Save

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
------------------------	-----------------	-------------	----------------------	-------------------	--------------	---------------	--------------	---------	--------

- Save and Send for Authorize Button: After entering all the details, click on the “Save and Send for Authorize Button” button to save and authorize all at once.
- New Customer Button: User can add a new customer.
- Save Button: After entering all the details, click on the “Save” button to save and create the customer.

Edit Customer

This module is used to update or correct any false/invalid information of a saved customer before and after customer authorization.

Although searching is useful to find a single customer profile, filtering allows you to view all the customers that match one or more criteria. You can search for any part of a customer's name, ID number, Customer Number or Branch. Hence, enter a search term into the relevant box and click on Search and your customer profile list will update to show you the customers that match that term.

Customer Search

Customer Name ID Number

Customer Number Branch

Search from Results

Full Name	Status	ID Number	Branch	Customer Number	Select
Sakuni Piyumika Perera	Active	199074147852	Head Office	10001000060	<input type="button" value="⌵"/>

Page Size Go to Page

- Customer Search: User can search customer by using Customer Name, ID Number, Customer Number or Branch.

Customer Name ID Number

Customer Number Branch

- Clear Button: Clear the search data.

- Search from Results Option: Users will be able to filter further using the search text box.
- Grid Option: Search results will display as a grid where the user can select the required customer. To remove the filters, click on “clear”.
- Select Option: Select the relevant profile that you want to edit.
- Page Size: User can set number of search records to be displayed in a single page.
- Go to Page: User can toggle between search pages.

On the Edit customer screen, update the relevant customer details accordingly in editable fields by navigating into the necessary tab.

Edit Customer Save and Send for Authorize Back New Customer

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits	
Customer Number 10001000062	Customer Type * Personal	Customer Subtype * Individual	Status Active	Customer Ownership * Head Office	<input checked="" type="checkbox"/> KYC Uploaded	Salutation * Mr	First Name * Ama	Last Name * Gamage	Full Name * Ama Gamage	Name with Initial A.Gamage
ID Type * NIC	ID Number * 836020410V	Date of Birth * 11-04-1983	Age 40 Years	Age Category Normal	Gender * Female	Marital Status * Single	Level of education * Degree	Rating * 1	<input type="button" value="Share Member"/>	

- Back Button: Go back to the “Customer Search” screen.
- Save and Send for Authorize Button: After entering all the details, click on the “Save and Send for Authorize Button” button to save and authorize all at once.
- New Customer Button: User can add a new customer.

Authorize Customer

Once a new customer is created, it will require authorization to complete the customer registration process. The authorization request will be forwarded to an administrative role. Subsequently, the permitted administrator would go through all customer details ahead of authorization.

When an existing customer is edited that would also require going through the approval process. Once an edited customer request is approved, the changes will be reflected in the relevant tabs of the customer profile.

The system will retrieve a list of pending approval for new customers and existing customers. Select the required customer to authorize. Using the search text box, the user can search for authorization pending customers from the list shown.

Authorize Customer

Show entries Search:

Customer Number	Full Name	ID Number	Status	Action	Created By	Created Date	Select
10001000004	Tharind Rewathe	200252404422	Active	Pending Approval	admin	23-06-2024	
10001000005	Haritha Weerasinghe	200252404425	Active	Pending Approval	admin	02-06-2022	

- **Select Option:** Select the relevant profile that you want to authorize.

Authorize Customer

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audits
Customer Number <input type="text" value="10001000005"/>	Customer Type ★ <input type="text" value="Personal"/>	Customer Subtype ★ <input type="text" value="Individual"/>	Customer Ownership ★ <input type="text" value="Head Office"/>	<input checked="" type="checkbox"/> KYC Uploaded	Salutation ★ <input type="text" value="Mr"/>	First Name ★ <input type="text" value="Haritha"/>	Last Name ★ <input type="text" value="Weerasinghe"/>	Full Name ★ <input type="text" value="Haritha Weerasinghe"/>	Name with Initial <input type="text" value="H.Weerasinghe"/>
ID Type ★ <input type="text" value="NIC"/>	ID Number ★ <input type="text" value="200252404425"/>	Date of Birth ★ <input type="text" value="24-01-2002"/>	Age <input type="text" value="21 Years"/>	Age Category <input type="text" value="Normal"/>	Gender ★ <input type="text" value="Female"/>	Marital Status ★ <input type="text" value="Single"/>	Level of education ★ <input type="text" value="OL"/>	Rating ★ <input type="text" value="1"/>	<input type="checkbox"/> Share Member

- **Back Button:** Go back to the “Authorize Customer” screen.
- **New Customer:** User can add a new customer.
- **Reject Button:** User can reject the maintenance by using Reject Button. Reject records will be routed to “Edit Customer”.
- **Authorize Button:** Click on the “Authorize” button to authorize the customer.

Customer Global View

You may refer to the “Enquiries” module.

Customer Attendance

This function helps to keep a record of customers' attendance as individuals or groups.

Using the given parameters select the relevant customer group.

Mark Customer Attendance Clear

Attendance Date

Branch Center Group

Customer Name	Customer Status	ID Number	Contact Number	Total Loan Amount	Outstanding Amount	Total Due Amount	Mark Attendance	Attendance	View
---------------	-----------------	-----------	----------------	-------------------	--------------------	------------------	-----------------	------------	------

- Attendance Date: Select the attendance date.

Attendance Date

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Branch: Select the branch.

Branch

----Select Branch----

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Center: Select the center.

Center

- Group: Select the group.

Group

- Clear Button: Clear the searched data.

Customers relevant to the selected parameters will be listed down as shown below;

Customer Name	Customer Status	ID Number	Contact Number	Total Loan Amount	Outstanding Amount	Total Due Amount	Mark Attendance	Attendance	View
Anya Cooray	Active	61523146132467321672		0.00	0.00	0.00	👤		👁
Amal Perera	Active	200128201313		200,000.00	26,487.92	181,505.59	👤		👁
Jamie Pereira	Active	7336426356324576		510,000.00	158,333.60	363,912.43	👤		👁

Click on the “view” icon to view customer attendance.

Loan Outstanding Details ✕

Customer : Amal Perera

Branch	Center	Group	Loan Number	Product Type	Loan Status	Loan Granted Date	Loan Cycle	Ccy	Granted Amount	Principal Outstanding Amount	Total Due Amount	Installment
Head Office	Divi Naguma	Divi Naguma	10002261230120	Facility Account	Performing	23-06-2024	1	LKR	213,910.45	-91,314.12	0.00	26,716.80

Close

Click on the “mark attendance” icon to enlarge attendance screen. Click on the relevant attendance label to mark.

Mark Attendance ✕

Present

PR

Late Informed

LI

Late Not Informed

LN

Absent Informed

AI

Absent Not Informed

AN

Close

Blacklisted Customer Management

This function helps to identify and mark system/external customers as blacklisted based on the information received from third parties or on organizational experience.

Upload Blacklisted Customer

User can upload Politically Exposed and Blacklisted Customers using an Excel sheet.

Upload Politically Exposed and Blacklisted Customers Save Clear Download Format

Source ★ Reason ★

File ★

No file chosen

ID Number	Customer Name	Existing Customer

- Source: Select the source of information received about the customers.

Source ★

---Select a source---

---Select a source---

Central Bank

CRIB

Internal

- Reason: Select the reason to blacklist.

Reason ★

---Select a reason---

---Select a reason---

Blacklisted

Politically Exposed

- File: Select the excel sheet of the blacklisted or political exposed customers.
- Upload Button: Upload the excel sheet.
- Save Button: After entering all the details, click on the “Save” button to save details.
- Clear Button: Clear the search data.
- Download Format Button: Download the excel sheet.

View Blacklisted Customer

Users will be able to view blacklisted customers and valid users will be able to remove selected customers.

User can view blacklisted customers as shown below;

Blacklisted Customer List

ID Number	Customer Name	Existing Customer	Blacklisted By	Date	Remove
677092629V	KANPADALA GAMAGE SIRIYAWATHI	Yes		05-07-2023	⊖
200252404422	Tharind Rewathe	Yes	Core Admin	18-07-2023	⊖

- **Search Button:** Using the ID Number and Customer Name, user can search out for any customer in the blacklist.
- **Clear Button:** Clear the search data.
- **Remove Option:** User can remove a particular blacklisted customer from the list.

Customer Report

Improving productivity, accuracy, and timeliness the ECOru system is capable of generating multiple reports by sorting data through various filtering. To meet organizational needs most appropriately, users can choose different criteria when generating customers' relevant reports.

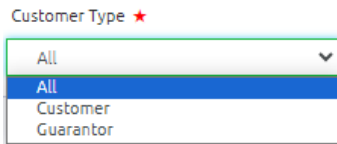
Customer Detail Report

This report can be generated by filtering out available customers based on different criteria including customer status and the created date range.

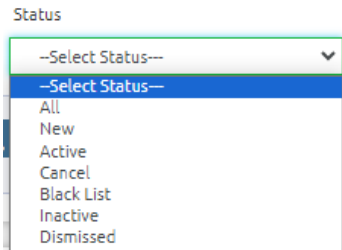
Customer Detail Report

Show Report

- **Customer Type:** Select the type of customers required to include in the Report.



- Status: Select the customer status.

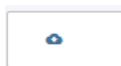


- From Date: Select the date from which the report should be generated.
- To Date: Select up to which date the report should be generated.
- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the customers based on the applied filters.

CUSTOMER NO	CREATED DATE	STATUS	ID TYPE	ID NUMBER	FIRST NAME	LAST NAME	MOBILE NO	DATE OF BIRTH	MAILING ADDRESS	PERMANENT ADDRESS
10001000001	18-01-2023	Active	NIC	790790790V	KUMAR	SANGAKKARA		19-03-1979	NO 55 GALLE ROAD COLOMBO 01	NO 55 GALLE ROAD COLOMBO 01
10001000002	25-02-2023	Active	NIC	198111000382	KANNANGARA ARACHCHIGE	MALKA SHIRATH KANNANGARA		19-04-1981	31/186 PALLIGODA SOUTH MATHUGAMA	31/186 PALLIGODA SOUTH MATHUGAMA

- Search Button: User can search a specific record by using keywords.
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Center Performance Report

The Centre performance report generates the sum of individuals' loans over the selection parameters.

Centre Performance Report Show Report

Branch

----Select Branch----

Centre

----Select Centre----

Product

---Select a Product---

From Date *

DD-MM-YYYY

To Date *

26-01-2025

Detail Summary

Search for...

- Branch: Select a branch.

Branch

----Select Branch----

---Select Branch---

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Center: Select a Center.

Centre

----Select Centre----

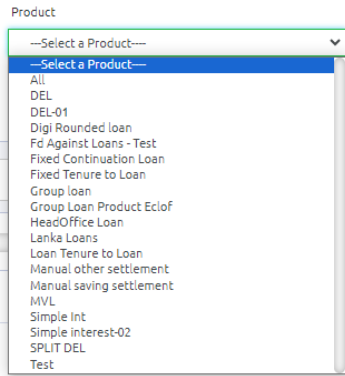
---Select Centre---

All

Office

Divi Naguma

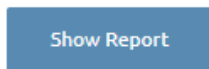
- Product: Select a loan product.



- From Date: Select the date from which the report should be generated.
- To Date: Select up to which date the report should be generated.
- Detail Report: Customer wise.
- Summary Report: Product-wise.



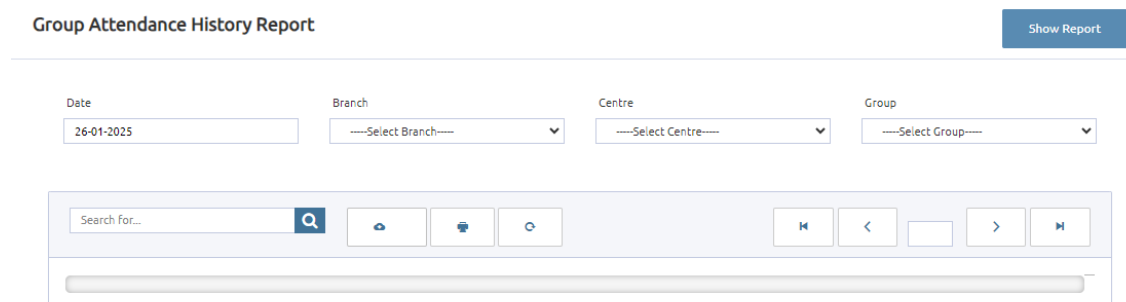
- Show Report Button: Click “Show Report” button, to view the report.



The system will provide a detailed report of the customers based on the applied filters.

Group Attendance Report

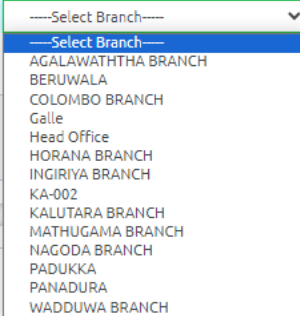
The Attendance reports provide information about group members’ attendance. Users can generate the report based on the selected date, branch, center & group.



- Date: Select a date.

- Branch: Select a branch.

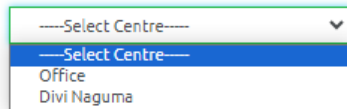
Branch



A dropdown menu titled "Branch" with a light blue border. The menu is open, showing a list of options. The top two options are "----Select Branch----" and "----Select Branch----", both with a small downward arrow on the right. Below these are several branch names: AGALAWATHTHA BRANCH, BERUWALA, COLOMBO BRANCH, Galle, Head Office, HORANA BRANCH, INGIRIYA BRANCH, KA-002, KALUTARA BRANCH, MATHUGAMA BRANCH, NAGODA BRANCH, PADUKKA, PANADURA, and WADDUWA BRANCH. The "----Select Branch----" option is currently selected and highlighted in blue.

- Center: Select a center.

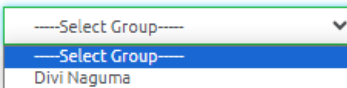
Centre



A dropdown menu titled "Centre" with a light blue border. The menu is open, showing a list of options. The top two options are "----Select Centre----" and "----Select Centre----", both with a small downward arrow on the right. Below these are "Office" and "Divi Naguma". The "----Select Centre----" option is currently selected and highlighted in blue.

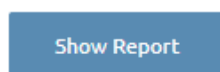
- Group: Select the group.

Group



A dropdown menu titled "Group" with a light blue border. The menu is open, showing a list of options. The top two options are "----Select Group----" and "----Select Group----", both with a small downward arrow on the right. Below these is "Divi Naguma". The "----Select Group----" option is currently selected and highlighted in blue.

- Show Report Button: Click “Show Report” button, to view the report.



The system will provide a detailed report of selected customer groups based on the applied filters.

Member Attendance Report

Member Attendance Report shows an attendance history relevant to a specific member during a specific date range. Users can generate the report based on the branch, center & individual member.

Member Attendance History Report

Show Report

Date: Branch: Center: Group:

Member Name:

Search for... [Search] [Home] [Refresh] [Reset] [Previous] [Next] [First] [Last]

- Date: Select a date.
- Branch: Select a branch.

Branch

----Select Branch----

----Select Branch----

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Center: Select a center.

Centre

----Select Centre----

----Select Centre----

Office

Divi Naguma

- Group: Select the group.

Group

----Select Group----

----Select Group----

Divi Naguma

- Member Name: Select the member's name.

Member Name

----Select Member----

----Select Member----

Anya Cooray

Amal Perera

Jamie Pereira

Vimal Perera

Ashan Fernando

Sarath Perera

- Show Report Button: Click “Show Report” button, to view the report.

Show Report

The system will provide a detailed report of selected customer based on the applied filters.

Society Global View

Society Global View

Society List

<p>Branch</p> <div style="border: 1px solid #ccc; padding: 2px;">----Select a Branch----</div>	<p>Centre</p> <div style="border: 1px solid #ccc; padding: 2px;">----Select a Centre----</div>	<p>Society Number</p> <div style="border: 1px solid #ccc; height: 20px;"></div>
<p>Society Name</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #0070c0; padding: 5px 15px; background-color: #0070c0; color: white; cursor: pointer;">Search</div> <div style="border: 1px solid #0070c0; padding: 5px 15px; background-color: #0070c0; color: white; cursor: pointer;">Clear</div> </div>	

- Branch: Select a branch.
- Center: Select a center.
- Society Number: Enter the society number.
- Society Name: Enter the society name.
- Clear Button: Clear the search data.

Signature Management

The Signature Management Module in a core banking application is a crucial component that facilitates secure and efficient handling of customer signatures. This

module is designed to capture, store, and manage signatures associated with customer accounts and transactions.

It ensures the integrity of signatures for authentication purposes, enhances the security of financial transactions, and helps comply with regulatory requirements.

The Signature Management Module typically allows users to update, verify, and retrieve signatures, providing a centralized and organized system to streamline signature-related processes within the core banking system.

Add Signature

The "Add Signature" option within the Signature Management in our core banking product empowers users to seamlessly integrate new signatures into the system. This feature facilitates a straightforward process for capturing and incorporating signatures associated with customer accounts. Users can easily upload, verify, and link signatures to specific customer profiles, ensuring accuracy and compliance.


Add Signature Search Customer

Customer Number Customer Name

Description

Signature Number

Signature



Date/Time	Signature No	Status	View Signature	View History

Activate Windows
Go to Settings to activate Windows.

- **Search Customer Button:** Search for any part of a customer's name, ID number, Customer Number, Branch, Center or Group. Hence, enter a search term into the relevant box and click on Search and the customer profile list will update to show you the customers who match that term.

Customer Search ✕

Customer Name <input type="text"/>	ID Number <input type="text"/>
Customer Number <input type="text"/>	Branch <input type="text" value="--All Branch--"/>
Center <input type="text" value="--All Center--"/>	Group <input type="text" value="--All Group--"/>

- Customer Number, Customer Name, Signature Number: These records will be uploaded when searching for a particular customer by using the criteria of Customer Search.
- Description: Enter a description.
- Add Button: Add a signature by using the “Add” button.
- Clear Button: Clear the signature data fields.
- Zoom In Button: Zoom the signature image.
- Zoom Out Button: Zoom out the signature image.
- Fit to normal Button: Fit to normal the signature image.

Steps

1. Click on “Add Signature” function.
2. Click on “Search Customer” button.
3. Search for any part of a customer's name, ID number, Customer Number, Branch, Center or Group. Hence, enter a search term into the relevant box and click on Search and the customer profile list will update to show you the customers who match that term.
4. Then, the User can select a customer.
5. According to the selected customer, Customer Number, Customer Name and Signature Number will be auto - filled.

6. Enter a description (optional).
7. Add an image of the customer signature by using “Add” button.
8. If the user wants to clear the signature data fields, user can click “Clear” button.
9. User can zoom the signature image by using “Zoom In” button.
10. User can zoom out the signature image by using “Zoom Out” button.
11. User can fit the signature image to normal by using “Fit to normal” button.

Delete Signature

Delete Signature Search Customer

Date/Time	User	Signature No	Status	Delete

- Search Customer Button: Search for any part of a customer's name, ID number, Customer Number, Branch, Center or Group. Hence, enter a search term into the relevant box and click on Search and the customer profile list will update to show you the customers who match that term.

Customer Search ✕

Customer Name <input type="text"/>	ID Number <input type="text"/>
Customer Number <input type="text"/>	Branch <input type="text" value="--All Branch--"/>
Center <input type="text" value="--All Center--"/>	Group <input type="text" value="--All Group--"/>

- Delete Option: By clicking the delete option, user can delete the customer signature.

Delete Signature Search Customer

Date/Time	User	Signature No	Status	Delete
14-Nov-2023 09:33:18	Core Admin	1	Active	●

Steps
















1. Click on “Delete Signature” function.
2. Click on “Search Customer” button.
3. Search for any part of a customer's name, ID number, Customer Number, Branch, Center or Group. Hence, enter a search term into the relevant box and click on Search and the customer profile list will update to show you the customers who match that term.
4. Then, the User can select a customer.
5. By clicking the delete option, the user can delete the customer signature.

Once user deleted a customer signature by using the “Delete Signature” function, the status of the respective signature will reflect as “Inactive” in the grid in “Add Signature” function.

Cash Management

Cash Management module is consisting of below listed foremost functions. User visibility of available functionalities will be based on the role that is associated with the user.

Cash Management

Cash Management		
 Cash Deposit	 Loan Repayment	 Loan Repayment - Account Bulk
 Account Bulk Payment Print	 Minor Cash Withdraw Approval	 Loan Repayment - Multiple Accounts
 Cash Withdrawal	 Loan Disbursement	 Teller GL Transaction
 Cheque Deposit	 Miscellaneous Transaction	 Loan Charge Collection
 Foreign Currency Buy/Sell	 Voucher Deposit	 Term Deposit Cash Withdrawal

Cash Deposit

This function is used to collect cash from the customers and deposit to their accounts.

Cash Deposit

PROCEED
ACCOUNT TRANSACTION HISTORY
SAVINGS ACCOUNT PROFILE
CUSTOMER PROFILE
CLEAR

Account Number

Product

Customer Name

Branch

NIC

Currency

Account Status

Joint Customer

Transaction Amount

Cash Received Amount

Balance to Customer

Reference Details

- **Account Number:** User can enter / search particular account number via this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number.
- **Customer Name, ID Number, Product, Branch, Currency, Account Status, Joint Customer:** When user selects a customer from search results, above fields will be auto - filled.
- **Transaction Amount:** Enter the amount which the customer wants deposit.

- Cash Received Amount: Enter the amount customer paid in cash.
- Balance to Customer: This is the balance to be settle to the customer (Auto generated).
(Cash Received Amount - Transaction Amount)
- Reference Details: Any detailed reference to the payment can be entered here.
- Account Transaction Button: By clicking “Account Transaction” button, user can view account balance and account transaction details.

Account Transaction History Informations ✕

Press esc key to exit

VIEW TRANSACTIONS
BACK

Account Number <input type="text" value="1000110100020"/>	From Date <input type="text" value="26-01-2025"/>	To Date <input type="text" value="26-01-2025"/>
Account Name <input type="text" value="saving4"/>	Account Type <input type="text" value="Savings Account"/>	Product <input type="text" value="NORMAL SAVINGS M"/>
Status <input type="text" value="Active"/>	Branch <input type="text" value="Head Office"/>	Customer Type <input type="text" value="Personnel"/>

Ledger Balance	Actual Balance	Available Balance
7,431.65	7,431.65	7,431.65

- Savings Account Profile Button: By clicking “Savings Account Profile” button, user can view the account profile details.

Saving Account Informations ✕

Press esc key to exit

Personal Details |
 Customer/Joint Customer Information |
 Interest Rates Information |
 Customer Signatures |
 Nominees Information |
 Checklist Information |
 Introducer Information |
 Marketing Officer |
 Audit

Account Number <input type="text" value="1000110100020"/>	Account Name <input type="text" value="saving4"/>	Status <input type="text" value="Active"/>
Customer Number <input type="text" value="10001000049"/>	Customer Name <input type="text" value="Pawani Perera"/>	Branch <input type="text" value="---Select a Branch---"/>
Product <input type="text" value="NORMAL SAVINGS M"/>	Product Description <input type="text" value="1101 - NORMAL SAVINGS M"/>	Currency <input type="text" value="LKR - Sri Lankan Rupees"/>
Product Tag <input type="text" value="Member Normal Savings"/>		

- Customer Profile Button: By clicking “Customer Profile” button, user can view the customer profile details.

Customer Informations ✕

Press esc key to exit

Customer Basic Details |
 Contact Details |
 Attachments |
 Assets & Liabilities |
 Income & Expenses |
 Bank Details |
 Relationships |
 Manage Group |
 Remarks |
 Audits

Customer Number <input type="text" value="10001000049"/>	Customer Type <input type="text" value="Personal"/>	Customer Subtype <input type="text" value="Individual"/>	Status <input type="text" value="Active"/>
Customer Ownership <input type="text" value="Head Office"/>			
<input checked="" type="checkbox"/> KYC Uploaded			
Salutation <input type="text" value="Mrs"/>	First Name <input type="text" value="Pawani"/>	Last Name <input type="text" value="Perera"/>	Full Name <input type="text" value="Pawani Perera"/>
			Name with Initial <input type="text" value="P.Perera"/>
ID Type <input type="text" value="NIC"/>	ID Number <input type="text" value="199467234152"/>	Date of Birth <input type="text" value="20-06-1994"/>	Age <input type="text" value="29 Years"/>
Age Category <input type="text" value="Normal"/>	Gender <input type="text" value="Female"/>	Marital Status <input type="text" value="Married"/>	Level of education <input type="text" value="AL"/>
			Rating <input type="text" value="2"/>

Share Member

- Proceed Button: Proceed the transaction.

- ❖ **Note: User Administration > User Profile > Allow Denomination.** If user check the checkbox, then it's mandatory to select the denomination.

Transaction Denomination ✕

Cash In Denomination: 120,000.00 LKR Cash Out Denomination: 20,000.00 LKR

Value	Count	Amount	Value	Count	Amount
5000	<input type="text" value="0"/>	0.00	5000	<input type="text" value="0"/>	0.00
2000	<input type="text" value="0"/>	0.00	2000	<input type="text" value="0"/>	0.00
1000	<input type="text" value="0"/>	0.00	1000	<input type="text" value="0"/>	0.00
500	<input type="text" value="0"/>	0.00	500	<input type="text" value="0"/>	0.00
100	<input type="text" value="0"/>	0.00	100	<input type="text" value="0"/>	0.00
50	<input type="text" value="0"/>	0.00	50	<input type="text" value="0"/>	0.00
20	<input type="text" value="0"/>	0.00	20	<input type="text" value="0"/>	0.00
10	<input type="text" value="0"/>	0.00	10	<input type="text" value="0"/>	0.00
5	<input type="text" value="0"/>	0.00	5	<input type="text" value="0"/>	0.00
2	<input type="text" value="0"/>	0.00	2	<input type="text" value="0"/>	0.00
Coins	<input type="text" value="0.00"/>	0.00	Coins	<input type="text" value="0.00"/>	0.00
Total			Total		
0.00			0.00		

PROCEED
CLEAR

- Clear Button: Clear the filled data.

Steps

1. Click on “cash deposit” function.
2. Enter customer account number or Click on the search icon to get more searching parameters such as Customer Name, ID Number, Customer Number and Account Number and click on “Search” button.
3. Search results will display the customer’s available accounts and related details. Select the appropriate account to deposit cash.
4. Customer account details will automatically be filled, the cash collection details should be filled by the user.
5. The ECOru system facilitates you to know more about the customer before you proceed the transaction if and when required. It is possible to check out the account transaction history, account profile and customer profile by just clicking the buttons.

6. Once complete filling all required data, click the proceed button (on the top) to proceed the transaction.
7. Once the transaction succeeds, the user will get a printable transaction receipt.

Note : Transaction receipt can be customized by the user in Report Template Designer (System Administration)



8. There will be a popup notification with a shortcut to update the passbook after the transaction. If you want to proceed press OK or Cancel it.

Loan Repayment

This function is available to proceed with customer loan repayments.

Loan Re-payment

PROCEED
CLEAR
CUSTOMER PROFILE
LOAN INQUIRY PROFILE

Loan Number *

Loan Status

Customer Name

Product

Loan Amount

First Installment Amount

Next Due Date

Capital Due

Interest Accrued

Charges Due

Loan Status

Immediate Settlement

Payment Method *

Transaction Amount *

Cash Received *

Balance to Customer

Remark

Total Disbursed Amount

Currency

Total Due Amount

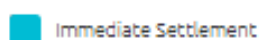
Interest Due

Interest for the As At Date

Penalty Due

- Loan Number: Enter the loan number.

- Loan Status: The current status of the loan.
- Customer Name: The loan borrower's name.
- Product: The loan product name.
- Loan Amount: The borrowed loan amount.
- Total Disbursement Account: The total disbursed amount.
- First Installment Amount: The first installment amount.
- Currency: The currency type.
- Next Due Date: The next payment due date.
- Total Due Amount: Total due/ arrears amount.
- Capital Due: Total capital due / arrears amount.
- Interest Due: Total interest due/ arrears amount.
- Interest Accrued: Accrued amount before the due.
- Interest for the As at Date: Accrued Interest + Due Interest
- Charges Due: Total loan charges due / arrears amount.
- Penalty Due: Loan penalty due amount.
- Immediate Settlement Checkbox: Untick "Process Immediate Settlement" box will proceed the transaction at the same time. Without Immediate Settlement Checkbox, transaction amount will be updated at the end of day process (EOD).



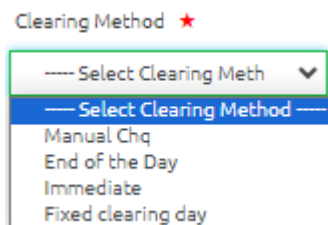
Payment Method: Select the payment method as "Cash".

- Transaction Amount: The amount which the customer is settling the loan.
- Cash Received: The amount handover by customer.
- Balance to Customer: The amount should be returned to the customer after settling the transaction amount.
- Remark: Record any notes relevant to the transaction (if available).
- User’s Till Balance will be updated.

Payment Method: Select the payment method as “Cheque”.

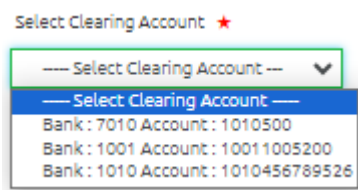
<input checked="" type="checkbox"/> Immediate Settlement	Clearing Method ★ ----- Select Clearing Meth ▾	Clearing Days <input type="text"/>	Clearing Date <input type="text"/>
Payment Method ★ Cheque ▾	Select Clearing Account ★ ----- Select Clearing Accoi ▾	Clearing Bank Name <input type="text"/>	Clearing Branch Name <input type="text"/>
Transaction Amount ★ <input type="text" value="0.00"/>	<hr/>		
Remark <input type="text"/>	Cheque Number ★ <input type="text"/>	Cheque Date ★ <input type="text" value="DD-MM-YYYY"/>	
	Cheque Bank Code ★ <input type="text"/>	Bank Name <input type="text"/>	
	Cheque Branch Code ★ <input type="text"/>	Cheque Branch Name <input type="text"/>	

- Transaction Amount: The amount customer is paying at the time by Cheque.
- Remark: Record any notes relevant to the transaction (if available).
- Clearing Method: Select the Cheque clearing method.



- Select Clearing Account: Select the Cheque cleaning account. It will automatically fill the clearing bank and branch field. Bank and Branches which are created in the

system administration under the bank branch details will be loaded here and those should be microfinance maintaining as savings or for the business purposes.



- Clearing Days: No of days that cheque should be cleared (According to the clearing method).
- Clearing Date: Date that cheque should be cleared (According to the clearing method).
- Clearing Bank Name: It will be automatically selected according to the clearing account.
- Clearing Branch Name: It will be automatically selected according to the clearing account.
- Cheque Number, Cheque Date, Cheque Bank Code, Bank Name, Cheque Branch Code and Cheque Branch Name: Enter Cheque details which is written on the Cheque.

❖ **Note:** [Payment Management > Cheque Clearing > Cheque Clearing](#)

- By filling the given fields, user can select the relevant cheque that yet to be cleared. Then, cheques can be either realize or return from the screen.

[Payment Management > Cheque Clearing > Cheque Clearing Authorize](#)

- By using the Cheque Clearing Authorize screen, user can authorize the relevant cheque.

[Enquiries > Account Enquiries > Bank Account Transactions](#)

- By entering the account number, User can enquire the details about the cheque.

Payment Method: Select the payment method as “Voucher” (Slip which is provided by the bank).

<input checked="" type="checkbox"/> Immediate Settlement	Our Account Number *	Bank Name	Branch Name
	---- Select Our Account Numbe	<input type="text"/>	<input type="text"/>
Payment Method *	Their Reference Number *		
Voucher	<input type="text"/>		
Transaction Amount *	Their Transaction Date *		
0.00	DD-MM-YYYY		
Remark			
<input type="text"/>			

- Transaction Amount: The amount customer is paying by the voucher.
- Remark: Record any notes relevant to the transaction (if available).
- Our Account Number: Select our account number which the voucher to be debited.

Our Account Number *

---- Select Our Account Numbe
---- Select Our Account Number----
Bank : 7010 Account : 1010500
Bank : 1001 Account : 10011005200
Bank : 1010 Account : 1010456789526

- Their Reference Number: Enter the reference number.
- Their Transaction Date: Select the transaction date (It’s not effected to the GL).
- Bank Name and Branch Name: After selecting our account number, respective data will be auto – filled to the fields.
- Customer Profile Button: By clicking “Customer Profile” button, user can view the customer profile details.

Customer Informations ✕

Customer Basic Details | Contact Details | Attachments | Assets & Liabilities | Income & Expenses | Bank Details | Relationships | Manage Group | Remarks | Audits

Customer Number: Customer Type: Customer Subtype: Status:

Customer Ownership:

KYC Uploaded

Salutation: First Name: Last Name: Full Name: Name with Initial:

ID Type: ID Number: Date of Birth: Age:

Age Category: Gender: Marital Status: Level of Education: Rating:

Share Member

- Loan Enquiry Profile Button: By clicking “Loan Enquiry Profile” button, user can view the loan enquiry profile details.
- Proceed Button: Proceed the transaction.

Transaction Denomination ✕

Cash In Denomination: 12,000.00 LKR

Value	Count	Amount
5000	<input type="text" value="02"/>	10,000.00
2000	<input type="text" value="0"/>	0.00
1000	<input type="text" value="0"/>	0.00
500	<input type="text" value="0"/>	0.00
100	<input type="text" value="0"/>	0.00
50	<input type="text" value="0"/>	0.00
20	<input type="text" value="0"/>	0.00
10	<input type="text" value="0"/>	0.00
5	<input type="text" value="0"/>	0.00
2	<input type="text" value="0"/>	0.00
Coins	<input type="text" value="0.00"/>	0.00
Total		10,000.00

Cash Out Denomination: 2,000.00 LKR

Value	Count	Amount
5000	<input type="text" value="0"/>	0.00
2000	<input style="border: 2px solid green;" type="text" value="1"/>	2,000.00
1000	<input type="text" value="0"/>	0.00
500	<input type="text" value="0"/>	0.00
100	<input type="text" value="0"/>	0.00
50	<input type="text" value="0"/>	0.00
20	<input type="text" value="0"/>	0.00
10	<input type="text" value="0"/>	0.00
5	<input type="text" value="0"/>	0.00
2	<input type="text" value="0"/>	0.00
Coins	<input type="text" value="0.00"/>	0.00
Total		2,000.00

PROCEED

CLEAR

- Clear Button: Clear the search data.

Note: Enquiries > Account Enquiries > Bank Account Transactions

- By entering the account number, User can enquire the details about the transaction.

Steps

1. Click on the “loan Repayment” function.
2. Enter the loan number or click on the search icon to get more searching parameters such as Customer Name, ID Number, Customer Number and Account Number.
3. Search results will display the customer’s available loans and related details. Select the appropriate loan to settle the repayment.
4. Selected loan details will be displayed.
5. To proceed with the payment, the user is required to fill up the below fields. Customers can repay the loan by Cash, Cheque, or voucher. Required fields to be filled will vary based on the selected payment method.
6. Once complete filling all required data, click the proceed button (on the top) to proceed the transaction.
7. The system facilitates knowing more about the customer before proceeding with the transaction if and when required. As shown below, it is possible to check out the customer profile and loan enquiry profile by just clicking the buttons.
8. The clear button helps to clear all the filled fields and to repeat the procedure.

Loan Repayment - Account Bulk

Payment can be done to the multiple loan accounts.

Loan Repayment- Account Bulk Proceed Clear

Batch Number

Fund Transfer Method * Payment Method *

Remark

Suspense Account - Control Account

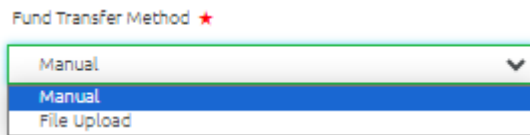
Suspense Account Account Name Currency

Customer Accounts

Loan Number * Transaction Amount *
 Add

Account Number	Customer Name	Loan Amount	Advance Amount	Remove
Number Of Transactions		Total Amount		
<input type="text"/>		<input type="text"/>		

- Batch Number: Batch Number will be generated automatically.
- Fund Transfer Method: Select the fund transfer method.



- Manual: User will have to add customers' accounts one by one manually.
- File upload: User can upload an excel file with the list of customer details at once.

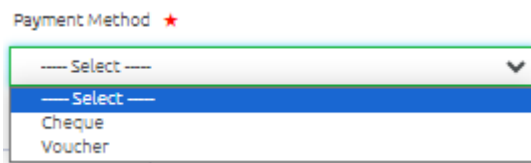
Loan Repayment- Account Bulk

Batch Number

Fund Transfer Method * File Upload * No file chosen Payment Method *

Remark

- Payment Method: Select the payment method as “Cheque”.



Loan Repayment- Account Bulk

Batch Number

Fund Transfer Method * Payment Method * Direct Deposit Cheque

Clearing Method * Clearing Days Clearing Date

Clearing Account * Clearing Bank Name Clearing Branch Name

Cheque Details

Cheque Amount * Cheque Number * Cheque Date * Ref No. *

Cheque Bank Code * Bank Name Cheque Branch Code * Cheque Branch Name

Remark

- Payment Method: Select the payment method as “Voucher”.

Loan Repayment- Account Bulk Proceed Clear

Batch Number

Fund Transfer Method * Payment Method *

Our Account Number * Bank Name Branch Name

Transaction Amount * Ref No. * Transaction Date *

Remark

- Remark: Record any notes relevant to the transaction (if available).

Suspense Account - Control Account

- Suspense Account: First user needs to create suspense GL account and needs to inform to the FINAP to create the suspense account to that GL account. It should be done by the backend.
- Account Name: Suspense Account Name
- Currency: Currency (LKR)

Customer Accounts

- Loan Number: Enter the loan number.
- Transaction Amount: Enter the transaction amount.
- Add Button: Click on the Add Button.
- Number of Transactions: Total number of loan accounts.
- Total Amount: Total of the transaction amount.

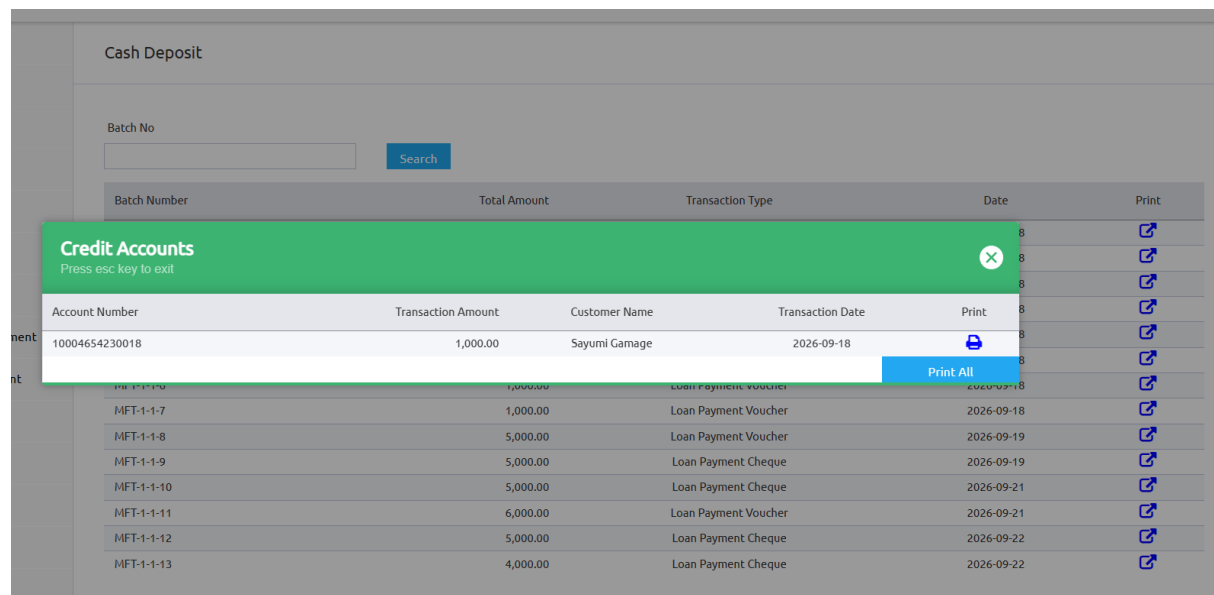
Steps

1. Click on the “Loan Repayment - Account Bulk” function.
2. Select the fund transfer method between “Manual” and “File Upload”.

3. Select the payment method between “Cheque” and “Voucher”.
4. Select direct “Deposit” or “Cheque” from radio buttons.
5. Upon the selected method, the system will display the different fields and fill them.
6. The system will identify the transaction debit account (suspense account).
7. If selected payment method is manual, search the customer account and enter the transaction amount then click add. To remove added customer account, click on the “Remove” button.
8. Click “Proceed” button to process the transaction.
9. Click “Clear” button to clear the filled data.

Account Bulk Payment Print

This function is available to proceed with customer loan repayments via cheques and vouchers in bulk.



Cash Deposit

Batch No

Search

Batch Number	Total Amount	Transaction Type	Date	Print
10004654230018	1,000.00	Sayumi Gamage	2026-09-18	
MFT-1-1-6	1,000.00	Loan Payment Voucher	2026-09-18	
MFT-1-1-7	1,000.00	Loan Payment Voucher	2026-09-18	
MFT-1-1-8	5,000.00	Loan Payment Voucher	2026-09-19	
MFT-1-1-9	5,000.00	Loan Payment Cheque	2026-09-19	
MFT-1-1-10	5,000.00	Loan Payment Cheque	2026-09-21	
MFT-1-1-11	6,000.00	Loan Payment Voucher	2026-09-21	
MFT-1-1-12	5,000.00	Loan Payment Cheque	2026-09-22	
MFT-1-1-13	4,000.00	Loan Payment Cheque	2026-09-22	

Credit Accounts
Press esc key to exit

Account Number	Transaction Amount	Customer Name	Transaction Date	Print
10004654230018	1,000.00	Sayumi Gamage	2026-09-18	

Print All

Steps

1. Click on the “Account Bulk Payment Print” function.
2. Using the search bar, the user can search by entering the batch

Number.

3. Click on the “print” button to expand the print screen.
4. A pop-up window will display the relevant transactions as shown below. Click on the print icon to print the receipts individually or click on the button to print all transactions in one receipt.

Minor Cash Withdraw Approval

If user doing a cash withdrawal from a minor account, it requires an approval from another user.

- User who is doing the transaction will get below error message.

- A user who has higher authorization from the same branch, will get the minor cash withdraw approval in below screen. He or She should authorize that.

Minor Cash Withdraw Approve

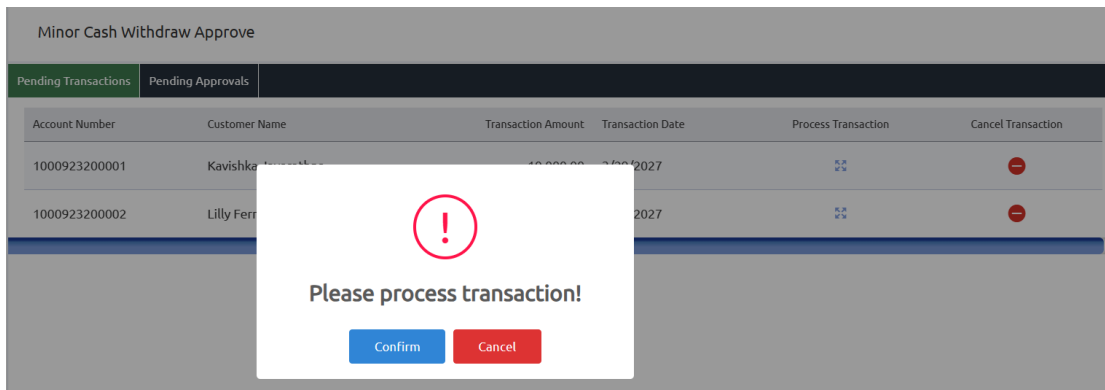
Pending Transactions		Pending Approvals				
Account Number	Customer Name	Transaction Amount	Transaction Date	Authorize	Reject	
1000923200002	Lilly Fernando	10,000.00	3/29/2027			

- Then the user who is trying to do the transaction only, will get the pending transaction after the authorization as below.

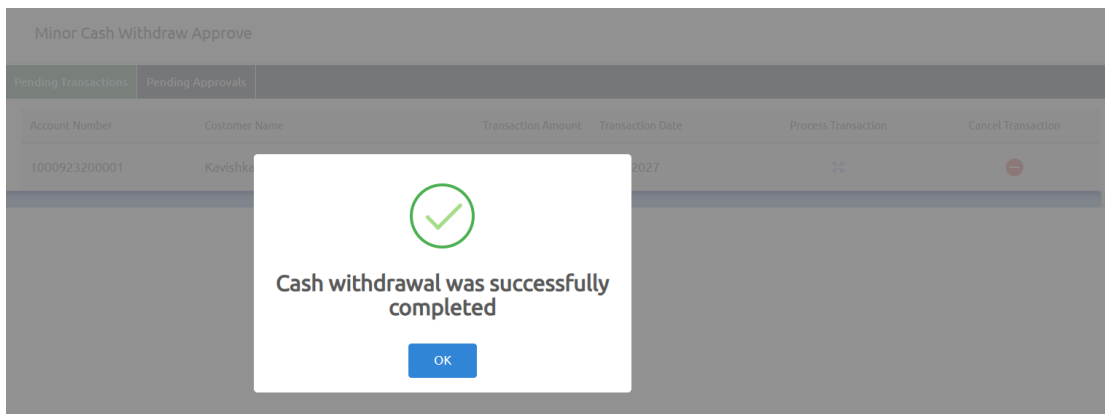
Minor Cash Withdraw Approve

Pending Transactions		Pending Approvals			
Account Number	Customer Name	Transaction Amount	Transaction Date	Process Transaction	Cancel Transaction
1000923200001	Kavishka Jayarathna	10,000.00	3/29/2027		
1000923200002	Lilly Fernando	10,000.00	3/29/2027		

- Once click on the expand icon, below confirmation message will be appear.



- After confirm it, the transaction will be successfully done.



Loan Repayment - Multiple Accounts

This function is available to proceed with customer loan repayments for group loans.

- Group Loan Payment Radio Button: User can filter a particular center and a group of members to proceed the transaction.

Loan Repayment - Multiple Accounts Proceed Clear

Group Loan Payment Loan Repayment - Bulk

Branch *
 Center *
 Group *
 Remark

- Branch: Select a branch.

Branch *

----Select a Branch----

—Select a Branch—

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Center: Select a center.

Center *

----Select a Center----

—Select a Center—

Office

Divi Naguma

- Group: Select a group.

Group *

----Select a Group----

—Select a Group—

ALL

Divi Naguma

- Remark: Record any notes relevant to the transaction (if available).
- Group Loan Payment Radio Button: By filing the Branch, Centre and Group, the relevant loan details will be appeared.

❖ **Note: The amount that yet to be repaid as Collection Amount.**

Loan Repayment - Multiple Accounts Proceed Clear

Group Loan Payment
 Loan Re-payment - Bulk

Branch *
 Center *
 Group *
 Remark

Loan Number	Customer Name	Identification No	Ccy	Loan Amount	Installment	Total Due Amount	Total Outstanding Amount	Arrears Days	Collection Amount	Advance Amount	Status	Remark
10002000230002	Ashan Jamal Fernando	200128753625	LKR	5,000.00	500.37	0.00	5,206.71	0	<input type="text" value="0.00"/>	0.00		

Number of Loans:
 Total Due Amount:
 Total Outstanding Amount:
 Total Collection Amount:

- **Proceed Button:** Proceed the transaction.
- **Clear Button:** Clear the filled data.
- **Loan Repayment - Bulk Radio Button:** User can process loan repayments for multiple loans at once.

Loan Repayment - Multiple Accounts Proceed Clear

Group Loan Payment
 Loan Re-payment - Bulk

Loan Number
 Collection Amount *

- **Loan Number:** User can enter / search particular loan number by using this field. User can search an account by using Customer Name, Branch, Customer Number and Loan Number.

Facility Search ✕

Loan Number
 Customer Number
 Branch

Customer Name

- **Collection Amount:** Enter the collection amount relevant to each customer in the collection column.
- **Add Button:** Clicking “Add” button to add loan number and collection amount.

Loan Repayment - Multiple Accounts Proceed Clear

Group Loan Payment
 Loan Re-payment - Bulk

Loan Number
 Collection Amount

Loan Number	Customer Name	Identification No	Ccy	Loan Amount	Installment	Total Due Amount	Total Outstanding Amount	Arrears Days	Collection Amount	Advance Amount	Status	Remark	Delete
10002261240010	Kavindu Perera	199852244102	LKR	101,000.00	21,118.02	0.00	0.00	0	<input type="text" value="10,000.00"/>	0.00		<input type="button" value="Expand"/>	<input type="button" value="Delete"/>
10002261240011	Kavindu Perera	199852244102	LKR	102,000.00	17,903.57	0.00	0.00	0	<input type="text" value="15,000.00"/>	0.00		<input type="button" value="Expand"/>	<input type="button" value="Delete"/>

Number of Loans
 Total Due Amount
 Total Outstanding Amount
 Total Collection Amount

❖ **Note: Selected loans shouldn't be in the same center and group.**

- Proceed Button: Proceed the transaction.
- Clear Button: Clear the filled data.

Steps

1. Click on the "Loan Repayment Bulk" function.
2. Select the transaction type between "Group Loan Payment" and "Loan Repayment - Bulk".
3. If "Group Loan Payment" is selected, follow the given steps;
 - i. Select the Branch.
 - ii. Select the Center.
 - iii. Select the Group.
 - iv. Then the user will get the following screen with the selected list of group members.
 - v. Enter the collection amount relevant to each customer in the collection column.
 - vi. Click the expand icon to add any remark relevant to each customer (if necessary).
4. If "Loan Re-payment - Bulk" is selected, follow the given steps;
 - i. Enter the loan number by clicking on the Search Icon to expand the searching parameters.
 - ii. Enter the loan collection amount and click the "Add" button.
 - iii. It will display other details of the loan.
 - iv. Click the expand icon to add any remark relevant to the loan (if necessary).

- v. Click the remove icon to delete the selected loan (if necessary).
5. Click on the “Proceed” button to process the transaction.
6. If user needs to clear the filled data, click on the “Clear” button.

Cash Withdrawal

This function is used to withdraw cash from customers’ savings accounts.

Cash Withdrawal

Proceed Savings Account Profile Customer Profile Customer Image Customer Signature Clear

Account Number: 1000110100020
 Customer Name: Pawani Perera
 NIC: 199467234152
 Product: NORMAL SAVINGS M
 Branch: Head Office
 Currency: LKR
 Account Status: Active
 Joint Customer: No

Available Balance: 107,448.68
 Ledger Balance: 107,448.68
 Transaction Amount: 20,000.00
 Reference Details: Withdrawal

- Account Number: User can enter / search a particular account number by using this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number.

Account Search

Customer Name:
 ID Number:
 Customer Number:
 Account Number:

Search Clear

- Customer Name, ID Number, Product, Branch, Currency, Account Status and Joint Customer: Once user selected the account number, respective data will be auto filled to the fields.
- Available Balance and Ledger Balance: Once user selected the account number, available balance and ledger balance will be auto filled to the fields.

- Transaction Amount: The amount customer wants to withdraw.
- Reference Details: User can enter any related comments.
- Saving Account Profile Button: By clicking “Savings Account Profile” button, user can view the account profile details.

Saving Account Informations ✕

Personal Details
Customer/Joint Customer Information
Interest Rates Information
Customer Signatures
Nominees Information
Checklist Information
Introducer Information
Marketing Officer
Audit

Account Number <input type="text" value="1000110100020"/>	Account Name <input type="text" value="savings4"/>	Status <input type="text" value="Active"/>
Customer Number <input type="text" value="10001000049"/>	Customer Name <input type="text" value="Pawani Perera"/>	Branch <input type="text" value="—Select a Branch—"/>
Product <input type="text" value="NORMAL SAVINGS M"/>	Product Description <input type="text" value="1101 - NORMAL SAVINGS M"/>	Currency <input type="text" value="LKR - Sri Lankan Rupees"/>
Product Tag <input type="text" value="Member Normal Savings"/>		
Signature No	Action Date	Action

- Customer Profile Button: By clicking “Customer Profile” button, user can view the customer profile details.

Customer Informations ✕

Customer Basic Details
Contact Details
Attachments
Assets & Liabilities
Income & Expenses
Bank Details
Relationships
Manage Group
Remarks
Audits

Customer Number <input type="text" value="10001000049"/>	Customer Type <input type="text" value="Personal"/>	Customer Subtype <input type="text" value="Individual"/>	Status <input type="text" value="Active"/>
Customer Ownership <input type="text" value="Head Office"/>	<input checked="" type="checkbox"/> KYC Uploaded		
Salutation <input type="text" value="Mrs"/>	First Name <input type="text" value="Pawani"/>	Last Name <input type="text" value="Perera"/>	Full Name <input type="text" value="Pawani Perera"/>
Name with Initial <input type="text" value="P.Perera"/>	ID Type <input type="text" value="NIC"/>	ID Number <input type="text" value="199467234152"/>	Date of Birth <input type="text" value="20-06-1994"/>
Age <input type="text" value="29 Years"/>	Age Category <input type="text" value="Normal"/>	Gender <input type="text" value="Female"/>	Marital Status <input type="text" value="Married"/>
Level of education <input type="text" value="AL"/>	Rating <input type="text" value="2"/>		

- Customer Image Button: By clicking “Customer Image” button, user can view the customer image.
- Customer Signature Button: By clicking “Customer Signature” button, user can view the customer signature details.

Customer Signature ✕
Press esc key to exit

Customer Number

Customer Name

Description

Signature Number Signing Limit

Signature

Zoom in

Zoom out

Fit to normal

Operating Instructions

No	Description	Signature Limit	View Signature
1		0	

- **Proceed Button:** Proceed the transaction. This button will appear after entering the transaction amount.
- **Clear Button:** Clear the filled data.

Steps

1. Click on “Cash Withdrawal” function.
2. To proceed the cash withdrawal search & select the relevant customer’s account or Click on the search icon to get more searching parameters such as Customer Name, ID Number, Customer Number and Account Number.
3. Search results will display the customer’s available accounts and related details. Select the appropriate account to deposit cash.
4. Customer details will automatically be displayed and the rest of the cash withdrawal details should be filled by the user.
5. Once complete filling all required data, click the proceed button (on the top) to proceed the transaction (“Proceed” button will appear after entering transaction amount).
6. User will get the following pop-up notification if the entered withdrawal amount is greater than account available balance. Double check the available balance and re-enter the possible transaction amount.



Transaction amount cannot be greater than the available account balance!



7. User will get the following pop-up notification if the teller till balance is not sufficient to proceed the withdrawal amount entered.



Teller till balance is not sufficient to do this transaction



8. The system facilitates you to know more about the customer before you proceed the transaction if and when required. After that, It is possible to check out customer saving account profile, customer profile, customer image and signature by clicking the buttons.
9. If some amount is hold from the account, user can't withdraw that amount. First user needs to remove the hold in Account Facility > Remove Hold.

Note: Updated balance can be viewed in the Balance Enquiry screen and Till should be updated.

Loan Disbursement

If particular loan has disbursement type as Cash those loans should be come to this screen.

Pending Loans To Disburse

Loan Number Customer Number Branch

Customer Name

Search From Results

Loan Number	Customer Name	Application Number	Disbursement Amount	Branch	Select
1000777230005	Malinga Wijesooriya	777	10,000.00	Head Office	<input type="button" value="Select"/>
1000777230003	Niyol Siriwardane	234	8,000.00	Head Office	<input type="button" value="Select"/>

- Loan Number, Customer Number, Branch and Customer Name: User can enter and search an account by using Loan Number, any part of Customer Name, Customer Number and Branch.
- Search Button: Click on the search button.
- Clear Button: Clear the search data.

Loan Cash Disbursement

Loan Number * Customer Name NIC

Product Branch Currency Account Status

Loan Amount

Loan Number	Approved Amount	Total Charges	Disbursable Amount	Status	Select
10005050230007	50,000.00	0.00	50,000.00	Approved	<input type="button" value="Select"/>

Total Disbursed Amount

Account Balance

Transaction Amount

Remark

- Remark: Record any notes relevant to the loan disbursement (if available).
- User mandatory to click on “Select” button. After that disbursement amount will be filled to the transaction amount field.

- Proceed Button: Click on “Proceed” to disburse the loan amount.
- Clear Button: Clear the filled data.
- Back Button: Go back to the search screen.

Steps

1. Click on “Loan Disbursement” function.
2. Enter/ search the Loan Number, any part of Customer Name, Customer Number and Branch. Select the loan account.
3. It will navigate user to the “Loan Cash Disbursement” screen.
4. The screen will display the approved disburseable amount. Click on “select”.
5. The transaction amount column will be filled with the selected loan amount to disburse.
6. Click on “Proceed” to disburse the loan amount.
7. Select the cash denominators to disburse the loan.
8. Print the loan disburse receipt.

Teller GL Transaction

This function is used to transfer cash between the GL account and teller.

Teller GL Transactions

Currency:

Transaction Type:

GL Account:

Transfer amount:

Remark:

Hq T/I Opening Balance:

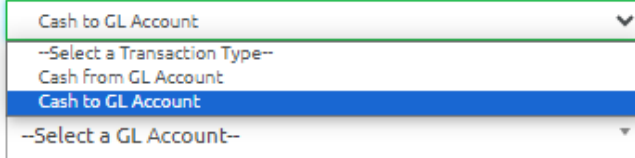
Hq T/I Current Balance:

Hq T/I Denominations		
Value	Count	Amount
5000	910.00	4,550,000.00
2000	1,385.00	2,770,000.00
1000	2,389.00	2,389,000.00
500	23.00	11,500.00
100	5,652.00	565,200.00
50	8.00	400.00
20	4.00	80.00
10	138.00	1,380.00
5	12.00	60.00
2	4.00	8.00
Coins	139,124.00	139,124.00
Total		10,216,632.00

Transfer Denominations			
Value	Count	Value	Amount
5000	<input type="text" value="0"/>	\$	0.00
2000	<input type="text" value="0"/>	\$	0.00
1000	<input type="text" value="0"/>	\$	0.00
500	<input type="text" value="0"/>	\$	0.00
100	<input type="text" value="0"/>	\$	0.00
50	<input type="text" value="0"/>	\$	0.00
20	<input type="text" value="0"/>	\$	0.00
10	<input type="text" value="0"/>	\$	0.00
5	<input type="text" value="0"/>	\$	0.00
2	<input type="text" value="0"/>	\$	0.00
Coins	<input type="text" value="0"/>	\$	0.00
Total			0.00

- Currency: Select the currency type.
- Transaction Type: Select the transaction type.
 - Cash from GL Account: Obtain cash from GL account to teller.
 - Cash to GL Account: Send cash from teller account to GL account.

Transaction Type



Cash to GL Account

--Select a Transaction Type--

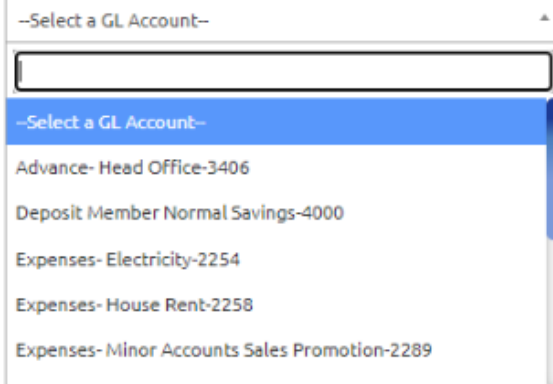
Cash from GL Account

Cash to GL Account

--Select a GL Account--

- GL Account: Select the GL account.

GL Account



--Select a GL Account--

--Select a GL Account--

Advance- Head Office-3406

Deposit Member Normal Savings-4000

Expenses- Electricity-2254

Expenses- House Rent-2258

Expenses- Minor Accounts Sales Promotion-2289

- Transfer Amount: Enter the transaction amount.
- Remark: Enter a remark (if necessary).
- My Till Opening Balance: Balance when opening the till.
- My Till Current Balance: Balance right now.
- Proceed Button: Proceed the transaction.
- Clear Button: Clear the filled data.

Steps

1. Click on “Teller GL Transaction” function.
2. Select the currency.
3. Select the transaction type.
4. Select the GL Account.
5. Enter transaction amount and remark (if necessary).
6. Check available cash denominations and enter the transfer denominations.
7. Click on “Proceed” to transfer.

Cheque Deposit

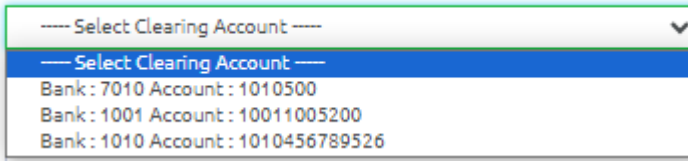
This function is used to deposit Cheque.

Single Account Radio Button: Select the “Single Account” radio button.

- **Clearing Method:** Select the clearing method.

- Clearing Days: No of days that cheque should be cleared (According to the clearing method).
- Clearing Date: Once the user selected the clearing method, the clearing date will be auto filled to the field.
- Clearing Account: Select the clearing account.

Clearing Account ★



---- Select Clearing Account ----

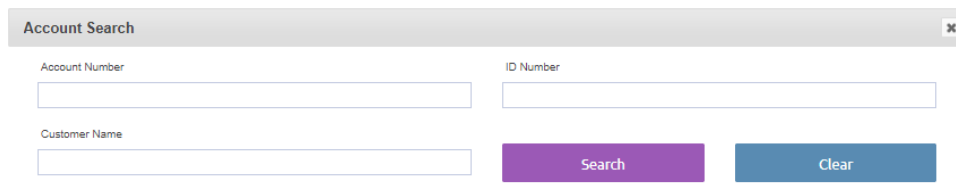
--- Select Clearing Account ---

Bank : 7010 Account : 1010500

Bank : 1001 Account : 10011005200

Bank : 1010 Account : 1010456789526

- Clearing Bank Name and Clearing Branch Name: Once user selected the clearing account, respective data will be auto filled to the fields.
- Reference Number: Enter the reference number.
- Account Number: User can enter / search particular account number by using this field. User can search an account by using Customer Name, ID Number and Account Number.



Account Search

Account Number

ID Number

Customer Name

Search

Clear

- Search Button: Click on the search button.
- Clear Button: Clear search data.
- Customer Name, Product and ID Number, Account Status, Currency and Branch: Once user selected the account number, respective data will be auto filled to the fields.
- Transaction Amount: Enter the transaction amount.
- Cheque Date: Enter the Cheque date.
- Cheque Bank Code: Enter the Cheque bank code.

- Cheque Branch Code: Enter the Cheque branch code.
- Cheque Number: Enter the Cheque number.
- Bank Name: According to the Cheque Bank Code and Cheque bank code, Bank Name will be auto uploaded.
- Cheque Branch Name: According to the Cheque Bank Code and Cheque bank code, Cheque Branch Name will be auto uploaded.

❖ **Note:** [Payment Management > Cheque Clearing > Cheque Clearing](#)

- By filling the given fields, user can select the relevant cheque that yet to be cleared. Then, cheques can be either realize or return from the screen.

[Payment Management > Cheque Clearing > Cheque Clearing Authorize](#)

- By using the Cheque Clearing Authorize screen, user can authorize the relevant cheque.

[Enquiries > Account Enquiries > Bank Account Transactions](#)

- By entering the account number, User can enquire the details about the cheque.

Multiple Account Radio Button: Select the “Multiple Account” radio button.

Proceed
Clear

Single Account

Clearing Method *

Clearing Account *

Reference Number

Multiple Account

Clearing Days

Clearing Bank Name

No of Cheque *

Single Account Multiple Cheque

Clearing Date

Clearing Branch Name

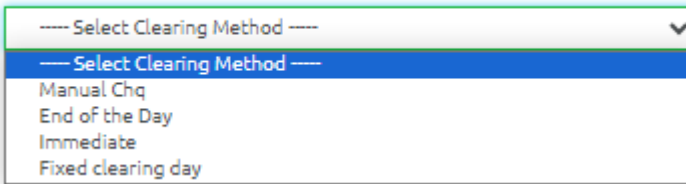
Total Amount *

Cheque Details

Line	Account Number	Cheque Date	Bank Code	Branch Code	Cheque Number	Amount	View	Add	Remove
1	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	🔍	+	×

- Clearing Method: Select the clearing method.

Clearing Method ★



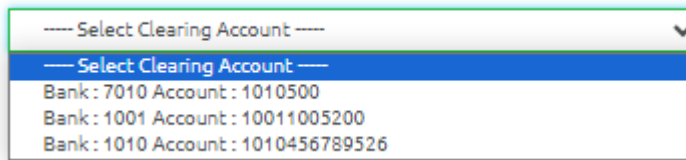
----- Select Clearing Method -----

----- Select Clearing Method -----

- Manual Chq
- End of the Day
- Immediate
- Fixed clearing day

- Clearing Days: No of days that cheque should be cleared (According to the clearing method).
- Clearing Date: Once the user selected the clearing method, the clearing date will be auto filled to the field.
- Clearing Account: Select the clearing account.

Clearing Account ★



----- Select Clearing Account -----

----- Select Clearing Account -----

- Bank : 7010 Account : 1010500
- Bank : 1001 Account : 10011005200
- Bank : 1010 Account : 1010456789526

- Clearing Bank Name and Clearing Branch Name: Once user selected the clearing account, respective data will be auto filled to the fields.
- Reference Number: Enter the reference number.
- No of Cheque: Enter the number of cheques.
- Total Amount: Enter the total amount.

Cheque Details

- Account Number: Enter the account number.
- Cheque Date: Enter the cheque date.
- Bank Code: Enter the bank code.
- Branch Code: Enter the branch code.

- Cheque Number: Enter the cheque number.
- Amount: Enter the amount.
- View Option: By clicking the view option, the user can view the cheque details.
- Add Option: By clicking the add option, the user can add the cheque details.
- Remove Option: By clicking the remove option, the user can remove the cheque details.
- Proceed Button: Proceed the transaction.
- Clear Button: Clear the filled data.

Steps

1. Click on “Cheque Deposit” function.
2. Enter Cheque clearing details (Method & Account).
3. If you select the “Single Account” radio button, there will be two sections to be filled.
 - i. To proceed the Cheque deposit, search & select the relevant customer’s account. Click on the search icon to get more searching parameters such as Customer Name, ID Number and Account Number.
 - ii. Search results will display the customer’s available accounts and related details. Select the appropriate account to deposit cash.
 - iii. Fill out the other required details.
 - iv. Once complete filling all required data, click the “proceed” button to process the transaction.
4. If you select the “Multiple Accounts” radio button, there will be two sections to be filled.
 - i. To proceed the Cheque deposit, search & select the relevant customer’s account. Click on the search icon to get more searching parameters such as Customer Name, ID Number and Account Number.
 - ii. Search results will display the customer’s available accounts and related details. Select the appropriate account to deposit cash.
 - iii. Fill out the other required details.
 - iv. Then, the user can view, add and remove the cheque deposit by using relevant options.

- v. Once complete filling all required data, click the “proceed” button to process the transaction.

❖ **Note:** [Payment Management > Cheque Clearing > Cheque Clearing](#)

- By filling the given fields, user can select the relevant cheque that yet to be cleared. Then, cheques can be either realize or return from the screen.

Payment Management > Cheque Clearing > Cheque Clearing Authorize

- By using the Cheque Clearing Authorize screen, user can authorize the relevant cheque.

Enquiries > Account Enquiries > Bank Account Transactions

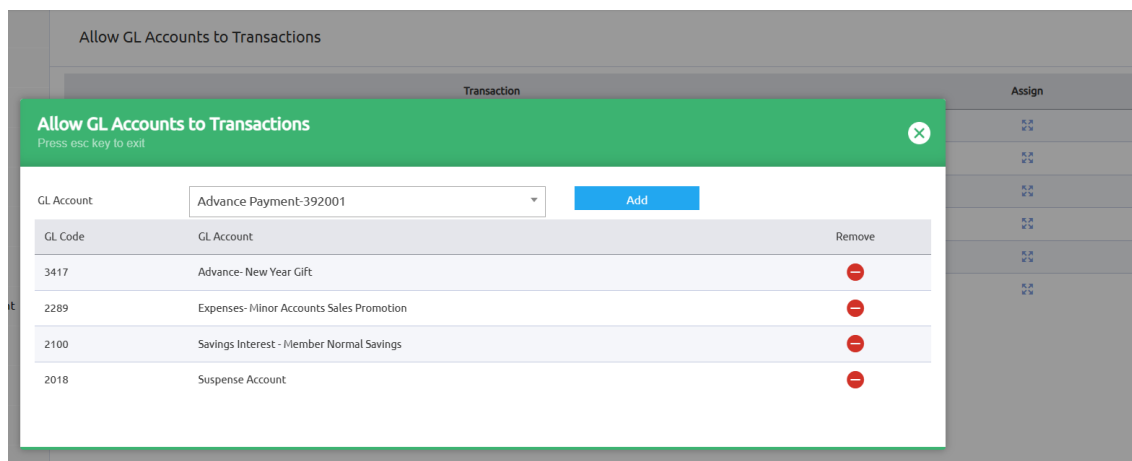
- By entering the account number, User can enquire the details about the cheque.

Miscellaneous Transaction

This function is used for miscellaneous cash receipts and payments.

❖ **Note:** [System Administration > General Ledger > Allow GL to Transaction](#)

Created GL accounts should be linked as below.



GL accounts which are selected from the above screen, will be loaded below.

GL Account ★

Transaction Amount ★

Description ★

--- Select a GL Account ---

Advance- New Year Gift-3417

Expenses- Minor Accounts Sales Promotion-2289

Savings Interest - Member Normal Savings-2100

Suspense Account-2018

Existing Customer Radio Button:

Miscellaneous Transaction

Existing Customer
 Walk-in Customer

Customer Number

Customer Name ★

Identification Number ★

Contact Number ★

Address

Transaction Type ★

GL Account ★

Transaction Amount ★

Description ★

- Customer Number: User can enter / search particular customer number by using this field. User can search an account by using any part of Customer Name, ID Number and Customer Number, Branch, Center and Group.

Customer Search ✕

Customer Name <input type="text"/>	ID Number <input type="text"/>
Customer Number <input type="text"/>	Branch <input type="text" value="--All Branch--"/>
Center <input type="text" value="--All Center--"/>	Group <input type="text" value="--All Group--"/>

Walk – In Customer Radio Button:

Miscellaneous Transaction

Existing Customer Walk-in Customer

Customer Name ★

Identification Number ★

Contact Number ★

Address

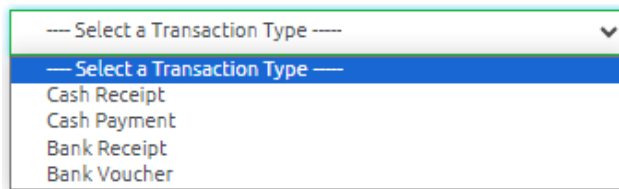
Transaction Type ★

GL Account ★

Transaction Amount ★

Description ★

- Customer Name: Enter the customer’s name.
- Identification Number: Enter the identification number.
- Contact Number: Enter the contact number.
- Address: Enter the address.
- Transaction Type: Select the transaction type.



Select the transaction type as “Cash Receipt” or “Cash Payment”.

Transaction Type ★

GL Account ★

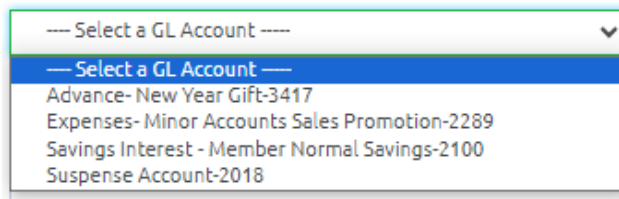
Transaction Amount ★

Cash Received Amount

Balance to Customer

Description ★

- GL Account: Select the GL account.



- Transaction Amount: This is the amount customer is willing to receipt / pay.
- Cash Received Amount: This is the amount customer paid in cash.
- Balance to Customer: This is the balance to be settle to the customer (Auto generated).
- Description: Any detailed reference to the payment can be entered here. Select the transaction type as “Bank Receipt” or “Bank Voucher”.

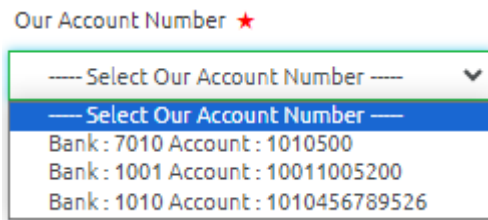
Transaction Type ★ Our Account Number ★ Bank Name Branch Name

GL Account ★ Reference Number ★

Transaction Amount ★

Description ★ Transaction Date ⓘ ★

- Our Account Number: Select our account number.



- Bank Name and Branch Name: Once the user selects our account number, bank name and branch name will be auto filled to the fields.
- Reference Number: Enter the reference number.
- Transaction Date: Enter the transaction date.
- Proceed Button: Proceed the transaction.
- Clear Button: Clear the filled data.

- ❖ **Note: Transactions which are related to bank, can be view in the, [Enquiries > Account Enquiries > Bank Account Transactions](#).**

Steps

1. Click on “Miscellaneous Cash Transactions” function.
2. select the type of customer.
3. If it is an existing customer, the user can search for the customer. Click on the search icon to get more searching parameters such as Customer Name, ID Number and Account Number.
4. Search results will display the customer’s available accounts and related details. Select the appropriate account to proceed the transaction.
5. Fill customer details. If it is an already available customer in the system, details will automatically be filled.
6. Fill out the transaction details.
7. Once complete filling all required data, click the proceed button (top right corner) to proceed the transaction.

Loan Charge Collection

This function is used to collect charges relevant to the loans provided. Customer should deposit charges will display on this screen under the respective branch. Loans with this type of charge, can only disbursed after the cash deposit from this stage.

Loan Charge Collection

Branch

Show entries Search:

Loan Number	Customer Name	Product	Account Balance	Total Charge Amount	Select
Showing 0 to 0 of 0 entries					

Previous Next

- Branch: Select a branch.

Branch

----Select a branch----

---Select a branch---

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Search Field: User can view loan charges by loan number/customer name.

Search:

Branch:

Show entries

Search:

Loan Number	Customer Name	Product	Account Balance	Total Charge Amount	Select
1001005210007	Chethana Yapa	Green Loan	0.00	100.00	Cash Deposit

Showing 1 to 1 of 1 entries Previous Next

- Cash Deposit Button: It will navigate you to the screen below shown;

Back
Proceed

Loan Charge Collection

Loan Detail

Loan Number	Customer Name
1001005210007	Chethana Yapa
Loan Amount	N.I.C.
100,000.00	80522425V
Product	Contact Numbers
Green Loan	0772211555
Loan Type	Address
Equal Instalments	No 25,Kandy.
Loan Status	Collection Account
Authorize	1001005210007

Loan Charges

Charge Name	Charge Method	Pay Option	Charge Based On	Original Amount	Applied Amount
Disbursement Charge	Fixed	Customer Should Deposit	Loan Amount	100.00	100.00

Loan Charge Collection

Back

Proceed

Loan Charges

Charge Name	Charge Method	Pay Option	Charge Based On	Original Amount	Applied Amount
Disbursement Charge	Fixed	Customer Should Deposit	Loan Amount	100.00	100.00

Transaction Amount: Cash Received * Balance To Customer: Narration:

- Proceed Button: Proceed the transaction.
- Back Button: Go back to the search screen.

Steps

1. Click on “Loan Charge Collection” function.
2. Select a branch or you can use the search field to view loan charges by loan number/customer name.
3. Available loan charges will appear under the selected branch.
4. Click on the cash deposit button. It will navigate you to another screen.
5. Loan details will be shown in the first section.
6. In the second section user can see loan charges details. To proceed the transaction, enter the cash received from the customer and narration if required.
7. Once complete filling all required data, click the “proceed” button to process the transaction.

Voucher Deposit

This function is used to deposit vouchers. It will affect to the GL account related to our bank account.

- **Account Number:** User can enter / search particular account number via this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number.

- **Customer Name, NIC, Product, Branch, Currency, Account Status and Joint Customer:** When user selects a customer from search results, above fields will be auto - filled.
- **Our Account Number:** Select our account number which the voucher to be debited.

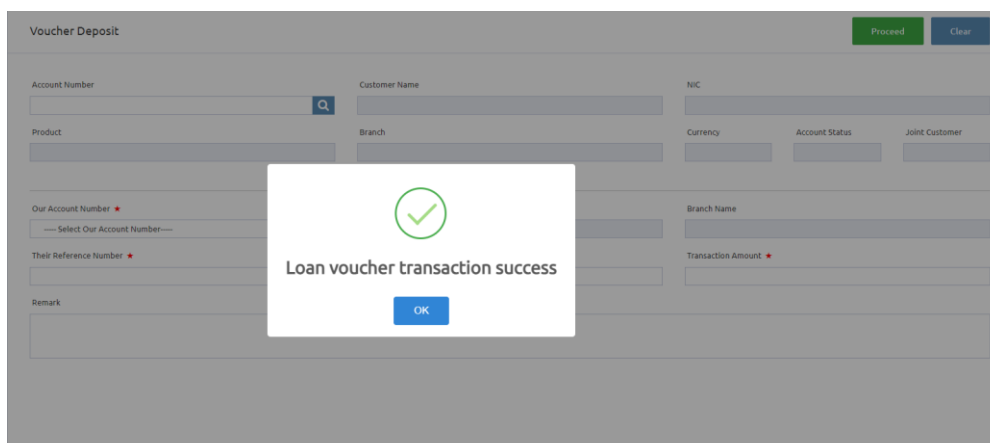
Our Account Number ★

- **Bank Name and Branch Name:** After selecting our account number, respective data will be auto – filled to the fields.
- **Their Reference Number:** Enter the reference number.
- **Their Transaction Date:** Select the date of the transaction.

- Transaction Amount: The amount customer is paying by the voucher.
- Remark: Record any notes relevant to the transaction (if available).
- Proceed Button: Proceed the transaction.
- Clear Button: Clear the filled data.

Steps

1. Click on “Voucher Deposit” function.
2. To proceed the deposit, search & select the relevant customer’s account. Click on the search icon to get more searching parameters such as Customer Name, ID Number and Account Number.
3. Search results will display the customer’s available accounts and related details. Select the appropriate account to proceed the transaction.
4. It will direct the user to the screen below. Basic customer details will be automatically filled. User required to enter the other relevant data.
5. Once complete filling all required data, click the “proceed” button to process the transaction.



The screenshot shows the 'Voucher Deposit' form. At the top right, there are 'Proceed' and 'Clear' buttons. The form contains several input fields: Account Number (with a search icon), Customer Name, NIC, Product, Branch, Currency, Account Status, Joint Customer, Our Account Number (with a dropdown menu), Their Reference Number, Branch Name, and Transaction Amount. A Remark field is at the bottom. A white modal box with a green checkmark and the text 'Loan voucher transaction success' and an 'OK' button is overlaid on the form.

6. The Deposited amount will be debited to the relevant account.
7. Transaction can be checked from the [Enquiry > Account Enquiries > Bank Account Transactions](#).

Term Deposit Cash Withdrawal

Customers can withdraw cash from the term deposits which have been matured. This process will affect to the user's till.

Term Deposit Cash Withdrawal

Term Deposit Account Number

Customer Number

Branch

Customer Name

- Term Deposit Account Number: Enter the Term Deposit Account Number.
- Customer Number: Enter the Customer Number.
- Branch: Select the branch.

Branch

--All Branch--

--All Branch--

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

- Customer Name: Enter the Customer Name.
- Search Button: Click on the search button.
- Clear Button: Clear the search data.

The Matured FD Accounts will display as follow. (term deposit's close amount also appears in the record)

- Click on Select option

Term Deposit Account Number	Customer Name	Product	Close Amount	Branch	Select
1000909100008	Kavindu Perera	30 Days Mature	40,328.76	Head Office	
1000909100024	Nethushi Perera	30 Days Mature	40,328.76	Head Office	

Showing 1 to 2 of top 2 lines

First Previous **1** Next Last

Account details will load for the relevant fields.

Term Deposit Cash Withdrawal
Proceed
Customer Image
Customer Signature
Back

Account Number <input type="text" value="1000909100008"/>	Customer Name <input type="text" value="Kavindu Perera"/>	ID Number <input type="text" value="199852244102"/>
Product <input type="text" value="30 Days Mature"/>	Branch <input type="text" value="Head Office"/>	Currency <input type="text" value="LKR"/>
Joint Customer <input type="text" value="Chanupa Peiris,Kapila kodithuwakku"/>	Maturity Date <input type="text" value="31-05-2026"/>	Account Status <input type="text" value="Uplifted"/>
Transaction Amount <input type="text" value="40,328.76"/>	Term Deposit Amount <input type="text" value="40,000.00"/>	

Term Deposit Account Number	Close Amount	Charges	GL Account-Charges	Select
1000909100008	40,328.76	0.00		<input type="button" value="select"/>

Remark

- Term Deposit Amount- Initially deposited amount.
- Transaction Amount- By selecting the close amount displays below the details, close amount will proceed as the transaction amount.

Term Deposit Account Number	Close Amount	Charges	GL Account-Charges	Select
1000909100008	40,328.76	0.00		<input type="button" value="select"/>

- Proceed Button: Proceed the transaction. This button will appear after entering the transaction amount.
- Customer Image Button: By clicking “Customer Image” button, user can view the customer image.
- Customer Signature Button: By clicking “Customer Signature” button, user can view the customer signature details.

Customer Signature ✕
Press esc key to exit

Customer Number

Customer Name

Description

Signature Number Signing Limit

Signature

Operating Instructions

Zoom in

Zoom out

Fit to normal

No	Description	Signature Limit	View Signature
1		0	

Successfully proceed term deposit withdrawal will display this popup message.

Term Deposit Cash Withdrawal

Term Deposit Account Number

Customer Number

Branch

Customer Name

Show lines

Term Deposit Account Number	Class Amount	Branch	Select
100099100008	40,328.76	Head Office	

Showing 1 to 1 of top 1 lines

Cash withdrawal was successfully completed

Transaction Reverse & Approvals

This submodule consists of the below shown three facilities.

Transaction Reverse & Approvals

Override Transaction

Reverse Transactions

Authorize Reverse Transactions

Override Transaction

Override transactions are which the user is required to process a transaction that exceeds an assigned limit transaction, and request supervisor authorization to process. Pending transactions that need the authorization will appear on the screen as bellow.

Override Transactions

Pending Approvals

Initiator	Date and Time	Transaction Type	Account Number	Currency	Amount	Approve	Reject
Maduni Muhandirange	27-10-2021 23:04:11	Cash Deposit	00120100001	LKR	10,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Approved - Waiting for Process

No approved transactions

Users Transaction authority limits by the limit templates, [User Administration > Transaction Template](#).

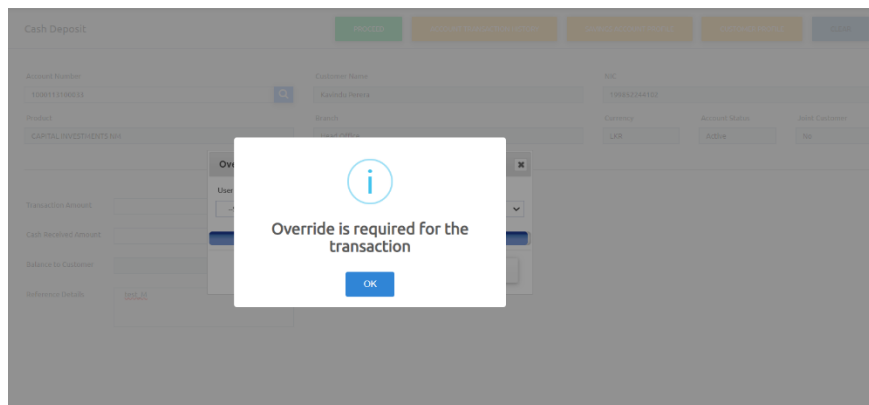
Limit Templates can set up for each transaction as bellow.

Transaction Limit Template Creation

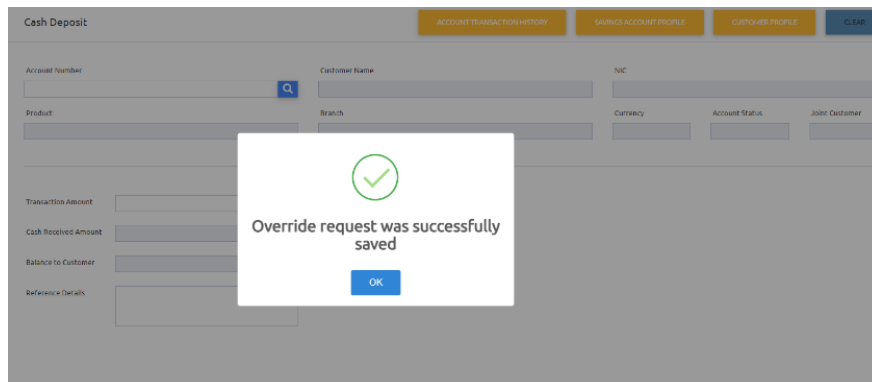
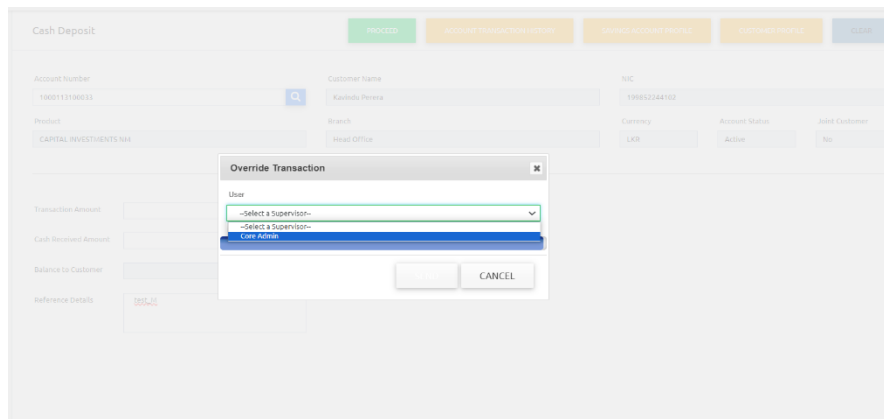
Template Name *

Name	Minimum Amount	Maximum Amount
Cash Deposit	<input type="text" value="5,000.00"/>	<input type="text" value="50,000.00"/>
Cash Withdrawal	<input type="text" value="5,000.00"/>	<input type="text" value="50,000.00"/>
Cheque Deposit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Users who override the limited amount and proceed transactions, will hold by the system and displays bellow message for the users.



User can select the supervisor as bellow for the approval process of the transaction. Then the supervisor will receive the transaction for the approval.



Supervisor can either approve or reject the pending transaction appears in the override transaction screen.

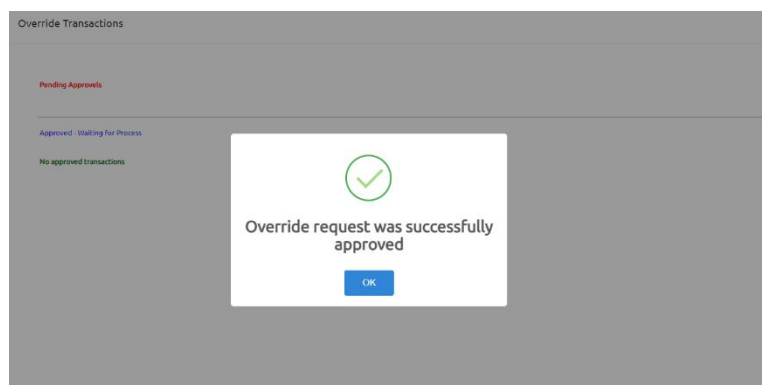
Override Transactions

Pending Approvals

Initiator	Date and Time	Transaction Type	Account Number	Currency	Amount	Approve	Reject
Mindi Perera	23-01-2024 10:32:06	Cash Deposit	1000113100033	LKR	1,000.00		

Approved - Waiting for Process

No approved transactions



Approved transaction will receive for the user who tried to proceed the override transaction. These approved transactions will display under “Approved – Waiting for Process”.

Override Transactions

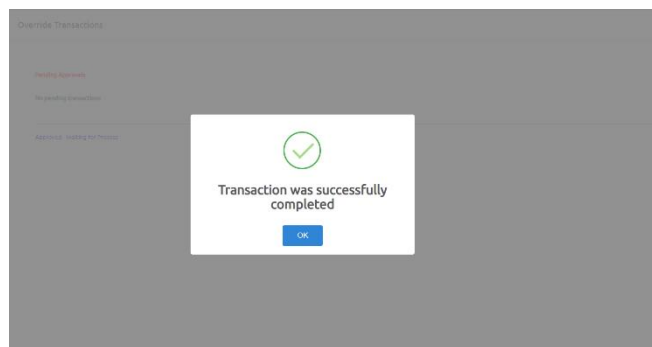
Pending Approvals

No pending transactions

Approved - Waiting for Process

OverrideTransactionID	Approved By	Approved Time	Transaction Type	Account Number	Currency	Amount	Process	Cancel
6	Core Admin	23-01-2024 10:34:57	Cash Deposit	1000113100033	LKR	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Process the transaction.



Reverse Transactions

This function is used to reverse the transactions which are followed by mistakes. Such Like Cash withdrawals and Cash Deposits.

Reverse Teller Transactions

Account Number *

Product Type *

Product *

Customer Name

Identification Number

Reason *

- Account Number: User can enter / search particular account number by using this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number.

Account Search
✕

Customer Name

ID Number

Customer Number

Account Number

Search

Clear

- Product Type, Product, Customer Name, and Identification Number: When user selects a customer from search results, above fields will be auto - filled.
- Remark: Enter the reason to reverse and select the appropriate transaction to reverse.

Steps

1. Click on “Reverse Transactions” function.
2. To proceed the reverse transaction, search & select the relevant customer’s account. Click on the search icon to get more searching parameters such as Customer Name, ID Number and Account Number.
3. Search results will display available customer accounts and related details. Select the appropriate account to check the transaction.

Reverse Teller Transactions

Account Number *

 Q

Product Type *

Product *

Customer Name

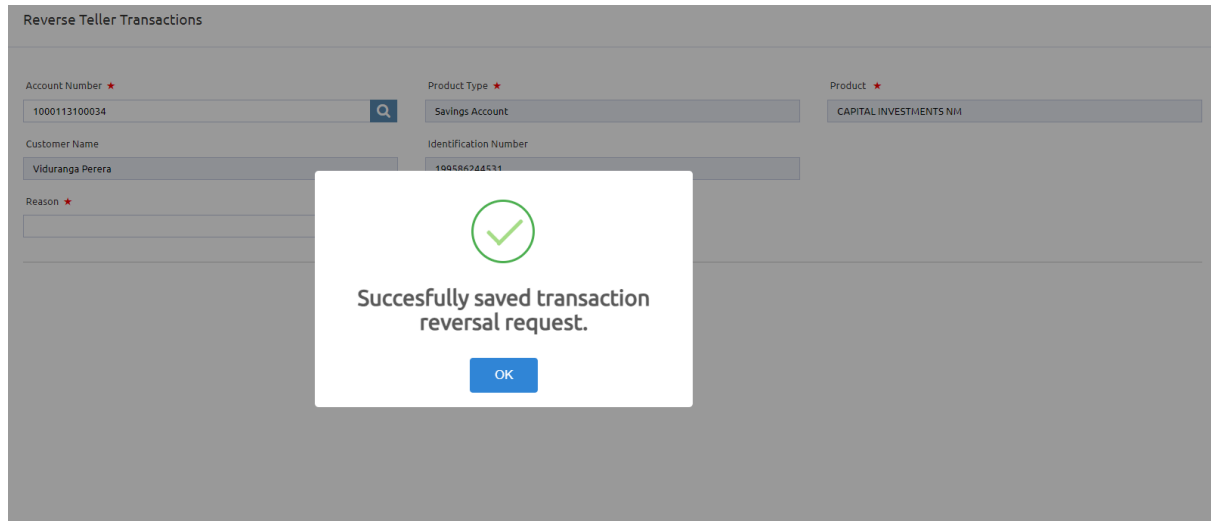
Identification Number

Reason *

Transaction Type	Transaction Date	Amount	Created By	Reverse
Cash Deposit	23-01-2024	5,000.00	mindiperera	↻

4. Enter the reason to reverse and select the appropriate transaction to reverse.
5. Select Reverse option exist on the record.

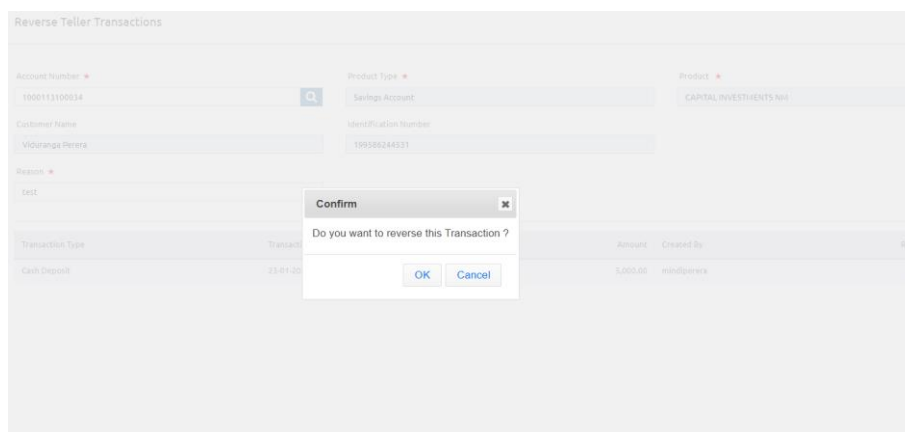
6. Confirm the process.
7. Confirmation popup notification will appear as shown below. Click ok to proceed the transaction reverse or cancel to stop or to make any changes.



The screenshot shows the 'Reverse Teller Transactions' form with a success confirmation popup. The form fields are: Account Number (1000113100034), Product Type (Savings Account), Product (CAPITAL INVESTMENTS NM), Customer Name (Viduranga Perera), and Identification Number (199586244331). The popup message reads: 'Succesfully saved transaction reversal request.' with an 'OK' button.

Authorize Reverse Transactions

This function is available to authorize reverse transaction requests.




The screenshot shows the 'Reverse Teller Transactions' form with a confirmation dialog box. The form fields are: Account Number (1000113100034), Product Type (Savings Account), Product (CAPITAL INVESTMENTS NM), Customer Name (Viduranga Perera), and Identification Number (199586244331). The dialog box asks: 'Do you want to reverse this Transaction?' with 'OK' and 'Cancel' buttons.

Transaction Type	Transaction	Amount	Created By	Reversed
Cash Deposit	23,81.00	1,000.00	viduranga	2

Authorize Reverse Transactions

Branch

Head Office

Account Number	Transaction Type	Transaction Amount	Reverse By	View
100200100005	Cash Withdrawal	-111.00	admin	

- Branch: Select the branch.
- View Option: Expand the transaction.

Transaction Detail
×

Account Number	Identification Number
<input type="text" value="100200100005"/>	<input type="text" value="955568888V"/>
Customer Name	Address
<input type="text" value="Nuwangi Karunaratna"/>	<input type="text" value="24 Sir Baron Jayatilaka Mawatha, Colombo 00100"/>
Transaction Amount	Transaction Date
<input type="text" value="-111.00"/>	<input type="text" value="29-04-2021"/>
Reverse By	Reason
<input type="text" value="admin"/>	<input type="text" value="Reverse Teller Transactions"/>

Authorize
Reject

- Authorize Button: User can authorize the transaction details.
- Reject Button: User can reject the transaction details.

Steps

1. Click on “Authorize Reverse Transactions” function.
2. It will navigate user to the screen which displays pending authorizations.
3. Click on view icon to expand the transaction.
4. After reviewing the transaction details user can authorize or reject.

Teller Cash Transfers

Teller Cash Transfers

<input type="checkbox"/>	Teller Cash Transfer	<input type="checkbox"/>	Bank Cash Transfer	<input checked="" type="checkbox"/>	Cash Transfer Accept/Cancel
--------------------------	----------------------	--------------------------	--------------------	-------------------------------------	-----------------------------

This submodule consists of below shown three facilities.

Teller Cash Transfer

Can Transfer cash from one user's till to another user's till.

Proceed

Teller Cash Transfer

Currency:

Receiver Branch:

Receiver:

Transfer Amount:

Reference Details:

My Till opening Balance:

My Till Denominations		
Value	Count	Amount
5000	927.00	4,635,000.00
2000	1,265.00	2,530,000.00
1000	2,411.00	2,411,000.00
500	23.00	11,500.00
100	5,652.00	565,200.00
50	5.00	250.00
20	4.00	80.00
10	138.00	1,380.00
5	12.00	60.00
2	4.00	8.00
Coin	159,124.00	159,124.00
Total		10,313,602.00

My Till Current Balance:

Transfer Denominations		
Value	Count	Amount
5000	<input type="text" value="0"/>	0.00
2000	<input type="text" value="0"/>	0.00
1000	<input type="text" value="0"/>	0.00
500	<input type="text" value="0"/>	0.00
100	<input type="text" value="0"/>	0.00
50	<input type="text" value="0"/>	0.00
20	<input type="text" value="0"/>	0.00
10	<input type="text" value="0"/>	0.00
5	<input type="text" value="0"/>	0.00
2	<input type="text" value="0"/>	0.00
Coin	<input type="text" value="0"/>	0.00
Total		0.00

- Currency: Select the currency type.
- Receiver Branch: Select the branch of the teller who is receiving cash.

Receiver Branch

--Select a Branch--

--Select a Branch--

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Calle

KA-002

COLOMBO BRANCH

- Receiver: Select the teller who is receiving cash.

Receiver

--Select a Teller--

--Select a Teller--

admin - Web

admin - Mobile

0.00

- Transfer Amount: Enter the transferring amount.
- Reference Details: Enter the remarks.
- My Till Opening Balance: Balance when opening the till.
- My Till Current Balance: Balance right now.
- Proceed Button: Proceed the transaction.

Steps

1. Click on “Teller Cash Transfer” function.
2. Fill the details including the Receiver Branch, Receiver and Transaction Amount.

Teller Cash Transfer
Proceed

Currency

Receiver Branch

Receiver

Transfer Amount

Reference Details

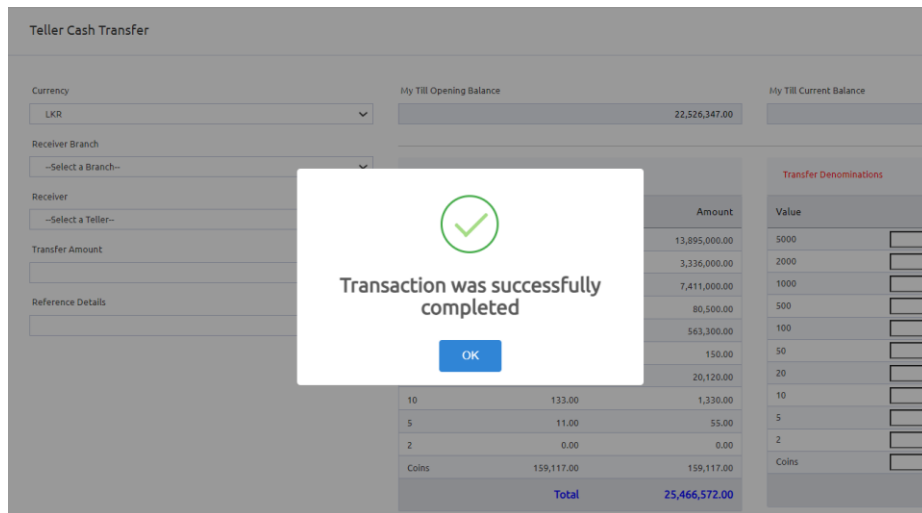
My Till Opening Balance
22,526,347.00

My Till Denominations		
Value	Count	Amount
5000	2,789.00	13,945,000.00
2000	1,668.00	3,336,000.00
1000	7,411.00	7,411,000.00
500	161.00	80,500.00
100	5,633.00	563,300.00
50	3.00	150.00
20	1,006.00	20,120.00
10	133.00	1,330.00
5	11.00	55.00
2	0.00	0.00
Coins	159,117.00	159,117.00
Total		25,516,572.00

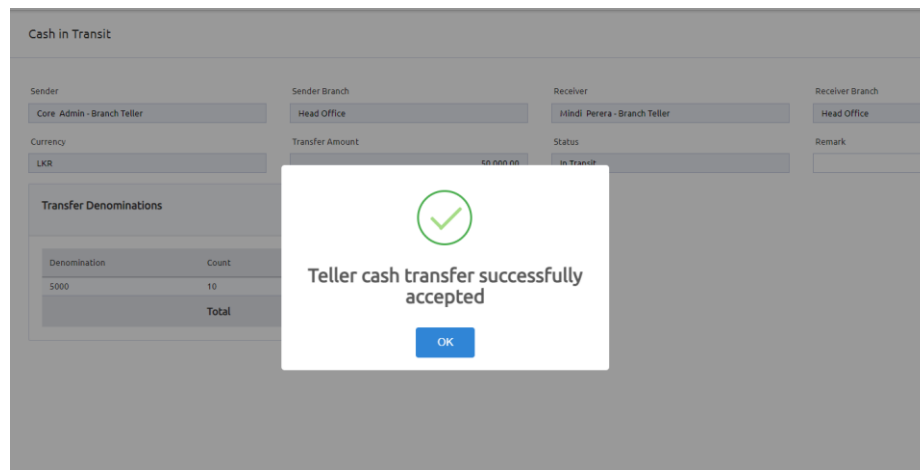
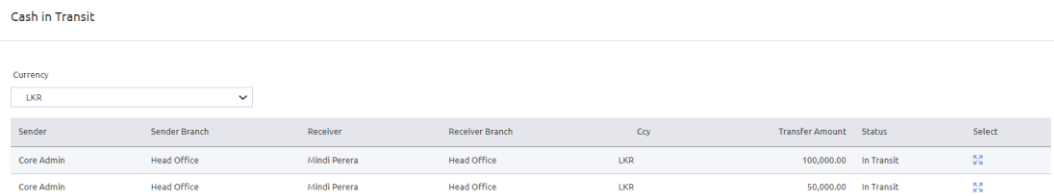
My Till Current Balance
28,795,503.27

Transfer Denominations		
Value	Count	Amount
5000	<input type="text" value="10"/>	50,000.00
2000	<input type="text" value="0"/>	0.00
1000	<input type="text" value="0"/>	0.00
500	<input type="text" value="0"/>	0.00
100	<input type="text" value="0"/>	0.00
50	<input type="text" value="0"/>	0.00
20	<input type="text" value="0"/>	0.00
10	<input type="text" value="0"/>	0.00
5	<input type="text" value="0"/>	0.00
2	<input type="text" value="0"/>	0.00
Coins	<input type="text" value="0"/>	0.00
Total		50,000.00

3. Enter the transfer amount in denominations. User can check available cash denominations in “My Till denominations” table.
4. Click on the proceed button to proceed the transaction.



5. receiver can log in to the system and accept the cash transfer.



Bank Cash Transfer

This function is used to transfer cash to bank and obtain cash from bank. This will affect for the till.

Bank Cash Transfers Transfer

Currency: LXR

Transfer Type: Cash From Bank

Bank Accounts: --Select a Bank Account--

Transfer Amount: 0.00

Remark:

My Till Opening Balance			My Till Current Balance		
Value	Count	Amount	Value	Count	Amount
My Till Denominations			Transfer Denominations		
5000	927.00	4,635,000.00	5000	0	0.00
2000	1,265.00	2,530,000.00	2000	0	0.00
1000	2,411.00	2,411,000.00	1000	0	0.00
500	23.00	11,500.00	500	0	0.00
100	9,652.00	965,200.00	100	0	0.00
50	5.00	250.00	50	0	0.00
20	4.00	80.00	20	0	0.00
10	138.00	1,380.00	10	0	0.00
5	12.00	60.00	5	0	0.00
2	4.00	8.00	2	0	0.00
Coins	159,124.00	159,124.00	Coins	0	0.00
Total		10,313,602.00	Total		0.00

- Currency: Select the currency type.
- Transfer Type: Select whether it is transferring cash from bank or cash to bank.

Transfer Type

Cash From Bank

Cash From Bank

Cash to Bank

Transfer Type as “Cash from Bank”: Radio buttons appear as “With Cheque” and “Without Cheque”.

Transfer Type

Cash From Bank

Bank Accounts

Bank : 7010 Account : 1010500

With Cheque Without Cheque

- Bank Accounts: Select the bank account.
- With Cheque Radio Button:

Transfer Type

Cash From Bank

Bank Accounts

Bank : 7010 Account : 1010500

With Cheque Without Cheque

Cheque

--Select a Cheque--

Transfer Amount

Remark

- Without Cheque Radio Button:

Transfer Type

Bank Accounts

With Cheque Without Cheque

Transfer Amount

Remark

- Transfer Amount: Enter the transferring amount.
- Remark: Enter the reference details.
- My Till Opening Balance: Balance when opening the till.
- My Till Current Balance: Balance right now.
- Transfer Button: Do the transaction.



Steps

1. Click on the "Bank Cash Transfer" function.
2. Fill in the given fields.
3. Select transfer type as Cash from Bank or Cash to Bank.
4. If the user selects Cash from Bank, choose as with Cheque or without Cheque.
5. Select the cheque and fill in the relevant fields.
6. Enter the transfer amount in denominations. User can check available bank cash denominations in "My Till denominations" table.
7. Click on transfer.
8. Log in from the receiver bank and accept the cash transfer.
9. User can print the receipt.



Cash Transfer Accept/Cancel

This function is used to accept or cancel cash transfer requests. This will affect for the till of the user.

Cash in Transit

Sender	Sender Branch	Receiver	Receiver Branch	Ccy	Transfer Amount	Status	Select
Kasun Silva	Colombo	Poornima Sen	Head Office	LKR	1,000.00	In Transit	
Kasun Silva	Colombo	Kasun Perera	Head Office	LKR	3,000.00	In Transit	

Cash in Transit

Sender	Sender Branch	Receiver	Receiver Branch
Dilena Paliakkara	Matara	Core Admin	Head Office
Currency	Transfer Amount	Status	Remark
LKR	5,000.00	In Transit	

Transfer Denominations

Denomination	Count	Amount
5000	1	5,000.00
Total		5,000.00

- View Option: Expand the relevant transaction to authorize.
- Reject Button: Click on the reject button to reject the cash in transit.
- Accept Button: Click on the accept button to accept the cash in transit.
- Back Button: Click on the back button to go back to the previous screen.

Steps

1. Click on “Cash Transfer Accept / Cancel” function.
2. Click on the icon to expand the relevant transaction to authorize.
3. After reviewing information click on “Reject” or “Accept” buttons to process the request. Use the remark field to add any reference details if required.
4. Can Check the till balance after accepting the in transit.

Till Maintenance

Till Maintenance

🔍 Teller Till Balancing

📄 Open Teller Till

The till maintenance sub module consists of the facilities shown below.

Teller Till Balancing

This function is used to balance the system teller till with the physical cash in hand amount at the end of the day. If the user's till not opened yet, requires to open the till first.

Teller Till Balance Close Till Print

Currency: LKR

Opened By: admin

Opened Date: 28-12-2022

Opened System Date: 28-12-2022

Cash in Transit - IN: 0.00

Cash in Transit - OUT: 0.00

Opening Balance: 0.00

Current Balance: 9,381,439.34

Physical Cash Count: 12,281,602.00

Till Cash Difference: **EXCESS** 2,900,162.66

Till Denominations

Value	Count	Amount
5000	977	4,885,000.00
2000	1380	2,760,000.00
1000	3856	3,856,000.00
500	69	34,500.00
100	5652	565,200.00
50	5	250.00
20	1004	20,080.00
10	138	1,380.00
5	12	60.00
2	4	8.00
Coins	159124	159,124.00
Total		12,281,602.00

- Opening Balance: This is the opening balance of the till.
- Current Balance: This is the present balance in the till.
- Cash in Transit – IN: Cash to be debited to till.
- Cash in Transit – OUT: Cash to be credited from the till.
- Physical Cash Count: Enter the amount teller has in hand.
- Till Cash Difference: This will show the difference between cash in hand and till balance.
- Till Denominations: This will show the notes and coins balance as a count and amount in the till.
- Close Till Button: Close the teller till.

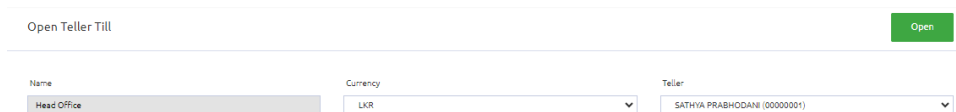
- Print Button: Print the teller till.

Steps

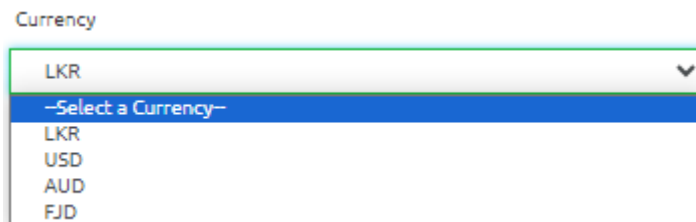
1. Click on the “Teller Till Balancing” function.
2. Physical cash amount generates according to the cash count of the denominations.
3. By considering physical cash balance and till balance, the difference will display in the following field with a comment as shown below;
 - i. When the physical balance is lower than the till balance it will show the amount of shortage.
 - ii. When the physical balance is higher than the till balance it will show the amount of excess.
 - iii. When the physical balance is equal to the till balance there will be no comments.
4. Click “Close till” to close the teller till.

Open Teller Till

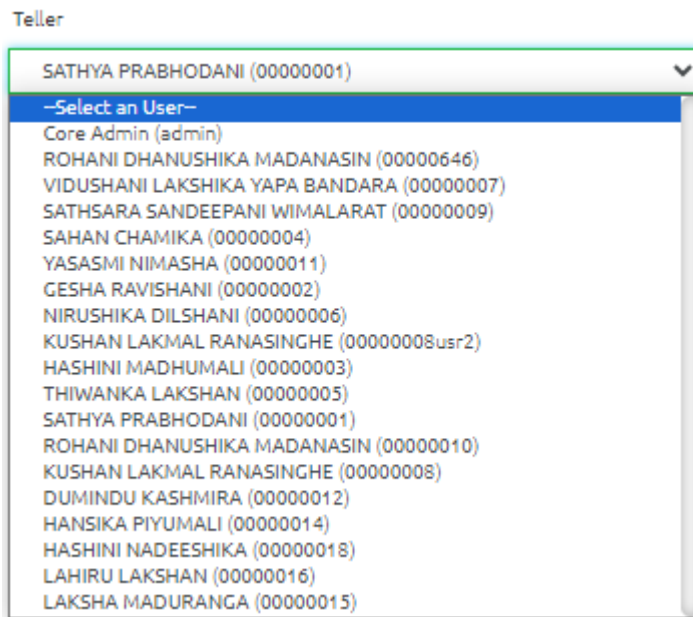
This function is used to open the system teller till at the beginning of the day.



- Currency: Select the currency type.



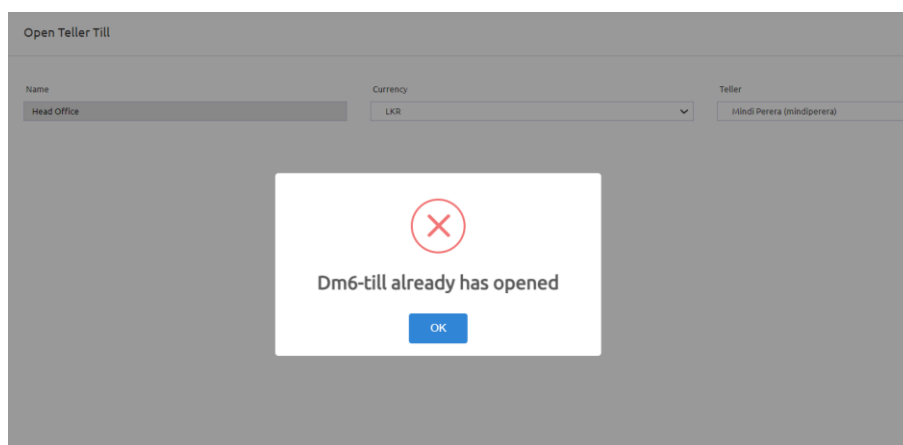
- Teller: Select the teller.



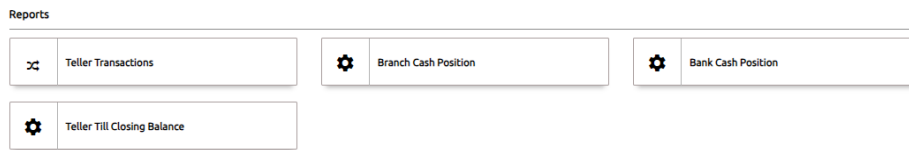
- Open Button: Open the teller till.

Steps

1. Click on the “Open Teller Till” function.
2. Select the currency type.
3. Select the teller.
4. Click “Open” to open the teller till.
5. If user try to open an already opened till system displays this error message as bellow.



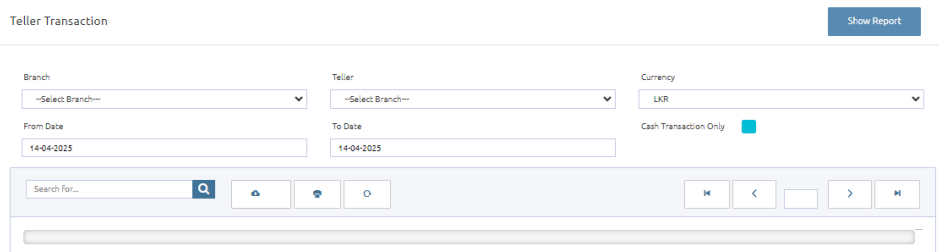
Reports



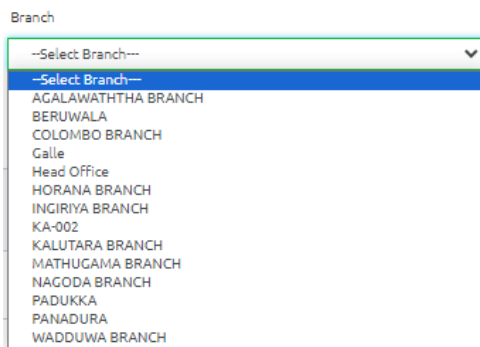
The system provides various reports relevant to the cash management module as shown below.

Teller Transactions

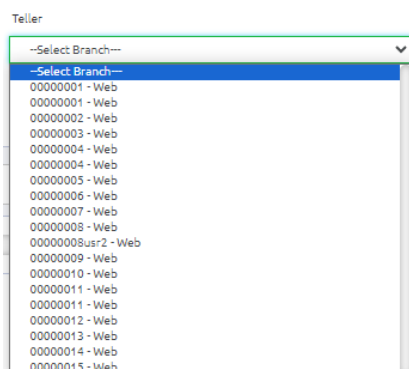
Teller transaction report generates all the transactions relevant to a particular user during the selected time period.



- Branch: Select the branch.



- Teller: Select the Teller.



- Currency: Select the currency type.

Currency

LKR ▼

LKR

USD

AUD

FJD

- From Date: Select the date from which the report should be generated.
- To Date: Select up to which date the report should be generated.
- Cash Transaction Only Checkbox: Check the box, if the report should contain only the cash transactions.

Cash Transaction Only

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the teller transactions based on the applied filters.

TELLER TRANSACTIONS

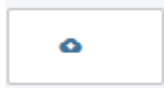
FROM DATE : 01-04-2021 TO DATE : 20-04-2021 BRANCH : COLOMBO USER NAME : KASUNSILVA CCY : LKR

Opening Balance 0.00

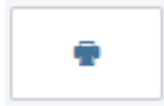
TRAN DATE	TRAN TYPE	REF NO	ACCOUNT NO	TRAN AMOUNT	TILL BALANCE
20-04-2021	Facility Cash Deposit	LCS0000224	0010001210001	5,000.00	5,000.00
20-04-2021	Cash From GL Account	CFGL000001		1,000.00	6,000.00
20-04-2021	Cash To GL Account	CTGL000001		-500.00	5,500.00
20-04-2021	Cash From GL Account	CFGL000002		5,000.00	10,500.00
20-04-2021	Cash Deposit	CSD000580	00120100001	10,000.00	20,500.00
20-04-2021	Facility Cash Deposit	LCS0000225	0010064210001	1,000.00	21,500.00
20-04-2021	Teller Till Cash Transfer	TCT000055		-1,000.00	20,500.00
20-04-2021	Cash From GL Account	CFGL000003		500,000.00	520,500.00
20-04-2021	Cash to Bank	CTB000003		-5,000.00	515,500.00
20-04-2021	Teller Till Cash Transfer	TCT000056		-3,000.00	512,500.00
20-04-2021	Teller Till Cash Transfer Reject	TTR000001		1,000.00	513,500.00
20-04-2021	Till Balance Shortage	TBS000002		-15,500.00	498,000.00
20-04-2021	Teller Till Cash Transfer Reject	TTR000002		3,000.00	501,000.00
TOTAL				501,000.00	

Closing Balance 501,000.00

- Search Button: User can search a specific record by using keywords.
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Teller Transactions” report.
2. Fill in the fields.
3. Check the box if the report should contain only the cash transactions.
4. Click “Show Report” to generate the report.
5. To export, print or refresh the report, use the relevant buttons.

Branch Cash Position

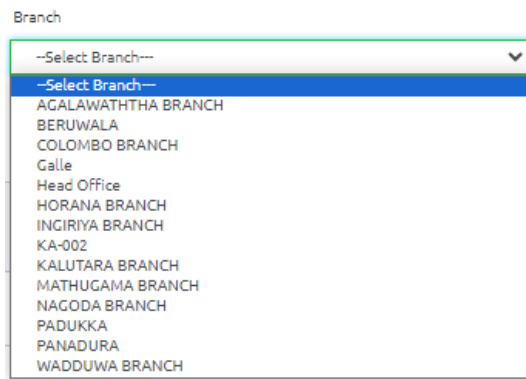
Branch Cash Position report generates the total cash balance of a particular branch with individual teller balances.

Branch Cash Position Show Report

Branch Name
--Select Branch--

Search for:

- Branch Name: Select the branch.



- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the teller transactions based on the applied filters.

BRANCH CASH POSITION

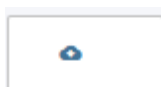
BRANCH : HEAD OFFICE

USER	CCY	TILL BALANCE	TILL STATUS	BASE EQUIVALENT
chamara Sachinthana	LKR	0.00	Open	0.00
chameera Janaka	LKR	581,792.00	Open	581,792.00
chameera Ranathunga	LKR	5,000.00	Open	5,000.00
Core Admin	LKR	16,129,336.00	Open	16,129,336.00
Core Admin	USD	0.00	Open	0.00
Demo Mobile	LKR	0.00	Open	0.00
Ial Chandrasiri	LKR	0.00	Open	0.00
Mobile teller	LKR	0.00	Open	0.00
Mobile User	LKR	0.00	Open	0.00
Samarasinghe Admin	LKR	55,500.00	Open	55,500.00
Sudeerar Balasooriya	LKR	0.00	Open	0.00
TOTAL CASH BALANCE IN BASE CURRENCY - LKR				16,771,628.00

27-27-21 09:27:36 Page 1/1

Print by : Core

- Search Button: User can search a specific record by using keywords.
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.

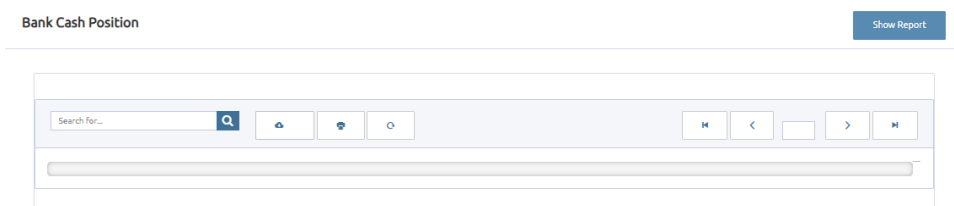


Steps

1. Click on the “Branch Cash Position” report.
2. Select the branch.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Bank Cash Position

Bank Cash Position report generates the total cash in hand balance of the micro finance company with individual branch balances.



- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the teller transactions based on the applied filters.

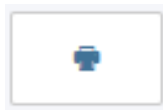
BANK CASH POSITION

BRANCH CODE	BRANCH NAME	CCY	AMOUNT	BASE EQUIVALENT
100	Head Office	LKR	16,771,628.00	16,771,628.00
100	Head Office	USD	0.00	0.00
103	Matara	LKR	10,114,400.00	10,114,400.00
104	Panadura	LKR	109,407,550.00	109,407,550.00
102	Puttalam	LKR	9,728,169.00	9,728,169.00
TOTAL CASH IN HAND IN BASE CURRENCY EQUIVALENT				146,021,747.00

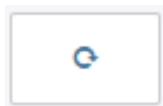
- Search Button: User can search a specific record by using keywords.
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Bank Cash Position” report.
2. Click “Show Report” to generate the report.
3. To export, print or refresh the report, use the relevant buttons.

Teller Till Closing Balance

Teller Till Closing Balance report generates the till balance of a particular teller as at the selected date.

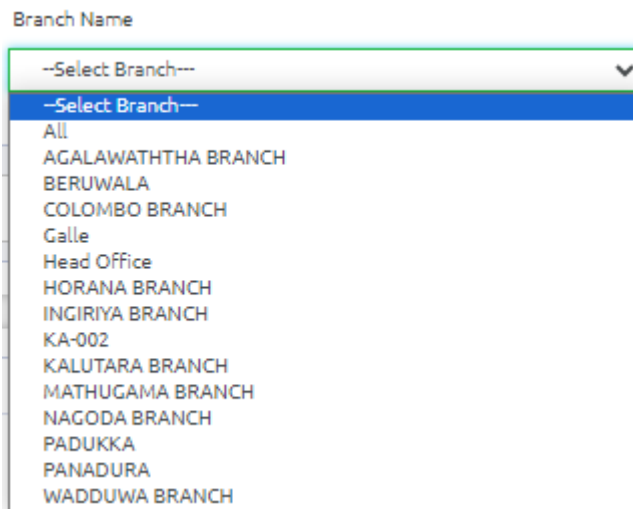
Teller Till Closing Balance Show Report

Date * Branch Name User Name

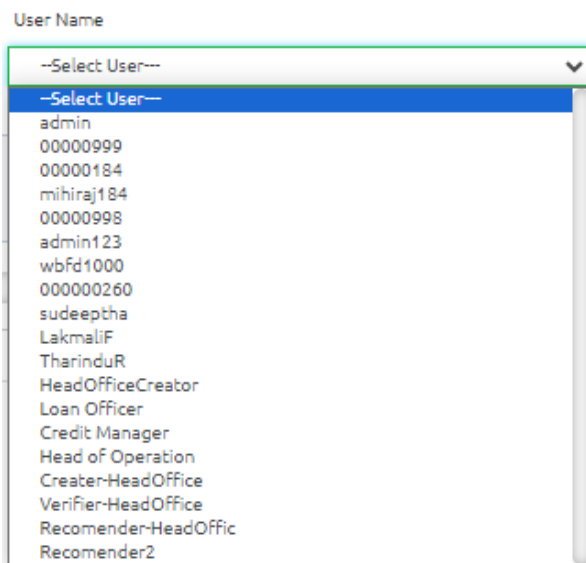
Search for...

- Date: Select the date.

- Branch Name: Select the branch.



- User Name: Select the user name.



- Show Report Button: Click "Show Report" button, to view the report.

The system will provide a detailed report of the teller transactions based on the applied filters.

FINAP Bank

TELLER TILL CLOSING BALANCE

DATE : 20-04-2021

USER NAME : KASUNSILVA

Branch : ALL

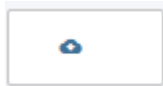
CCY	STATUS	CLOSING BALANCE
LKR	Open	513,500.00

Print by : Kasun

27-49-21 09:49:30

Page 1/1

- Search Button: User can search a specific record by using keywords.
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.

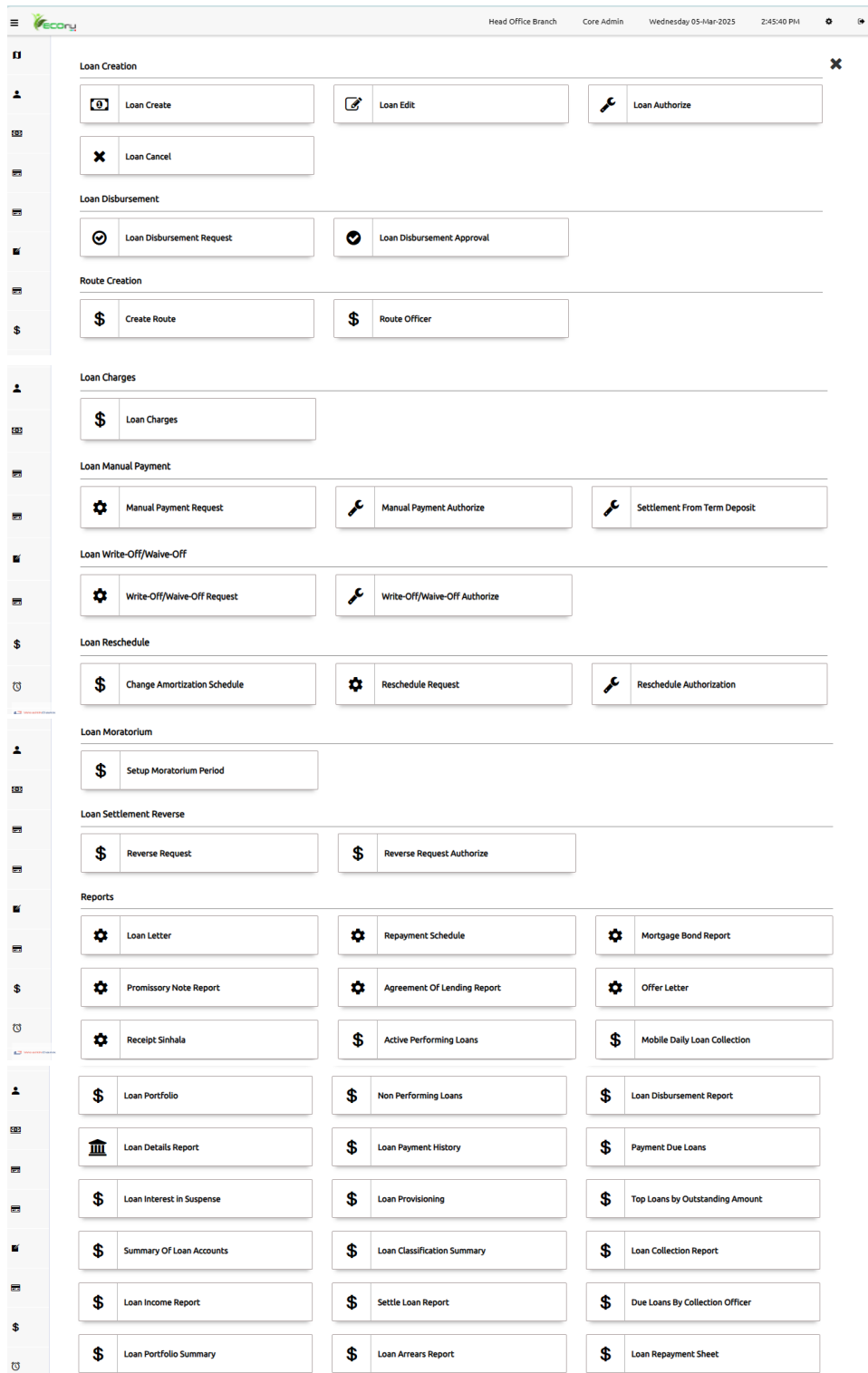


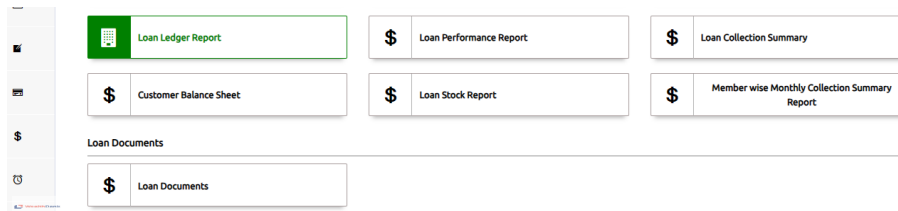
Steps

1. Click on the “Teller Till Closing Balance” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Loan Management Module

The loan management module consists of the below captured foremost functions. User visibility of functionalities will be based on the role permission associated with the user. User can create loans and manage them from this level. Further loan related actions such as loan authorization, loan disbursement, manual payments, reschedule and loan related report generating can be proceed through this module.





Loan Creation

Loan Create

[Login](#) > [Loan Management](#) > [Loan Creation](#) > [Loan Create](#)

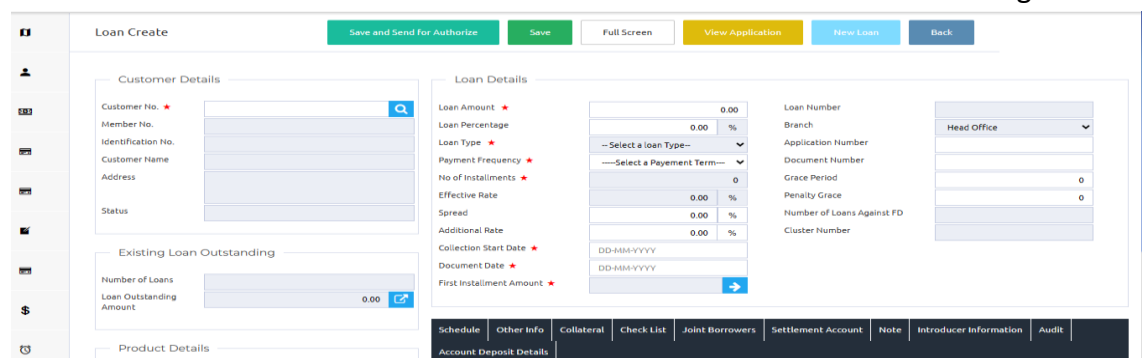
The Loan Create sub-module simplifies the loan application process by providing a user-friendly interface where applicants can easily input their information and submit their applications with minimal hassle.

System users can create new loans using the “*Loan Create*” interface.

1. Click on “Loan Create” to create a loan in the system.

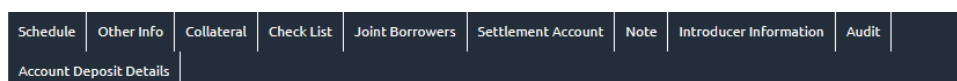


When creating a new loan, his/her details will be taken under multiple categories as shown in the below screen. Users will be able to save loan data before sending it for approval. The “+ *New Loan*” button in the top right corner will be helpful to repeatedly create customers with minimum navigations.



❖ **Notes: It is mandatory to fill in the star-marked fields.**

By clicking the following headings, users can navigate between tabs



1. Schedule

Customer No. is the first category user is required to fill in the form as the first step to creating a new loan.

Customer Details

Customer No. ★	<input type="text"/>
Member No.	<input type="text"/>
Identification No.	<input type="text"/>
Customer Name	<input type="text"/>
Address	<input type="text"/>
Status	<input type="text"/>

After adding the customer no, the rest of the details will be generated automatically from the system.

Existing Loan Outstanding

Number of Loans	<input type="text"/>
Loan Outstanding Amount	0.00 

Here, after adding the customer's no. If, there are any existing loans under the customer's no. They will be automatically shown above.

Product Details

Product	-----Select a Product-----
Currency	-----Select a Product-----
Min Loan Amt.	2121 - DEL
Max Loan Amt.	5050 - DEL-01
Min Period	8888 - Digi Rounded loan
Max Period	7777 - Fd Against Loans - Test
Min Grace Period	2222 - Fixed Continuation Loan
Max Grace Period	3332 - Fixed Tenure to Loan
Interest Type	4654 - Group loan
Rate	2000 - Group Loan Product Eclof
	1010 - HeadOffice Loan
	4432 - Lanka Loans
	3333 - Loan Tenure to Loan
	4333 - Manual other settlement
	3443 - Manual saving settlement
	2261 - MVL
	1414 - Simple Int
	1021 - Simple interest-02
	6001 - SPLIT DEL
	1212 - Test
	1001 - Test Loan-615

- Product: Here, after choosing the correct Loan Product the relevant details that come under the loan product will be generated by the system.
- Currency: This will be generated automatically after selecting the product.
- Min Loan Amount: This will be generated automatically after selecting the product.
- Max Loan Amount: This will be generated automatically after selecting the product.
- Min Period: Will be generated automatically after selecting the product.
- Max Period: Will be generated automatically after selecting the product.
- Min Grace Period: Will be generated automatically after selecting the product.
- Max Grace Period: Will be generated automatically after selecting the product.
- Interest Type: Will be generated automatically after selecting the product.
- Rate: This will be generated automatically after selecting the product.

Loan Details

Loan Amount *	<input type="text" value="0.00"/>	Loan Number	<input type="text"/>
Loan Percentage	<input type="text" value="0.00"/> %	Branch	<input type="text" value="Head Office"/>
Loan Type *	<input type="text" value="-- Select a loan Type--"/>	Application Number	<input type="text"/>
Payment Frequency *	<input type="text" value="----Select a Payment Tr"/>	Document Number	<input type="text"/>
No of Installments *	<input type="text" value="0"/>	Grace Period	<input type="text" value="0"/>
Effective Rate	<input type="text" value="0.00"/> %	Penalty Grace	<input type="text" value="0"/>
Spread	<input type="text" value="0.00"/> %	Number of Loans Against FD	<input type="text"/>
Additional Rate	<input type="text" value="0.00"/> %	Cluster Number	<input type="text"/>
Collection Start Date *	<input type="text" value="DD-MM-YYYY"/>		
Document Date *	<input type="text" value="DD-MM-YYYY"/>		
First Installment Amount *	<input type="text"/>		

- Loan Amount: Enter Loan Amount.
- Payment Frequency: Select a Payment Frequency.
- Spread: Enter Spread.
- Additional Rate: Enter Additional Rate.
- Collection Start Date: Enter Collection Start Date.
- Document Date: Enter Document Date.

❖ **Notes: It is mandatory to fill in the star-marked fields.**

2. Other Info

Schedule | **Other Info** | Collateral | Check List | Joint Borrowers | Settlement Account | Note | Introducer Information

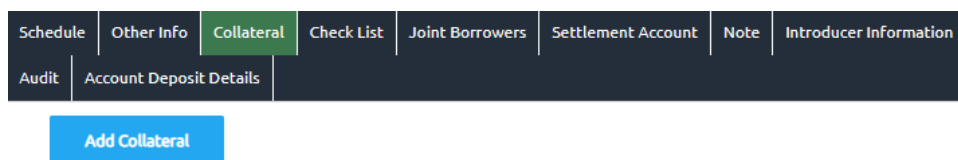
Audit | Account Deposit Details

Loan Manager *	<input type="text" value="----Select a Loan Manager----"/>	Credit Rating	<input type="text" value="----Select a Credit Rating----"/>
Loan Officer *	<input type="text" value="----Select a Loan Officer----"/>	Compliance Rating	<input type="text" value="----Select a Compliance Rating----"/>
Collection Officer	<input type="text" value="----Select a Collection Officer----"/>	Credit Line	<input type="text" value="----Select a Credit Line----"/>
Purpose *	<input type="text" value="----Select a Purpose----"/>	Profit Center	<input type="text" value="----Select a Profit Center----"/>
Sector *	<input type="text" value="----Select a Sector----"/>	Route	<input type="text" value="----Select a User Route----"/>
Industry *	<input type="text" value="----Select a Industry----"/>	FD Certificate Attached	<input type="text" value="----Select a Option----"/>
CRIB *	<input type="text" value="----Select a CRIB Status----"/>		
Risk Type	<input type="text" value="----Select a Risk Type----"/>		
Risk Weight	<input type="text"/>		

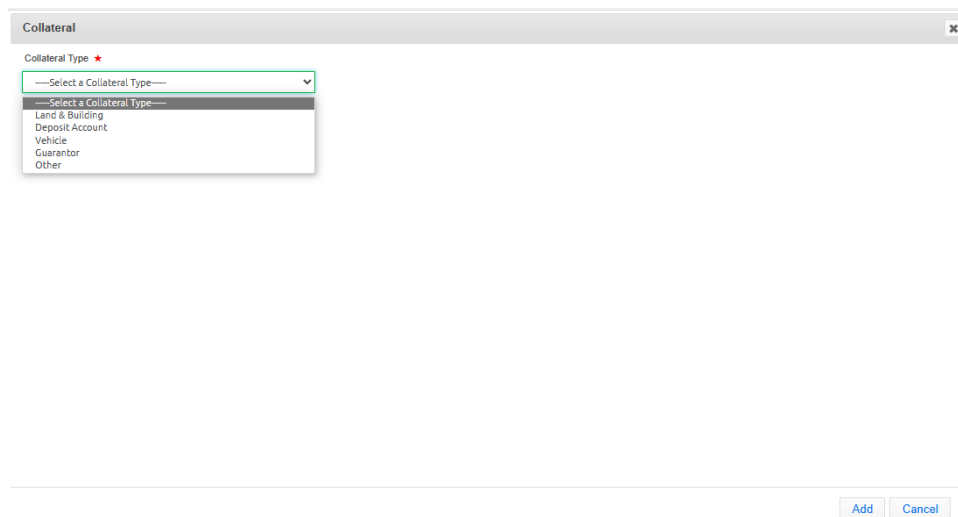
- Loan Manager: Select a Loan Manager.
- Loan Officer: Select a Loan Officer.

- Collection Officer: Select a Collection Officer.
 - Purpose: Select a Purpose.
 - Sector: Select a Sector.
 - Industry: Select an Industry.
 - CRIB: Select a CRIB Status.
- ❖ **Notes: It is mandatory to fill in the star-marked fields.**

3. Collateral



- After, clicking on “Add Collateral”



- The Above window will be shown.

If you select Land and Building or any other Category, the details related to them will be shown as above,

4. Joint Borrowers

- If there are any Joint Borrowers you can select the check box and fill in the details of the Joint Borrower here,
- Customer No.: Select the customer no.
- ❖ **Notes: It is mandatory to fill in the star-marked fields.**

5. Settlement Account

- If there is any settlement account to add you can select on the check box which says Settlement Account Setup.
- Settlement Account Number: Add Account Number.

6. Note

Note	Review Date	Delete
All Details are in Order..	24-11-2023	

- In here, as you can see if there are any notes to be added you can enter them in the Note Text box and Add the Date.

7. Introducer Information

- In here, after selecting Introducer Information you can select the introducer type.

Schedule	Other Info	Collateral	Check List	Joint Borrowers	Settlement Account	Note	Introducer Information
Audit	Account Deposit Details						

Introducer Type

Customer Number ★

Customer Name

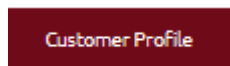
Identification Number

Contact Number

Address

- If you selected Customer as the Introducer Type, Customer No.: Enter Customer No.

- After Completing all the details, you must select the above button which says Save and Send for Authorization or you can just save the Application by selecting Save.



- After entering the customer no, the Customer Profile button will be available in the top right corner.
- This is how the customer profile interface looks like, it shows all the data related to the customer.

Customer Informations Please use key to edit

Customer Basic Details	Contact Details	Attachments	Assets & Liabilities	Income & Expenses	Bank Details	Relationships	Manage Group	Remarks	Audit
Customer Number <input type="text" value="10001000078"/>	Customer Type <input type="text" value="Personal"/>	Customer Subtype <input type="text" value="Individual"/>	Status <input type="text" value="Active"/>	Customer Ownership <input type="text" value="Head Office"/>	<input checked="" type="checkbox"/> KYC uploaded				
Salutation <input type="text" value="M/s"/>	First Name <input type="text" value="Lilakshi Shetty"/>	Last Name <input type="text" value="Peters"/>	Full Name <input type="text" value="Lilakshi Shetty Peters"/>	Name with Inital <input type="text" value="L.S.Peters"/>	ID Type <input type="text" value="NIC"/>	ID Number <input type="text" value="19996400712"/>	Date of Birth <input type="text" value="24-05-1999"/>	Age <input type="text" value="24 Years"/>	Age Category <input type="text" value="Normal"/>
	Gender <input type="text" value="Female"/>	Marital Status <input type="text" value="Single"/>	Level of Education <input type="text" value="Diploma"/>	Rating <input type="text" value="1"/>	<input checked="" type="checkbox"/> Share Member Share Member Number <input type="text" value="2405123"/>				

Loan Edit

Login > Loan Management > Loan Creation > Loan Edit

- The Loan Edit sub-module allows users to easily modify loan application details after submission.
- Users can update information such as loan amount, repayment term, interest rate, and borrower details as needed, ensuring accuracy and relevance throughout the loan lifecycle.



- Here you can edit the loan details of a saved loan.

Loan Number	Loan Type	Customer Number	Customer Name	Application Number	Loan Amount	Branch	Status	Select
10002000230030	Equal Installments	10001000075	Chamudi Kawya Peiris	10002000230027	5,000.00	Head Office	Performing	⌵ ⌶
10002000230029	Equal Installments	10001000074	Samachi Tharushika Disanayaka	10002000230026	5,000.00	Head Office	Performing	⌵ ⌶
10002000230031	Equal Installments	10001000076	Pabasara Nilukshi Adhikari	10002000230028	5,000.00	Head Office	Performing	⌵ ⌶
10002261230140	Simple Interest	10001000020	Kavindu Perera		110,000.00	Head Office	Performing	⌵ ⌶
10007777230010	Simple Interest	10001000020	Kavindu Perera		50,000.00	Head Office	Performing	⌵ ⌶
10002525230002	Equal Installments	10001000078	Litakshi Bhagya Perera		100,000.00	Head Office	Performing	⌵ ⌶
10002261230138	Simple Interest	10001000067	Tharushika Perera		100,000.00	Head Office	Performing	⌵ ⌶
10002261230139	Simple Interest	10001000062	Ama Gamage		120,000.00	Head Office	Performing	⌵ ⌶

- This is what the loan edit interface looks like.

Loan Number

- Loan Number: Enter the loan number.

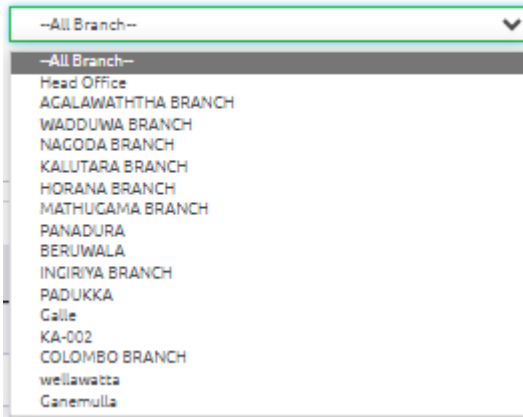
Customer Name

- Customer Name: Enter the name of the customer.

Customer Number

- Customer Number: Enter the customer number.

Branch

A dropdown menu for selecting a branch. The menu is open, showing a list of options. The top option is "--All Branch--" with a downward arrow. Below it is "Head Office". The rest of the options are listed in all caps: "AGALAWATHTHA BRANCH", "WADDUWA BRANCH", "NAGODA BRANCH", "KALUTARA BRANCH", "HORANA BRANCH", "MATHUGAMA BRANCH", "PANADURA", "BERUWALA", "INGIRIYA BRANCH", "PADUKKA", "Galle", "KA-002", "COLOMBO BRANCH", "wellawatta", and "Ganemulla".

--All Branch--
Head Office
AGALAWATHTHA BRANCH
WADDUWA BRANCH
NAGODA BRANCH
KALUTARA BRANCH
HORANA BRANCH
MATHUGAMA BRANCH
PANADURA
BERUWALA
INGIRIYA BRANCH
PADUKKA
Galle
KA-002
COLOMBO BRANCH
wellawatta
Ganemulla

- Branch: Select a Branch as shown above.

A purple rectangular button with the text "Search" in white.

Search

- Search Button: Select the search button.

A yellow rectangular button with the text "Clear" in black.

Clear

- Clear Button: If wrong details are selected, you can select the above-shown clear button.

Search From Results

- Here, you can search for any detail be it either customer name, number, or loan number.
- In here after searching the relevant Loan no. After selecting it you can edit the details of the loan Application.

Loan Edit Save and Send for Authorize Full Screen View Application Back Customer Profile

Customer Details	Loan Details
Customer No. ★ <input type="text" value="10001000075"/>	Loan Amount ★ <input type="text" value="5,000.00"/>
Member No. <input type="text"/>	Loan Percentage <input type="text" value="0.00"/> %
Identification No. <input type="text" value="199874522610"/>	Loan Type ★ <input type="text" value="Equal Installments"/>
Customer Name <input type="text" value="Chamudi Kawya Peiris"/>	Payment Frequency ★ <input type="text" value="Daily"/>
Address <input type="text" value="32,Kandy rd,Kadawatha"/>	No of Installments ★ <input type="text" value="10"/>
Status <input type="text" value="Active"/>	Effective Rate <input type="text" value="5.00"/> %
	Spread <input type="text" value="0.00"/> %
	Additional Rate <input type="text" value="0.00"/> %
	Collection Start Date ★ <input type="text" value="05-03-2025"/>
	Document Date ★ <input type="text" value="04-03-2025"/>
	First Installment Amount ★ <input type="text" value="500.38"/>
	Loan Number <input type="text" value="10002000230030"/>
	Branch <input type="text" value="Head Office"/>
	Application Number <input type="text" value="10002000230027"/>
	Document Number <input type="text"/>
	Int. Review Frequency ★ <input type="text" value="---Select Interest Reviw"/>
	Interest Review Type ★ <input type="text" value="---Select Interest Reviw"/>
	Interest Review Date ★ <input type="text" value="DD-MM-YYYY"/>
	Grace Period <input type="text" value="0"/>
	Penalty Grace <input type="text" value="0"/>
	Number of Loans Against FD <input type="text" value="0"/>
	Cluster Number <input type="text" value="ER900020000002"/>

Existing Loan Outstanding

Number of Loans	<input type="text" value="1"/>
Loan Outstanding Amount	<input type="text" value="3.71"/>

Product Details

Product

Schedule | Other info | Collateral | Check List | Joint Borrowers | Settlement Account | Group Details | Note

Introducer Information | Audit | Account Deposit Details

- The above shows us what it looks like after entering a loan number and selecting it.
- Here you can edit the details then after confirming you can save and send for approval.

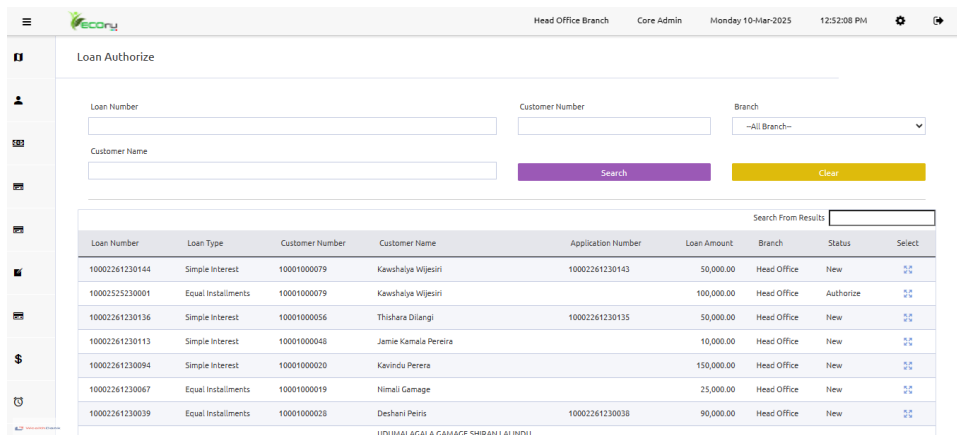
Loan Authorize

Login > Loan Management > Loan Creation> Loan Authorize

- The Loan Authorize sub-module facilitates the authorization process by providing a structured workflow for reviewing and approving loan applications.
- Authorized personnel can access applications pending approval, review applicant details, assess risk factors, and make informed decisions within the system.



- After selecting the above loan authorization button, you will be directed to the user interface below.



- This is what the loan authorization interface looks like.

Loan Number

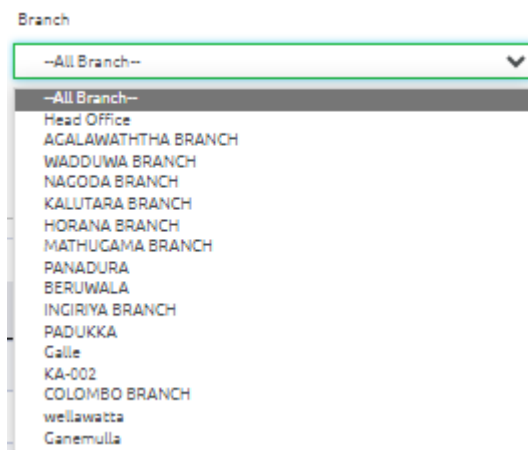
- Loan Number: Enter the loan number.

Customer Name

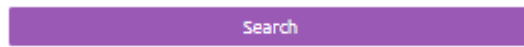
- Customer Name: Enter the name of the customer.

Customer Number

- Customer Number: Enter the customer number.



- Branch: Select a Branch as shown above.



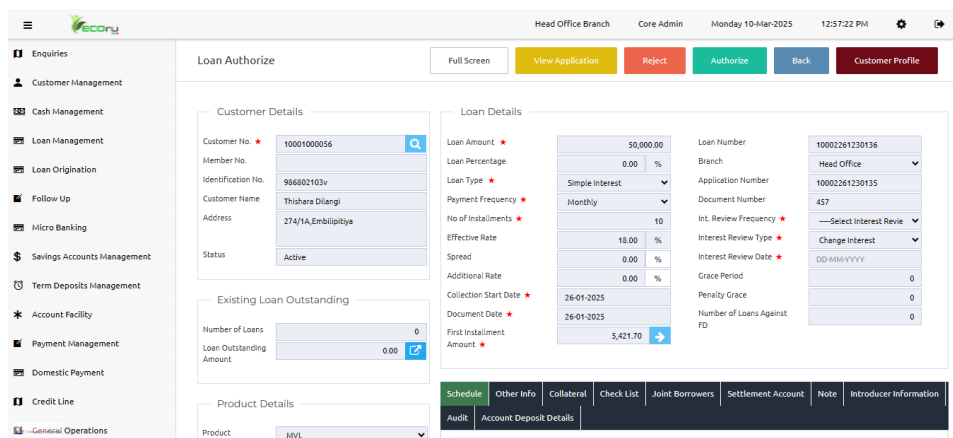
- Search Button: Select the search button.



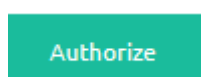
- Clear Button: If wrong details are selected, you can select the above-shown clear button.



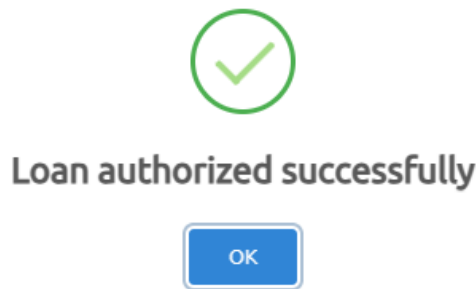
- Here, you can search for any detail be it either customer name, number, or loan number.
- In here after searching the relevant Loan no. After selecting it you can authorize the details of the loan Application.



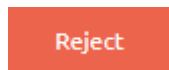
- The above shows us what it looks like after entering a loan number and selecting it.
- Here you can check the details. If there is no issue in the loan details and everything is in order, you can select the Authorize button which is shown below.



- After Authorizing a Loan, a message like this will be shown.



- If there is any issue with the loan details, you can select the Reject button which is shown below.



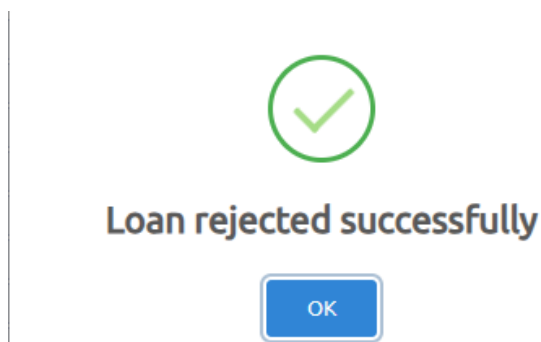
- Before Rejecting a Loan, you will have to put the reason here as shown below.

The screenshot shows the 'Loan Authorize' screen with the following details:

- Existing Loan Outstanding:** Number of Loans: 0, Loan Outstanding Amount: 0.00
- Product Details:** Product: MVL, Currency: LKR, Max Loan Amt: 10,000.00, Max Loan Amt: 5,000,000.00, Max Period: 1, Max Period: 120, Max Grace Period: 1, Max Grace Period: 72, Interest Type: Variable, Rate: 18.00 %
- Document Info:** Document Date: 08-03-2025, First Installment Amount: 5,421.70
- Table:**

Installment Number	Balance	Capital Deducted	Interest	Installment Amount	Payment Date
1	50,000.00	5,471.01	-49.31	5,421.70	08-03-2025
2	44,528.99	4,740.96	682.74	5,421.70	08-04-2025
3	39,786.03	4,833.06	588.84	5,421.70	08-05-2025
4	34,954.97	4,887.32	534.26	5,421.70	08-06-2025
5	30,067.65	4,976.87	484.83	5,421.70	08-07-2025
6	25,090.78	5,056.13	433.57	5,421.70	08-08-2025
7	20,032.65	5,115.15	388.55	5,421.70	08-09-2025
8	14,937.50	5,200.71	320.99	5,421.70	08-10-2025
9	9,736.79	5,272.85	143.85	5,421.70	08-11-2025
10	4,463.94	4,463.94	66.94	5,421.70	08-12-2025
- Reason:** [Empty text field]

- After Rejecting a Loan, a message like this will be shown.



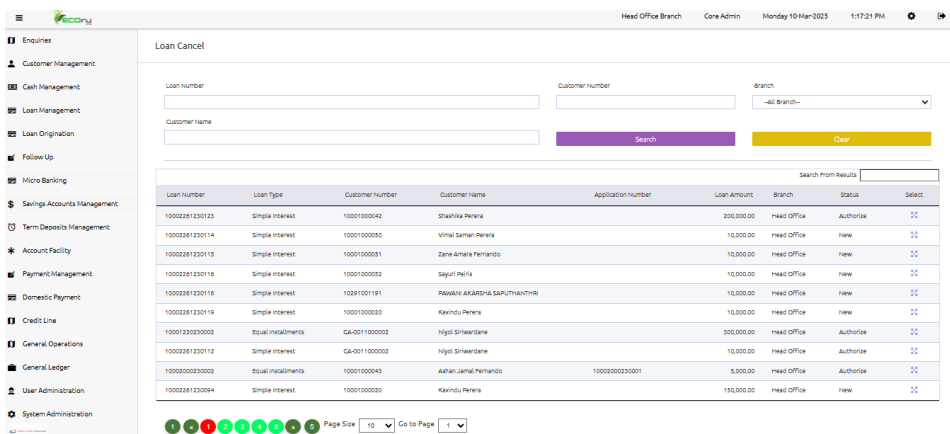
Loan Cancel

Login > Loan Management > Loan Creation > Loan Cancel

- Users can initiate loan cancellation requests through the Loan Cancel sub-module by providing relevant application details and reasons for cancellation.
- This feature streamlines the cancellation process and ensures timely handling of cancellation requests.



- After selecting the above loan cancel button, you will be directed to the user interface below.



- This is what the loan cancel interface looks like.

Loan Number

- Put in the loan number.

Customer Name

- Put in the name of the customer.

Customer Number

- Put in the customer number.

Branch

--All Branch--

--All Branch--

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Select a Branch as shown above.

Search

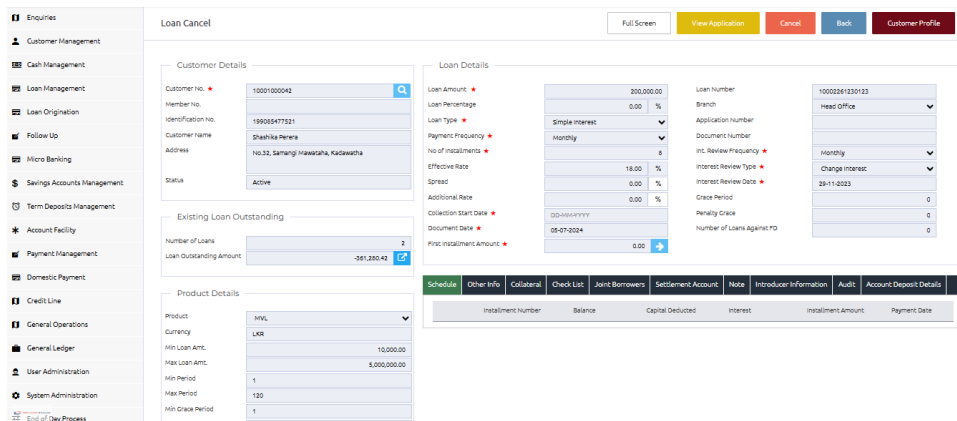
- Then select the search button.

Clear

- If wrong details are selected, you can select the above-shown clear button.

Search From Results

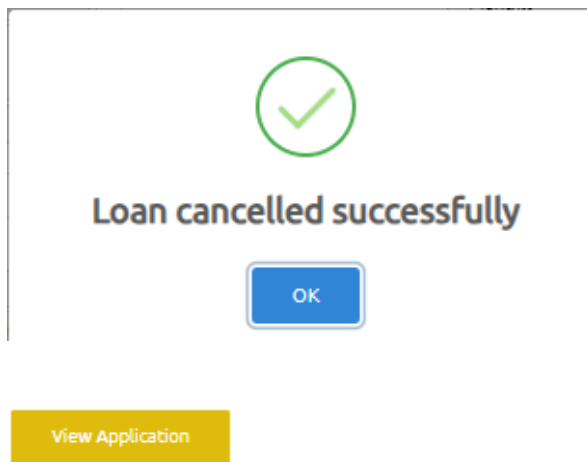
- Here, you can search for any detail be it either customer name or loan number.
- In here after searching the relevant Loan no. You can see the details related to a customer will be shown below.



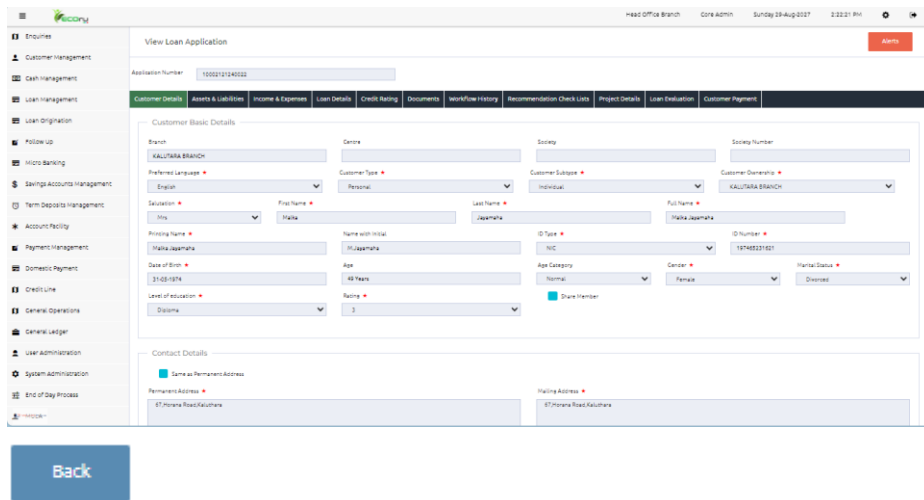
- After that, you can Cancel a Loan by selecting the Cancel button as shown below.



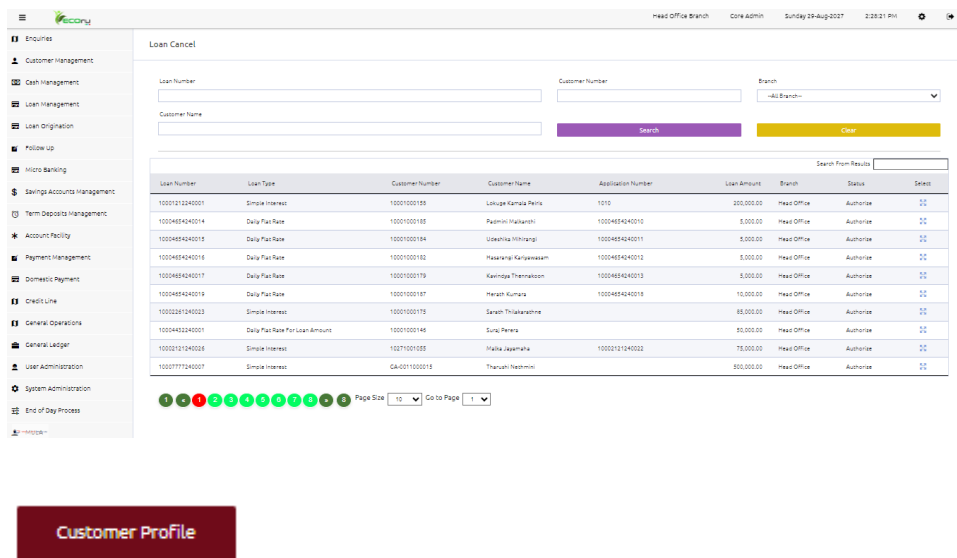
- After Cancelling a Loan, a message like this will be shown.



- After selecting the View Application button, you will be redirected to the loan application as shown below.



- By selecting the above-shown Back Button, you will be navigated to the interface below, which is like the Loan Cancel Interface.



- This is how it looks like when the above-shown customer profile is selected you can see the details of the customer.

Full Screen

- By selecting the Fullscreen button you can view the loan application clearly, please check the below snip for clarification.

- You can exit the full screen by selecting the below-shown exit Full-Screen Button.

Exit Full Screen

Loan Disbursement

Loan Disbursement Request

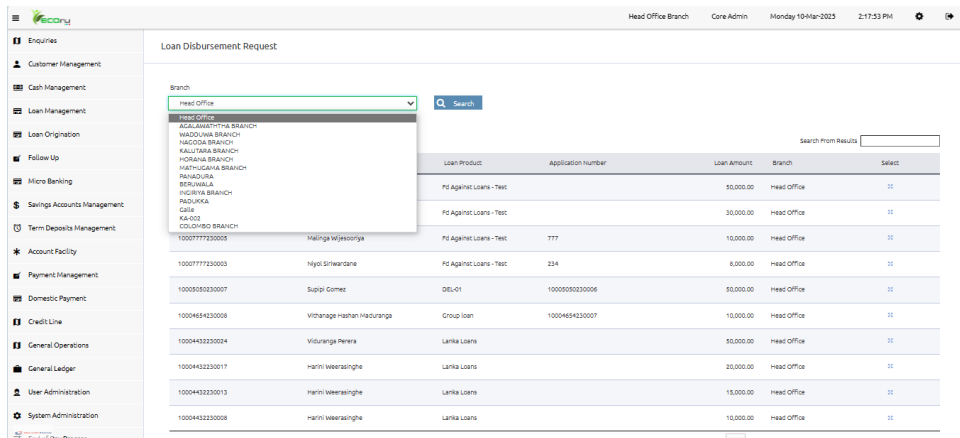
[Login](#) > [Loan Management](#) > [Loan Disbursement](#) > [Loan Disbursement Request](#)

- Users can easily initiate disbursement requests for approved loans through a straightforward interface.

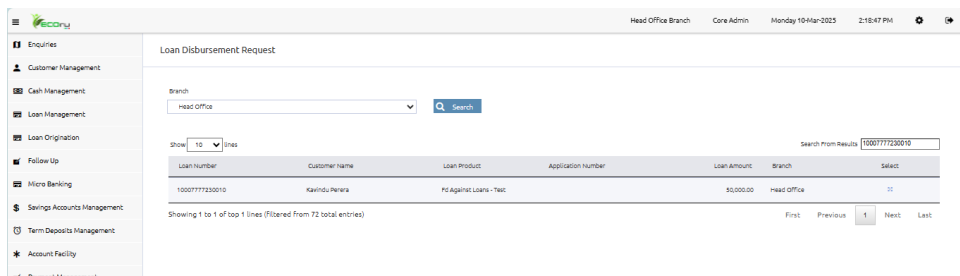
- Simply select the desired loan application and specify the disbursement amount and method to begin the process.



- After selecting the above Loan Disbursement Request button, you will be directed to this user interface as shown below,



- In the above user interface after selecting a branch the data will be loaded according to the branch.



- In the above interface, you can search for a loan number from the shown Search from results text bar.

- After Selecting the relevant Loan details, the above interface shows the details relevant to the loan.

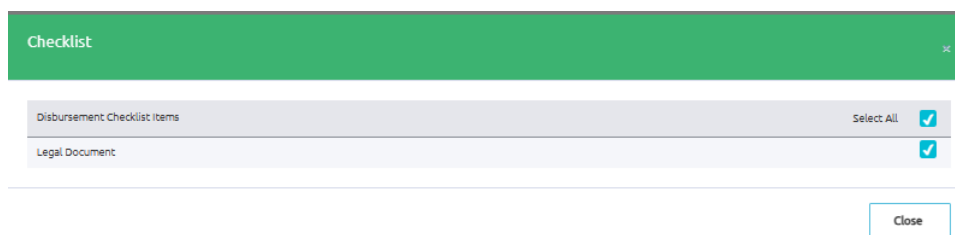
- In the above interface shown it is very important to select the collection start date and disbursement type.

- Without filling those you cannot proceed further.

❖ **Notes: It is mandatory to fill in the star-marked fields.**

[View Checklist](#)

- Next, go to the View Checklist button as shown above.



- This is how the interface looks like when selecting the View Checklist Button.

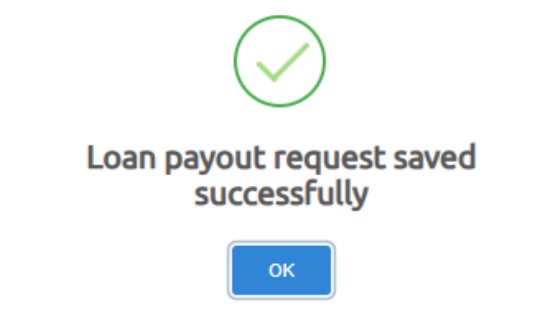
In here after you select the relevant document and close it, you can proceed further.

❖ **Notes: It is mandatory to fill in the star-marked fields.**

- After filling in all the details completely, please select the Request button as shown below.



- After you select the Request Button, you can see a message will be shown, which informs Loan Payout Request has been saved successfully.



- After completing the loan disbursement request procedure, you will have to move on to the Loan Disbursement Approval Procedure.

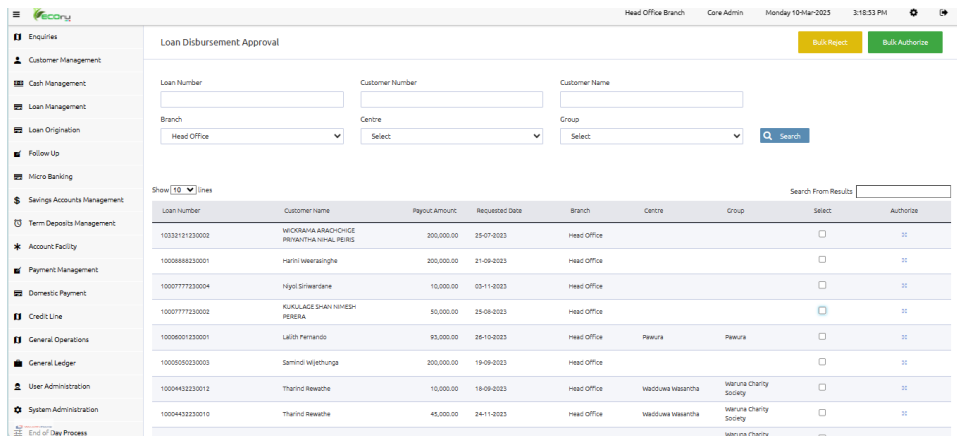
Loan Disbursement Approval

[Login](#) > [Loan Management](#) > [Loan Disbursement](#) > [Loan Disbursement Approval](#)

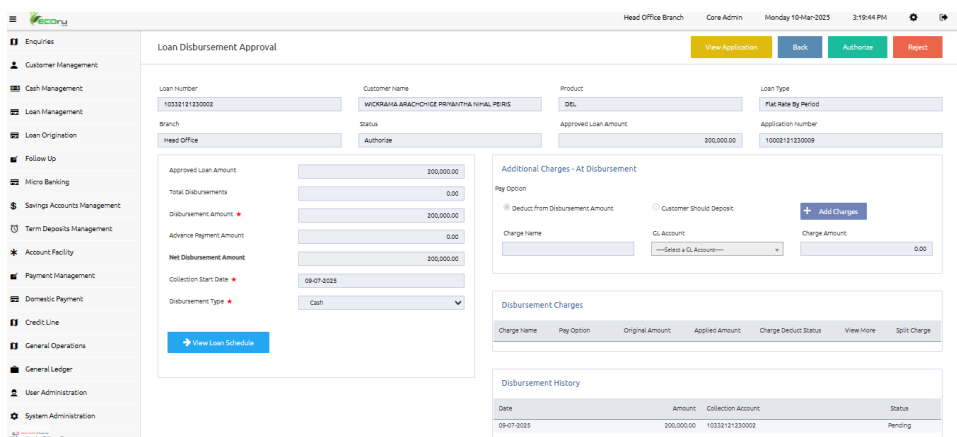
- The Loan Disbursement Approval sub-module facilitates the seamless approval process for releasing funds to approved loan applicants.
- Users can efficiently review and authorize disbursements within the system, ensuring that all necessary checks and balances are met before funds are transferred to the borrower's account.



- After you select the Loan Disbursement Approval button you will be directed to the user interface below.



- Here, after selecting the relevant Branch and Centre you will get the data as shown above related to them respectively.
- You can even go to Search from Results and Search the relevant Loan No. as shown above.



- After selecting the relevant Loan No, if the details are correct, you can proceed further for Authorization.



- As shown above by selecting the above Authorize button the below message which states that the Loan payout request is approved will be shown.



Loan payout request approved



- Then again if you think that the details are incorrect you can go ahead with the Reject button as shown below.



- After selecting the Reject Button, as shown below a message which states Loan payout request rejected will be shown.



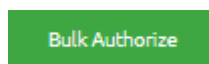
Loan payout request rejected



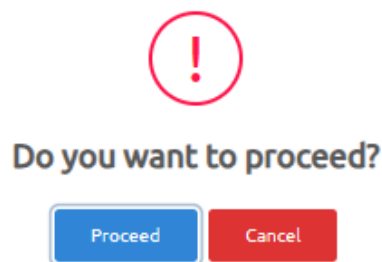
- Bulk Authorize, if you need to authorize many loan disbursement requests at once you can select them as shown below.

Loan Number	Customer Name	Payout Amount	Requested Date	Branch	Centre	Group	Select	Authorize
1000777230004	Niyil Sriwardane	10,000.00	03-11-2023	Head Office			<input checked="" type="checkbox"/>	00
1000777230002	KULALACE SHAN NIHEEM PERERA	50,000.00	25-08-2023	Head Office			<input checked="" type="checkbox"/>	00
10006001230001	Lalith Fernando	93,000.00	26-10-2023	Head Office	Pawura	Pawura	<input checked="" type="checkbox"/>	00
1000500230003	Sarindi Wijethunga	200,000.00	19-09-2023	Head Office			<input checked="" type="checkbox"/>	00
1000443230012	Tharind Rewatha	10,000.00	16-09-2023	Head Office	Vadduwa Wasantha	Wakuruna Charity Society	<input type="checkbox"/>	00
1000443230010	Tharind Rewatha	45,000.00	24-11-2023	Head Office	Vadduwa Wasantha	Wakuruna Charity Society	<input type="checkbox"/>	00
1000333230004	Tharind Rewatha	2,000.00	20-09-2023	Head Office	Vadduwa Wasantha	Wakuruna Charity Society	<input type="checkbox"/>	00
10002281230021	Ruhanji Othara Athapattu	90,000.00	18-09-2023	Head Office			<input type="checkbox"/>	00
10002281230005	JANAKETHI KODALACE DON SAKDANI DILUKSINI	200,000.00	11-07-2023	Head Office			<input type="checkbox"/>	00
1000120230003	Niyil Sriwardane	93,000.00	02-11-2023	Head Office			<input type="checkbox"/>	00

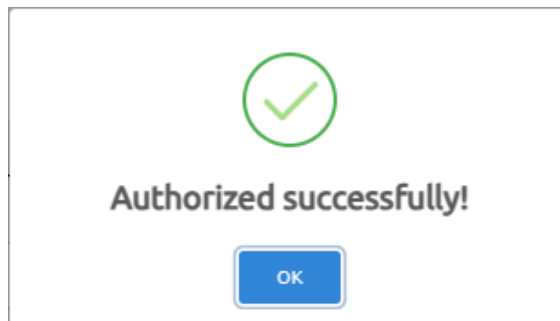
- After selecting the relevant requests, you can proceed further by selecting the Bulk Authorize Button as shown below.



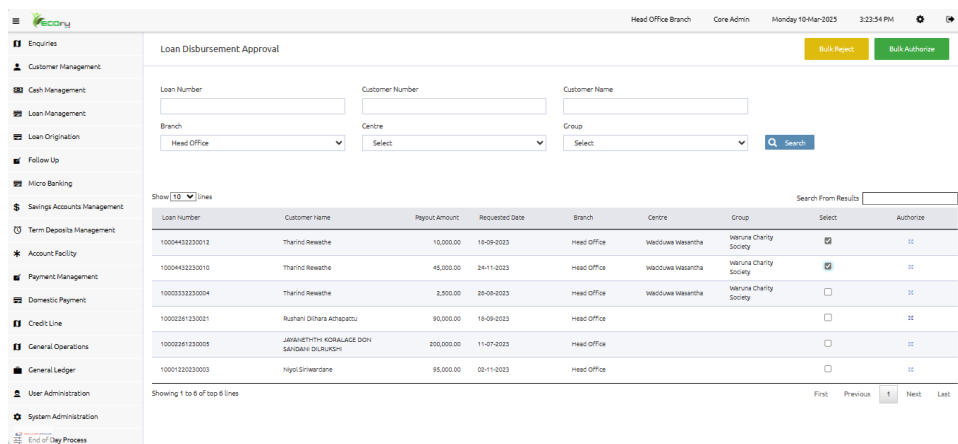
- After selecting the above button, A warning message will be shown that asks whether you want to proceed further.
- If you want to proceed further select Proceed.
- If you don't want to proceed further select Cancel.



- After you select Proceed.
- A message will be shown which states Authorized Successfully.



- Bulk Reject, if you need to reject many loan disbursement requests at once you can select them as shown below.



- After selecting the relevant requests, you can proceed further by selecting the Bulk Reject Button as shown below.



- After selecting the above button, A warning message will be shown that asks whether you want to proceed further.
- If you want to proceed further select Proceed.
- If you don't want to proceed further select Cancel.



Do you want to proceed?

Proceed

Cancel

- After selecting Proceed as shown below a message which states Rejected Successfully will be shown.



Rejected successfully!

OK

Route Creation

Create Route

[Login](#) > [Loan Management](#) > [Route Creation](#) > [Create Route](#)

- Use the Create Route sub-module to easily input the starting point (e.g., Colombo) and the destination (e.g., Galle).
- This intuitive process allows you to generate a route quickly and efficiently.



- After you select the Create Route button you will be directed to the user interface below.

Route Creation

Route Details

Route Name: Description:

Route Name	Description	View
Battaramulla to Minihana	From Battaramulla to Minihana	⌵
Rajagiriya to Nupegoda	From rajagiriya road to Nupegoda	⌵

- Route name: Enter the Route name.

Route Name

- Description: Enter description.

Description

Route Creation

Route Details

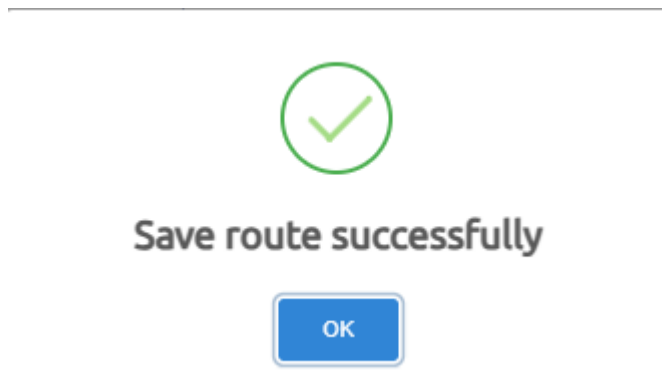
Route Name: Description:

Route Name	Description	View
Battaramulla to Minihana	From Battaramulla to Minihana	⌵
Rajagiriya to Nupegoda	From rajagiriya road to Nupegoda	⌵

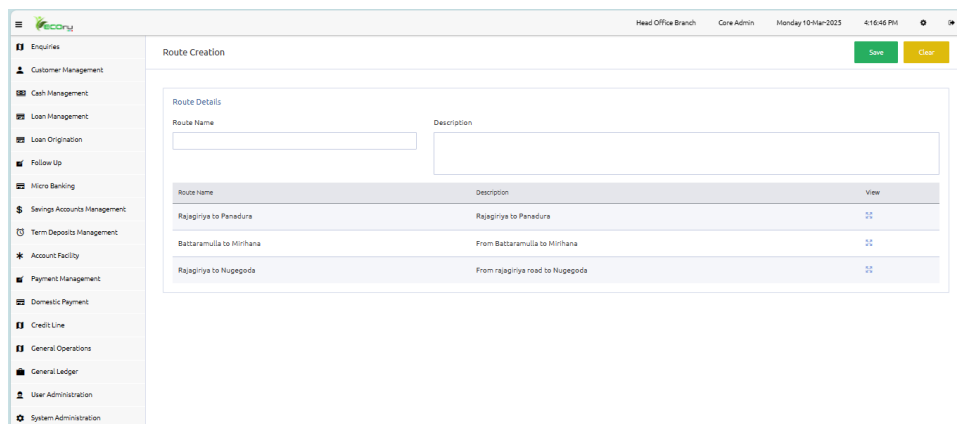
- As shown above, you can see that the details have been filled in.
- After filling in all the details relevant to the route go ahead by selecting the save button below.



- After selecting the save button a message will be shown that states Saved Route Successfully.



- As you can see below the Route details are available.



- The above Clear button is used to erase the details in text boxes.

Route Officer

[Login](#) > [Loan Management](#) > [Route Creation](#) > [Route Officer](#)

- By selecting the officer, proceed to choose the appropriate route from the provided options.
- This assigns the selected route to the designated officer, streamlining the process of task allocation and ensuring efficient management of routes within the system.



- After you select the Route Officer button you will be directed to the user interface below.

The screenshot shows the 'Officer Assign to Route' interface. The 'Officers' dropdown is set to 'Core Admin' and the 'Routes' dropdown is set to 'Rajagiriya to Nuwepoda'. The table below shows the following data:

Full Name	Route Name	View
Core Admin	Rajagiriya to Nuwepoda	View

- Route Officer: Select an Officer.
- Route: Select a Route.

The screenshot shows the 'Officer Assign to Route' interface with the dropdown menus expanded. The 'Officers' dropdown is set to 'Core Admin' and the 'Routes' dropdown is set to 'Rajagiriya to Nuwepoda'. The table below shows the following data:

Full Name	Route	View
Core Admin	Rajagiriya to Nuwepoda	View

- After selecting the relevant Route Officer and Route proceed further by selecting the Save button as shown below.



- After selecting the Save Button a message will be shown which states Save route successfully.



Save route successfully

OK

- As you can see below the Route Officer details are available.

The screenshot shows the 'Officer Assign to Route' interface. It includes a sidebar with navigation options such as 'Enquiries', 'Customer Management', 'Cash Management', 'Loan Management', 'Loan Origination', 'Follow Up', 'Micro Banking', 'Savings Accounts Management', 'Term Deposits Management', 'Account Facility', 'Payment Management', 'Domestic Payment', 'Credit Line', 'General Operations', 'General Ledger', 'User Administration', and 'System Administration'. The main content area has a title 'Officer Assign to Route' and a 'Save' button. Below the title, there are two dropdown menus: 'Officers' and 'Routes'. A table displays the assigned officers:

Full Name	Route Name	View
Cora Admin	Rajagiriya to Panedura	View
Cora Admin	Rajagiriya to Nugegoda	View

A 'Clear' button is located below the table.

- The above Clear button is used to erase the details in the drop-downs.

Loan Charges

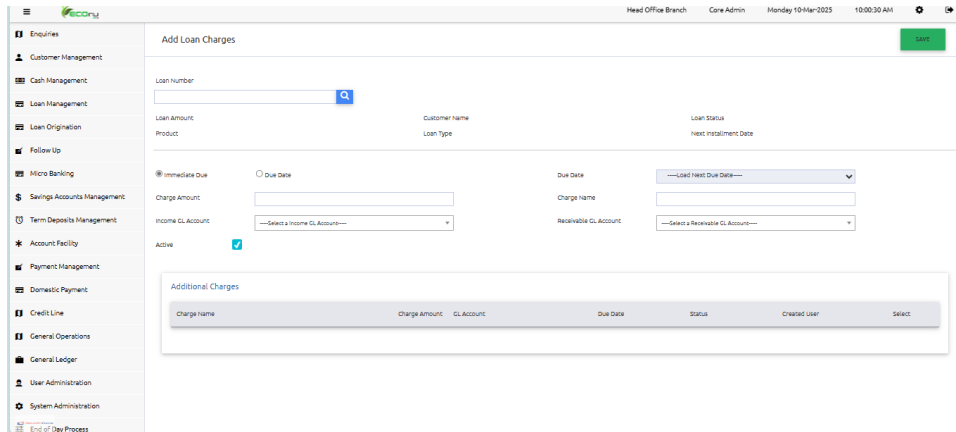
Loan Charges

Login > Loan Management > Loan Charges > Loan Charges

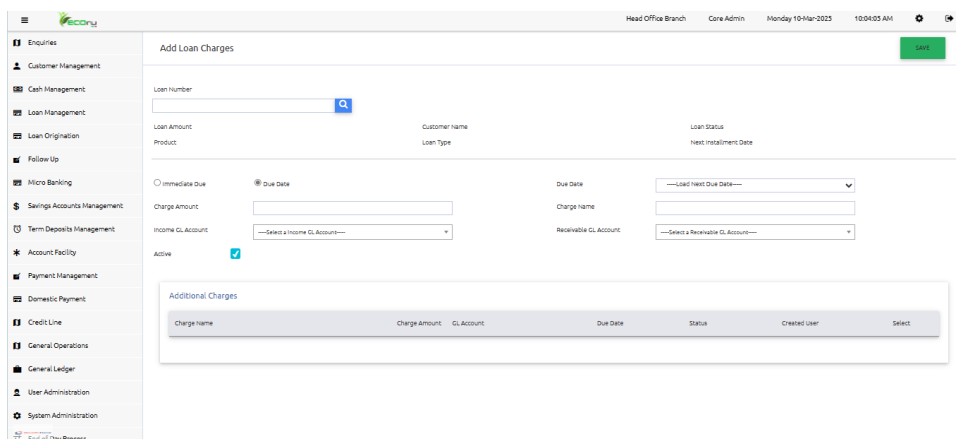
- The Loan Charges sub-module provides users with a clear and transparent breakdown of all applicable fees associated with the loan, including interest rates, processing fees, and any other charges.
- This ensures that both customers and banking professionals have a comprehensive understanding of the financial obligations involved in the loan.



- After selecting the above Loan Charges Button, you will be directed to the user interface below.



- Above User Interface is shown after selecting Immediate Due.



- Above User Interface is shown after selecting Due Date.

- Loan Number: Enter Loan Number.



- Charge Amount: Enter Charge Amount.



- Income GL Account: Select the relevant Income GL Account as shown below,

Income GL Account

Active

Additional Charges

Charge Name

---Select a Income GL Account---

392001 - Advance Payment

3412 - Advance- Advertising

3420 - Advance- Anniversary

3406 - Advance- Head Office

3405 - Advance- House Rent

- Due Date: Will be generated automatically.
- Charge Name: Enter Charge Name.

Charge Name

- Receivable GL Account: Select the relevant Receivable GL Account as shown below.

Receivable GL Account

Due Date

---Select a Receivable GL Account---

392001 - Advance Payment

3412 - Advance- Advertising

3420 - Advance- Anniversary

3406 - Advance- Head Office

3405 - Advance- House Rent

- Below shows us how it looks after filling the info when Immediate date is selected.

Immediate Due

Head Office Branch Core Admin Monday 10-Mar-2023 10:08:15 AM

Add Loan Charges Save

Loan Number:

Loan Amount: 5,000.00	Customer Name: Chamudi Kwaya Petis	Loan Status: Performing
Product: Group Loan Product Eborf	Loan Type: Equal Installments	Next Installment Date: 10-05-2023

Immediate Due
 Due Date
 Due Date:

Charge Amount:
 Charge Name:

Income GL Account:
 Receivable GL Account:

Active

Additional Charges						
Charge Name	Charge Amount	GL Account	Due Date	Status	Created User	Select

- Below shows us how it looks after filling in the info when the Due date is selected.

- Due Date: Select a Date, as shown below.

- After filling in the details carefully, please proceed further by selecting the Save Button.



- After you select the save button a message which states, Loan Charges Saved will be shown.



Loan charges saved

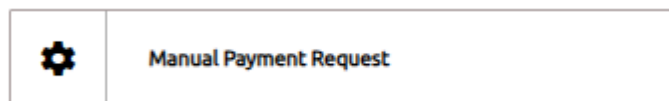


Loan Manual Payment

Manual Payment Request

[Login](#) > [Loan Management](#) > [Loan Manual Payment](#) > [Manual Payment Request](#)

- Users can initiate manual payment requests directly through the system by entering relevant payment details such as amount, recipient, and purpose.
- This feature facilitates the processing of non-standard payments or exceptional transactions that cannot be automated through regular channels.



- After selecting the above Manual Payment Request Button, you will be directed to the user interface below.

 A screenshot of the Ecoru system's "Loan Manual Payment Request" form. The interface includes a sidebar menu on the left with categories like "Enquiries", "Customer Management", "Cash Management", "Loan Management", "Loan Origination", "Follow Up", "Micro Banking", "Savings/Accounts Management", "Term Deposits Management", "Account Facility", "Payment Management", "Domestic Payments", "Credit Line", "General Operations", "General Ledger", "User Administration", "System Administration", "End of Day Process", and "MOLA". The main form area contains several input fields and sections:

- Loan Number:** A search field with a magnifying glass icon.
- Customer Name:** A dropdown menu.
- Product:** A dropdown menu.
- Loan Type:** A dropdown menu.
- Branch:** A dropdown menu.
- Company:** A dropdown menu.
- Status:** A dropdown menu.
- Financial Summary:** A table with columns for "Approved Loan Amount", "Outstanding Amount", and "Capital Due", each with a value of \$0.00. Below this are fields for "Interest Due", "Late Payment Penalty Due - Fixed", and "Late Payment Penalty Due - Variable", all showing \$0.00.
- Processing:** A dropdown menu.
- Interest In Subsidy:** A dropdown menu.
- Amount (Rp/Rp):** A dropdown menu.
- Remaining Installments:** A dropdown menu.
- Remaining Cross Period:** A dropdown menu.
- Remaining Installments:** A dropdown menu.
- Next Due Date:** A date field.
- Next Due Date:** A date field.
- Settlement Account Number:** A dropdown menu.
- Customer Name:** A dropdown menu.
- Available Balance:** A dropdown menu.
- Account Number:** A dropdown menu.
- Customer Name:** A dropdown menu.
- Available Balance:** A dropdown menu.
- Currency:** A dropdown menu.
- Product:** A dropdown menu.
- Status:** A dropdown menu.
- Currency:** A dropdown menu.
- Product:** A dropdown menu.
- Status:** A dropdown menu.
- Charges & Fees:** A table with columns: "Charge Name", "Method", "Currency", "Charge", "Applied Charge", and "Charge Amount".

- Loan Number: Enter Loan Number.
- After entering the loan number, the rest of the details will be automatically generated by the system.
- Below shows us how it looks after entering the loan number.

- After that enter the payment type and remark.
- Payment type: Select whether it's a Partial Payment or Full Payment.

- Remark: Enter Remark.
- Below shows us how it looks after selecting Partial Payment.

	Due Amount	Recovery Amount
Capital Due	2,499.14	0.00
Capital Outstanding	2,500.86	0.00
Interest Due	2.71	0.00
Future Interest Amount	1.00	0.00
Late Payment Fee Variable Due	0.00	0.00
Late Payment Fee Fixed Due	0.00	0.00
Other Charges	0.00	0.00
Other Charges Future Due	0.00	0.00
Total Due Amount	5,003.71	
Total Recovery Amount		0.00

- As you can see when a partial payment is selected recovery amount can be edited without any issues.

- Below shows us how it looks like after selecting Full Payment as payment type.

Payment Type: Full Payment | Interest Type: Accrued Interest | Remark: Full Payment with Accrued Interest

	Due Amount	Recovery Amount
Capital Due	2,499.14	2,499.14
Capital Outstanding	2,500.86	2,500.86
Interest Due	2.71	2.71
Late Payment Fee Variable Due	0.00	0.00
Late Payment Fee Fixed Due	0.00	0.00
Other Charges	0.00	0.00
Other Charges Future Due	0.00	0.00
Total Due Amount	5,002.71	
Total Recovery Amount		5,002.71

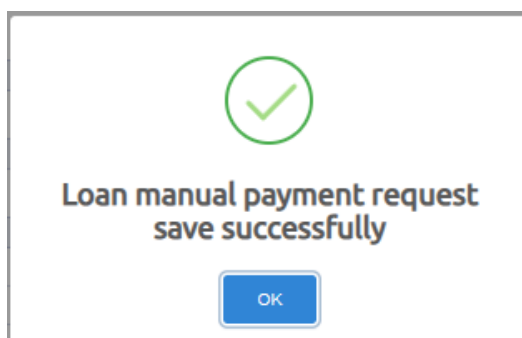
- As you can see when full payment is selected the recovery amount cannot be edited.
- As you can see below when full Payment is selected Interest Type drop-down will be visible. From that, you can select Accrued Interest or Future Interest and proceed further by selecting the relevant amounts.

Payment Type: Full Payment | Interest Type: Accrued Interest (dropdown menu open showing: Select Interest Type, Accrued Interest, Future Interest)

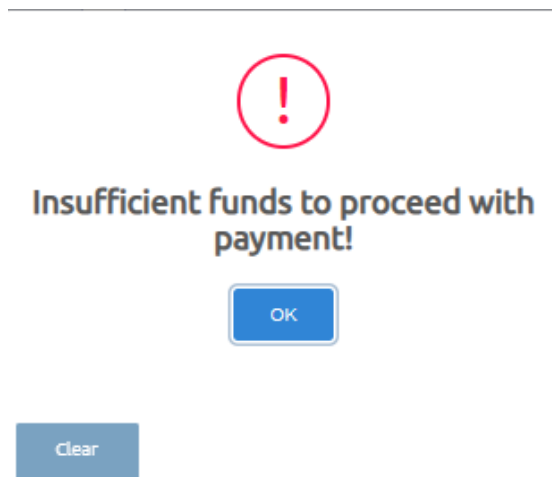
- After doing changes, you can proceed further by selecting the Request Button as shown below.



- After selecting the Request Button, you can see a message which states Loan manual payment request save successfully.



- In this case, if there aren't any sufficient funds an error message which states Insufficient funds to proceed with payment will be shown as you can see below.

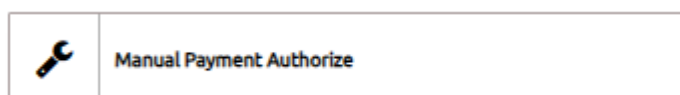


- By selecting on the above shown clear button you can clear the form data that's been automatically generated.

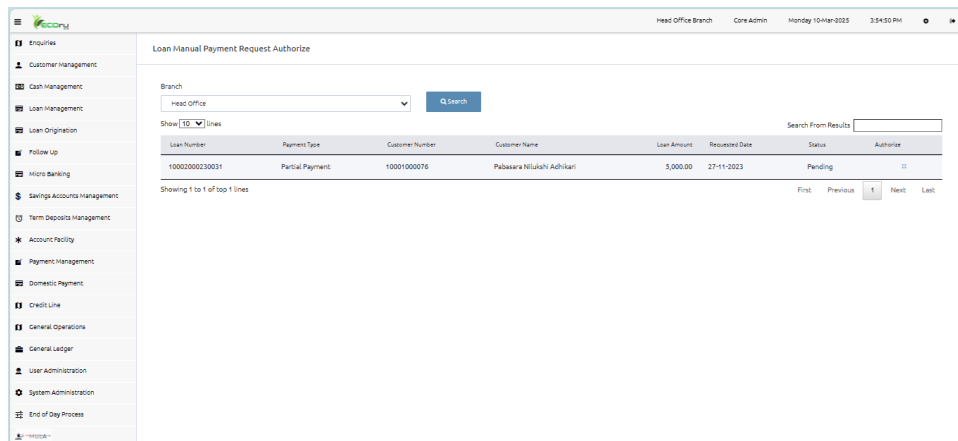
Manual Payment Authorize

[Login](#) > [Loan Management](#) > [Loan Manual Payment](#) > [Manual Payment Authorize](#)

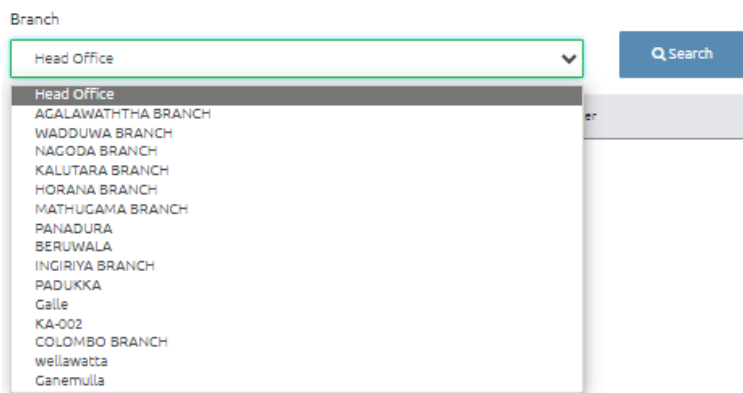
- This sub-module allows authorized users to manually review and authorize loan payments.
- Users can access pending payments, verify relevant details such as payment amount, recipient, and purpose, and then authorize the transaction to proceed.



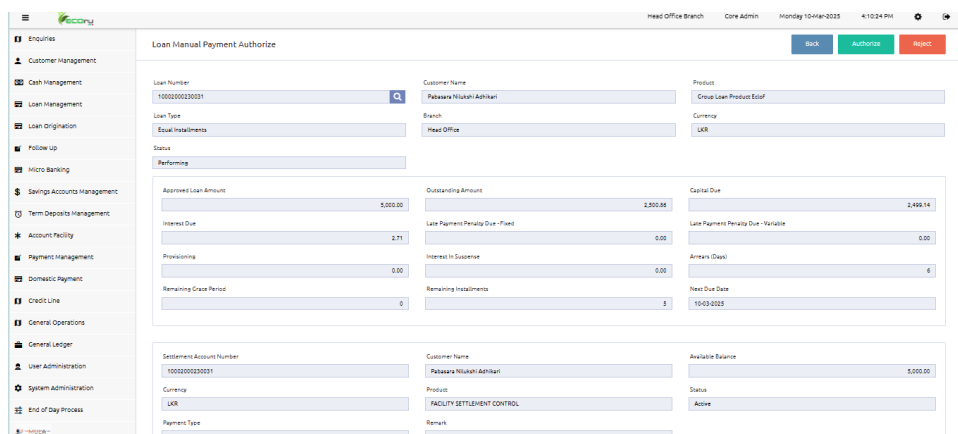
- After selecting the above Manual Payment Authorize Button, you will be directed to the user interface below.



- Branch: Select a Branch and the data related to the branch will be visible.



- In this case, if a request is done recently, it will be shown in the top row of the list.
- You can also search for the relevant loan number using the Search from Results bar.
- Below user interface below shows us how it looks after selecting a particular Manual Payment Request.

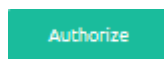


	Due Amount	Recovery Amount
Capital Due	2,499.14	2,499.14
Capital Outstanding	2,500.86	10.00
Interest Due	2.71	0.00
Future Interest Amount	1.00	0.00
Late Payment Fee Variable Due	0.00	0.00
Late Payment Fee Fixed Due	0.00	0.00
Other Charges	0.00	0.00
Other Charges Future Due	0.00	0.00
Total Due Amount	5,003.71	
Total Recovery Amount		2,509.54

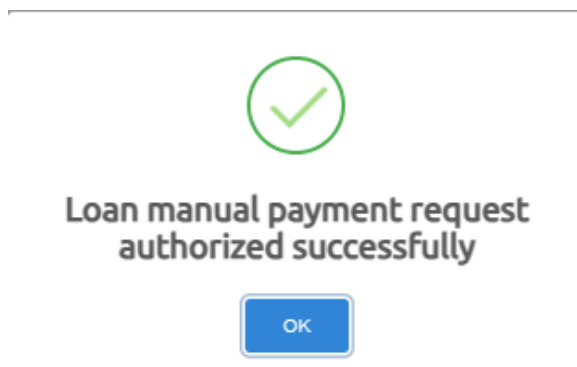
Charges & Fees

Charge Name	Method	Currency	Charge	Applied Charge	Charge Amount
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- After checking all the details, you can proceed further by selecting the Authorize Button as shown below.



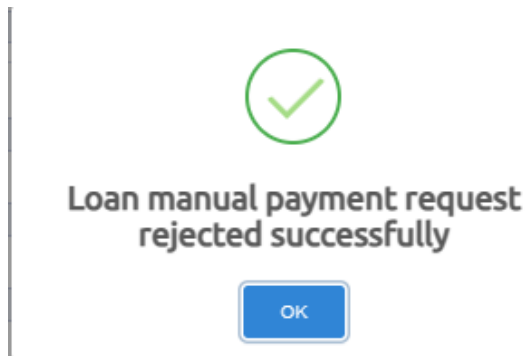
- After selecting the Authorize Button you will find a message that states Loan manual payment request authorized successfully.



- In the event you find that the details aren't correct, you can proceed further by selecting the Reject Button.



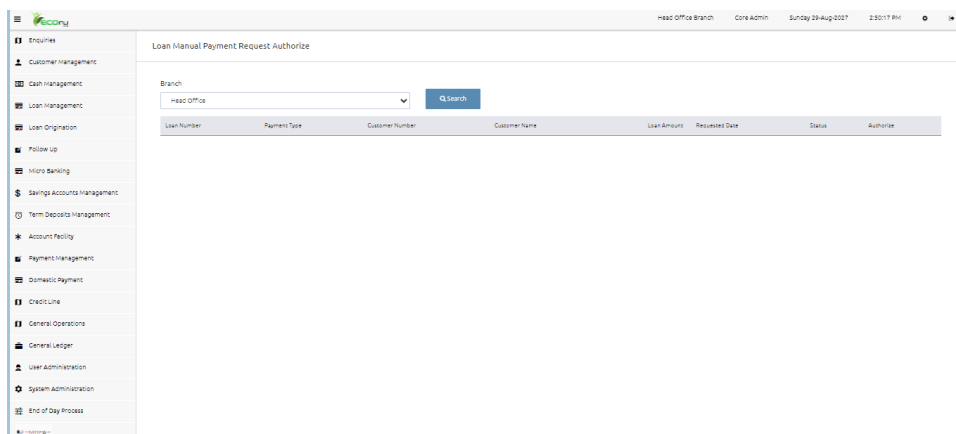
- After selecting the Reject Button, you will find a message that states the Loan manual payment request has been rejected successfully.



- When you select the below shown Back Button.



- You will be navigated to the Loan Manual Payment Request Authorize Screen as shown below.



Settlement from Term Deposit

Login > Loan Management > Loan Manual Payment > Settlement from Term Deposit

- If you have term deposit accounts linked to your loan, you can settle the loan by utilizing the funds available in these accounts.
- The system automatically identifies and utilizes the required amount from your term deposits to settle the outstanding loan balance.



- After selecting the above Settlement from the Term Deposit Button, you will be directed to the user interface below.

The screenshot shows the 'Settlement From Term Deposit' interface. The top navigation bar includes 'Head Office Branch', 'Core Admin', 'Monday 10-Mar-2025', and '8:50:31 AM'. The left sidebar contains a menu with categories like 'Enquiries', 'Customer Management', 'Cash Management', 'Loan Management', 'Follow Up', 'Micro Banking', 'Savings Accounts Management', 'Term Deposits Management', 'Account Facility', 'Payment Management', 'Domestic Payment', 'Credit Line', 'General Operations', 'General Ledger', 'User Administration', 'System Administration', and 'End of Day Process'. The main content area has a 'Request' button and a 'Clear' button. Below these are several input fields for Loan Number, Customer Name, Product, Loan Type, Branch, Currency, Status, and a Status dropdown. A summary table shows 'Approved Loan Amount', 'Outstanding Amount', 'Capital Due', 'Interest Due', 'Late Payment Penalty Due - Fixed', 'Late Payment Penalty Due - Variable', 'Provisioning', 'Interest in Suspense', 'Amort (Days)', 'Remaining Grace Period', and 'Remaining Installments'. At the bottom, there are fields for 'Total Due Amount' and 'Total Recovery Amount', both showing 0.00. A section for 'FD Account Number', 'Customer Name', 'FD Amount', 'Currency', 'Product', 'Status', and 'Remark' is also visible.

- After entering the loan number below is how the user interface is going to look like as you can see the details related to the loan no. It will be generated by the system automatically.

This screenshot shows the same interface with data populated for loan number 100077720210. The 'Loan Number' field is filled with '100077720210', 'Customer Name' is 'Kaindu Perera', and 'Product' is 'FD Against Loans - Test'. The 'Loan Type' is 'Simple Interest', 'Branch' is 'Head Office', and 'Currency' is 'LKR'. The 'Status' dropdown is set to 'Performing'. The summary table now shows: 'Approved Loan Amount' 50,000.00, 'Outstanding Amount' 0.00, 'Capital Due' 0.00, 'Interest Due' 0.00, 'Late Payment Penalty Due - Fixed' 0.00, 'Late Payment Penalty Due - Variable' 0.00, 'Provisioning' 0.00, 'Interest in Suspense' 0.00, 'Amort (Days)' 0, 'Remaining Grace Period' 0, and 'Remaining Installments' 5. A table below shows 'Due Amount' and 'Recovery Amount' for 'Capital Due', 'Capital Outstanding', and 'Interest Due'. The 'Total Due Amount' and 'Total Recovery Amount' are both 0.00.

This screenshot shows a detailed breakdown of the due and recovery amounts. The 'Total Due Amount' is 50,110.94 and the 'Total Recovery Amount' is 50,110.94. The breakdown table is as follows:

Category	Due Amount	Recovery Amount
Capital Due	0.00	0.00
Capital Outstanding	50,000.00	50,000.00
Interest Due	0.00	0.00
Interest Accrued	110.94	110.94
Late Payment Fee Variable Due	0.00	0.00
Late Payment Fee Fixed Due	0.00	0.00
Other Charges	0.00	0.00
Other Charges Future Due	0.00	0.00
Total Due Amount	50,110.94	
Total Recovery Amount		50,110.94

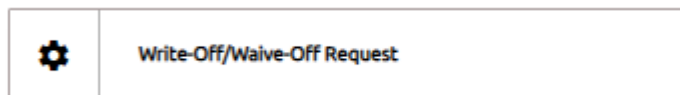
The bottom section shows 'FD Account Number' 100090100031, 'Customer Name' Kaindu Perera, 'FD Amount' 50,000.00, 'Currency' LKR, 'Product' FD-RSase, and 'Status' Closed.

Loan Write-Off/Waive-Off

Write-Off/Waive-Off Request

[Login](#) > [Loan Management](#) > [Loan Write-Off/Waive-Off](#) > [Write-Off/Waive-Off Request](#)

- To initiate the settlement process, users must submit a formal request through the Write-Off/Waive-Off Request sub-module.
- This request should include pertinent details such as the loan account number, rationale for the settlement (e.g., financial hardship, dispute resolution), and any supporting documentation if applicable.



- After selecting the above Write-Off/Waive-Off Request Button, you will be directed to the user interface below.

The screenshot shows the "Loan Write-Off/Waive-Off" interface. At the top, it displays "Head Office Branch", "Core Admin", "Friday 07 Nov 2025", and "15:12:00". Below this is a navigation bar with "Loan Write-Off/Waive-Off", "Attachments", and "Audit" tabs. The main content area is divided into two sections: "Loan Details" and "Write Off / Waive Off Details".

Loan Details:

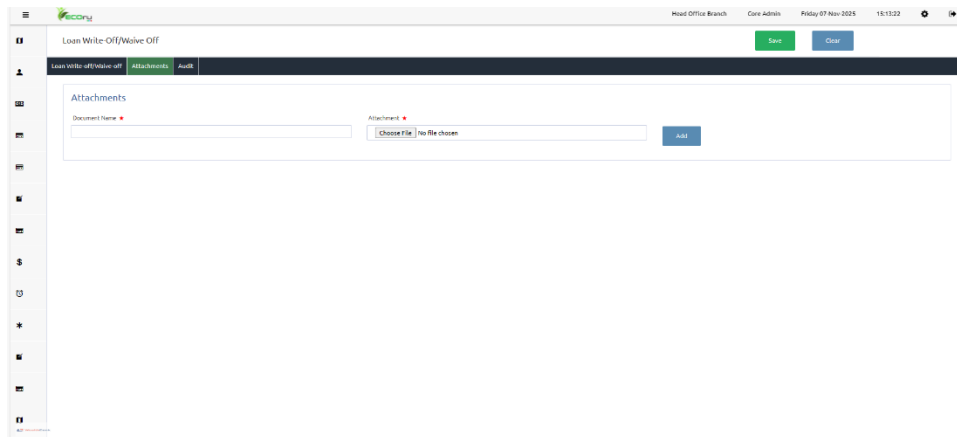
- Loan Number:** Searchable field.
- Customer Name:** Searchable field.
- Product:** Dropdown menu.
- Loan Type:** Dropdown menu.
- Branch:** Dropdown menu.
- Currency:** Dropdown menu.
- Status:** Dropdown menu.
- Approved Loan Amount:** 0.00
- Provisioning:** 0.00
- Interest In Suspense:** 0.00
- Arrears (Days):** 0
- No of Remaining Grace Period:** 0
- No of Remaining Installments:** 0
- Next Due Date:** 0

Write Off / Waive Off Details:

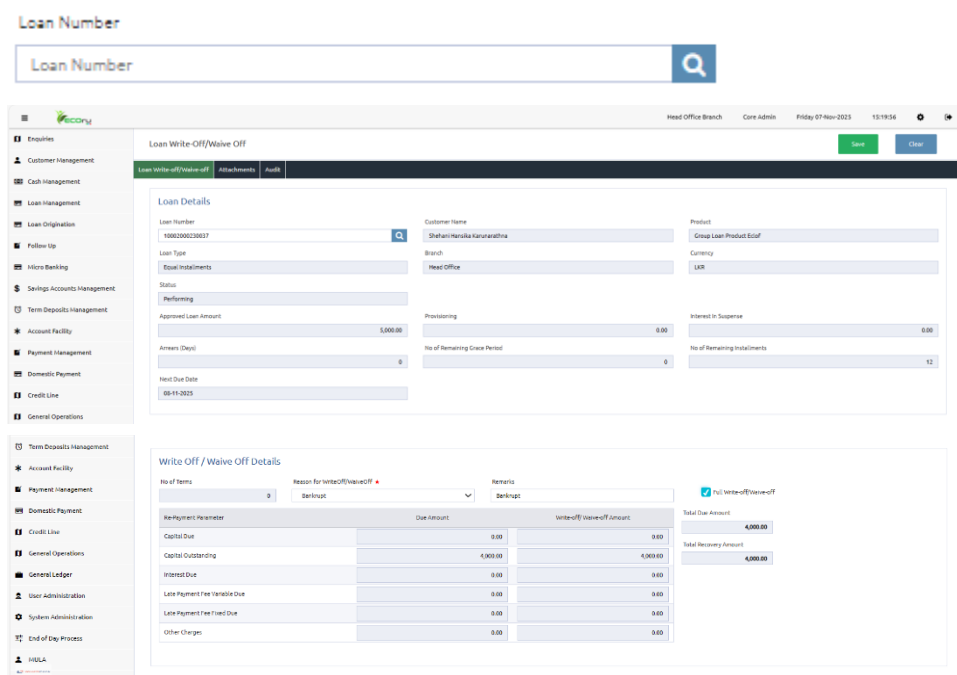
- No of Terms:** 0
- Reason for WriteOff/WaiveOff:** -Select-
- Remarks:** Text area
- Full Write-off/Waive-off:**

Repayment Parameter	Due Amount	Write-off/Waive-off Amount	Total Due Amount
Capital Due	0.00	0.00	0.00
Capital Outstanding	0.00	0.00	0.00
Interest Due	0.00	0.00	0.00
Late Payment Fee Variable Due	0.00	0.00	0.00
Late Payment Fee Fixed Due	0.00	0.00	0.00
Other Charges	0.00	0.00	0.00
			Total Due Amount: 0.00
			Total Recovery Amount: 0.00

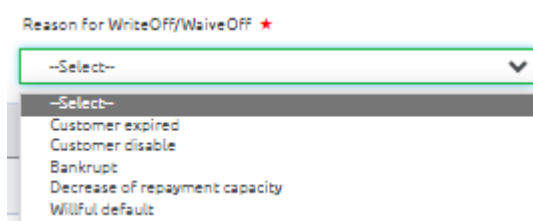
At the bottom, there is a "Repayment Schedule" section.



- After selecting the relevant loan number, details related to the loan number will be automatically generated in all the fields as shown below.
- Loan Number: Enter Loan Number.



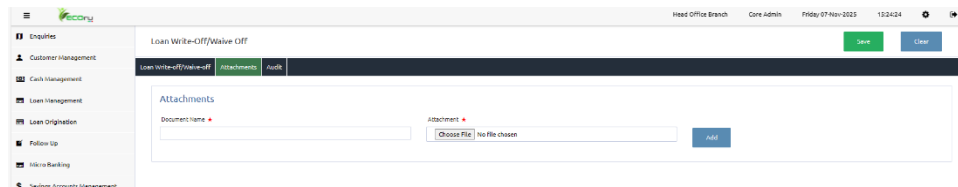
- Reason for Write-off/Waive Off: Select Reason.



- Remarks: Add a Remark.

Remarks

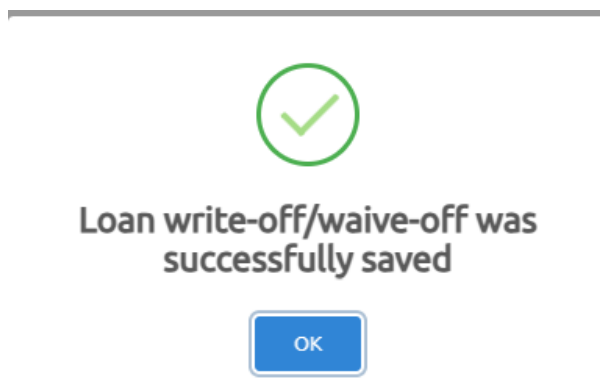
- ❖ **Notes: It is mandatory to fill the star-marked fields.**



- In the above attachments tab, you can submit any document related to the Loan Write-Off/ Waive-Off and proceed to the save button as shown below.



- After pressing the above save button, A message which states Loan write-off/waive-off was successfully saved will be visible in the screen.

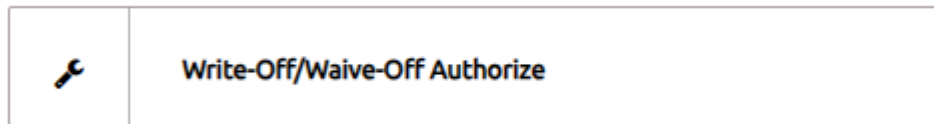


Write-Off/Waive-Off Authorize

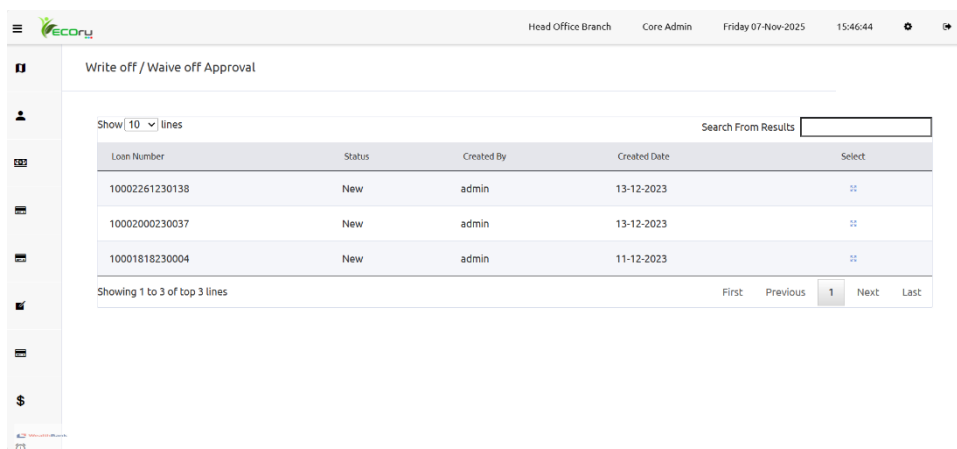
[Login](#) > [Loan Management](#) > [Loan Write-Off/Waive-Off](#) > [Write-Off/Waive-Off Authorize](#)

- Submitted requests are reviewed by the personnel.
- This involves validating the request, assessing the borrower's situation, and evaluating the impact on the bank's finances.

- Upon approval, adjustments are made to the loan account, potentially including writing off or waiving a portion or all of the outstanding balance, as per the approved terms.



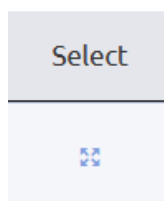
- After selecting the above Write-Off/Waive-Off Authorize Button, you will be directed to the user interface below.



- As you can see you can search for the loan number even from the Search from Results as shown below.



- Once you finished searching, and the record you want appears select the shown button below.



- Once you select the relevant record you will be directed to the interface below.

The screenshot displays the 'Loan Write-off/Waive Off Approval' screen. At the top, there are navigation buttons for 'Authorize', 'Reject', and 'Back'. The main content is divided into two sections: 'Loan Details' and 'Write Off / Waive Off Details'.

Loan Details:

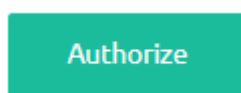
- Loan Number: 19022281238136
- Customer Name: Harshika Perera
- Product: MFL
- Loan Type: Simple Interest
- Branch: Head Office
- Currency: LKR
- Status: Performing
- Approved Loan Amount: 100,000.00
- Provisioning: 0.00
- Interest In Suspense: 0.00
- Arrears (Days): 43
- No of Remaining Grace Period: 0
- No of Remaining Installments: 11
- Next Due Date: 28-10-2022

Write Off / Waive Off Details:

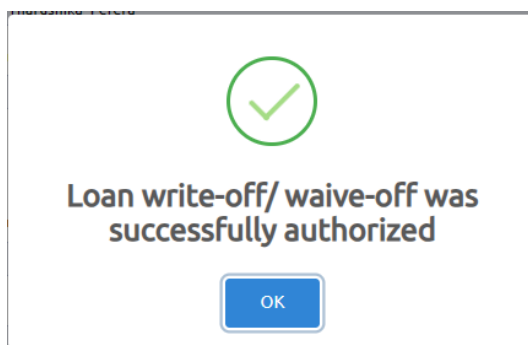
- No of Terms: 0
- Reason for writeOff/waiveOff: Bankrupt
- Remarks: (empty)
- Full write off/waive off:

No Payment Parameter	Due Amount	Write-off/Waive-off Amount	Total Due Amount
Capital Due	0.00	0.00	6,005.04
Capital Outstanding	0.00	0.00	6,005.04
Interest Due	0.00	0.00	
Late Payment Fee Variable Due	0.00	0.00	
Late Payment Fee Fixed Due	0.00	0.00	
Other Charges	0.00	0.00	

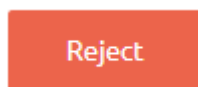
- After carefully going through all the details you can proceed further by selecting the Authorize button.



- After selecting this button, a message will be shown which states Loan write-off/waive-off was successfully authorized.



- If the details are incorrect, you can proceed further by rejecting the request by selecting the reject button shown below.



- After selecting the above reject button, a message will be shown which states Loan write-off/waive-off was rejected authorized.

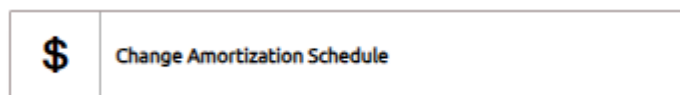


Loan Reschedule

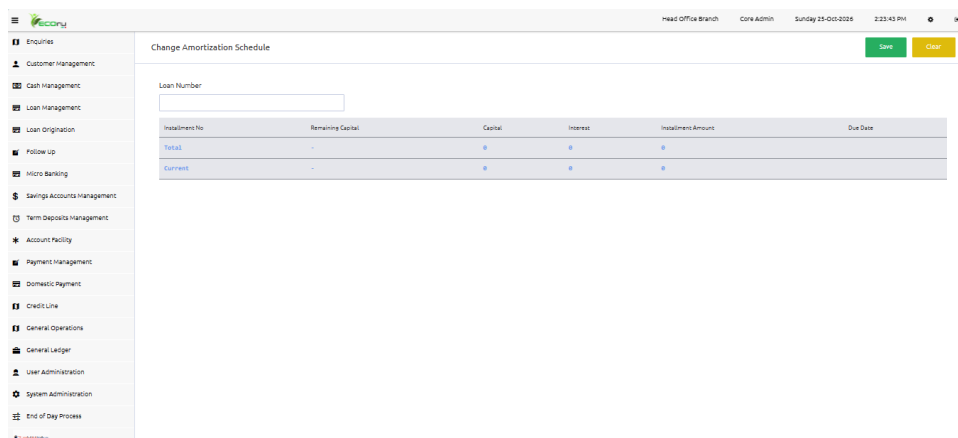
Change Amortization Schedule

[Login](#) > [Loan Management](#) > [Loan Reschedule](#) > [Change Amortization Schedule](#)

- With the Change Amortization Schedule sub-module, users can easily modify repayment schedules to accommodate changing financial circumstances or preferences.
- Whether it's extending the loan term for lower monthly payments or accelerating repayment to save on interest, this feature offers flexibility and control over loan amortization.



- After selecting the above Change Amortization Button, you will be directed to the user interface below,



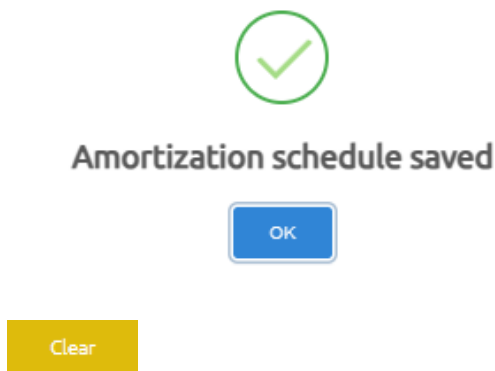
- After entering the loan number, you can change the due dates of the installments as shown below,

Installment No	Remaining Capital	Capital	Interest	Installment Amount	Due Date
Total					
	18,480.00		833.33	18,433.33	
Current					
	18,480.00		833.33	18,433.33	
1	10,000.00		400.00	33.00 433.00	2028-09-19
2	9,600.00		400.00	33.00 433.00	2028-09-20
3	9,200.00		400.00	33.00 433.00	2028-09-21
4	8,800.00		400.00	33.00 433.00	2028-09-22
5	8,400.00		400.00	33.00 433.00	2028-09-23
6	8,000.00		400.00	33.00 433.00	2028-09-24
7	7,600.00		400.00	33.00 433.00	2028-09-25
8	7,200.00		400.00	33.00 433.00	2028-09-26
9	6,800.00		400.00	33.00 433.00	2028-09-27
10	6,400.00		400.00	33.00 433.00	2028-09-28

- After changing the due dates, you can proceed by selecting on the save button as shown below.



- After selecting on the save button you will get a message which states that Amortization Schedule Saved as shown below.

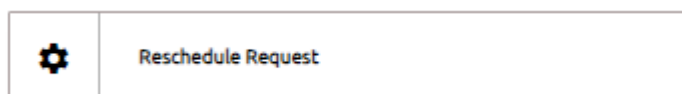


- The above Clear button is used to erase the details in text boxes.

Reschedule Request

Login > Loan Management > Loan Reschedule > Reschedule Request

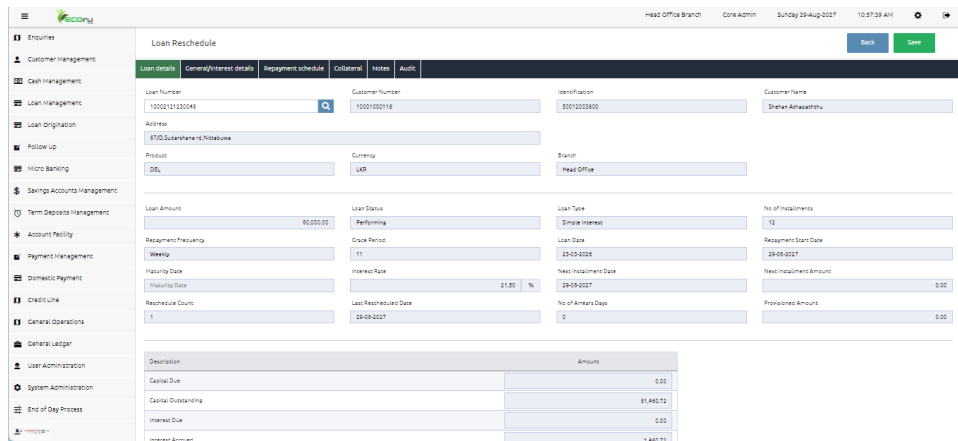
- Users can easily initiate a reschedule request for their existing loan by accessing the designated section within the system interface.
- They are prompted to provide relevant details such as the reason for the request and preferred new repayment schedule.



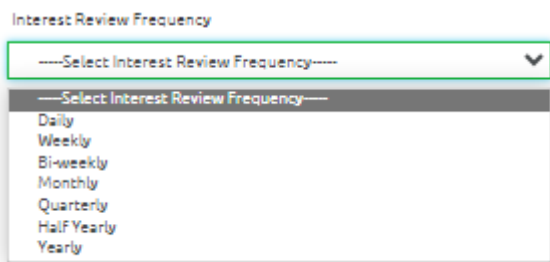
- After selecting the above Reschedule Request Button, you will be directed to the user interface below,

- Loan Number: Enter Loan Number.

- You can proceed further by typing the relevant Loan Number and clicking on the search button.
- After that the details will be shown in the relevant fields as shown below.



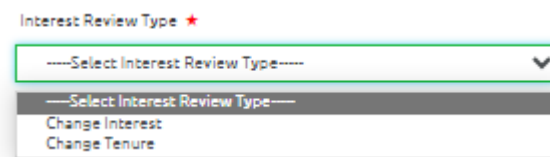
- Interest Review Frequency: Select Interest Review Frequency.



- Grace Period: Enter How many days is the grace period.

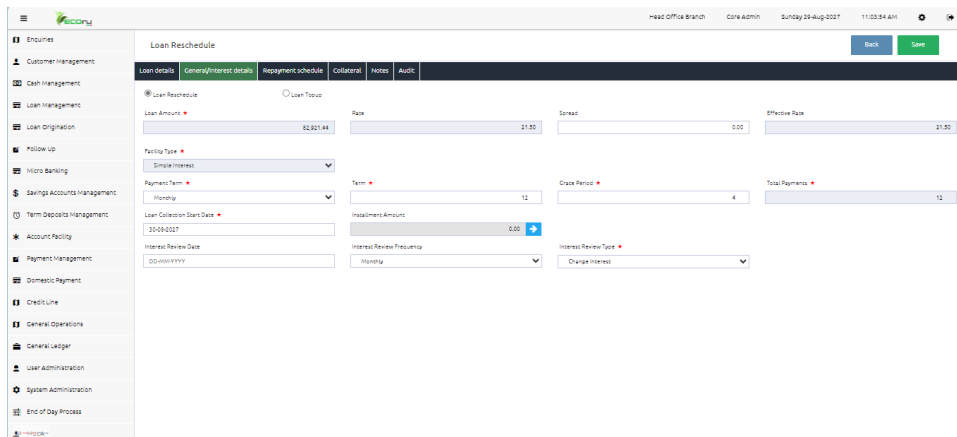


- Interest Review Type: Select Interest Review Type.



- After that fill the details that are marked with stars in each tab, otherwise you cannot proceed further.

- An example is shown below.



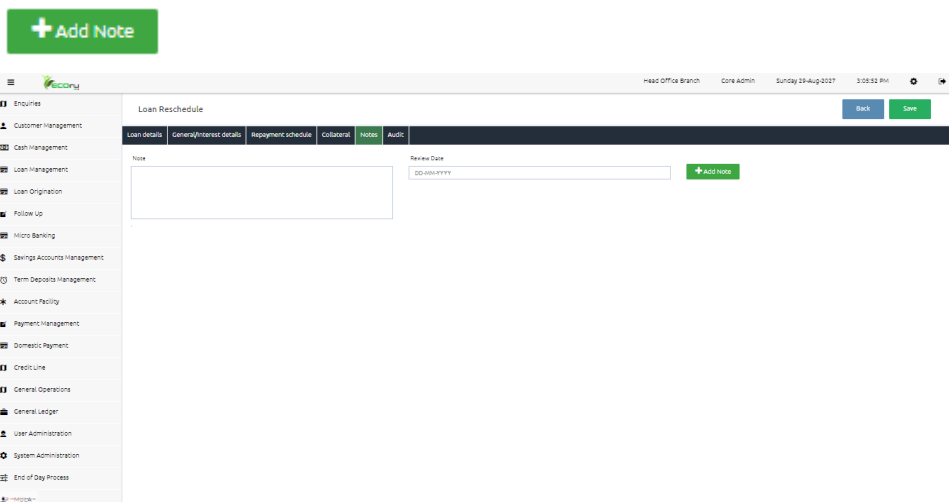
- Notes can be added in the below shown Notes tab.
- Note: Enter Note.



- Review Date: Select Review Date.



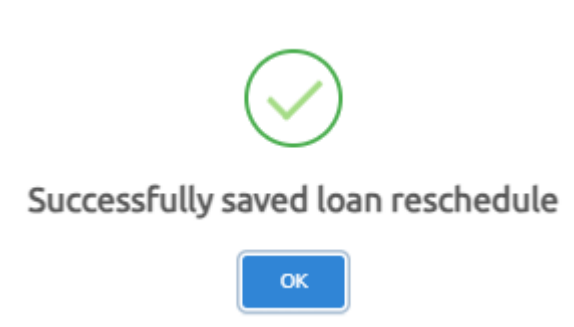
- Select Add Note button shown below to save the note.



- After filling all the details, you can proceed further by selecting on the save button as shown below.



- After selecting on the save button a message will be shown which states that Successfully saved loan reschedule.



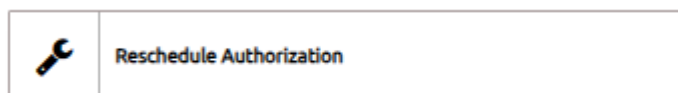
❖ **Notes: It is mandatory to fill the star marked fields.**

By clicking the following headings, users can navigate between tab.

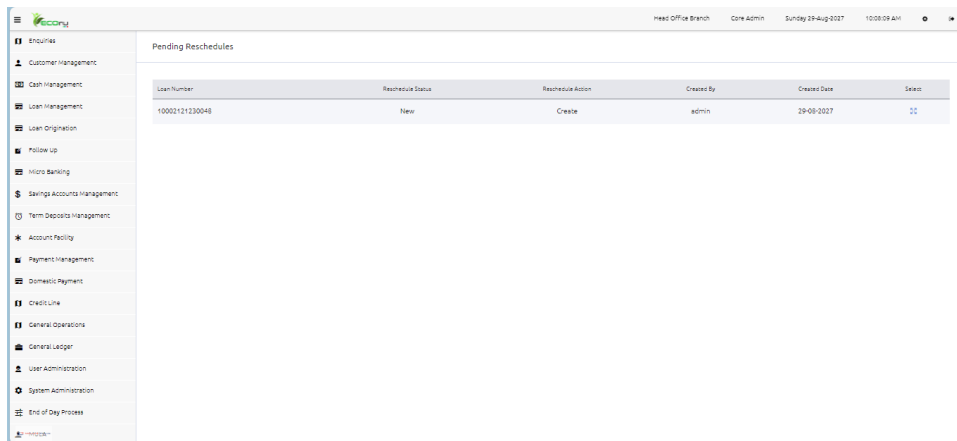
Reschedule Authorization

[Login](#) > [Loan Management](#) > [Loan Reschedule](#) > [Reschedule Authorization](#)

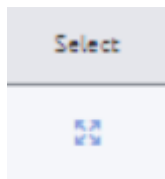
- Once a rescheduling request is submitted, the sub-module automates the authorization workflow, routing the request to the appropriate approving authority for swift review and decision-making.
- This ensures efficient processing and timely response to rescheduling requests.



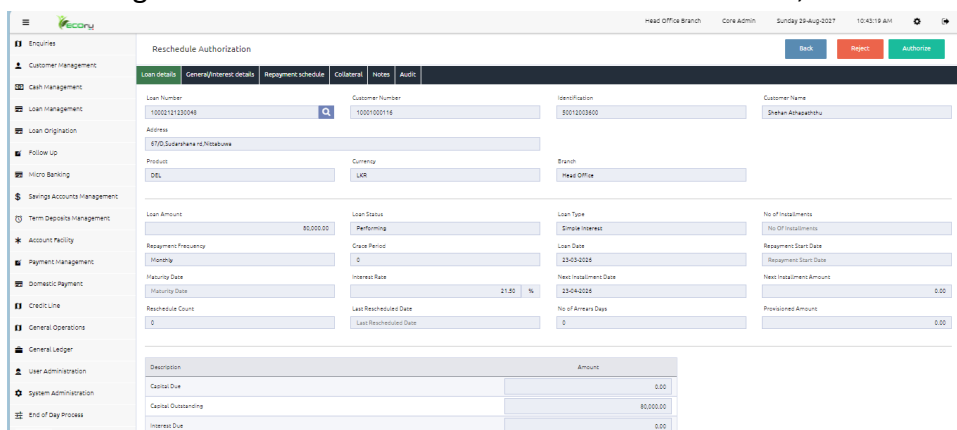
- After selecting the above Reschedule Authorization Button, you will be directed to the user interface below,



- In here you can proceed further by selecting on the select button.



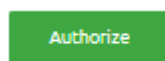
- After selecting the select button the user interface looks like this,



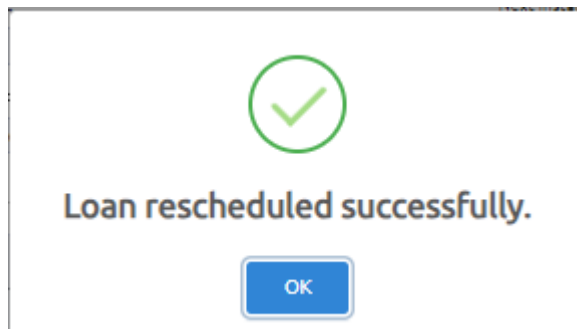
- After selecting the relevant details, if you find any issues you can proceed further by selecting on the Reject button as shown below,



- After selecting the relevant details, you can proceed further by selecting on the Authorize button as shown below,



- After selecting on the authorize button you will get a message which states that Loan rescheduled successfully.

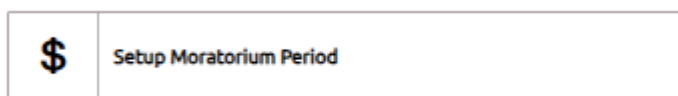


Loan Moratorium

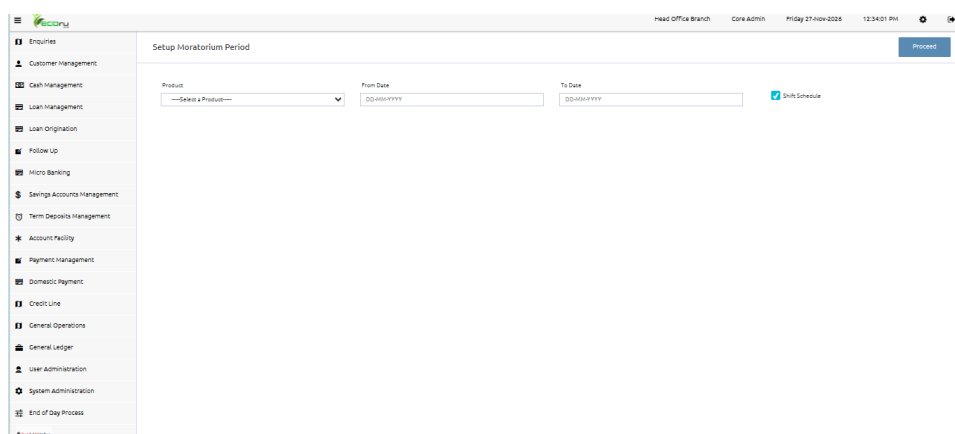
Setup Moratorium Period

[Login](#) > [Loan Management](#) > [Loan Moratorium](#) > [Setup Moratorium Period](#)

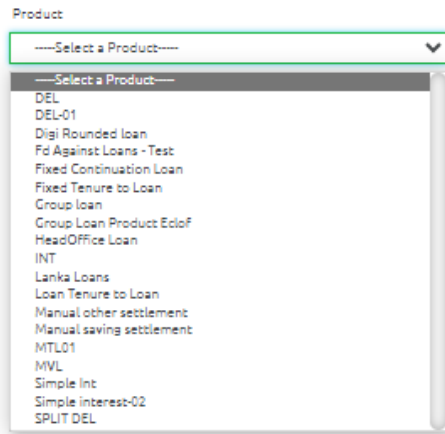
- In here, Specify the start date and duration of the moratorium period using the provided fields or dropdown menus.
- Optionally, configure any additional parameters such as eligible loan types or customer segments affected by the moratorium.



- After selecting the above Select Moratorium Period Button, you will be directed to the user interface below,



- **Product:** Select Product.



- From Date: Select from Date.

From Date

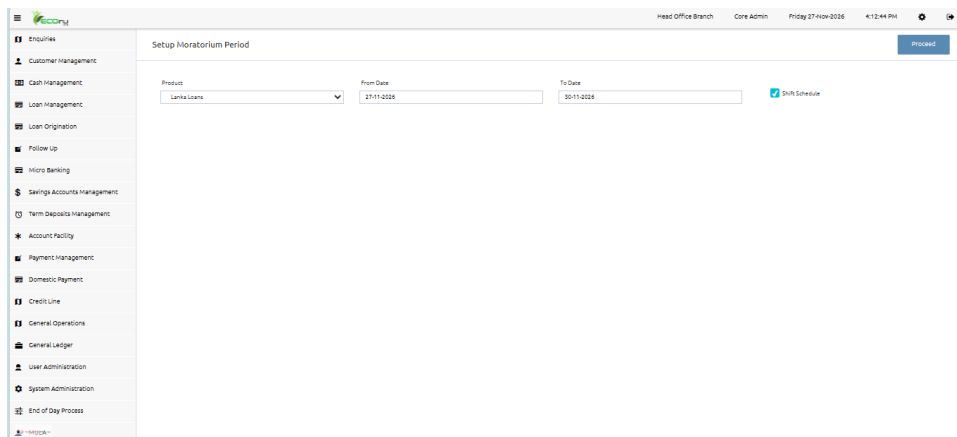
- To Date: Select to Date.

To Date

- Shift Schedule: Select Check box.

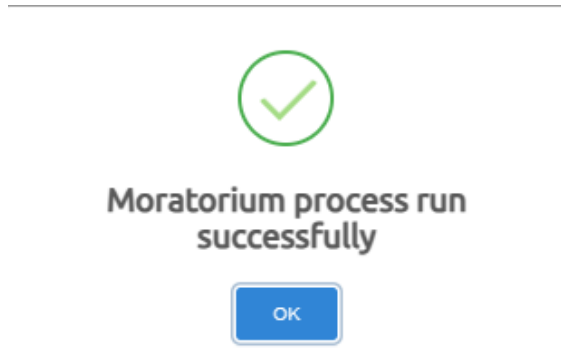
Shift Schedule

- After selecting the product as shown below, you can proceed further by selecting the from date, to date and check the shift schedule.



- After selecting the relevant details, you can proceed further by selecting the proceed button.

- After selecting the proceed button you can see a message that states Moratorium process run successfully.



- ❖ **Notes: It is mandatory to fill the star marked fields.**

Loan Settlement Reverse

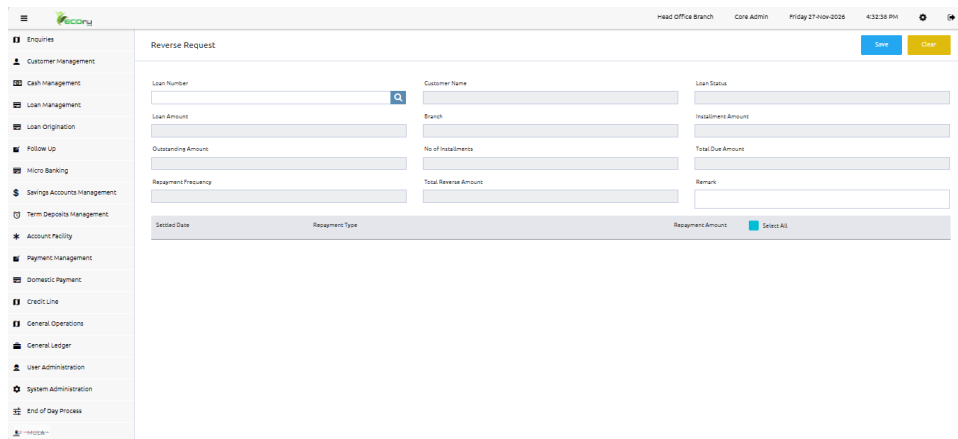
Reverse Request

[Login](#) > [Loan Management](#) > [Loan Settlement Reverse](#) > [Reverse Request](#)

- Users can easily initiate a reverse request within the Loan Settlement Reverse sub-module by selecting the desired loan transaction and specifying the reason for the reversal.
- This straightforward process allows for the efficient handling of erroneous or unauthorized transactions.



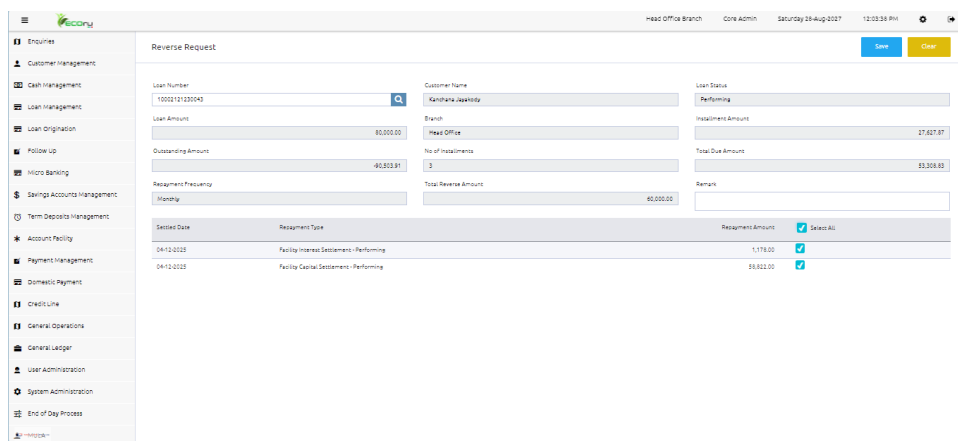
After selecting the above Select Reverse Request Button, you will be directed to the user interface below,



- Loan Number: Enter Loan Number.



- After selecting the loan number, the details related to the loan number will be automatically generated as shown below.



- After adding a remark, you can proceed further by selecting the save button. As shown below.



- After selecting the save button you will get a message which states that Loan settlement reverse request saved successfully.



Loan settlement reverse request
saved successfully

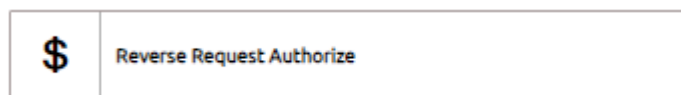
OK

- ❖ **Notes:** It is mandatory to fill the star marked fields.

Reverse Request Authorize

[Login](#) > [Loan Management](#) > [Loan Settlement Reverse](#) > [Reverse Request Authorize](#)

- This sub-module enables authorized users to initiate and authorize requests for reversing loan settlements.
- Upon receiving a reversal request, designated personnel can review the details and approve or reject the request based on established criteria.



- After selecting the above Select Reverse Request Authorize Button, you will be directed to the user interface below,

Ref Number	Loan Number	Loan Branch	Requested Branch	Requested By	Requested Date	Total Reversed Amount	Authorize
240205-001	1000212120043	Head Office	Head Office	admin	8/28/2027	60,000.00	DC

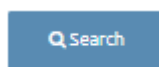
- **Branch:** Select Branch.

Branch

Head Office ▾

- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Calle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Search Button: Select Search Button to get results related to the relevant branch.



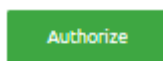
- In here after you select on the Authorize, below shows the details related to relevant Reverse Request.

Settled Date	Repayment Type	Repayment Amount
12/4/2025	Facility Interest Settlement - Performing	1,176.00
12/4/2025	Facility Capital Settlement - Performing	58,824.00

- After selecting the relevant details, if you find any issues you can proceed further by selecting on the Reject button as shown below,



- After selecting the relevant detail, you can proceed further by selecting on the Authorize button as shown below,



- After selecting on the authorize button you will get a message which states that Loan settlement reverse request authorized successfully.



Loan settlement reverse request
authorized successfully

OK

- ❖ **Notes:** It is mandatory to fill the star marked fields.

Reports

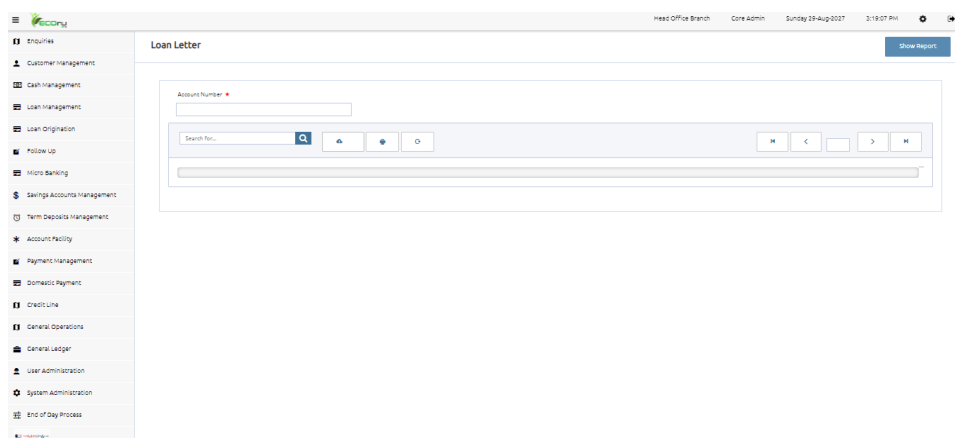
Loan Letter

[Login](#) > [Loan Management](#) > [Reports](#) > [Loan Letter](#)

- With the Loan Letter sub-module, users can effortlessly generate personalized loan letters tailored to specific borrower requirements.
- Whether it's an approval letter, rejection notice, or other correspondence, users can quickly create professional and compliant letters directly from the system.



- After selecting the above Loan Letter Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.

Account Number *

- Search For: Search details in a report.

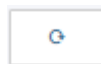
- Download Button: Download the report.

CSV
Excel
MHTML
PDF
TIFF file
Word
XML

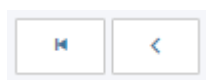
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



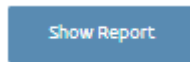
- Previous Button: Will Navigate to the previous page of a report.



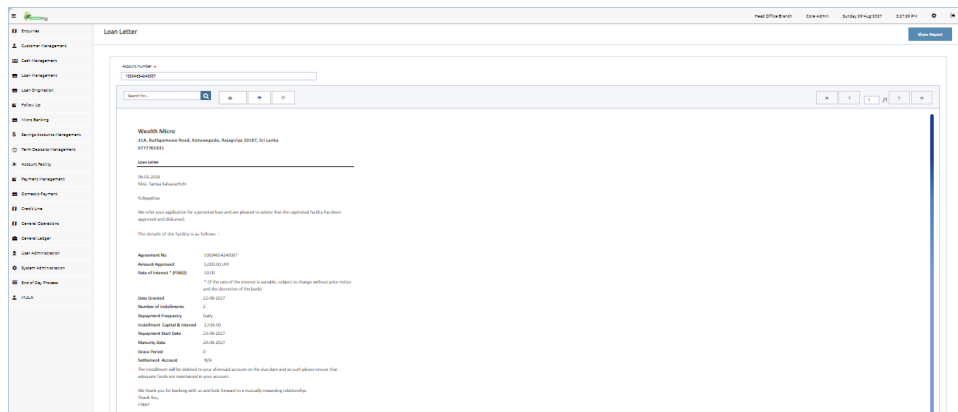
- Next Button: Will navigate to the next page of the report.



- **Show Report Button:** Select the Show Report Button to view the report.



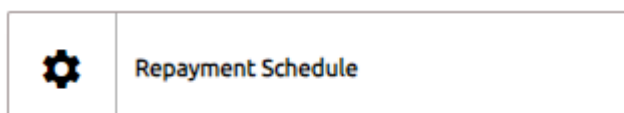
Below shows how the loan letter report looks after selecting the show report button.



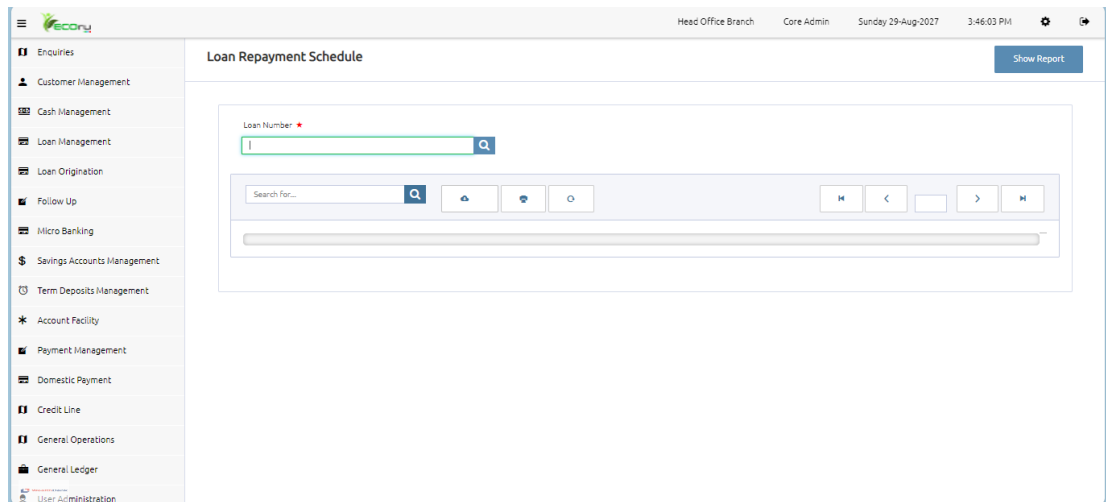
Repayment Schedule

[Login](#) > [Loan Management](#) > [Reports](#) > [Repayment Schedule](#)

- The repayment schedule provides a clear overview of upcoming loan payments, including installment amounts, due dates, and principal/interest breakdowns.
- Users can easily track the status of each payment, identifying overdue amounts or missed deadlines at a glance.
- Detailed information such as remaining balance, interest accrued, and total payments made is also available for comprehensive financial analysis and planning.



- After selecting the above Repayment Schedule Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.

Account Number *

- Search For: Search details in a report.

- Download Button: Download the report.



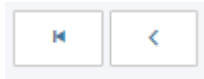
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



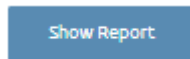
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



- Below shows how the repayment schedule report looks after selecting the show report button.

Loan Repayment Schedule

Wealth Micro
31A, Bulthgamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka
0777701631

Loan Repayment Schedule

Loan Number: 10004654240007 Customer Name: Miss Taniya Kaluarachchi
Loan Amount: 5,000.00 Payment Start Date: 23-08-2027
Loan Period: 2-Daily Grace Period: 0
Interest Rate: 10.00 - Variable Maturity Date: 24-08-2027
Total Disbursement: 5,000.00

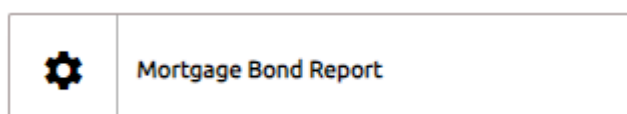
Installment Number	Repayment Date	Interest	Capital	Installment Amount
1	2027-08-23	16.00	2,500.00	2,516.00
2	2027-08-24	17.33	2,500.00	2,517.33
Total		33.33	5,000.00	5,033.33

Print by: Core 06-01-2024 15:49:46 Page 1/1

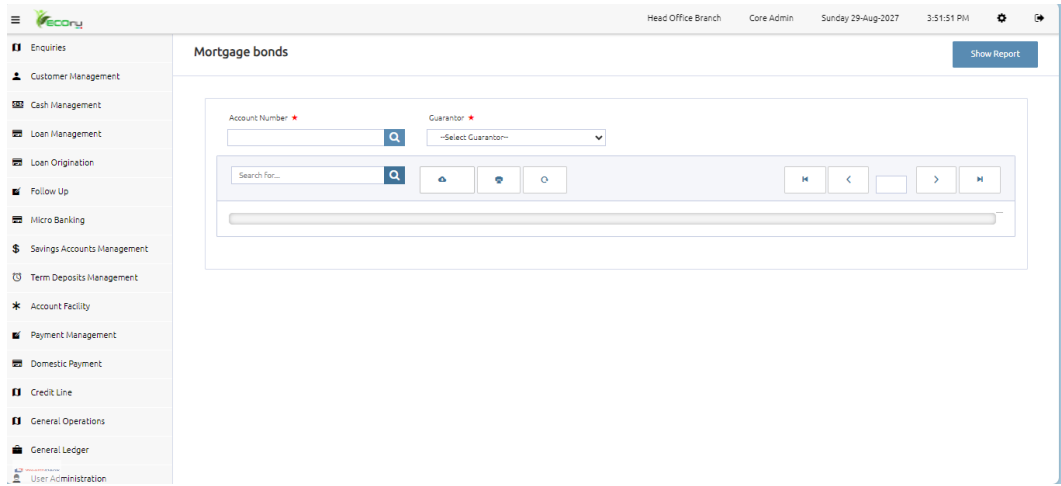
Mortgage Bonds

Login > Loan Management > Reports > Mortgage Bonds

- This feature provides users with a comprehensive overview of the performance of mortgage bonds within the system.
- Users can access key metrics such as bond yields, durations, and credit ratings, enabling informed decision-making regarding investment strategies or portfolio management.



- After selecting the above Mortgage Bond Report Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.

Account Number *

- Guarantor: Select Guarantor

Guarantor *

--Select Guarantor--

Guarantor *

--Select Guarantor--

--Select Guarantor--

Gimhani Pieris

Sarath Thilakarathne

- Search For: Search details in a report.

Search for...

- Download Button: Download the report.

Download icons: Cloud, Print

CSV

Excel

MHTML

PDF

TIFF File

Word

XML

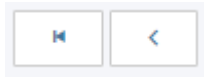
- **Print Button:** Used to Print the Report.



- **Refresh Button:** Used to reload the report.



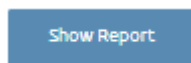
- **Previous Button:** Will Navigate to the previous page of a report.



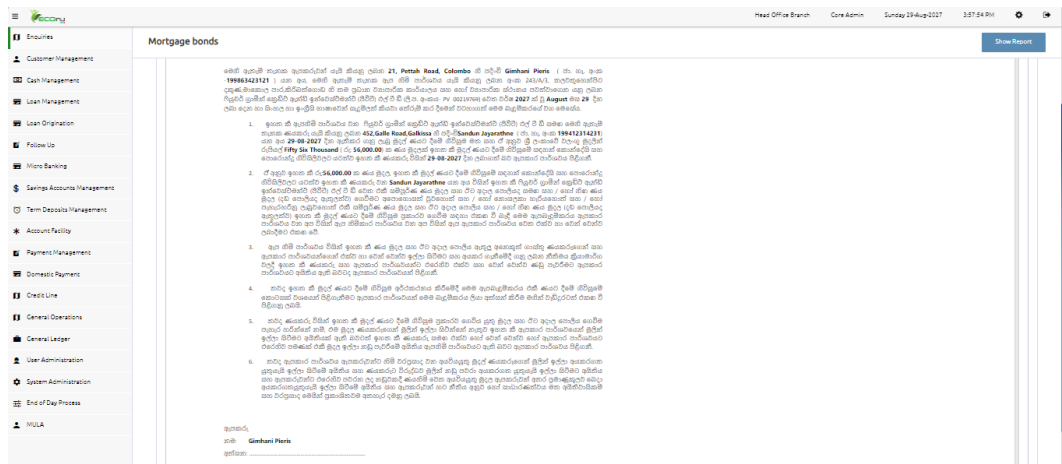
- **Next Button:** Will navigate to the next page of the report.



- **Show Report Button:** Select the Show Report Button to view the report.



- Below shows how the mortgage bonds report looks after selecting the show report button.



Promissory Note Report

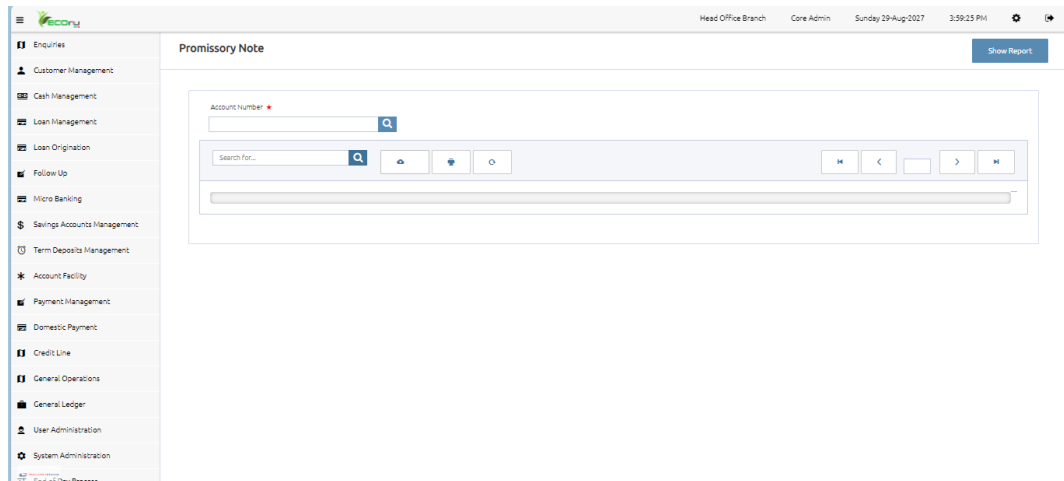
[Login](#) > [Loan Management](#) > [Reports](#) > [Promissory Note Report](#)

- The Promissory Note Report sub-module allows users to effortlessly generate comprehensive reports containing detailed information about promissory notes associated with loan agreements.

- This includes borrower details, loan amounts, interest rates, maturity dates, and other relevant terms.



- After selecting the above Promissory Note Report Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.



- Search For: Search details in a report.



- Download Button: Download the report.



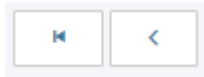
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



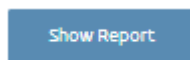
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



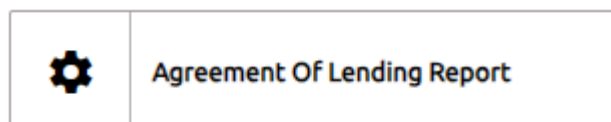
- Show Report Button: Select the Show Report Button to view the report.



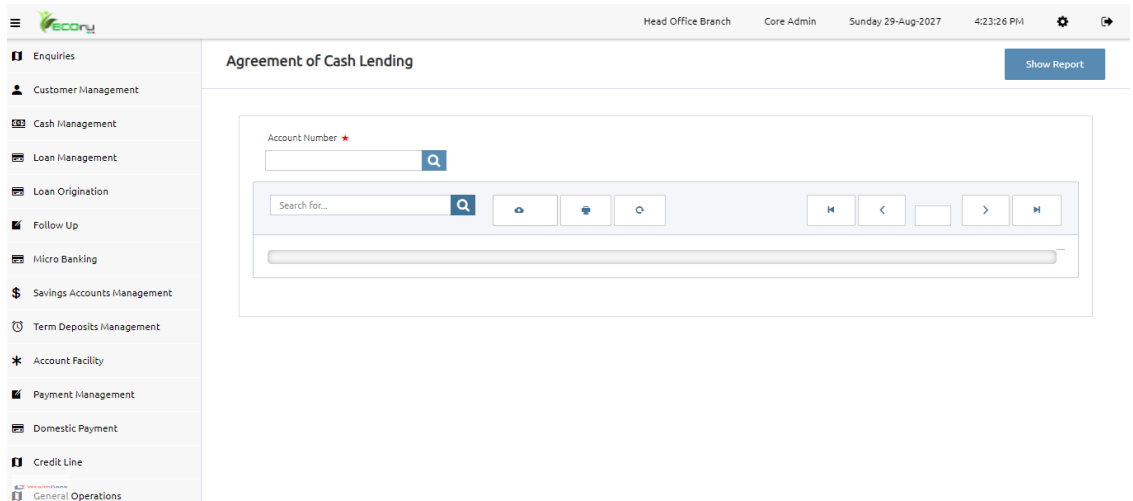
Agreement of Lending Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Agreement of Lending Report](#)

- The Agreement of Lending Report sub-module allows users to effortlessly generate detailed lending agreements summarizing the terms and conditions of approved loans.
- This report provides a clear overview of the borrower's obligations, loan amount, interest rates, repayment schedule, and any additional terms, ensuring transparency and legal compliance.



- After selecting the above Agreement of Lending Report Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.



- Search For: Search details in a report.



- Download Button: Download the report.



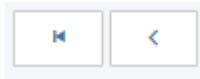
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



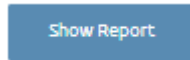
- Previous Button: Will Navigate to the previous page of a report.



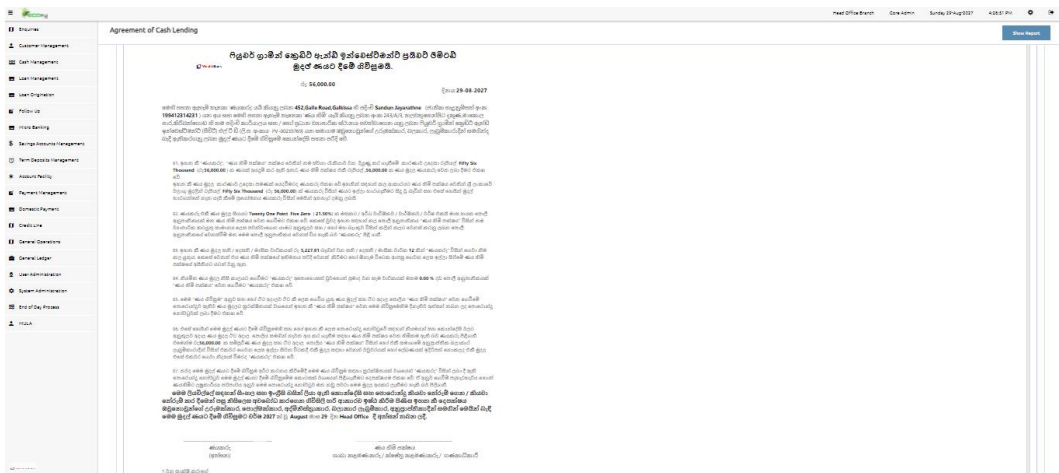
- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



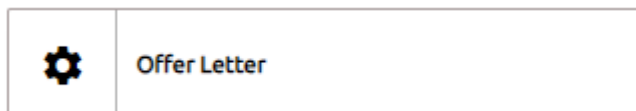
Below shows how the Agreement of Lending Report looks after selecting the show report button.



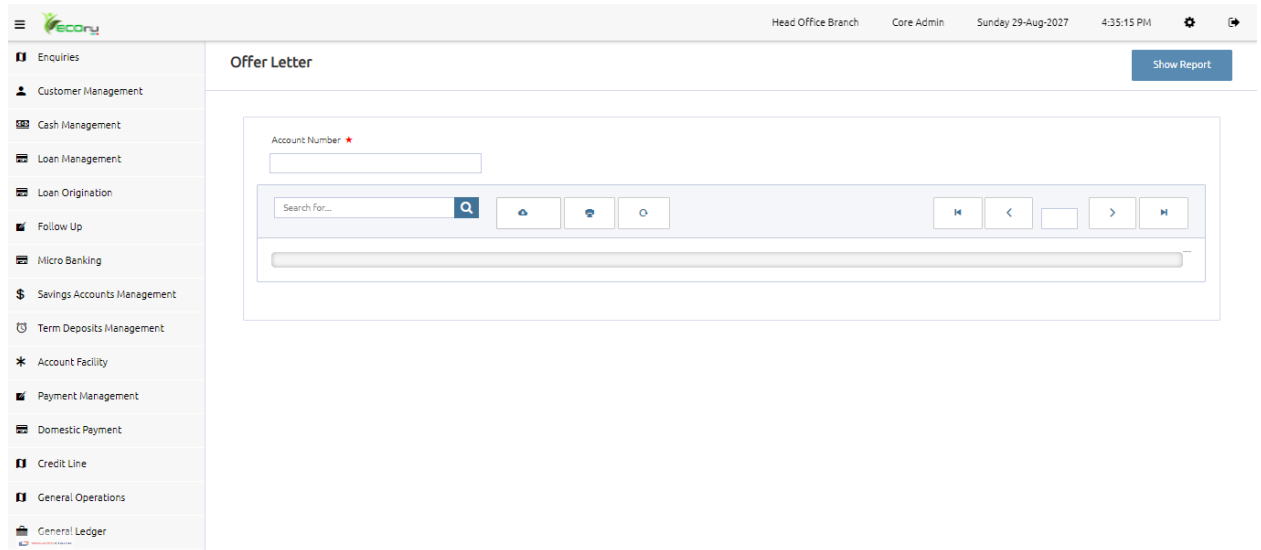
Offer Letter

[Login](#) > [Loan Management](#) > [Reports](#) > [Offer Letter](#)

- This sub-module allows users to effortlessly generate offer letters for approved loan applications.
- Simply select the desired application and initiate the offer letter generation process with a few clicks.



- After selecting the above Offer Letter Button, you will be directed to the user interface below,



- Account Number: Enter Account Number.



- Search For: Search details in a report.



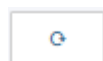
- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



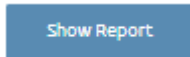
- Previous Button: Will Navigate to the previous page of a report.



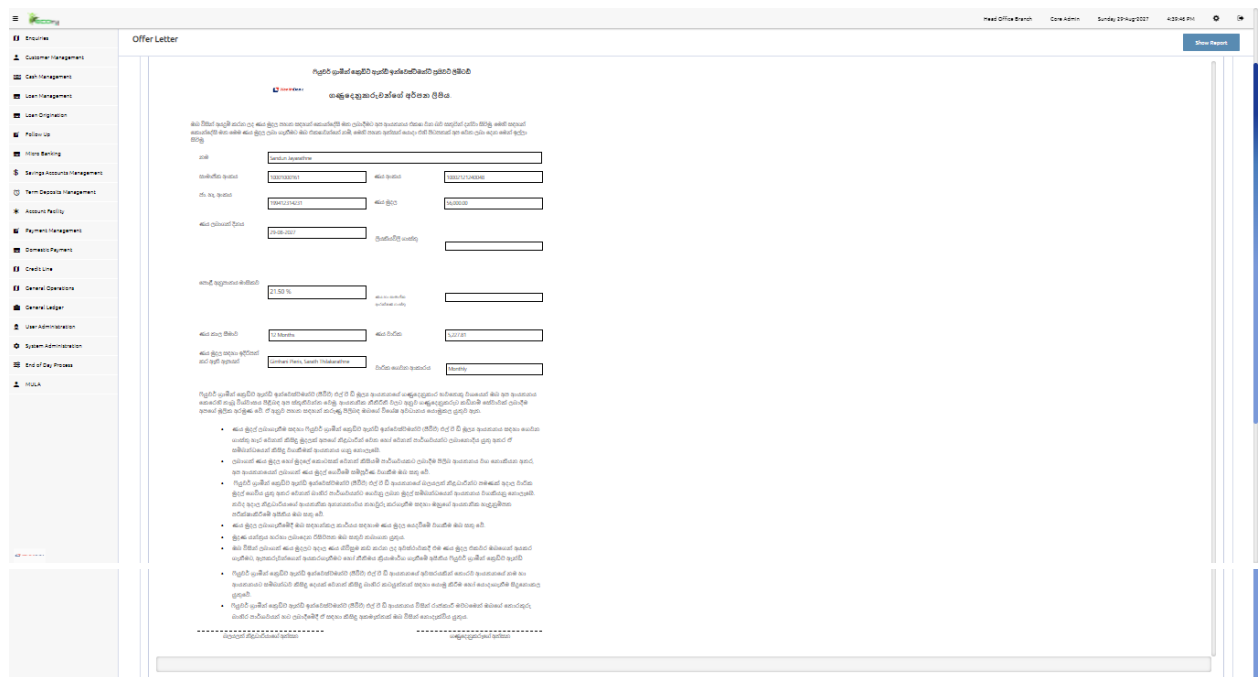
- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Offer Letter Report looks after selecting the show report button.



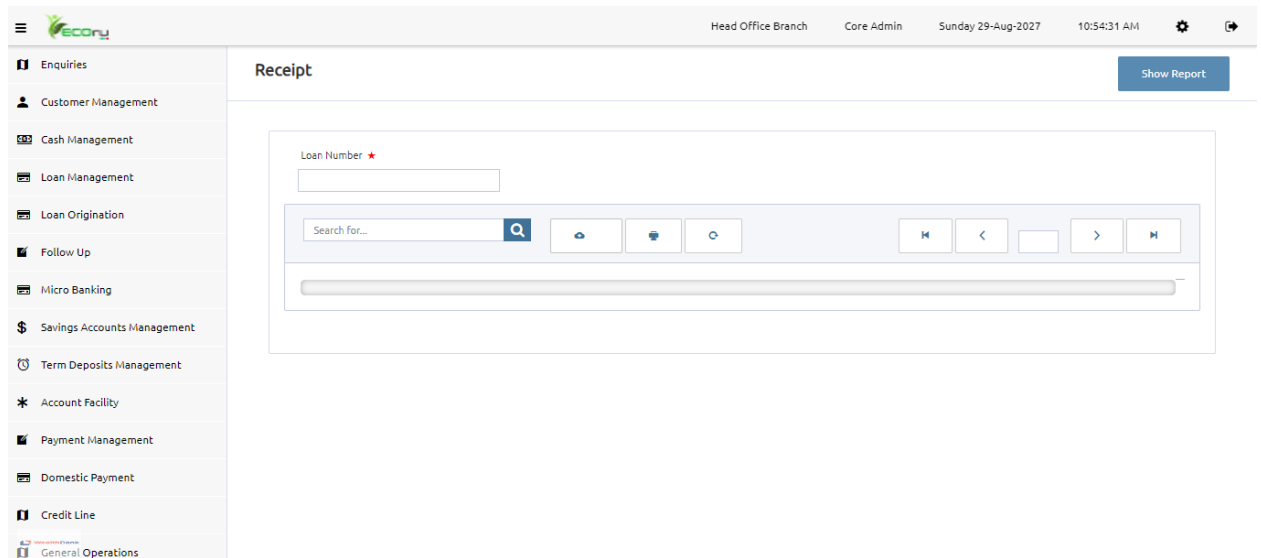
Receipt Sinhala

Login > Loan Management > Reports > Receipt Sinhala

- Receipt Sinhala sub-module allows users to effortlessly generate detailed receipts for completed transactions.
- Simply input the necessary transaction details, and the system will automatically generate a comprehensive receipt containing pertinent information such as transaction date, amount, parties involved, and any additional notes.



- After selecting the above Receipt Sinhala Button, you will be directed to the user interface below,



- **Loan Number:** Enter Loan Number.



- **Search For:** Search details in a report.



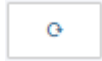
- **Download Button:** Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



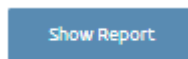
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Receipt Sinhala Report looks after selecting the show report button.

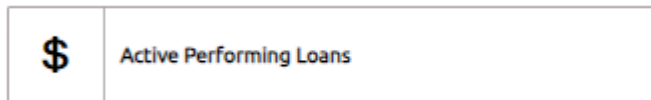
The screenshot displays the Ecoru user interface. On the left is a navigation menu with options like Enquiries, Customer Management, Cash Management, Loan Management, Loan Origination, Follow Up, Micro Banking, Savings Accounts Management, Term Deposits Management, Account Facility, Payment Management, Domestic Payment, Credit Line, and General Operations. The main area shows a 'Receipt' report for 'ABC Bank & Investment (PVT) LTD' dated '29-08-2027'. The report text in Sinhala states: 'ABC බැංකු සහ ආයතන (පුද්ගලික) පුද්ගලිකව ප්‍රතිලාභී වෙයි'. The English text reads: 'I/We hereby acknowledge receipt of Rs.56,000.00 Rupees Fifty Six Thousand being the proceeds of loan granted. අප මුදල මගහගත් ලෙස ලද රු. 56,000.00 රුපියල් Fifty Six Thousand මා ආප විසින් භාර ගන්න ලදී.' The recipient details are: Name: Sandun Jayarathne, N.I.C No: 199412314231. There is a signature line at the bottom right.

Active Performing Loan

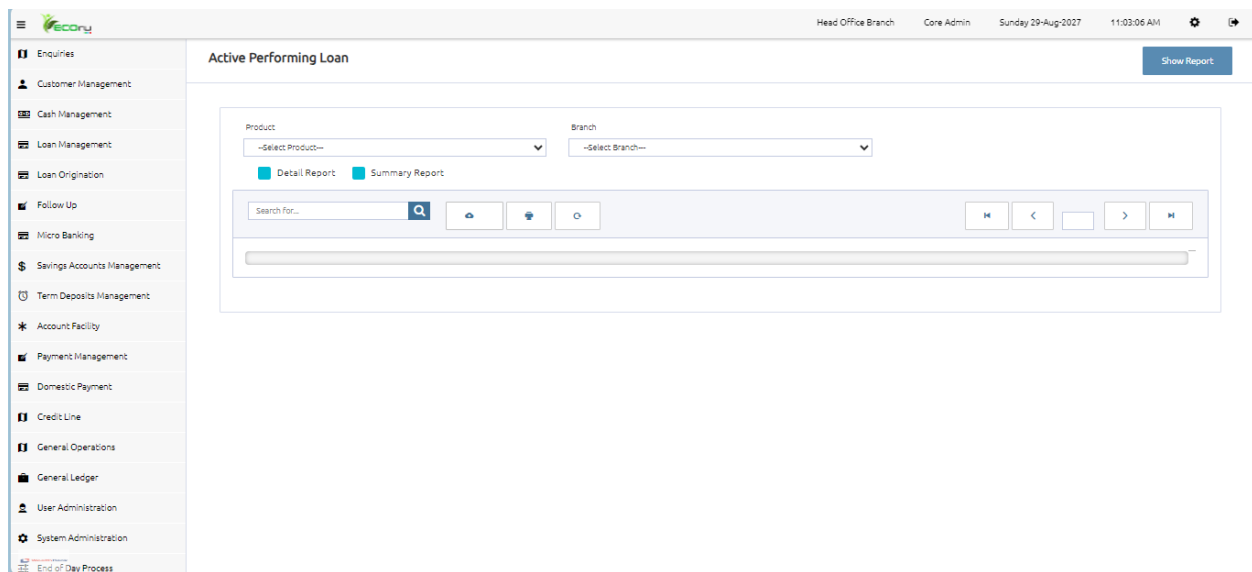
Login > Loan Management > Reports > Active Performing Loan

- This section provides a comprehensive summary of all currently active loans that are performing according to their terms.

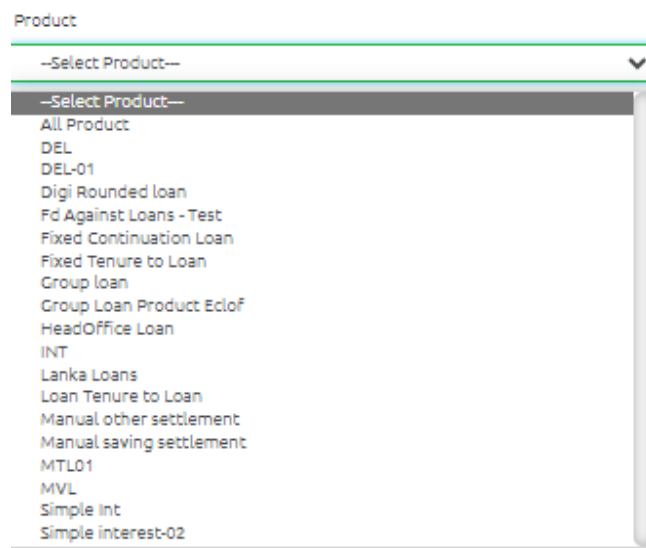
- Users can quickly access key metrics such as the total number of active performing loans, the aggregate loan amount, and the distribution of loans across different categories or products.



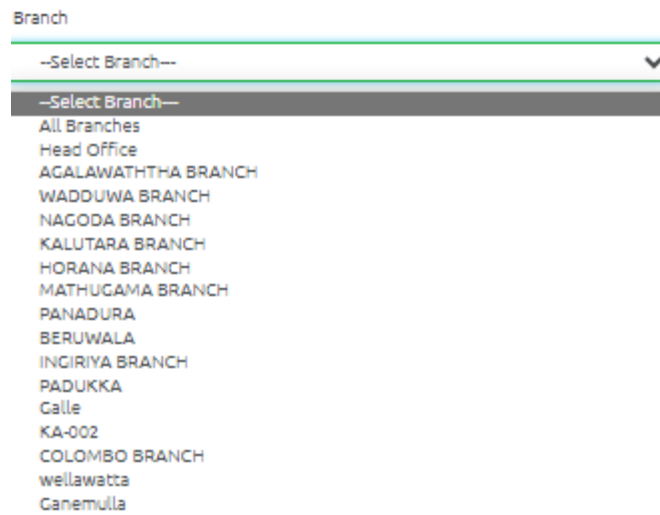
- After selecting the above Active Performing Loan Button, you will be directed to the user interface below



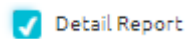
- Product: Select Product



- Branch: Select Branch.

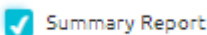


- Detail Report: Select Detail Report.



Or

- Summary Report: Select Summary Report.



- Search For: Search details in a report.



- Download Button: Download the report.



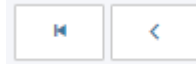
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



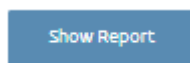
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



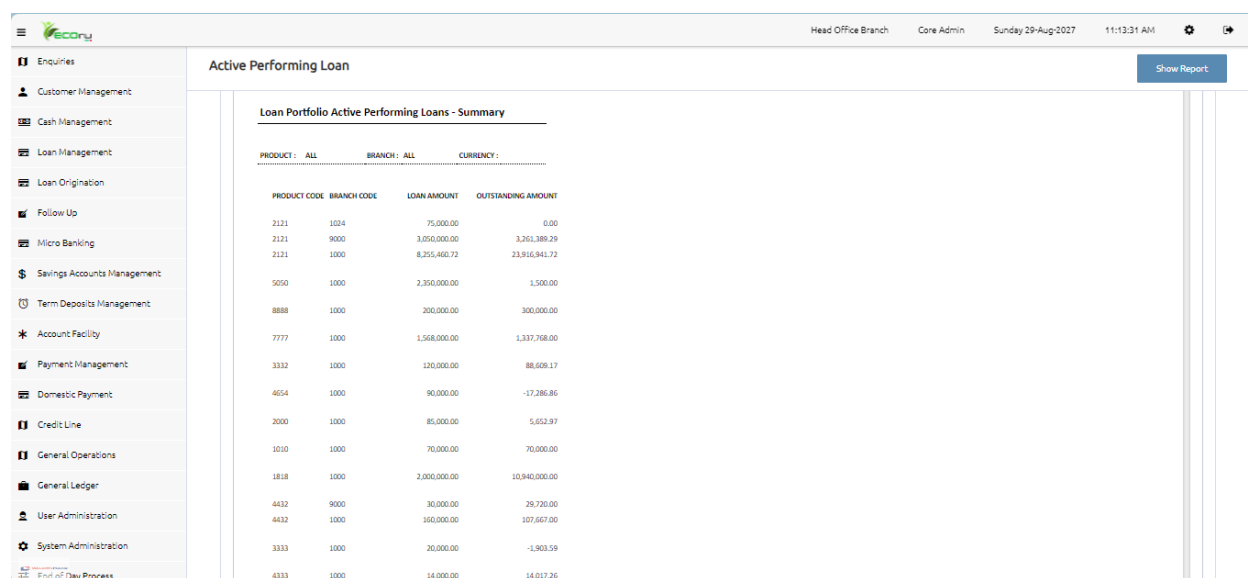
- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Active Performing Loan Report looks after selecting the detail report.

LOAN NO	CUSTOMER NAME	RATE	PERIOD	LOAN START DATE	LOAN AMOUNT	OUTSTANDING AMOUNT
DEL (HEAD OFFICE)						
10002121240044	MR. SANDUN JAYARATHNE	21.50	10	10-06-2027	180,000.00	0.00
10002121240046	MR. DANUSHKA SIRWARDHANA	21.50	10	19-06-2027	250,000.00	0.00
10002121240040	MR. ISHAN HANGAKA	21.50	10	23-05-2027	700,000.00	0.00
10002121240042	MR. WAMINDU HASARANGA PAWAN	21.50	10	24-05-2027	300,000.00	0.00
10002121240037	MR. SABATH THILAKARATHNE	21.50	12	28-05-2027	80,000.00	80,000.00
10002121240035	MR. KAPILA SEVA	21.50	10	23-05-2027	300,000.00	300,000.00
10002121240038	MRS. GOWHAN PERIS	21.50	12	31-05-2027	100,000.00	1,000.00
10002121240033	MRS. MALSHA EDRISINGHE	21.50	1	25-04-2027	10,000.00	11,000.00
10002121240048	MR. SHEHAN ATHARATHITHU	21.50	12	23-03-2026	81,460.72	2,460.72
10002121240048	MR. SANDUN JAYARATHNE	21.50	12	29-08-2027	56,000.00	56,000.00
10002121240047	MR. THARUSHA MALLAWARACHCHI	21.50	12	26-08-2027	78,000.00	2,000.00
10002121240028	MR. KITHIRN SEVA	21.50	10	09-04-2027	45,000.00	1,000.00
10002121240032	MRS. KANCHANA ATHARATHITHU	21.50	10	18-04-2027	85,000.00	0.00
10002121230040	MR. NISHANAKA LYNAGE	21.50	3	15-12-2025	80,000.00	80,000.00
10002121230043	MR. KANCHANA JAYARATHNE	21.50	3	09-11-2025	80,000.00	211,780.00

Below shows how the Active Performing Loan Report looks after selecting the summary report.



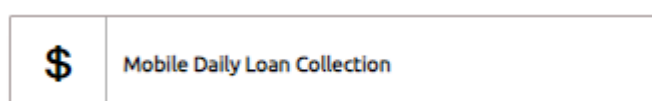
The screenshot shows the Ecoru system interface. The top navigation bar includes 'Head Office Branch', 'Core Admin', 'Sunday 20-Aug-2027', and '11:13:31 AM'. The sidebar menu on the left lists various management functions. The main content area is titled 'Active Performing Loan' and contains a 'Loan Portfolio Active Performing Loans - Summary' table. The table has columns for 'PRODUCT CODE', 'BRANCH CODE', 'LOAN AMOUNT', and 'OUTSTANDING AMOUNT'. The data is filtered by 'PRODUCT: ALL', 'BRANCH: ALL', and 'CURRENCY:'. A 'Show Report' button is visible in the top right corner of the report area.

PRODUCT CODE	BRANCH CODE	LOAN AMOUNT	OUTSTANDING AMOUNT
2121	1024	75,000.00	0.00
2121	9000	3,050,000.00	3,261,389.39
2121	1000	8,255,400.72	23,916,941.72
5050	1000	2,350,000.00	1,500.00
8888	1000	200,000.00	300,000.00
7777	1000	1,568,000.00	1,337,768.00
3332	1000	120,000.00	88,609.17
4054	1000	90,000.00	-17,286.86
2000	1000	85,000.00	5,652.97
1010	1000	70,000.00	70,000.00
1818	1000	2,000,000.00	10,840,000.00
4432	9000	30,000.00	29,720.00
4432	1000	160,000.00	107,667.00
3333	1000	20,000.00	-1,903.58
4333	1000	14,000.00	14,017.26

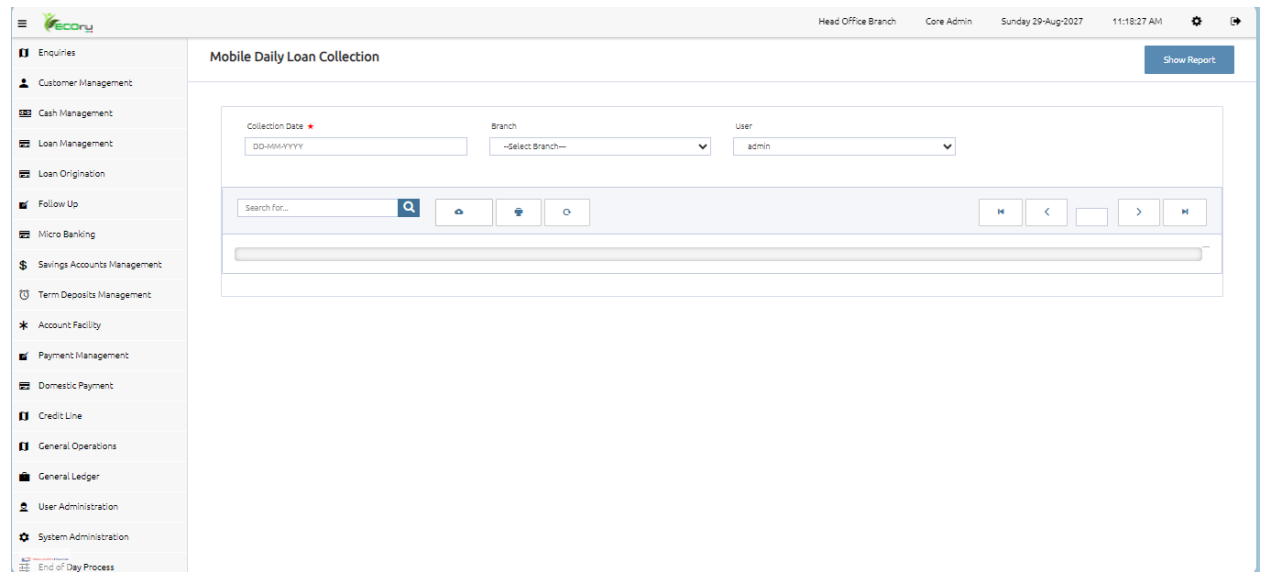
Mobile Daily Loan Collection

[Login](#) > [Loan Management](#) > [Reports](#) > [Mobile Daily Loan Collection](#)

- This report provides a concise overview of loan collections made via the mobile platform on a daily basis.
- It includes details such as the total amount collected, number of transactions processed, and any outstanding balances.
- Users can quickly access this report to track daily collection activities and reconcile payments.



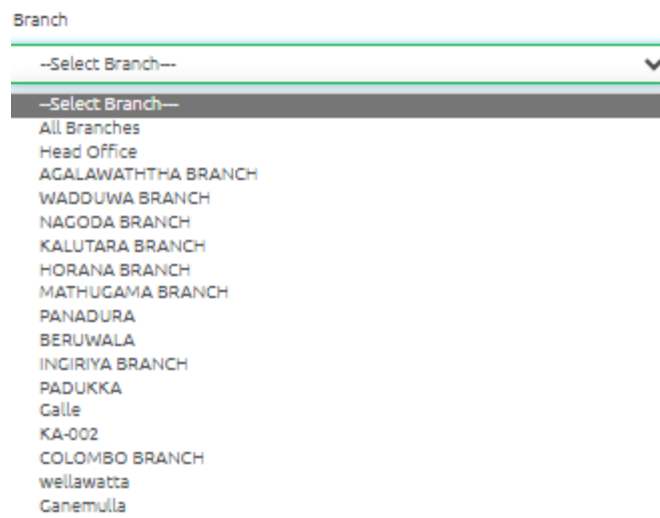
- After selecting the above Mobile daily Loan Collection Button, you will be directed to the user interface below,



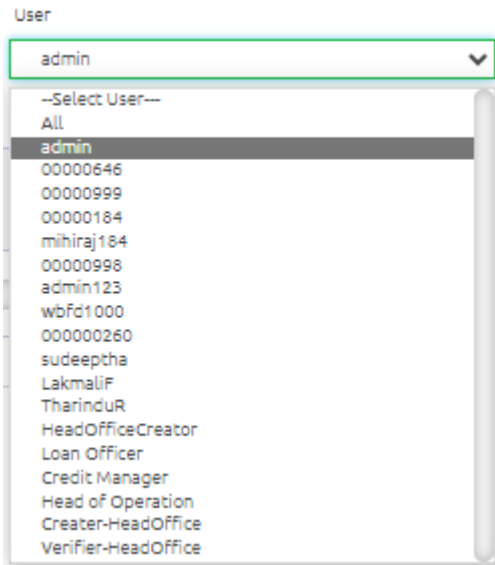
- Collection Date: Select Collection Date

Collection Date ★

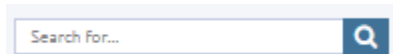
- Branch: Select Branch.



- User: Select User



- Search For: Search details in a report.



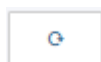
- Download Button: Download the report.



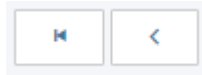
- Print Button: Used to Print the Report.



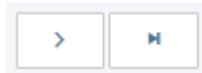
- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



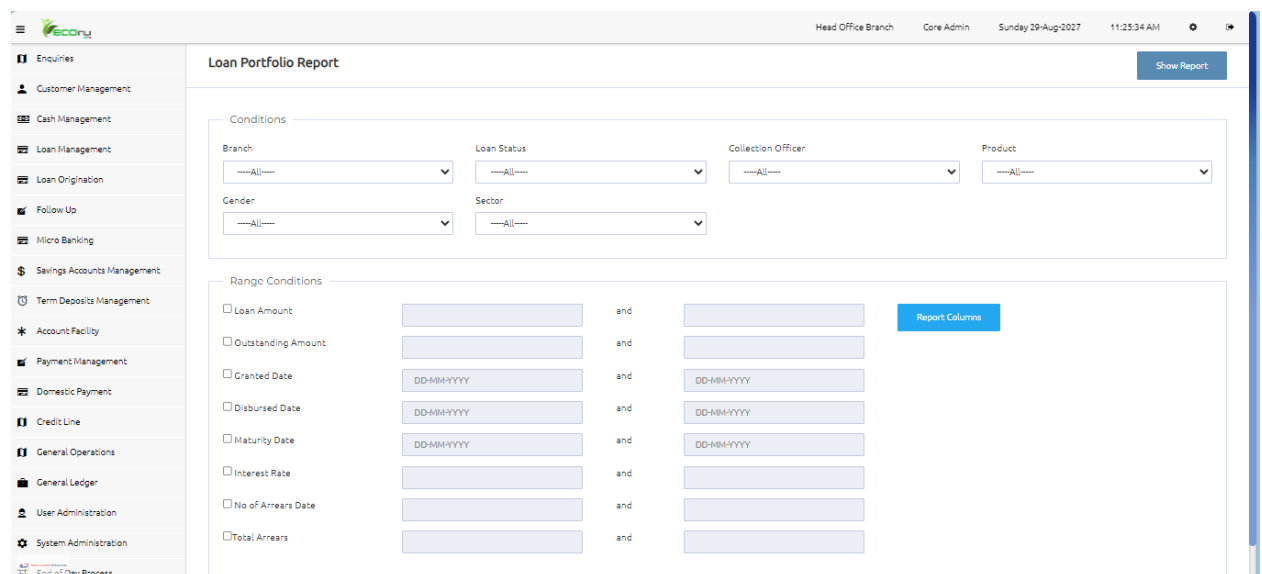
Loan Portfolio

Login > Loan Management > Reports > Loan Portfolio

- Loan Portfolio sub-module offers performance metrics and trend analysis to help users evaluate the profitability and risk profile of the loan portfolio over time.
- Key metrics may include loan delinquency rates, average loan size, portfolio growth, and net interest margin.



- After selecting the above Loan Portfolio Button, you will be directed to the user interface below,



- As shown below when the relevant Range Conditions that are required are checked you can generate a report. Also, in order to edit on the text boxes, it is necessary to check them.

Range Conditions

<input checked="" type="checkbox"/> Loan Amount	<input type="text" value="10000"/>	and	<input type="text" value="100000"/>	Report Columns
<input checked="" type="checkbox"/> Outstanding Amount	<input type="text" value="10"/>	and	<input type="text" value="100000"/>	
<input type="checkbox"/> Granted Date	<input type="text" value="DD-MM-YYYY"/>	and	<input type="text" value="DD-MM-YYYY"/>	
<input type="checkbox"/> Disbursed Date	<input type="text" value="DD-MM-YYYY"/>	and	<input type="text" value="DD-MM-YYYY"/>	
<input type="checkbox"/> Maturity Date	<input type="text" value="DD-MM-YYYY"/>	and	<input type="text" value="DD-MM-YYYY"/>	
<input type="checkbox"/> Interest Rate	<input type="text"/>	and	<input type="text"/>	
<input type="checkbox"/> No of Arrears Date	<input type="text"/>	and	<input type="text"/>	
<input type="checkbox"/> Total Arrears	<input type="text"/>	and	<input type="text"/>	

- By selecting on the Report column Button as shown below. You can select the relevant column you need from a List.



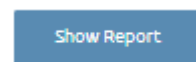
- The list is shown below,

Report Columns ⌵ ✕

Press esc key to exit

<input checked="" type="checkbox"/> Loan Number	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Facility Amount
<input checked="" type="checkbox"/> Branch Name	<input checked="" type="checkbox"/> Customer Address	<input checked="" type="checkbox"/> Document Date
<input checked="" type="checkbox"/> Maturity Date	<input type="checkbox"/> Capital Due	<input type="checkbox"/> Interest Due
<input type="checkbox"/> Late Payment Variable Due	<input type="checkbox"/> Late Payment Fixed Due	<input type="checkbox"/> Capital Arrears
<input type="checkbox"/> Interest Arrears	<input type="checkbox"/> Total Arrears	<input type="checkbox"/> Total Paid
<input type="checkbox"/> Advanced Payment	<input type="checkbox"/> Capital Paid	<input type="checkbox"/> Interest Paid
<input type="checkbox"/> Outstanding Amount	<input type="checkbox"/> Amortized Capital	<input type="checkbox"/> Amortized Interest
<input type="checkbox"/> Future Interest	<input type="checkbox"/> Future Interest	<input type="checkbox"/> Capital Portfolio
<input type="checkbox"/> Interest Portfolio	<input type="checkbox"/> Capital Balance	<input type="checkbox"/> Interest Balance
<input type="checkbox"/> Loan Amount With Interest	<input type="checkbox"/> Interest in Suspense	<input type="checkbox"/> Provisioning Amount

- Show Report Button: Select the Show Report Button to view the report.



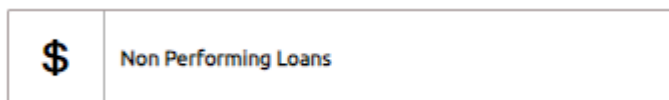
- Below shows how the Non-Performing Loan Report looks after selecting the show report button.

Loan Number	Customer	Facility Amount	Branch Name	Customer Address	Document Date	Maturity Date
10001021230002	KUKULAGE SHAN NIMESH PERERA	50,000.00	Head Office	NO 17 M.E COORAY RD WADDUWA	2/3/2023	6/6/2023
10007777230002	KUKULAGE SHAN NIMESH PERERA	50,000.00	Head Office	NO 17 M.E COORAY RD WADDUWA	9/16/2023	6/15/2023
10002121230025	Nimesh Silva	50,000.00	Head Office	244,Kandy rd,Kurunegala	9/16/2023	3/16/2024
10002121230027	Thushan Amarawera	80,000.00	Head Office	65/3,Kandy rd,Yakkala	9/16/2023	5/16/2024
10001220230001	Shehari Mainie	100,000.00	Head Office	NO.37/A,GALAGEDARA WATTA,MORAWINNA,PANADURA	6/18/2024	4/14/2026
10005050230007	Supipi Gomez	50,000.00	Head Office	23/B,Hill Street,Kandy	6/21/2024	6/21/2025
10002261230107	Shashika Perera	100,000.00	Head Office	No.32, Samangi Mawataha, Kadawatha	6/23/2024	6/23/2025
10007777230004	Niyol Siriwardane	10,000.00	Head Office	187, Ilagama, Galle.	6/25/2024	9/21/2024
10002261230111	Saman Kamal Perera	100,000.00	Head Office	123/1, Galle Road	6/23/2024	2/23/2025
10007777230006	Malinga Wijesooriya	30,000.00	Head Office	245, Kubukgoda, Galle.	6/23/2024	9/21/2024
10007777230007	Malinga Wijesooriya	40,000.00	Head Office	245, Kubukgoda, Galle.	6/28/2024	9/26/2024
10007777230008	Malinga Wijesooriya	40,000.00	Head Office	245, Kubukgoda, Galle.	6/30/2024	9/28/2024
10007777230009	Kamalajith Suraweera	40,000.00	Head Office	124, Karvila, Galle.	9/26/2024	12/26/2024
10002261230128	Nimali Gamage	45,000.00	Head Office	test	9/30/2024	6/28/2025
10002261230129	Thishara Dilangi	50,000.00	Head Office	274/1A,Embilipitiya	9/30/2024	12/30/2024
10002261230130	Tharuka Dilshani Peris	50,000.00	Head Office	23,Nisala mawatha, Maharagama	1/26/2025	1/27/2026
10002261230131	Kalpani Kavindi Wijesiri	80,000.00	Head Office	78, Samangi mawatha, Maharagama	1/26/2025	1/27/2026
10002121230031	Sakuni Piyumika Perera	50,000.00	Head Office	34/2,Maharagama.	1/26/2025	1/27/2026
10002121230031	Sakuni Piyumika Perera	50,000.00	Head Office	34/2,Maharagama.	1/26/2025	1/27/2026
10002261230132	Shashika Perera	20,000.00	Head Office	No.32, Samangi Mawataha, Kadawatha	1/26/2025	9/25/2025

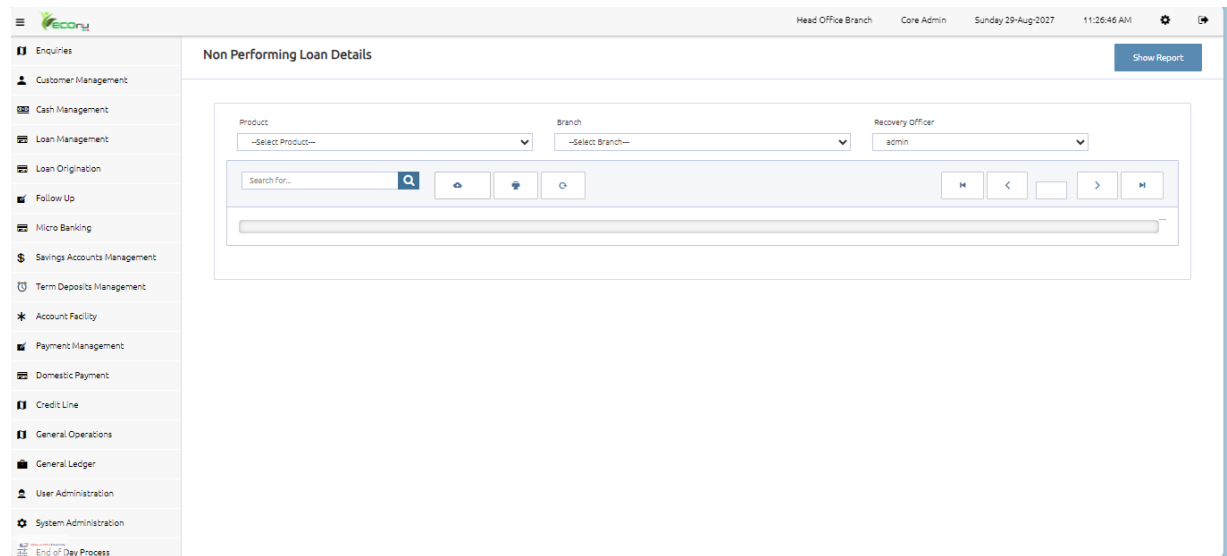
Non-Performing Loans

Login > Loan Management > Reports > Non-Performing Loans

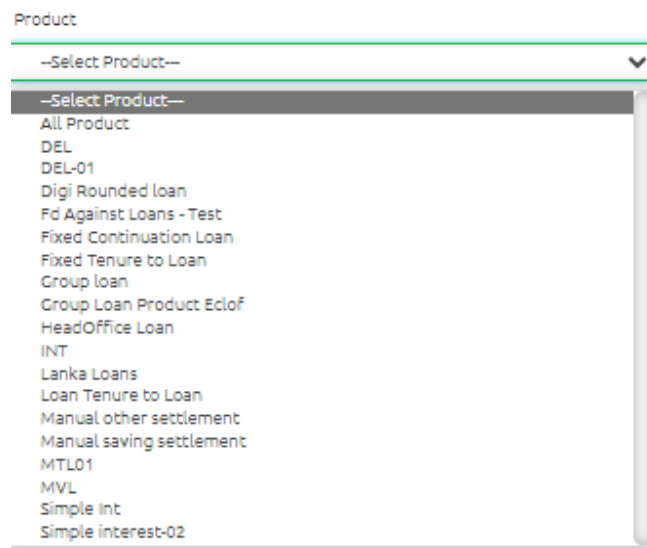
- This section provides a comprehensive summary of all non-performing loans within the system, including details such as loan account numbers, customer names, outstanding balances, and the duration of delinquency.
- Users can quickly assess the extent of non-performing assets and take appropriate actions to mitigate risks and improve loan portfolio quality.



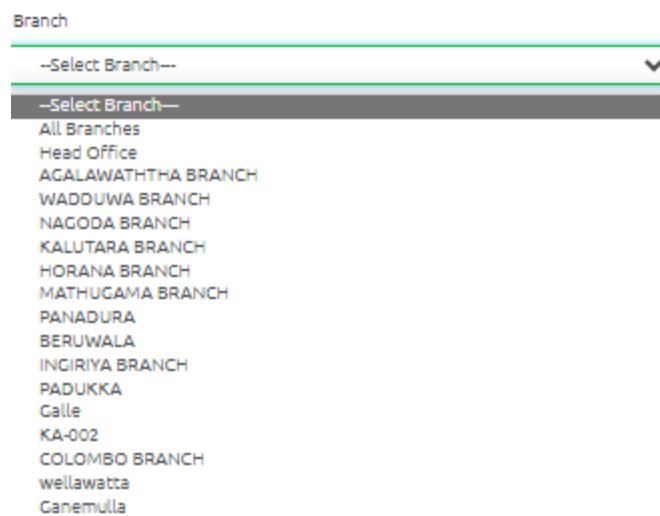
- After selecting the above Non-Performing Loans Button, you will be directed to the user interface below,



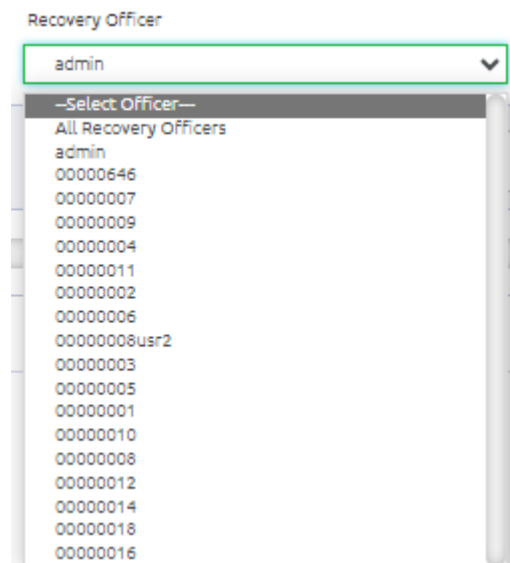
- Product: Select Product



- Branch: Select Branch.



- Recovery Officer- Select Recovery officer



- Search For: Search details in a report.



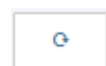
- Download Button: Download the report.



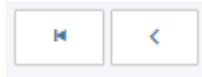
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Non-Performing Loan Report looks after selecting the show report button.

The screenshot displays the 'Non Performing Loan Details' report in the Ecoru system. The report is filtered by 'All Product', 'All Branches', and 'All Recovery Officers'. The data table below shows the following information:

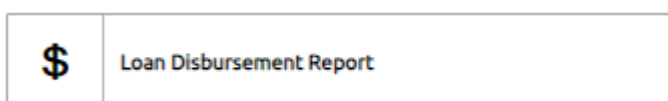
LOAN NO	CUSTOMER NAME	RATE	PERIOD	SUB STATUS	PAYMENT TERM	ARRAS DAVIS	NON PERFORMING DATE	LOAN AMOUNT	OUTSTANDING AMOUNT	TOTAL DUE AMOUNT
MVA (HEAD OFFICE)										
10003121340001	MR. BM AN BANNIKA	21.50	12	Pass	Monthly	2	28-08-2027	10,000.00	9,300.00	876.07
10003121340036	MR. SABATH THILAKARATHNE	23.50	12	Substandard	Monthly	5	29-08-2027	50,000.00	5,364.78	1,247.69
10003261340015	MR. KAVINDU PERERA	18.00	6		Monthly	0	04-04-2027	120,000.00	98,996.15	0.00
10003261340019	MR. AKADA KANKANANAGE MAHELA OSADHA KULARATHNA	18.00	12		Monthly	17	13-08-2027	98,000.00	91,320.80	5,825.66
10003261240025	MR. AKADA KANKANANAGE MAHELA OSADHA KULARATHNA	18.00	10		Monthly	13	17-08-2027	75,000.00	68,051.00	5,281.82
SUB TOTAL								354,000.00	273,033.36	13,231.24
GRAND TOTAL								354,000.00	273,033.36	13,231.24

Print by: System.Collections.Generic.List`1 [FINAPCoreWeb.Application.Models.User] 10-02-2024 11:36:46 Page 1/1

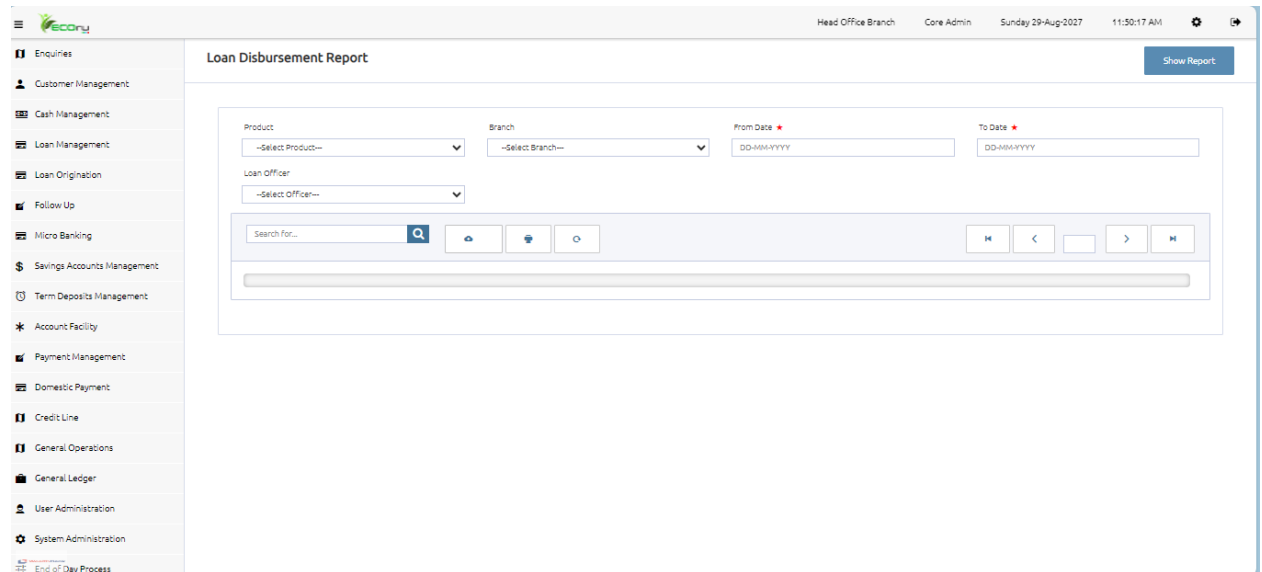
Loan Disbursement Report

Login > Loan Management > Reports > Loan Disbursement Report

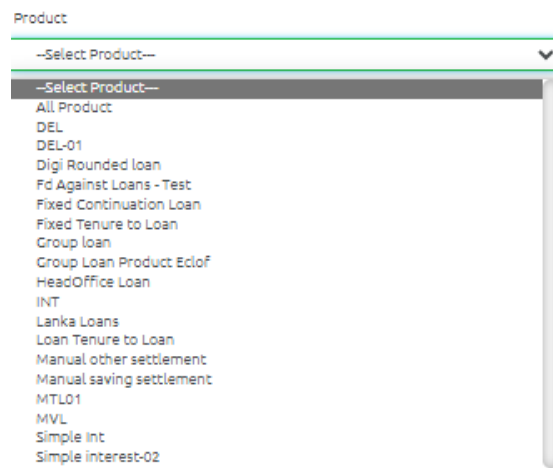
- This feature allows users to generate comprehensive reports summarizing loan disbursement activities.
- Users can quickly access information such as disbursement dates, loan amounts, recipient details, and disbursement methods for each transaction.



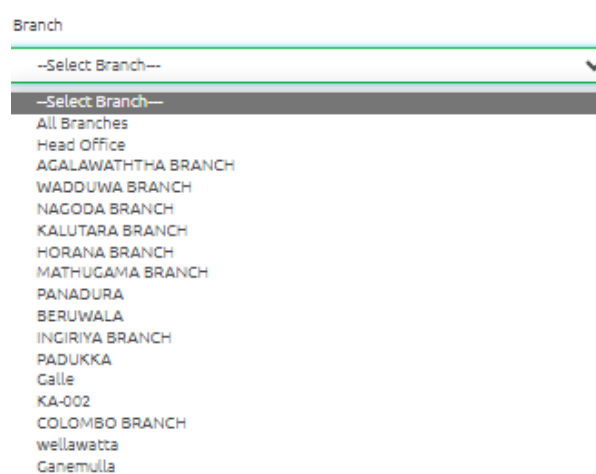
- After selecting the above Loan Disbursement Report Button, you will be directed to the user interface below,



- Product: Select Product



- Branch: Select Branch.



- From Date: Select from Date

From Date ★

- To Date: Select To date

To Date ★

- Loan Officer: Select Loan Officer

Loan Officer

--Select Officer-- ▼

--Select Officer--

All Loan Officers

- Search For: Search details in a report.

- Download Button: Download the report.

CSV

Excel

MHTML

PDF

TIFF file

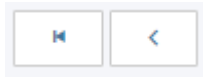
Word

XML

- Print Button: Used to Print the Report.

- Refresh Button: Used to reload the report.

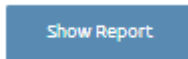
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

LOAN NUMBER	CUSTOMER NAME	NIC	MARKETING OFFICER	BRANCH	PRODUCT	LOAN AMOUNT	DISBURSEMENT DATE	DISBURSED AMOUNT	DISBURSEMENTS	DISBURSEMENT METHOD	CREATOR	AUTHORIZER	CENTRE NAME
DEL (AGALAWRITHIA BRANCH)													
10242121230003	MRS. SHALANI VISHVANI PETHIRANA	19958470521	LAHRU LAKSHAN	AGALAWRITHIA DEL BRANCH	DEL	75,000.00	26-01-2025	75,000.00	75,000.00	OTHER BANK TRANSFER	ADMIN	ADMIN	
SUB TOTAL									75,000.00	75,000.00			
LANKA LOANS (HEAD OFFICE)													
10003121230008	MRS. BETTYSARUTTIGE DANUSHKA MADUSHANUKA DE SILVA	931621882V	SITHSARA SANDEEPANI WIMALARAT	HEAD OFFICE	DEL	10,000.00	08-05-2025	10,000.00	10,000.00	CASH	ADMIN	ADMIN	
10003121230010	MRS. WASALA MUDUNWASELAGE LOLUMBHA WASALA BANDARA	19801340354	HANSIKA PIYUMALI	HEAD OFFICE	DEL	80,000.00	09-07-2025	80,000.00	80,000.00	CASH	ADMIN	ADMIN	
10003121230031	MRS. SAKUNI PIYUMIKA PERERA	199074147852	HANSIKA PIYUMALI	HEAD OFFICE	DEL	50,000.00	26-01-2025	50,000.00	50,000.00	OTHER BANK TRANSFER	ADMIN	ADMIN	YOUTH SPORTS
10003121230002	MICROBAMA ARACHOHIGE PIVAVATHIA NIMAL PERERA	196422501830	YASAWI NIMASHA	HEAD OFFICE	DEL	200,000.00	10-03-2025	200,000.00	200,000.00	CASH	ADMIN	ADMIN	SAVI BIMA
10003121230032	MRS. NADUNI PERERA	199584500746	LAHRU LAKSHAN	HEAD OFFICE	DEL	3,500,000.00	08-04-2025	3,500,000.00	3,500,000.00	CHEQUE	ADMIN	ADMIN	QH PROGRESS
10003121230032	MRS. NADUNI PERERA	199584500746	LAHRU LAKSHAN	HEAD OFFICE	DEL	3,500,000.00	09-04-2025	3,500,000.00	3,500,000.00	CASH	ADMIN	ADMIN	QH PROGRESS
10003121230034	MISS. THANUSHIKA PERERA	199785400145	HANSIKA PIYUMALI	HEAD OFFICE	DEL	200,000.00	11-04-2025	200,000.00	200,000.00	CHEQUE	ADMIN	ADMIN	QH PROGRESS
10003121230034	MISS. THANUSHIKA PERERA	199785400145	HANSIKA PIYUMALI	HEAD OFFICE	DEL	200,000.00	11-04-2025	200,000.00	200,000.00	CHEQUE	ADMIN	ADMIN	DANULMA PROG
10003121230035	MRS. ASHEN SATHSARA BANDARA	65231452	LAHRU LAKSHAN	HEAD OFFICE	DEL	80,000.00	10-08-2025	80,000.00	80,000.00	ACCOUNT	ADMIN	ADMIN	
10003121230036	MRS. ASHEN SATHSARA BANDARA	65231452	LAKSHA MADURANGA	HEAD OFFICE	DEL	80,000.00	10-08-2025	80,000.00	80,000.00	ACCOUNT	ADMIN	ADMIN	
10003121230037	MRS. KUSHANI WUESINGHE	199564800521	LAHRU LAKSHAN	HEAD OFFICE	DEL	80,000.00	10-08-2025	80,000.00	80,000.00	ACCOUNT	ADMIN	ADMIN	
10003121230038	MRS. KUSHANI WUESINGHE	199564800521	HASINI NADESHIKA	HEAD OFFICE	DEL	80,000.00	10-08-2025	80,000.00	80,000.00	ACCOUNT	ADMIN	ADMIN	
10003121230039	MRS. ISHANI KURUPPU	199457632654	HASINI NADESHIKA	HEAD OFFICE	DEL	80,000.00	05-09-2025	80,000.00	80,000.00	ACCOUNT	ADMIN	ADMIN	DANULMA COOP

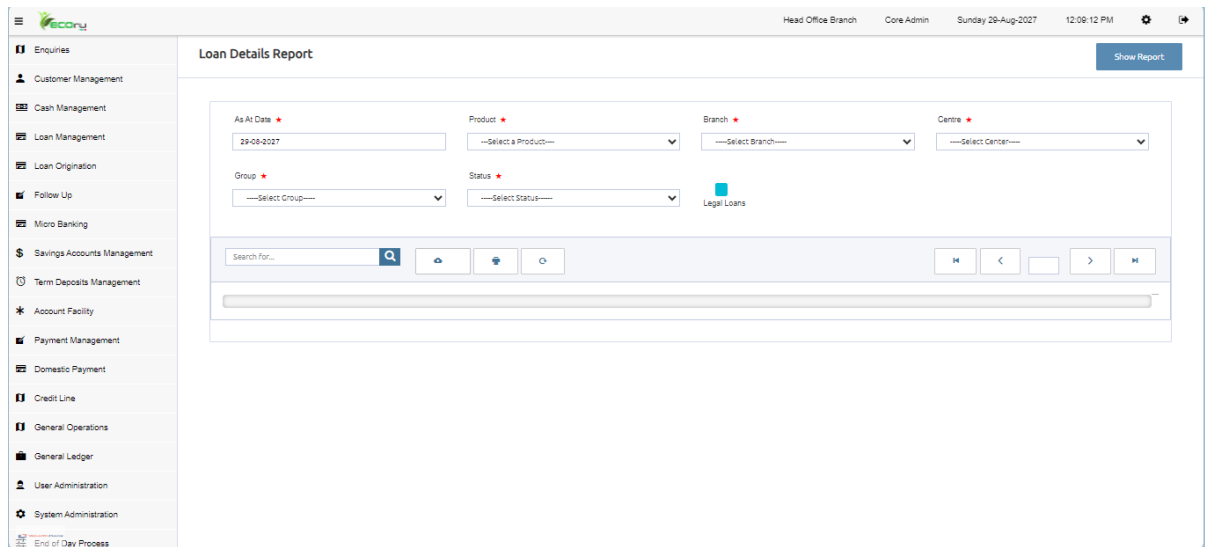
Loan Details Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Loan Details Report](#)

- The Loan Details Report sub-module provides users with a comprehensive overview of all relevant information pertaining to loans within the system.
- This includes details such as borrower information, loan amounts, interest rates, repayment schedules, and current statuses, enabling users to quickly access essential loan data at a glance.



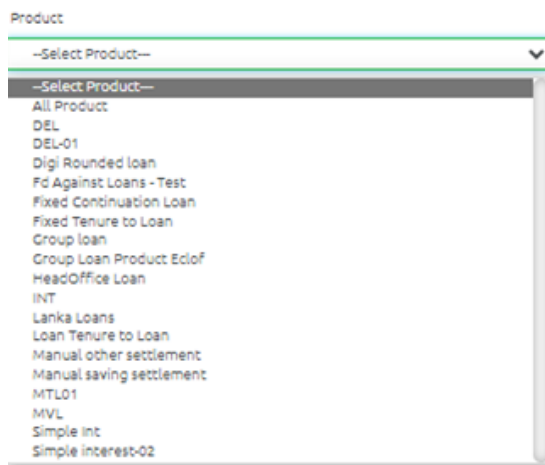
- After selecting the above Loan Details report Button, you will be directed to the user interface below,



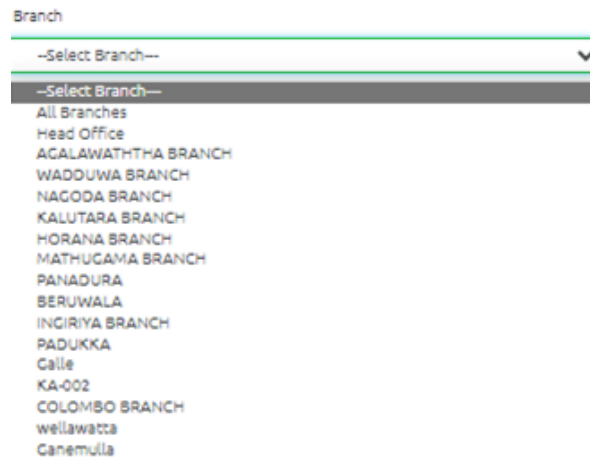
- As at date: Select as At Date.

As At Date ★

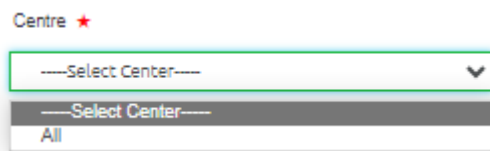
- Product: Select Product



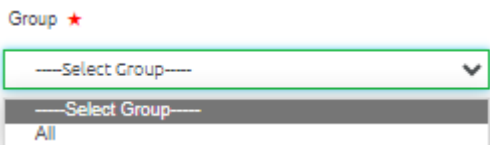
- Branch: Select Branch.



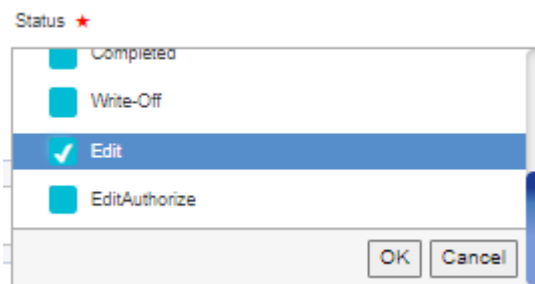
- Centre: Select Centre



- Group: Select Group



- Status: Select the relevant status and select OK.



- Search For: Search details in a report.



- Download Button: Download the report.

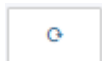




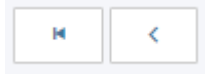
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



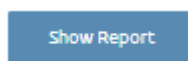
- Previous Button: Will Navigate to the previous page of a report.



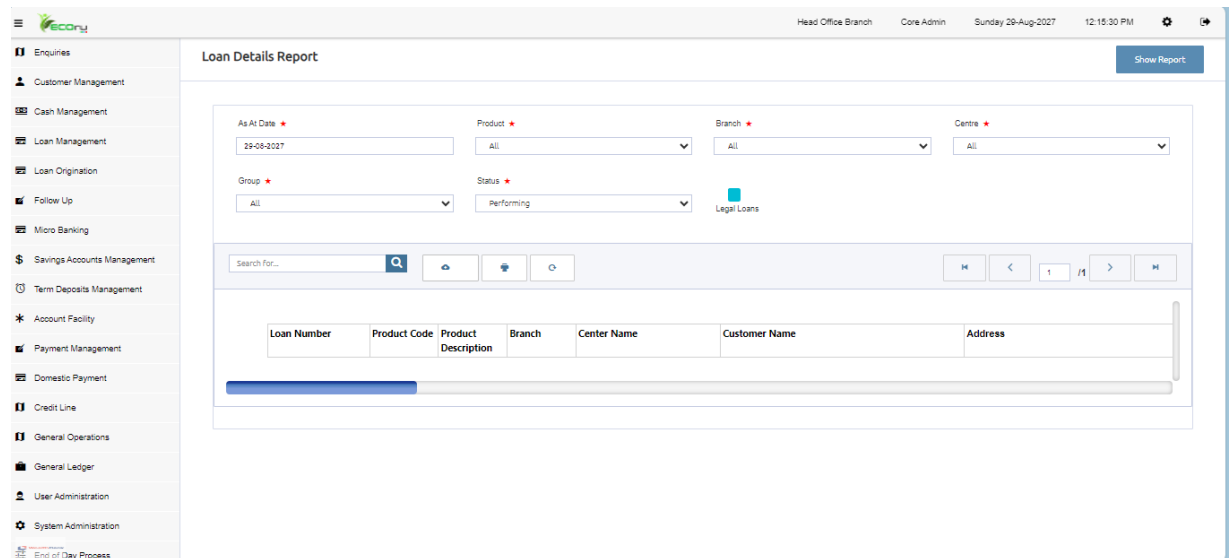
- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



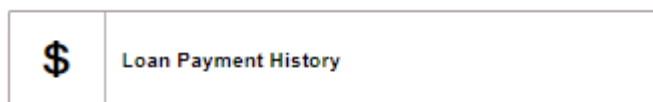
Below shows how the Report looks after selecting the show report button.



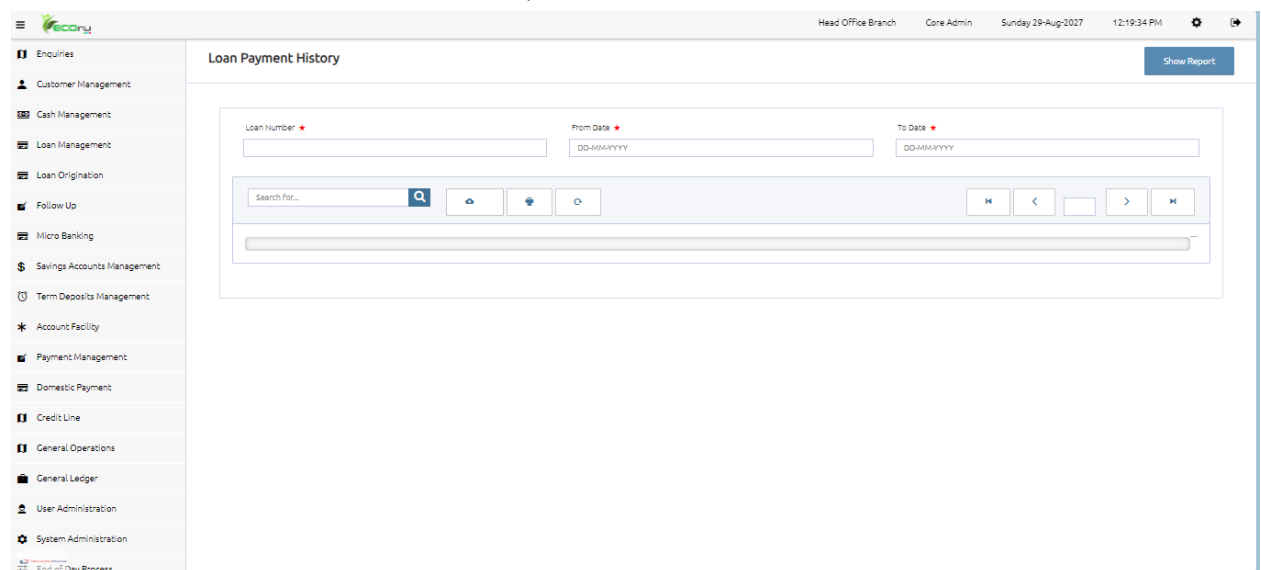
Loan Payment History

Login > Loan Management > Reports > Loan Payment History

- Users can access a comprehensive record of all past loan payments made by the borrower.
- This includes details such as payment dates, amounts, and modes of payment, providing a clear overview of the borrower's repayment behavior over time.



- After selecting the above Loan Payment History Report Button, you will be directed to the user interface below,



- Loan Number: Enter Loan Number.

Loan Number ★

- From Date: Select from Date

From Date ★

- To Date: Select To date

To Date ★

- Search For: Search details in a report.

- Download Button: Download the report.

The image shows a download button with a cloud icon. When clicked, it opens a dropdown menu with the following options: CSV, Excel, MHTML, PDF, TIFF file, Word, and XML.

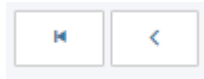
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



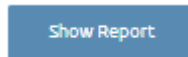
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

The screenshot displays the Ecoru web interface. On the left is a navigation menu with options like Enquiries, Customer Management, Cash Management, Loan Management, Loan Origination, Follow Up, Micro Banking, Savings Accounts Management, Term Deposits Management, Account Facility, Payment Management, Domestic Payment, Credit Line, General Operations, General Ledger, User Administration, System Administration, and End of Day Process. The main content area is titled 'Loan Payment History' and features a 'Show Report' button in the top right corner. The report details for 'Wealth Micro' (31A, Buthgamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka, 0777701631) are as follows:

Loan Statement

CUSTOMER NAME :	SANDUN JARATHNE	PRODUCT :	DEL
BRANCH :	HEAD OFFICE	CURRENCY :	LKR
LOAN AMOUNT :	56,000.00	LOAN TENURE :	12 MONTHS
EMI AMOUNT :	5,227.81	TOTAL OUTSTANDING AMOUNT :	56,000.00
LOAN DUE AMOUNT :	0.00	NO OF ARREAS DAYS :	0

Loan Disbursement

DISBURSEMENT DATE	AMOUNT	CREATED BY	AUTHORIZED BY
29-09-2027	56,000.00	admin	admin

Loan Payment History

SETTLEMENT DATE	DUE DATE	SETTLED COMPONENT	SETTLED AMOUNT

Print by: Core 10-02-2024 12:23:35 Page 1/1

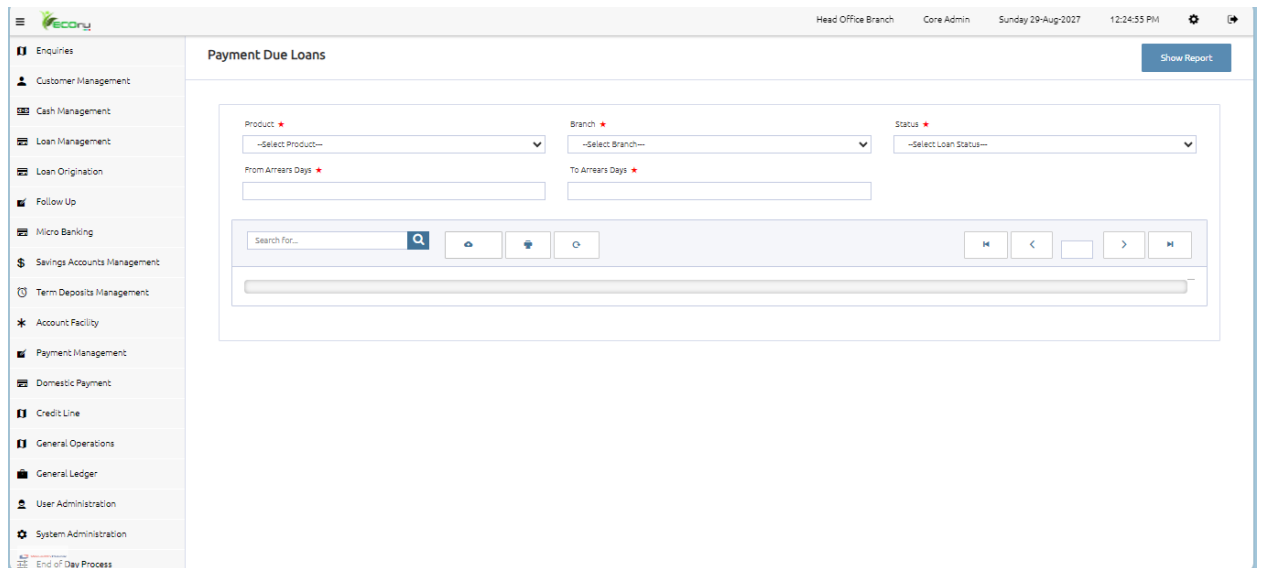
Payment Due Loans

Login > Loan Management > Reports > Payment Due Loans

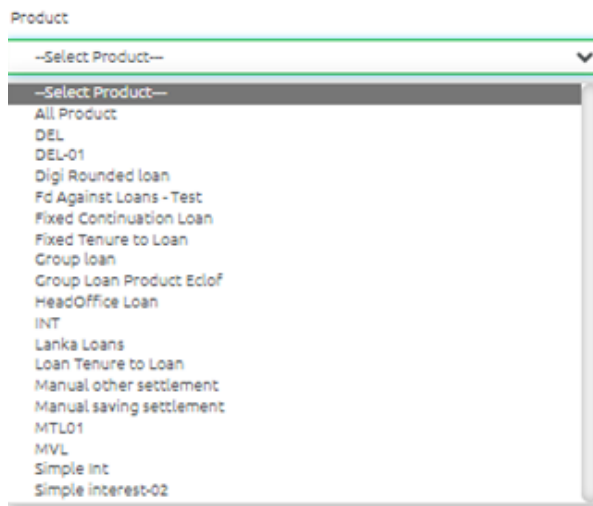
- This sub-module provides a comprehensive overview of all loans with upcoming payment due dates.
- Users can quickly access information such as loan amount, due date, outstanding balance, and borrower details to effectively manage repayment schedules.



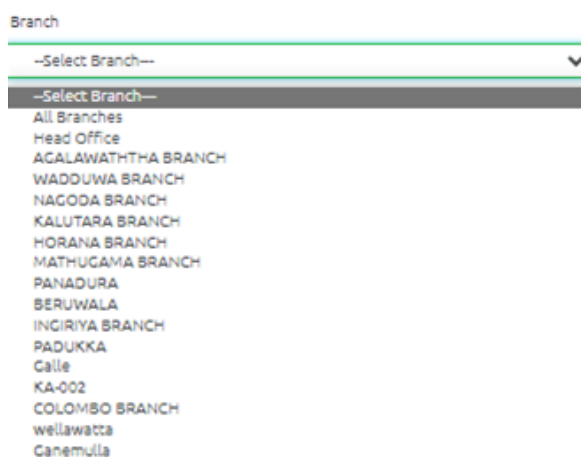
- After selecting the above Payment Due Loans Button, you will be directed to the user interface below,



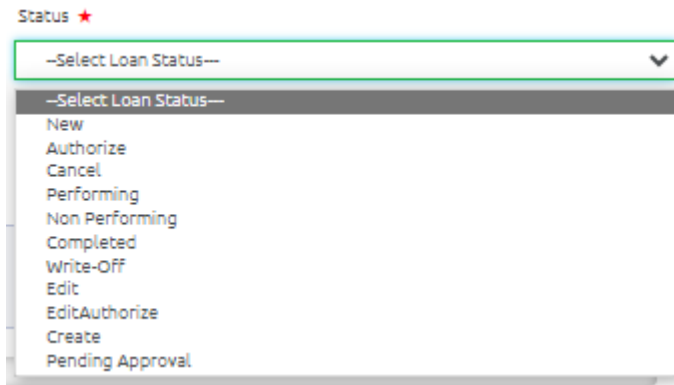
- Product: Select Product



- Branch: Select Branch.



- Status: Select the Loan Status



- From Arrears Days: Enter from Arrears Days

From Arrears Days ★

- To Arrears Days: Enter to Arrears Days

To Arrears Days ★

- Search For: Search details in a report.

- Download Button: Download the report.



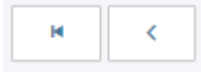
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



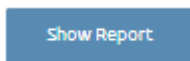
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

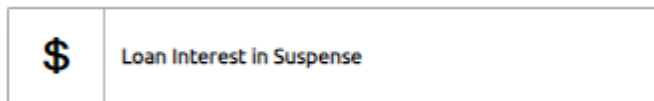
The screenshot shows the Ecoru 'Payment Due Loans' report. The interface includes a sidebar with navigation options like Enquiries, Customer Management, Cash Management, Loan Management, Loan Origination, Follow Up, Micro Banking, Savings Accounts Management, Term Deposits Management, Account Facility, Payment Management, Domestic Payment, Credit Line, General Operations, General Ledger, User Administration, and System Administration. The main report area displays a table of loan details with columns for Loan No, Customer Name, Status, Classification, Arrears Days, Granted Date, Loan Amount, Outstanding Amount, Principle Due Amount, Interest Due Amount, Charges Due, Arrears Charges Due, Other Charges Due, and Total Due Amount. The table lists various loans with their respective details and a 'Show Report' button in the top right corner.

LOAN NO	CUSTOMER NAME	STATUS	CLASSIFICATION	ARREARS DAYS	GRANTED DATE	LOAN AMOUNT	OUTSTANDING AMOUNT	PRINCIPLE DUE AMOUNT	INTEREST DUE AMOUNT	CHARGES DUE AMOUNT	Arrears Charges Due	Other Charges Due	TOTAL DUE AMOUNT
DEL (HEAD OFFICE)													
10002121240035	MR. KAPILA SILVA	Performing	Loss	6	2027-05-23	300,000.00	271,424.62	28,575.38	2,827.36	0.00			31,402.74
10002121240036	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-26	50,000.00	5,364.78	668.27	579.42	0.00			1,247.69
10002121240037	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-28	80,000.00	73,025.43	6,374.57	801.04	0.00			7,175.61
10002121240040	MR. ISHAN HANGAMA	Performing	Loss	6	2027-05-23	700,000.00	633,324.11	66,675.89	6,597.12	0.00			73,273.01
10002121240042	MR. WANINDU HASARANGA RIWAN	Performing	Substandard	5	2027-05-24	300,000.00	271,424.62	28,575.38	3,004.07	0.00			31,579.45
10002121240037	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-28	80,000.00	73,025.43	6,374.57	801.04	0.00			7,175.61
10002121240037	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-28	80,000.00	73,025.43	6,374.57	801.04	0.00			7,175.61
10002121240037	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-28	80,000.00	73,025.43	6,374.57	801.04	0.00			7,175.61
10002121240037	MR. SARATHI THILAKARATHNE	Performing	Substandard	5	2027-05-28	80,000.00	73,025.43	6,374.57	801.04	0.00			7,175.61
10002121240051	MR. PABASARA KODIKARA	Performing	Loss	6	2026-03-23	150,000.00	143,633.56	6,366.44	2,208.75	0.00			8,575.19
10002121240051	MR. BM AN BANNEKA	Performing	Pass	1	2026-09-30	10,000.00	9,300.63	699.37	176.70	0.00			876.07
10002121240032	MRS. KANDHANA ATHAPATHITU	Performing		42	2027-04-18	85,000.00	68,617.73	16,382.27	500.66	0.00			16,882.93
10002121240046	MR. DANUSHKA SIRWARDHANA	Performing	Loss	10	2027-06-19	250,000.00	226,613.92	23,386.08	1,707.12	0.00			25,153.20
10004054240005	MISS. GHANI PRADEPKA SILVA	Performing		6	2027-08-22	5,000.00	0.00	5,000.00	33.33	0.00			5,033.33
1000443240002	MR. WANINDU HASARANGA RIWAN	Performing		98	2027-04-26	50,000.00	28,888.86	21,111.14	4,222.28	0.00			25,333.42
1000333320004	MISS. HARINI WEERASINGHE	Performing		3	2023-03-09	10,000.00	0.00	0.00	0.00	0.00			0.00
10005023240004	MR. SURAJ PERERA	Performing		74	2027-04-09	100,000.00	99,536.20	463.80	56,036.20	0.00			59,500.00
10002261240025	MR. AKASHA KANKANANAGE MAHELA OSHADHA KULARATHNA	Performing		12	2027-07-16	75,000.00	68,051.00	5,281.82	0.00	0.00			5,281.82
10002261240020	MR. NAVINDU PERERA	Performing		16	2027-06-13	110,000.00	99,596.42	8,566.30	0.00	0.00			8,566.30
10002261240019	MR. AKASHA KANKANANAGE MAHELA OSHADHA KULARATHNA	Performing		16	2027-06-13	99,000.00	91,320.80	5,825.66	0.00	0.00			5,825.66
10002261240020	MR. NAVINDU PERERA	Performing		16	2027-06-13	110,000.00	99,596.42	8,566.30	0.00	0.00			8,566.30
SUB TOTAL						2,804,000.00	2,484,820.82						343,025.17
GRAND TOTAL													343,025.17

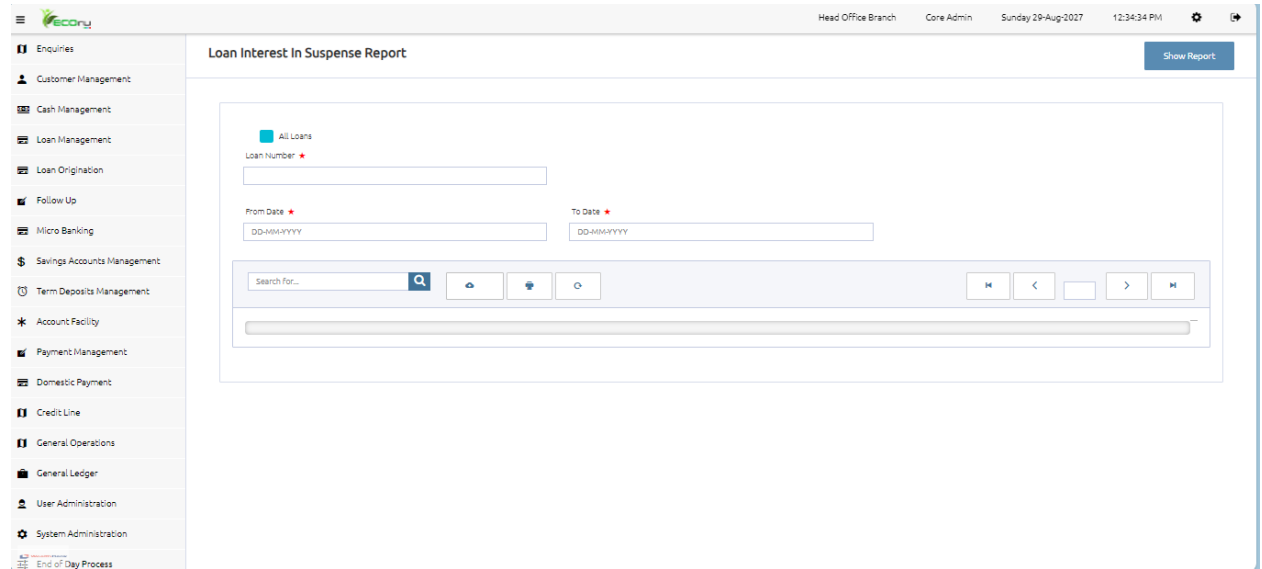
Loan Interest in Suspense

Login > Loan Management > Reports > Loan Interest in Suspense

- The generated report provides insights into loans with interest amounts currently in suspense.
- Users can review details such as loan ID, customer name, outstanding interest amount, and reasons for interest being in suspense.
- Utilize this information to investigate and resolve any discrepancies or issues related to interest calculations, ensuring accurate financial reporting and regulatory compliance.



- After selecting the above Loan Interest in Suspense Button, you will be directed to the user interface below,



- Loan Number: Enter Loan Number.

Loan Number ★

- From Date: Select from Date

From Date ★

- To Date: Select To date

To Date ★

- Search For: Search details in a report.

- Download Button: Download the report.



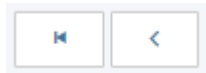
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



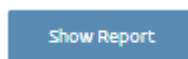
- Previous Button: Will Navigate to the previous page of a report.



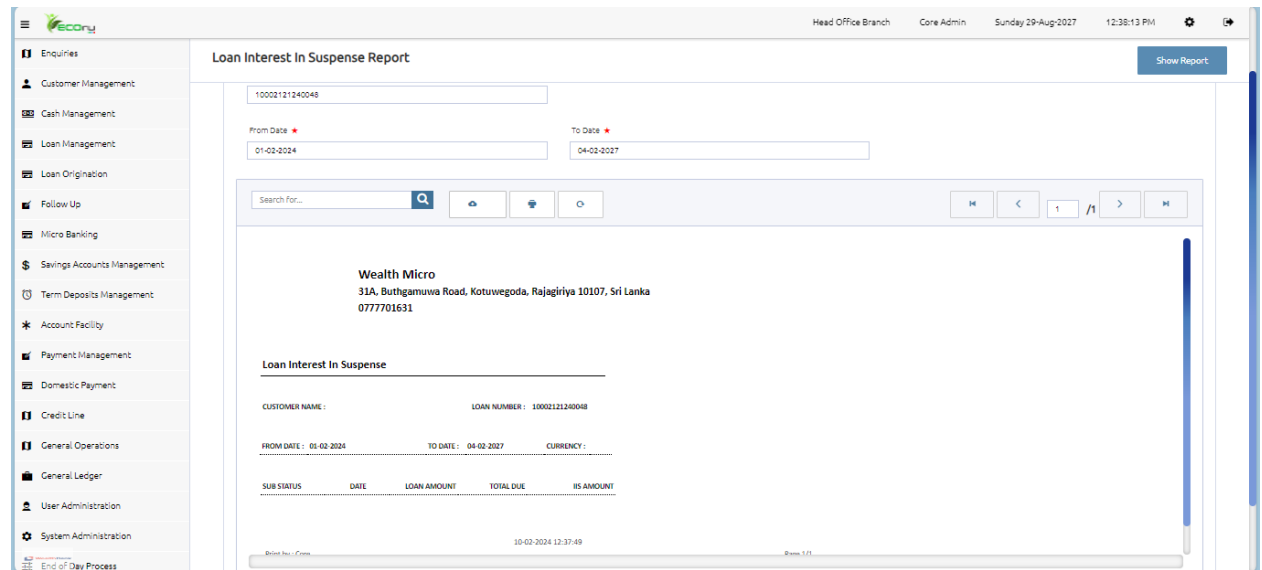
- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



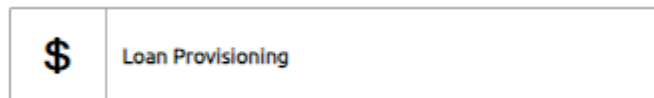
Below shows how the Report looks after selecting the show report button.



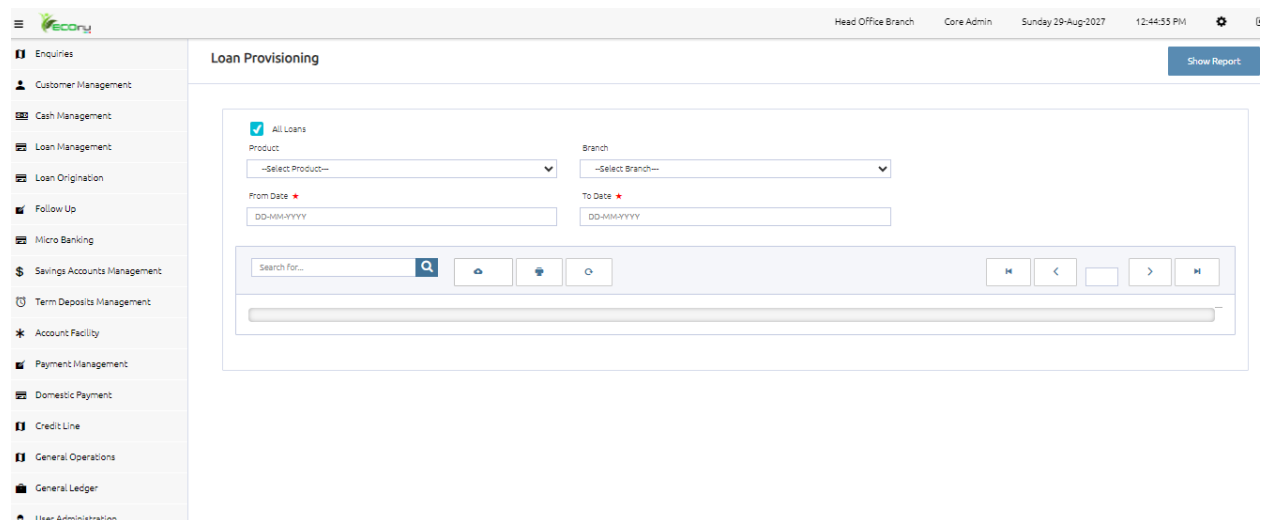
Loan Provisioning

Login > Loan Management > Reports > Loan Provisioning

- The Loan Provisioning sub-module generates detailed reports summarizing the provisioning status of loans within the system.
- These reports provide valuable insights into the adequacy of provisions set aside for potential loan losses, helping stakeholders make informed decisions about risk management and financial planning.



- After selecting the above Loan Provisioning Button, you will be directed to the user interface below,



- Product: Select Product

Product

--Select Product--

--Select Product--

All Product

DEL

DEL-01

Digi Rounded loan

Fd Against Loans - Test

Fixed Continuation Loan

Fixed Tenure to Loan

Group loan

Group Loan Product Eclot

HeadOffice Loan

INT

Lanka Loans

Loan Tenure to Loan

Manual other settlement

Manual saving settlement

MTL01

MVL

Simple int

Simple interest-02

- Branch: Select Branch.

Branch

--Select Branch--

--Select Branch--

All Branches

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Calle

KA-002

COLOMBO BRANCH

wellawatta

Canemulla

- From Date: Select from Date

From Date ★

- To Date: Select To date

To Date ★

- Search For: Search details in a report.

- Download Button: Download the report.



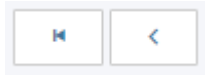
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



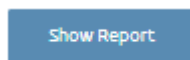
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



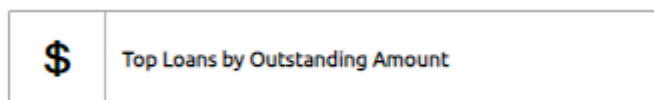
Below shows how the Report looks after selecting the show report button.

LOAN NO	CUSTOMER NAME	Loan Product	SUB STATUS	DATE	AREAS DAYS	PROVISION%	PRINCIPLE DUE	TOTAL PROVISIONING	Marketing Officer	Loan Amount	Principle Outstanding	Total Principle Outstanding
DEL (HEAD OFFICE)												
10002121240046	MRI. DANUSHIKA SRIVARDHANA	DEL	Loss	24-08-2027	6	10.00	23,386.08	2,338.61	CHATHURANGA MHIRAJU	250,000.00	0.00	25,153.20
10002121240042	MRI. WANINDU HASARANGA PRAWAN	DEL	Substandard	26-08-2027	3	5.00	28,575.38	1,428.77	harshu darmasiri	300,000.00	0.00	31,579.45
10002121240037	MRI. SARATHI THILAKARATHINE	DEL	Substandard	26-08-2027	3	5.00	6,374.57	318.73	Tharindu Silva	80,000.00	0.00	7,175.61
10002121230051	MRI. PABASARA KODIKARA	DEL	Loss	28-08-2027	6	10.00	6,366.44	636.64	HASHINI NADESHIKA	150,000.00	0.00	8,575.19
10002121240035	MRI. KAPILA SILVA	DEL	Loss	28-08-2027	6	10.00	28,575.38	2,857.54	CHATHURANGA MHIRAJU	300,000.00	0.00	31,402.74
10002121240040	MRI. GHANU HASAKA	DEL	Loss	28-08-2027	6	10.00	66,675.89	6,667.59	harshu darmasiri	700,000.00	0.00	73,373.01
10002121240021	MRI. BHAN BANNEKA	DEL	Pass	28-08-2027	1	2.00	699.37	13.99	Nipun Athapaththu	10,000.00	0.00	876.07
10002121240036	MRI. SARATHI THILAKARATHINE	DEL	Substandard	29-08-2027	0	5.00	3,966.95	198.35	Semarath Vithanage	50,000.00	0.00	1,247.69
SUB TOTAL								14,460.21				
GRAND TOTAL							164,620.06	14,460.21				

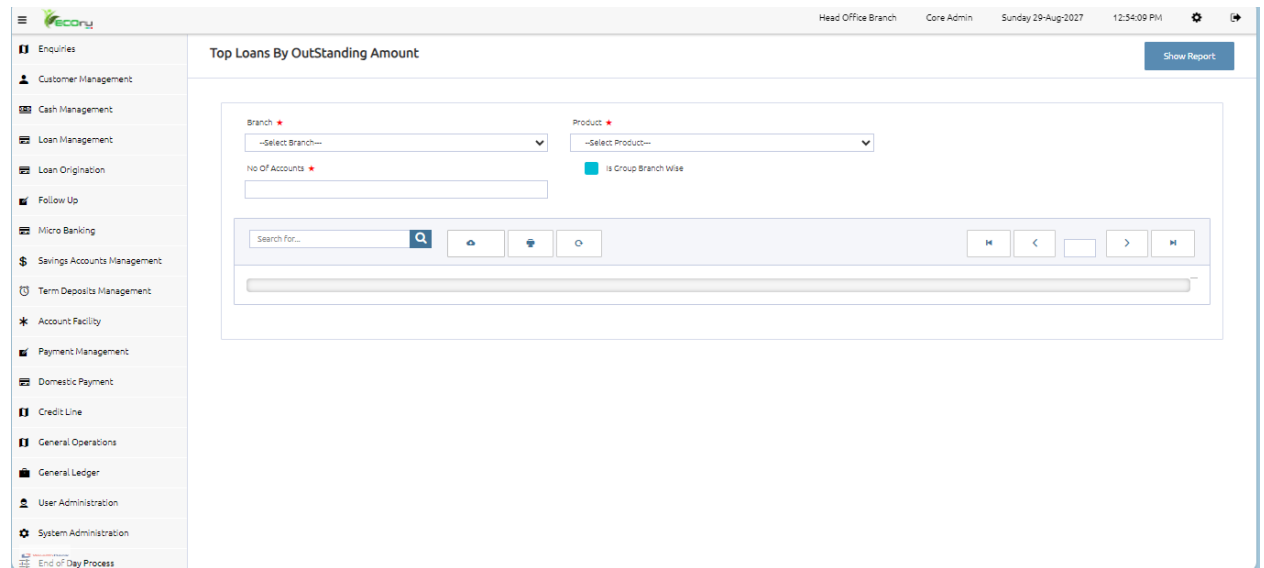
Top Loans by Outstanding Amount

Login > Loan Management > Reports > Top loans by Outstanding Amount

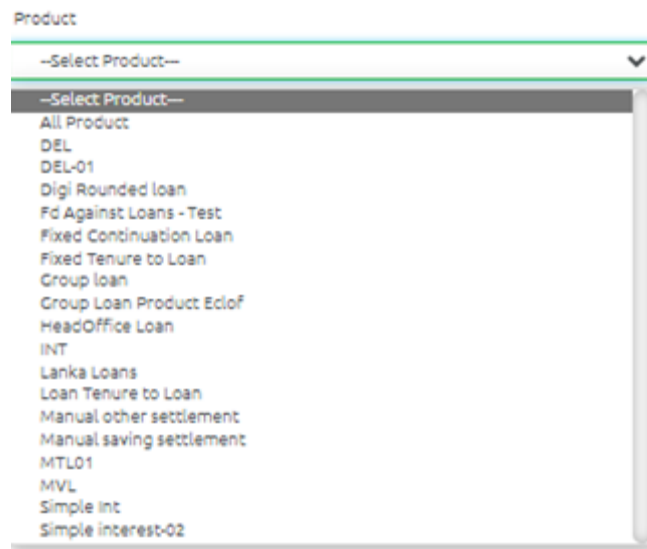
- This report lists the top loans in an order of outstanding amounts, accompanied by pertinent details such as loan account numbers, customer names, and current balances.
- This allows users to delve deeper into individual loan accounts for further analysis or action, such as follow-up communication with high-value clients or targeted risk assessment.



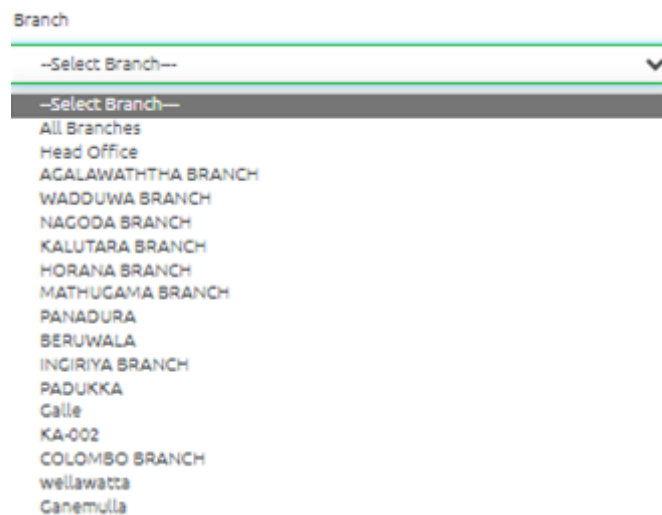
- After selecting the above Top loans by Outstanding Amount Button, you will be directed to the user interface below,



- Product: Select Product



- Branch: Select Branch.



- No. of Accounts: Enter No. of Accounts.

No Of Accounts *

- Search For: Search details in a report.

- Download Button: Download the report.



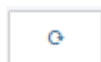


CSV
Excel
MHTML
PDF
TIFF File
Word
XML

- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.

Show Report

Below shows how the Report looks after selecting the show report button.

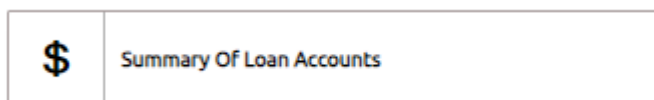
The screenshot displays a web application interface for Ecoru. The main content area shows a report titled "Top Loans By OutStanding Amount" for "Wealth Micro" at "31A, Butthagamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka" with phone number "0777701631". The report includes a table with columns: LOAN NUMBER, CUSTOMER NAME, LOAN AMOUNT, OUTSTANDING AMOUNT, and TOTAL DUE AMOUNT. The table lists 15 loan entries with their respective amounts and due dates.

LOAN NUMBER	CUSTOMER NAME	LOAN AMOUNT	OUTSTANDING AMOUNT	TOTAL DUE AMOUNT
1000505230011	MRS. LESLIE JENNER RATHNAPALLA	2,000,000.00	2,000,000.00	0.00
1000505230003	MRS. SAMINDI WIETHUNGA	200,000.00	200,000.00	0.00
1000505230009	MRS. LILAKSHI BHAGYA PERERA	100,000.00	0.00	0.00
1000505230010	MRS. SAKUNI PYYUMKA PERERA	100,000.00	0.00	0.00
1000505240001	MRS. NALAKA DISSANAYAKE	100,000.00	100,000.00	0.00
1000505230007	MRS. SUPRI GOMEZ	50,000.00	50,000.00	0.00
1000505230008	MRS. VASANTHI PERERA	10,000.00	0.00	0.00
1000141423002	MRS. SEMERANGANGE SACHINI NASEERDOLA PERERA	1,600,000.00	1,600,000.00	0.00
1000141423006	MRS. KAMAL CHAMARA GAMAGE	1,200,000.00	498,457.00	527,634.52
1000141423001	MRS. KANRUDALA GAMAGE SRIWATHI	1,000,000.00	721,834.00	208,641.01
1000141423004	KAMAL KUMARA SILVA	150,000.00	78,459.00	0.00
1000141423008	MRS. SARATHI NISHANTHA PERERA	130,000.00	104,725.00	35,146.40
1000141423003	MRS. WERALLUWITTHAGE DONA IRESHA SANDAMALI	120,000.00	10,774.00	0.00
1000141423005	MRS. KAMAL SUNIL GUNARTNA	110,000.00	18,334.00	89,084.28
1000141423009	MRS. CHANURA PERIS	100,000.00	50,000.00	0.00

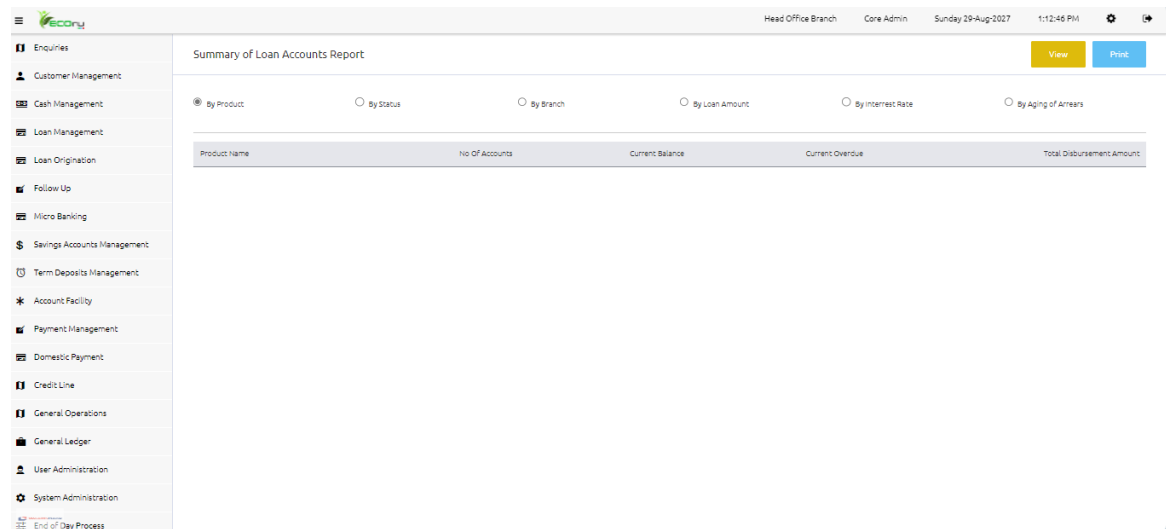
Summary of Loan Accounts

[Login](#) > [Loan Management](#) > [Reports](#) > [Summary of Loan Accounts](#)

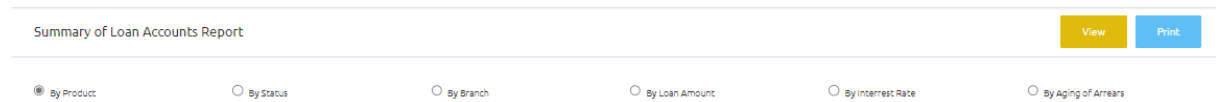
- The sub-module offers comprehensive financial insights by aggregating data from individual loan accounts.
- Users can generate summary reports that highlight key metrics such as total loan portfolio value, average interest rates, repayment trends, and delinquency rates, facilitating informed decision-making and strategic planning.



- After selecting the above Summary of Loan Accounts Button, you will be directed to the user interface below,



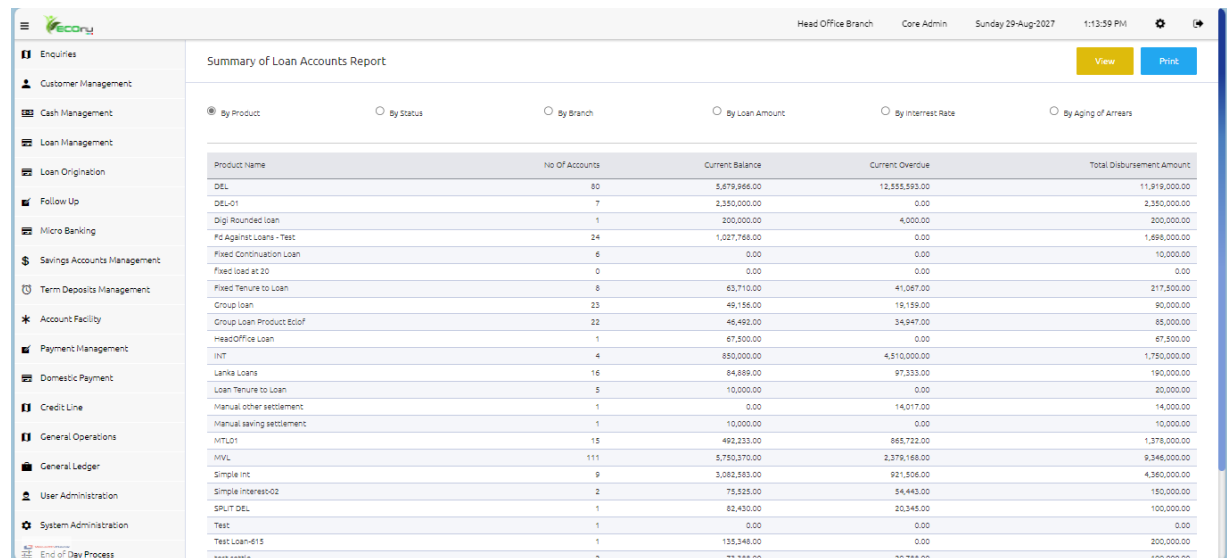
- As shown select one option,



- After selecting an option, you can proceed further by selecting on the View Button as shown below,



- Below shown are the results once you select the view button,



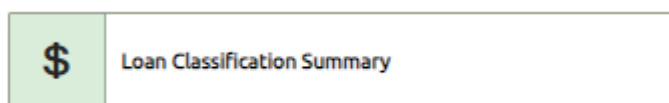
- Further if you want to print the results you can do so by selecting the print button as shown below,



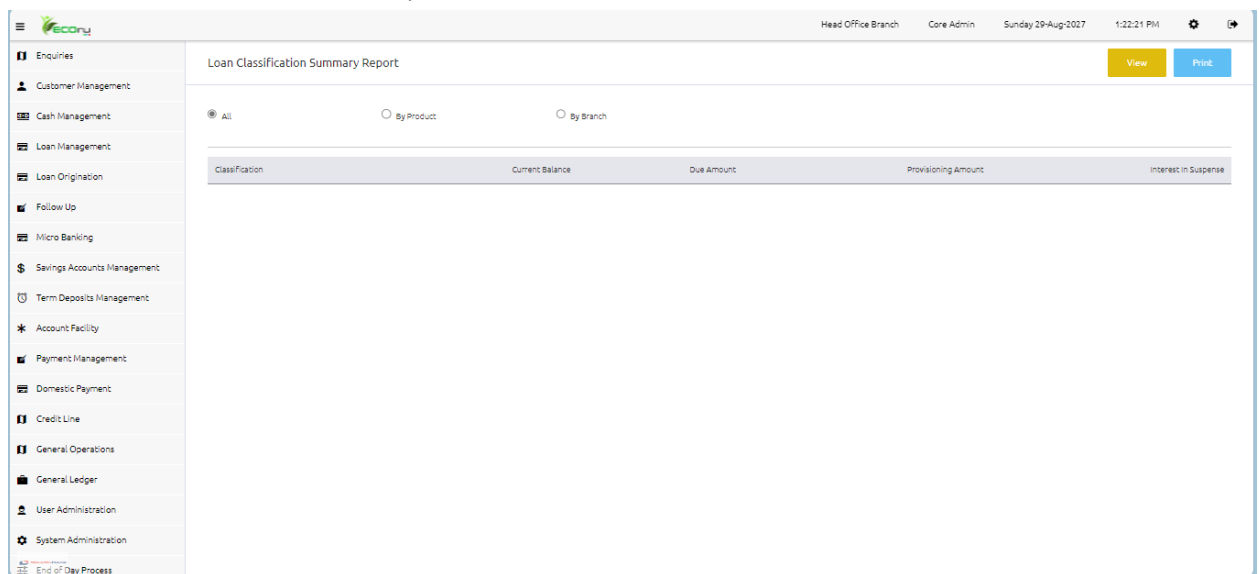
Loan Classification Summary

Login > Loan Management > Reports > Loan Classification Summary

- The Loan Classification Summary report provides a concise overview of the current classification status of loans within the system.
- It categorizes loans based on their risk profile, such as performing, non-performing, or classified under specific risk categories.
- This summary empowers users to quickly assess the health of the loan portfolio and identify areas that may require further attention or action.



- After selecting the above Loan Classification Summary Button, you will be directed to the user interface below,



- As shown select one option,

All
 By Product
 By Branch

- After selecting an option, you can proceed further by selecting on the View Button as shown below,



- Below shown are the results once you select the view button,

Classification	Current Balance	Due Amount	Provisioning Amount	Interest In Suspense
ALL				
Pass (1-2)	0.00	0.00	0.00	0.00
Special Mention (1-2)	0.00	0.00	0.00	0.00
Special Mention (1-10)	0.00	0.00	0.00	0.00
Substandard (3-5)	0.00	0.00	0.00	0.00
Doubtful (11-40)	0.00	0.00	0.00	0.00
Loss (6-8)	0.00	0.00	0.00	0.00
Loss (41-100)	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

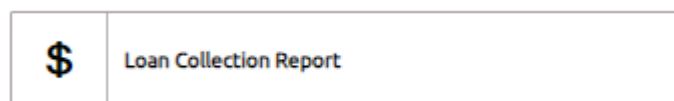
- Further if you want to print the results you can do so by selecting the print button as shown below,



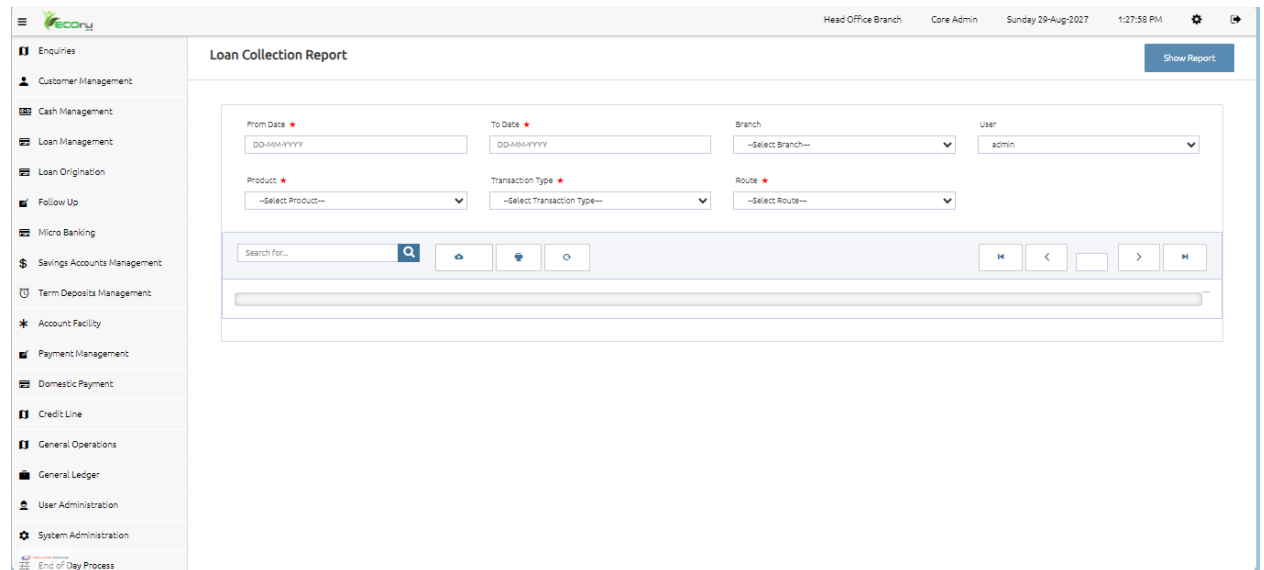
Loan Collection Report

Login > Loan Management > Reports > Loan Collection Report

- The Loan Collection Report provides a comprehensive overview of outstanding loan payments, allowing users to quickly identify borrowers who have missed payments or are overdue.
- This assists in proactive debt collection efforts and helps maintain healthy cash flow for the institution.



- After selecting the above Loan Collection Report Button, you will be directed to the user interface below,



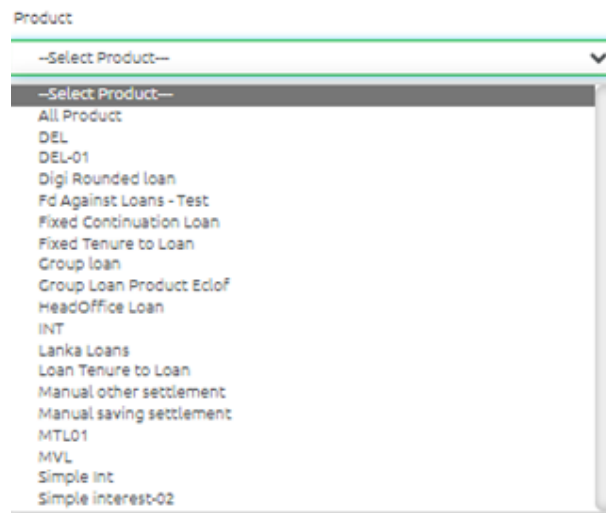
- From Date: Select from Date

From Date ★

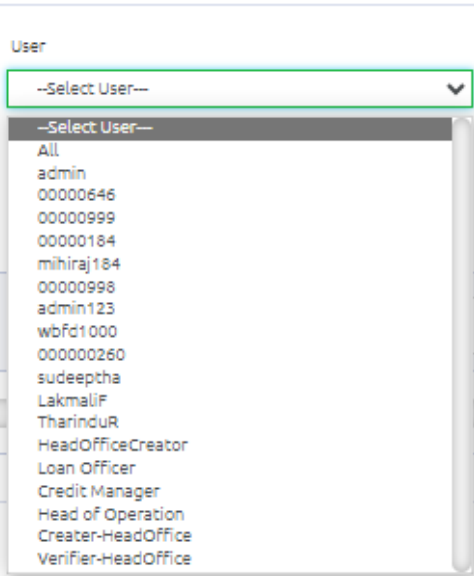
- To Date: Select To date

To Date ★

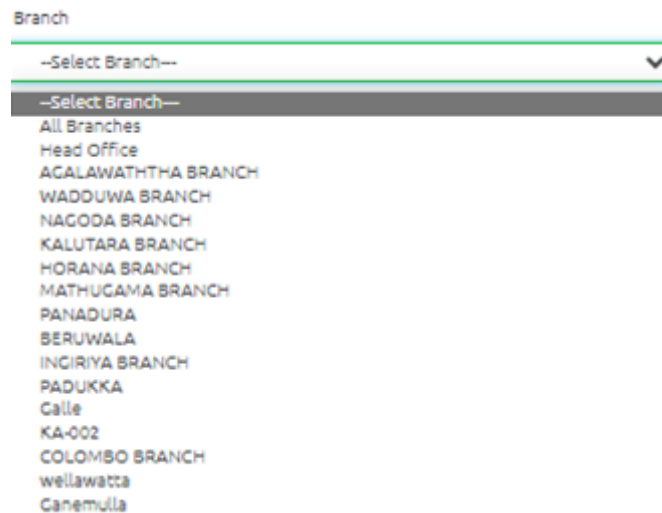
- Product: Select Product



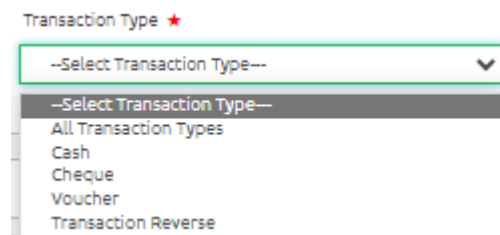
- User: Select User



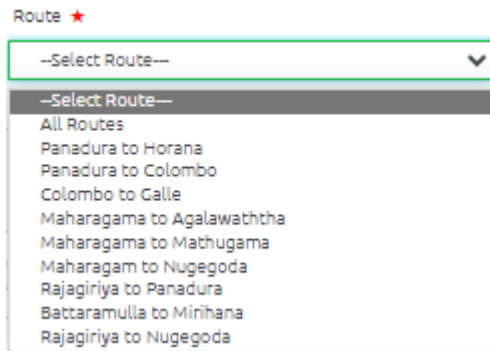
- Branch: Select Branch.



- Transaction Type: Select Transaction Type



- Route: Select Route



- Search For: Search details in a report.



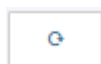
- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



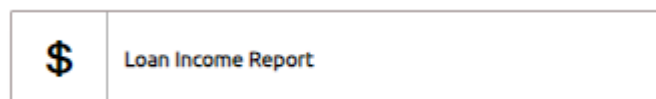
Below shows how the Report looks after selecting the show report button.

Facility Number	Date	Full Name	Product	Transaction Type	Route	User Name	Amount	Mobile Transaction
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	2,800.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	580.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	120.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	108.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	180.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Facility cash Deposit		sujaniDemo	450.00	YES
0500-27-1193	6/21/2024	KAHADHAWIA ARACHHILAGE IRESHA MADHU	DEL	Loan Payment Cheque		sujaniDemo	900.00	NO
0500-27-1231	6/21/2024	KAVINDU MADURANGA HEWAGE	MVL	Facility cash Deposit		sujaniDemo	5,500.00	YES
0500-27-1231	6/21/2024	KAVINDU MADURANGA HEWAGE	MVL	Facility cash Deposit		sujaniDemo	200.00	YES
0500-27-1231	6/21/2024	KAVINDU MADURANGA HEWAGE	MVL	Facility cash Deposit		sujaniDemo	520.00	YES
0500-27-1231	6/21/2024	KAVINDU MADURANGA HEWAGE	MVL	Loan Payment Cheque		sujaniDemo	350.00	NO

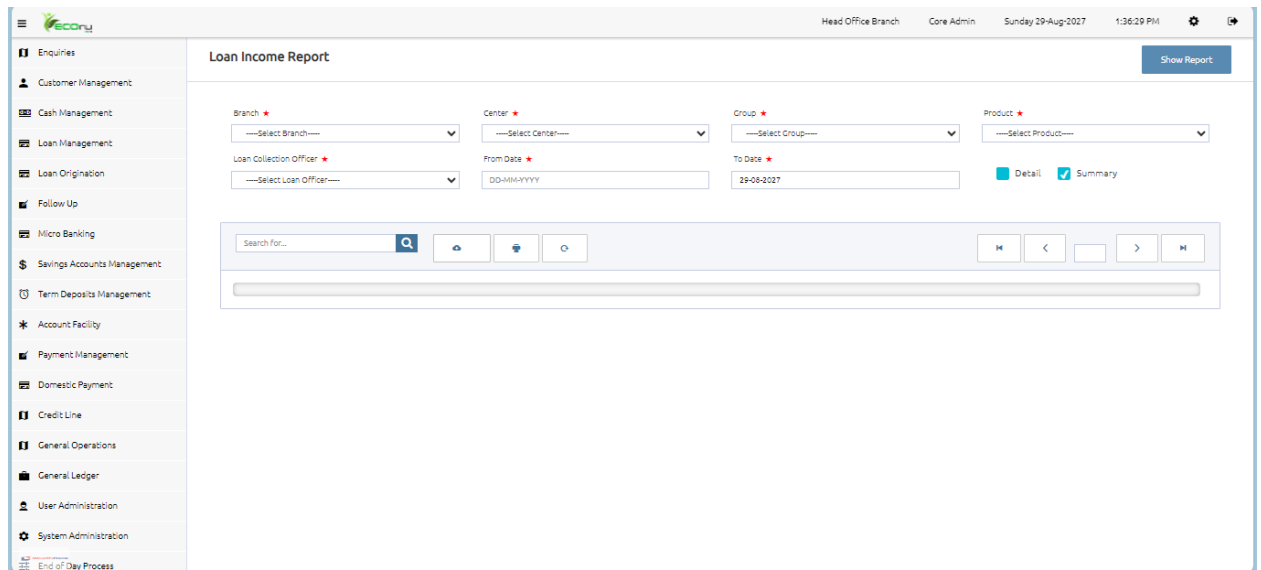
Loan Income Report

Login > Loan Management > Reports > Loan Income Report

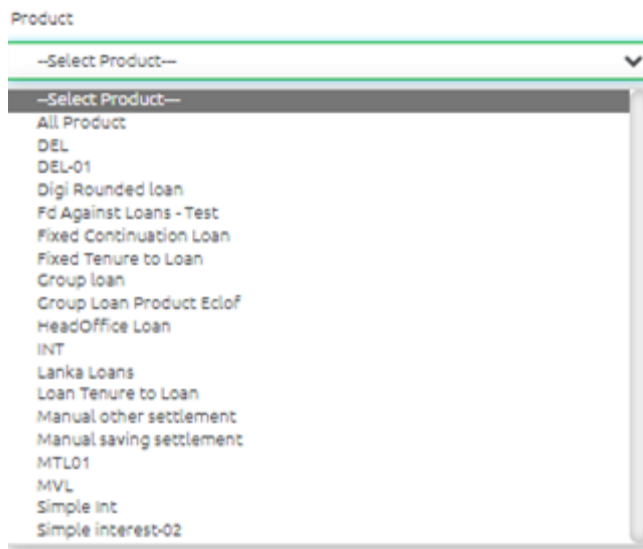
- The Loan Income Report sub-module allows users to effortlessly generate detailed summaries of income generated from loans.
- This report provides a breakdown of income sources, including interest payments, fees, and any other relevant income streams, empowering users to gain insights into the financial performance of loan portfolios.



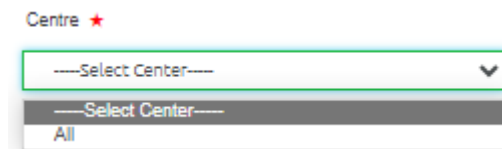
- After selecting the above Loan Income Report Button, you will be directed to the user interface below,



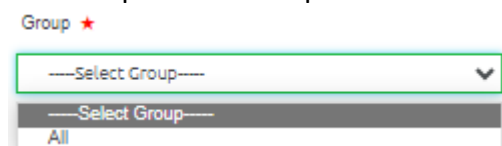
- Product: Select Product



- Centre: Select Centre



- Group: Select Group



- Branch: Select Branch.

Branch

--Select Branch--

- Select Branch--
- All Branches
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Calle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Loan Collection Officer: Select Loan Collection Officer

---Select Loan Officer---

- Select Loan Officer---
- All
- harsha darmasiri
- CHATHURANGA KUMARA
- CHATHURANGA MIHIRAJ
- Head office Creator
- Oshada Perera
- Tharindu Silva
- Amal Perera
- Kamal Perera
- sampath1 kumara
- Nimal Perera
- Test One
- Core Admin
- Harshika LT
- Anuji Senevirathne
- Malinga Perera
- Supun Perera
- Senarath Vithanage
- Tharindu Rewathe

- From Date: Select from Date.

From Date

DD-MM-YYYY

- To Date: Select to Date.

To Date

DD-MM-YYYY

Detail: Select Detail Report.

Detail

Or

Summary: Select Summary Report.

Summary

- Search For: Search details in a report.



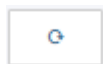
- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



- Below shows how the Report looks after selecting the detail report.

Branch	Center	Group	Product	Collection Officer	Customer Name	Loan Number	Loan Cycle	Loan Amount	Interest Amount	Loan Amount with Interest	Capital Received	Capital Receivable	Interest Received	Interest Receivable
COLOMBO BRANCH			DEL		HRIKADUWA KARIYAWASAM GANAGE NANGARIPPI	0502-27-1129	1	2,300,000.00	297,389.00	2,597,389.00	0.00	2,300,000.00		
ASALAWATHIYA BRANCH			DEL	Core Admin	WADELVARGSE DON DANSHANA KUMARA	1024212130001	1	90,000.00	57.95	90,057.95	0.00	0.00		
COLOMBO BRANCH			DEL		MAHAGE SHANTHA KUMARA FERMINCO	0502-27-1148	1	50,000.00	1,442.00	51,442.00	0.00	45,424.34		
COLOMBO BRANCH			DEL	Core Admin	BATUGEDARA MOKHOTTAJALAGE CHITHIRANGAI GUNAWARDANE	0502-27-1159	1	250,000.00	181.51	250,181.51	0.00	239,667.75		
COLOMBO BRANCH			DEL		HANGKA PYYUMALI KAHADHAWA ARACHIHILAGE HRESHA MADUKU	0502-27-1193	1	400,000.00	298.63	400,298.63	0.00	399,396.57		
COLOMBO BRANCH			MVL	THIWANKA LAKSHAN	KAVINDU MADURANGA HEWAGE	0502-27-1231	1	300,000.00	90,445.87	390,445.87	0.00	300,000.00		
COLOMBO BRANCH			MVL	KALPANI PEGERA	THELWARRA ARACHIHILAGE UMINDA	0502-27-1263	1	240,000.00	72,356.70	312,356.70	0.00	240,000.00		
COLOMBO BRANCH			MVL	KALPANI PEGERA	DENETHI DELUSHA KAVEEN CHRANTHAKA	0502-27-1270	1	300,000.00	90,445.87	390,445.87	0.00	300,000.00		
COLOMBO BRANCH			DEL	THIWANKA LAKSHAN	NAWASINGHE MUDURANGELAGE JANAKA DILURAKSHI	0502-27-1290	1	50,000.00	30.14	50,030.14	0.00	48,500.00		
COLOMBO BRANCH			MVL	DUMINDU KASHIMBA	SEKKU ARACHIHILAGE KAVESH MADUSARAKA DE SILVA	0502-27-1444	1	300,000.00	108,535.05	408,535.05	0.00	278,799.00		
COLOMBO BRANCH			Test Loan-615		DENAGAMA	0502-27-1512	1	200,000.00	24,112.37	224,112.37	31,249.71	0.00		

- Below shows how the Report looks after selecting the summary report.

Branch	Center	Group	Product	Collection Officer	Loan Cycle	Loan Amount	Interest Amount	Loan Amount with Interest	Capital Received	Capital Receivable	Interest Received	Interest Receivable
Head Office	Wadduwa Wasantha	Waruna Charity Society	Manual other settlement	Core Admin	16	14,000.00	17.26	14,017.26				
Head Office	Wadduwa Wasantha	Waruna Charity Society	Manual saving settlement	Core Admin	15	10,000.00	-37.03	9,962.97				
Head Office	Youth Ceylon	Youth Ceylon	Group Loan Product Ecol	ROHANI DHANUSHKA MADANASIN	1	5,000.00	3.71	5,003.71				
Head Office	Divi Naguma	Divi Naguma	MVL	CHATHURANGA KUMARA	3	95,000.00						
Head Office	Divi Naguma	Divi Naguma	DEL	Semarath Withanage	1	50,000.00	579.42	4,546.37	0.00	-20,000.00	0.00	5
Head Office	Office	Capital Society	MVL	Test One	15	101,000.00						
Head Office	Youth Sports	Youth Sports	Simple Int	Core Admin	1	100,000.00						
Head Office	Pawura	Pawura	MTL01	LAKSHA MADURANGA	7	50,000.00	82,500.00	132,500.00	50,000.00	0.00	82,500.00	
Head Office	Office	Capital Society	DEL	SATHIWARA SANKSEERANI WIMALABAT	1	50,000.00						
Head Office	Youth Sports	Youth Sports	Fixed Tenure to Loan	Core Admin	38	185,000.00	-7,063.52	177,936.48	3,000.00	22,000.00	0.00	6.0
Head Office	Wadduwa Wasantha	Waruna Charity Society	Lanka Loans	Core Admin	1	30,000.00	6,000.00	36,000.00				
Head Office	Savi Bima	Savi Bima	MVL	HASHINI NADKESHRA	1	500,000.00	18,271.36	86,204.72	119,949.88	-52,016.52	18,271.36	
COLOMBO BRANCH	Wadduwa Wasantha	Waruna Charity Society	Lanka Loans	Core Admin	2	30,000.00	6,000.00	36,000.00	1,000.00	6,000.00	800.00	1.2
Head Office	Savi Bima	Savi Bima	MTL01	HASHINI MADHUMALI	3	50,000.00	206,250.00	256,250.00				
Head Office	Office	Capital Society	MVL	KUSHAN LAMMAL RANASINGHE	4	45,000.00	1,464.54	19,428.22				
Head Office	Savi Bima	Savi Bima	DEL	Tharindu Silva	2	50,000.00	854.05	9,164.32				
Head Office	Youth Sports	Youth Sports	Group loan	ROHANI	1	5,000.00	166.67	5,166.67				

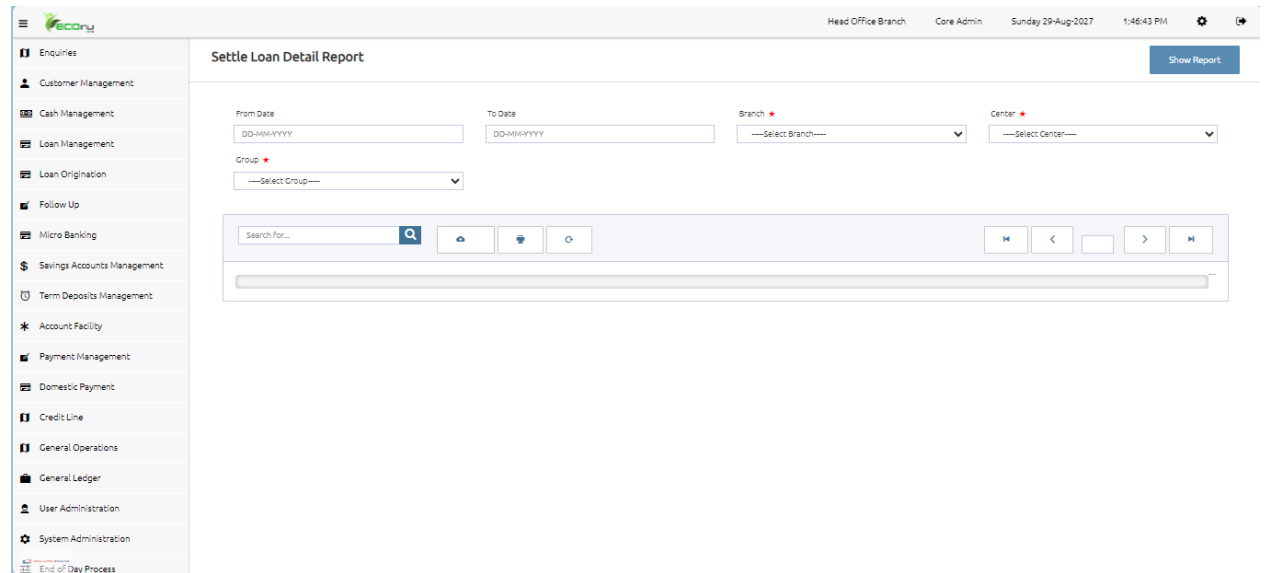
Settle Loan Report

Login > Loan Management > Reports > Settle Loan Report

- The Settle Loan Report sub-module provides a comprehensive overview of settled loans within a specified timeframe.
- It enables users to generate detailed reports summarizing the status and details of loans that have been successfully settled, aiding in reconciliation and financial analysis processes.



- After selecting the above Settle Loan Report Button, you will be directed to the user interface below,



- From Date: Select from Date.

From Date

- To Date: Select to Date.

To Date

- Branch: Select Branch.

Branch

--Select Branch--

--Select Branch--

All Branches

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

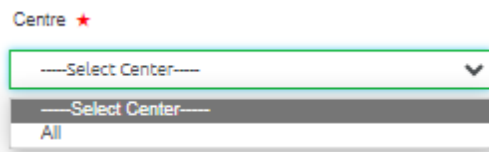
KA-002

COLOMBO BRANCH

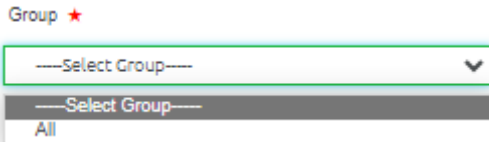
wellawatta

Ganemulla

- Centre: Select Centre



- Group: Select Group



- Search For: Search details in a report.



- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



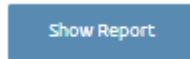
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

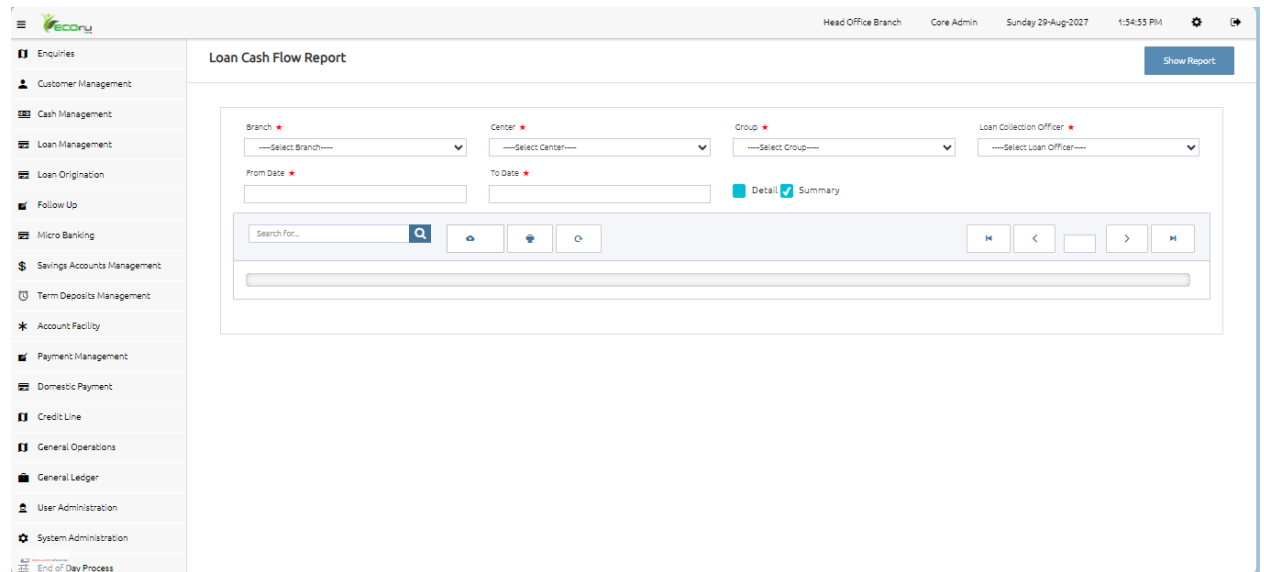
Due Loans by Collection Officer

[Login](#) > [Loan Management](#) > [Reports](#) > [Due Loans by Collection Officer](#)

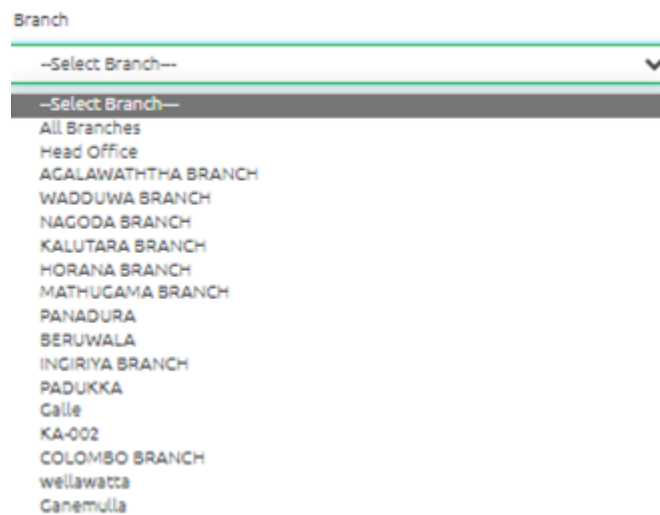
- This feature allows users to generate a report listing all loans that are currently due and assigned to each collection officer.
- By accessing this report, users can quickly ascertain which loans require immediate attention and which collection officer is responsible for their recovery.



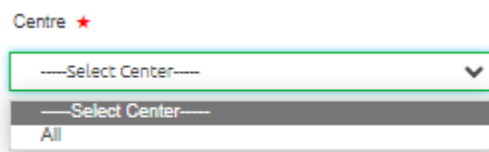
- After selecting the above Due Loans by Collection Officer Button, you will be directed to the user interface below,



- Branch: Select Branch.



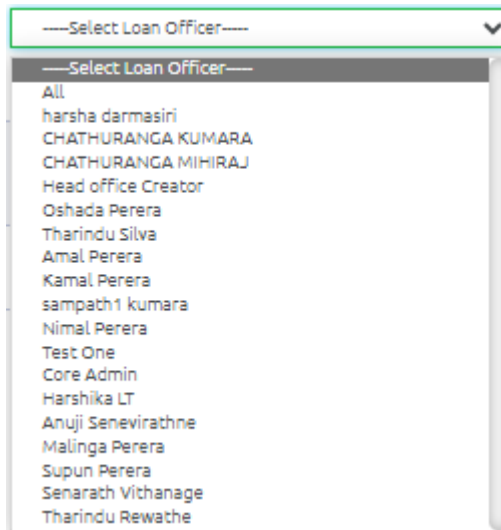
- Centre: Select Centre



- Group: Select Group



- Loan Collection Officer: Select Loan Collection Officer



- From Date: Select from Date.

From Date

- To Date: Select to Date.

To Date

Detail: Select Detail Report.

Detail

Or

Summary: Select Summary Report.

Summary

- Search For: Search details in a report.

- Download Button: Download the report.

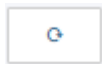




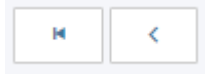
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



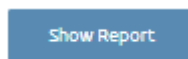
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the detail report.

Loan Cash Flow Report

Generated Date & Time : 2024-02-10
Generated By : admin

Branch	Center Code	Center Name	Group Name	Officer Name	Product	Customer	Loan Number	Loan Cycle	Loan Amount	Loan Balance	Total Due (As At Today)	Total Due for the Period
Head Office	1028-1	Danuma Progress	Danuma Progress	CHATHURANGA KUMARA	Group Loan Product Eclif	Tharuka Iyethmini Peris	10002000230023	1	5,000.00	5,003.71	5,003.71	2,501.85
	1000-2	Divi Naguma	Divi Naguma	HASHINI MADHUMALI	MVL	Vimal Saman Perera	10002261230124	2	300,000.00	183,706.51	183,706.51	104,887.59
				ROHANI DHANUSHIKA MADANASIN	MVL	Janiya Kamala Perera	10002261230109	1	500,000.00	296,102.02	296,102.02	207,217.39
	1000-1	Office	Buddhist Society	Core Admin	Lanka Loans	Harini Weerasinghe	10000432230008	3	10,000.00	8,000.00	8,000.00	8,000.00
			Capital Society	DUMINDU KASHMIRA	MVL	Kavindu Perera	10002261230071	5	200,000.00	4,499.94	4,499.94	4,499.94
				HASHINI MADHUMALI	MVL	Nimali Gamage	10002261230072	3	200,000.00	32,793.70	32,793.70	32,793.70
				KUSHAN LAKMAL RANASINGHE	MVL	Nimali Gamage	10002261230128	4	45,000.00	19,628.22	19,628.22	14,429.06
				YASASMI NIMASHA	DEL	Thushan Amarawera	1000211230027	1	80,000.00	86,092.37	86,092.37	44,396.31
	1025-3	Pawura	Pawura	Core Admin	SPUT DEL	Lalith Fernando	10006001230001	1	100,000.00	111,900.19	20,345.49	7,068.50
				DUMINDU KASHMIRA	MVL	Pavani Perera	10002261230117	1	120,000.00	71,371.02	71,371.02	47,600.84
				SATHYA PRABHODANI	MVL	Pavani Perera	10002261230125	2	300,000.00	238,851.69	238,851.69	195,391.43
	9000-2	Vishwa Progress	Vishwa Progress	Amal Perera	Group Loan Product Eclif	Niluka Dilrukshi Perera	100020000230018	1	5,000.00	5,003.71	5,003.71	2,501.85
				CHATHURANGA KUMARA	Group Loan Product Eclif	Rithusha Shashini	100020000230020	1	5,000.00	5,003.71	5,003.71	2,501.85

Below shows how the Report looks after selecting the summary report.

Loan Cash Flow Report

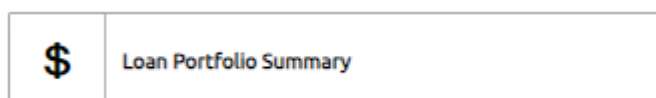
Generated Date & Time : 2024-02-10
Generated By : admin

Center Code	Center Name	Product	Officer Name	Loan Amount	Loan Balance	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024
1028-1	Danuma Progress	Group Loan Product Eclif	CHATHURANGA KUMARA	5,000.00	5,003.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1000-2	Divi Naguma	MVL	HASHINI MADHUMALI	300,000.00	183,706.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			ROHANI DHANUSHIKA MADANASIN	500,000.00	296,102.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1000-1	Office	DEL	YASASMI NIMASHA	80,000.00	86,092.37	11,421.17	11,538.70	10,670.75	10,765.69	0.00	0.00	0.00
		Lanka Loans	Core Admin	80,000.00	72,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
		MVL	DUMINDU KASHMIRA	200,000.00	4,499.94	0.00	0.00	0.00	0.00	0.00	0.00	4,499.94
			HASHINI MADHUMALI	350,000.00	32,793.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			KUSHAN LAKMAL RANASINGHE	45,000.00	19,628.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1025-3	Pawura	MVL	DUMINDU KASHMIRA	120,000.00	71,371.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			SATHYA PRABHODANI	300,000.00	238,851.69	0.00	0.00	0.00	0.00	0.00	0.00	36,524.48
		SPUT DEL	Core Admin	100,000.00	111,900.19	0.00	0.00	0.00	0.00	0.00	32.88	886.30
9000-2	Vishwa Progress	Group Loan Product Eclif	Amal Perera	5,000.00	5,003.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			CHATHURANGA KUMARA	5,000.00	5,003.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			harsha darasin	5,000.00	5,003.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00

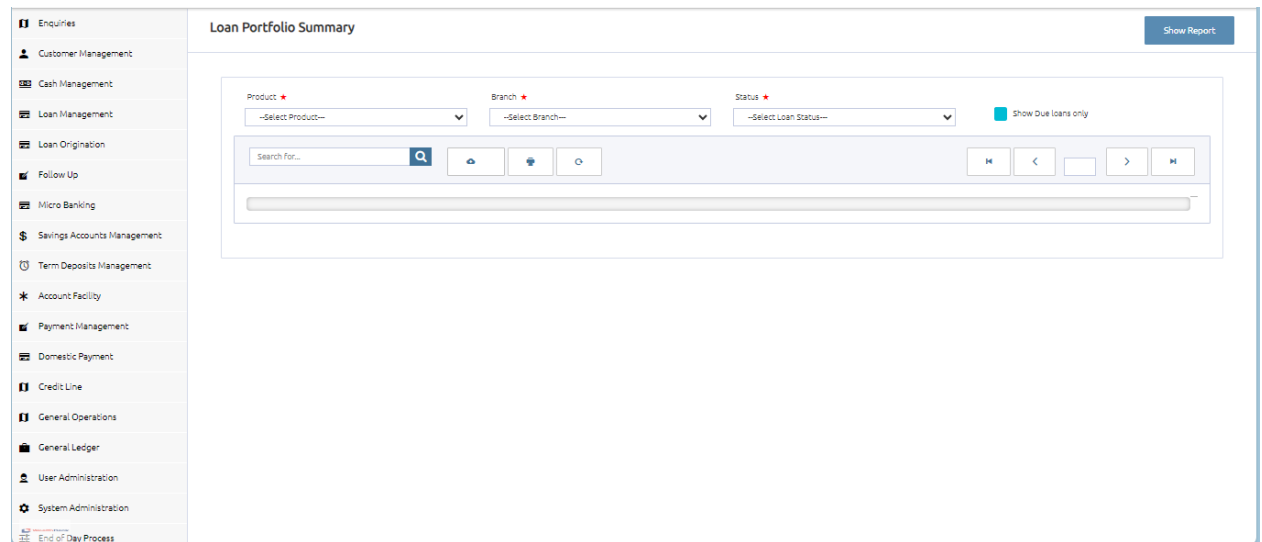
Loan Portfolio Summary

Login > Loan Management > Reports > Loan Portfolio Summary

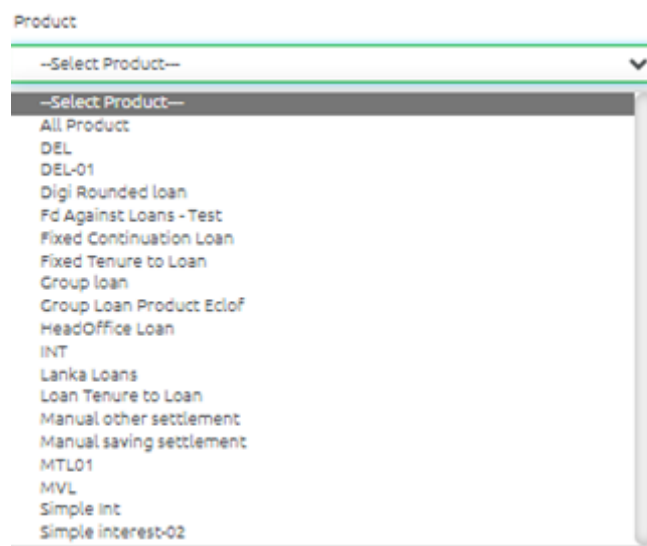
- Users can leverage the Loan Portfolio Summary report to conduct performance analysis, comparing current portfolio metrics with historical data to identify trends and patterns.
- This analysis aids in assessing portfolio growth, delinquency rates, and asset quality, facilitating informed decision-making and strategic planning for loan management.



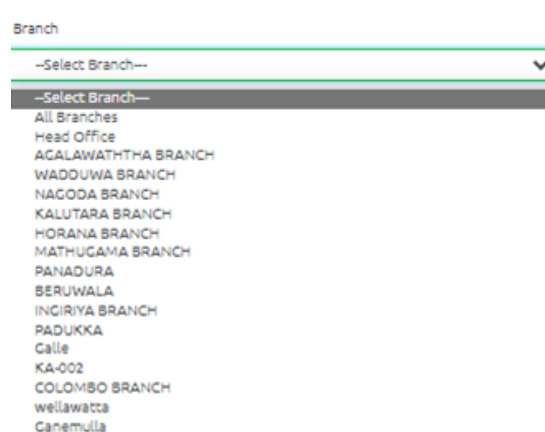
- After selecting the above Loan portfolio Summary Button, you will be directed to the user interface below,



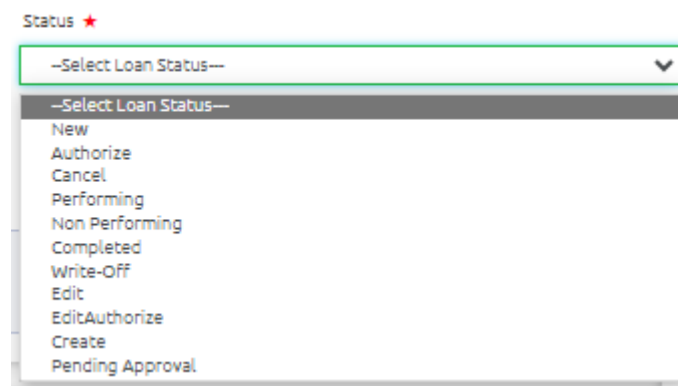
- Product: Select Product



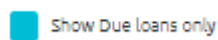
- Branch: Select Branch.



- Status: Select the Loan Status



By selecting show due loans only, the due loans will be shown.



- Search For: Search details in a report.



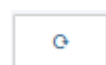
- Download Button: Download the report.



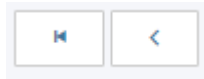
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



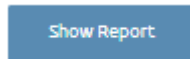
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button

Branch	Loan number	Customer number	Customer name	Loan status	Arrears in days	Product name	Product Code	Loan type	Granted date	Maturity date	Granted loan amount	Interest rate	Loan period	Installment	Capital Du
COLOMBO BRANCH	0502-27-1129	10281000684	Mr. HRIKADUWA SARTIRANJAM NANDASIRI	Performing	1624	DEL	2121	Single Payment	06-02-2023	1/1/0001	2,300,000.00	27.00	356	2,905,688.00	2,300,000.00
COLOMBO BRANCH	0502-27-1148	10301000539	Mr. MAHAGE SHANTHA KUMARA FERNANDO	Performing	1612	DEL	2121	Single Payment	31-03-2023	1/1/0001	50,000.00	27.00	1	51,110.00	45,424.34
COLOMBO BRANCH	0502-27-1159	10271000035	Mrs. BATUGEDARA MOHOTPALALAGE CHITHIRAGANI GUNAWARDANE	Performing	1601	DEL	2121	Single Payment	11-04-2023	1/1/0001	250,000.00	26.50	1	250,182.00	239,667.75
COLOMBO BRANCH	0502-27-1199	10251000796	Mrs. KANADHAWA ARACHCHILAGE RESHA MADHU	Performing	1600	DEL	2121	Single Payment	12-04-2023	1/1/0001	400,000.00	27.25	1	400,289.00	399,394.57
COLOMBO BRANCH	0502-27-1270	10271000999	Mr. DENETHI DILUSH KAVEEN CHIRANTHAKA	Performing	1548	MVL	2261	Reducing EMI	04-05-2023	4/5/2026	300,000.00	18.00	36		134,156.00
COLOMBO BRANCH	0502-27-1263	10271000034	Mr. THEWUWARA KACHIGE HESHAN UMINDA	Performing	1494	MVL	2261	Reducing EMI	28-04-2023	#Error	340,000.00	18.00	36		113,614.00
COLOMBO BRANCH	0502-27-1231	10281000473	Mr. KAVINDU MADURANGA HEWAGE	Performing	1494	MVL	2261	Reducing EMI	28-04-2023	#Error	300,000.00	18.00	36		142,013.00
COLOMBO BRANCH	0502-27-1290	10241000604	Mrs. NAWASINGHE MUDIYANSELAGE ASNIKA DULUSHI	Performing	1574	DEL	2121	Single Payment	08-05-2023	1/1/0001	50,000.00	22.00	1	50,030.00	48,500.00
COLOMBO BRANCH	0502-27-1444	10271000932	Mr. SEEKU ARACHCHILAGE KAVEESH MADUSANKA DE	Performing	1329	MVL	2261	Reducing EMI	09-05-2023	9/5/2026	360,000.00	18.00	36		123,203.00

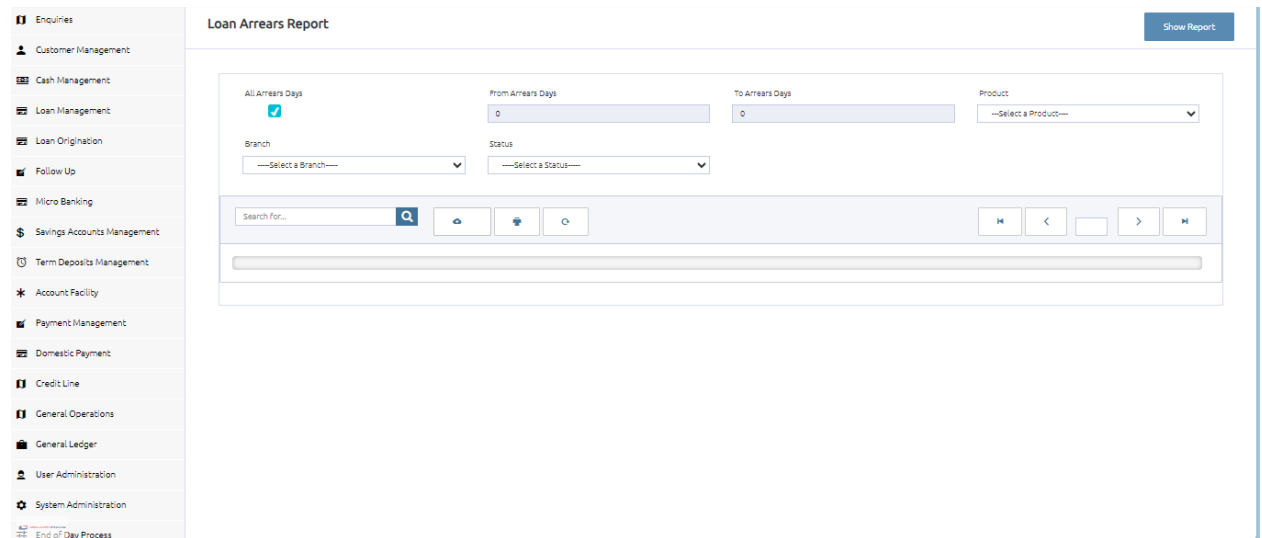
Loan Arrears Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Loan Arrears Report](#)

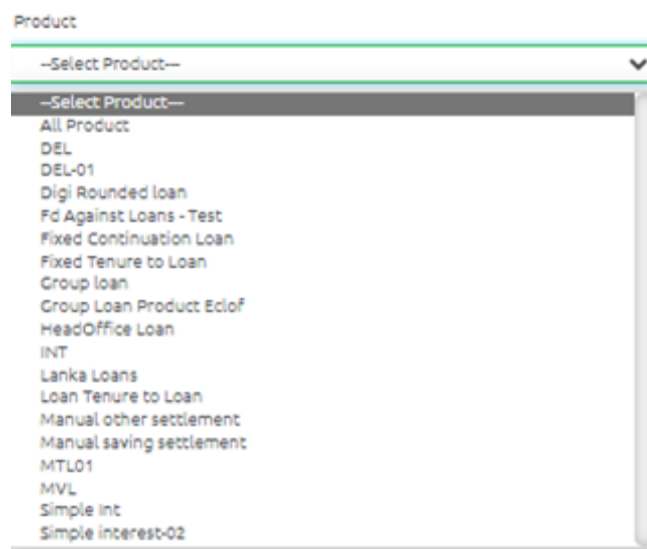
- The Loan Arrears Report sub-module provides users with a comprehensive overview of all loans that are currently in arrears.
- This report displays key information such as the borrower's name, loan amount outstanding, overdue payment amount, and the duration of arrears.



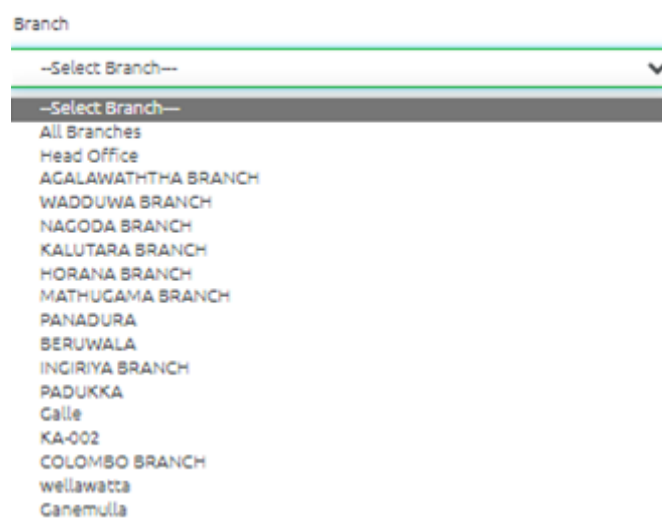
- After selecting the above Loan Arrears Report Button, you will be directed to the user interface below,



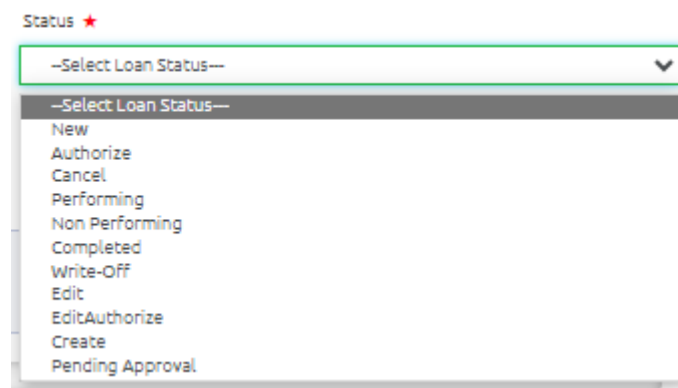
- Product: Select Product



- Branch: Select Branch.



- Status: Select the Loan Status



- Search For: Search details in a report.



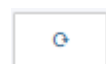
- Download Button: Download the report.



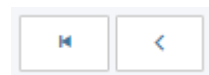
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



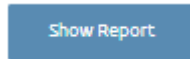
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.

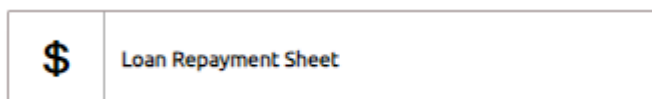


Below shows how the Report looks after selecting the show report button

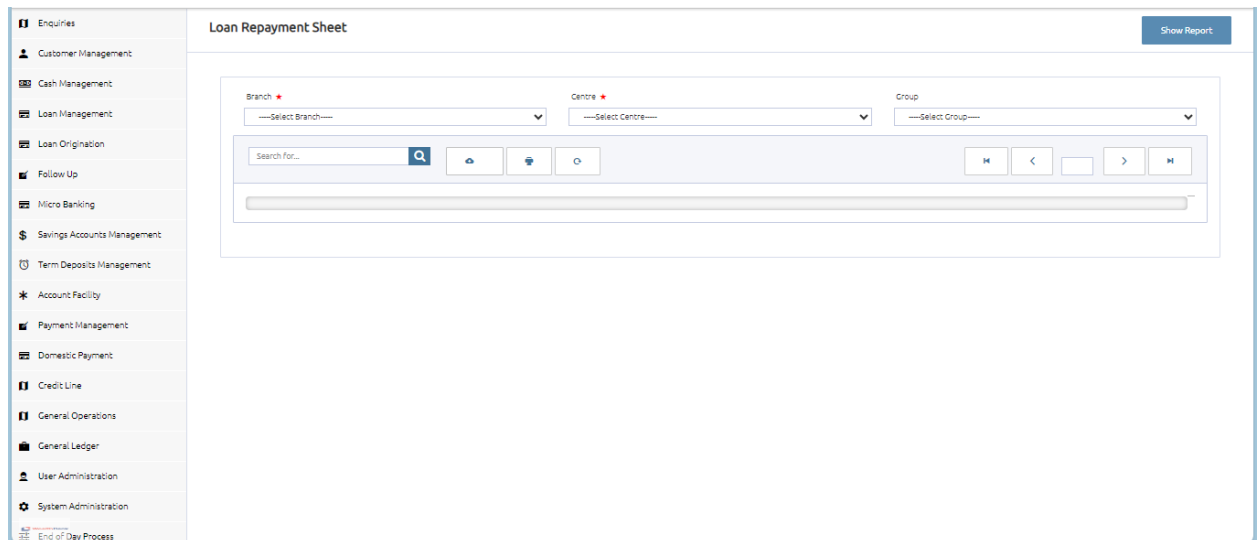
Loan Repayment Sheet

Login > Loan Management > Reports > Loan Repayment Sheet

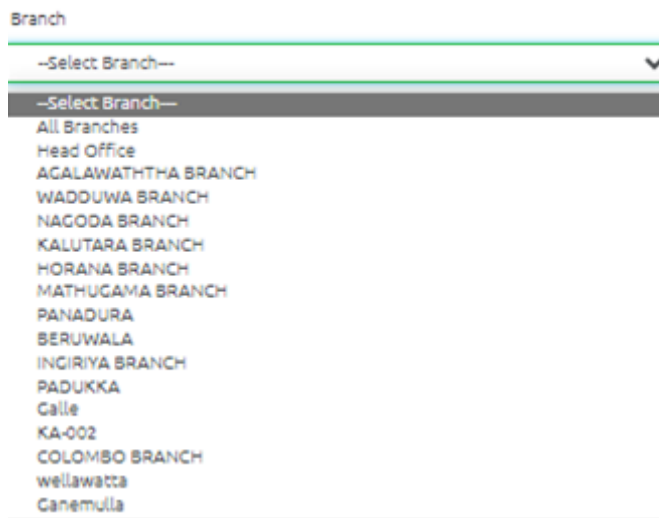
- The Loan Repayment Sheet provides a comprehensive overview of the repayment status for each loan account.
- Users can easily access details such as outstanding balance, repayment schedule, and payment history, allowing for effective monitoring of borrower payments.



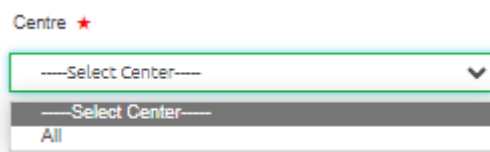
- After selecting the above Loan Repayment Sheet Button, you will be directed to the user interface below,



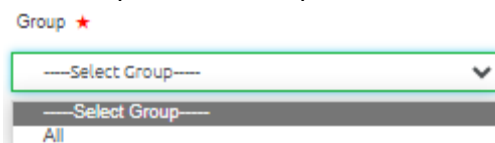
- Branch: Select Branch.



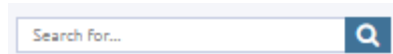
- Centre: Select Centre



- Group: Select Group



- Search For: Search details in a report.



- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



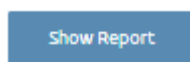
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Day Process

Loan Repayment Sheet

[Show Report](#)

Repayment Sheet Of Danuma Coop									
Customer No	Customer Name	TP No	Loan Amount	Installment Amount	Loan Balance	Date	Date	Date	Date
Group No = Danuma Coop									
10001000102	Shehvi Honsika Karunaratne	0776872935	5,000.00	417.03	3,384.89				
10001000093	Ishani Kuruppu	0776872935	80,000.00	1,178.00	-127,365.55				
Group Total			85,000.00	1,595.03	-124,000.66				

Repayment Sheet Of Danuma Progress									
Customer No	Customer Name	TP No	Loan Amount	Installment Amount	Loan Balance	Date	Date	Date	Date
Group No = Danuma Progress									
10001000073	Tharuka Nethmini Peiris	0776872935	5,000.00	500.37	3.71				
10001000067	Tharushika Perera	0776872935	200,000.00	84,000.00	1,060,000.00				
10001000067	Tharushika Perera	0776872935	25,000.00	2,865.44	765.44				
Group Total			230,000.00	87,365.81	1,060,769.15				

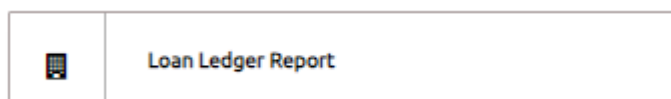
Repayment Sheet Of DH Progress									
Customer No	Customer Name	TP No	Loan Amount	Installment Amount	Loan Balance	Date	Date	Date	Date
Group No = DH Progress									
10001000069	Nadevi Peiris	0776872935	3,100,000.00	1,470,000.00	20,790,000.00				
Group Total			3,100,000.00	1,470,000.00	20,790,000.00				

Repayment Sheet Of Divi Naguma									
Customer No	Customer Name	TP No	Loan Amount	Installment Amount	Loan Balance	Date	Date	Date	Date
Group No = Divi Naguma									
10001000061	Sarath Nishantha Perera	0776872935	130,000.00	7,693.10	35,146.40				
10001000043	Ahlan Jamal Fernando	0776872935	5,000.00	500.37	5,206.71				
10001000175	Sarath Thilakarathne	0712334123	50,000.00	4,546.37	-9,573.79				
10001000175	Sarath Thilakarathne	0712334123	80,000.00	7,175.61	-158,824.94				
10001000161	Sandun Jayarathne	0714231984	180,000.00		-180,000.00				

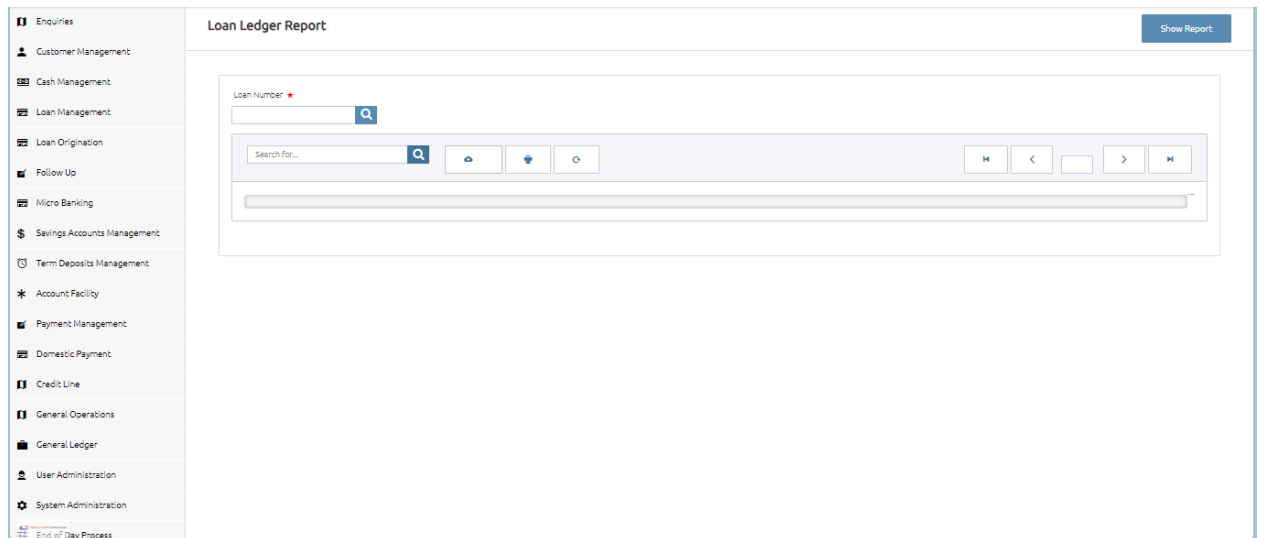
Loan Ledger Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Loan Ledger Report](#)

- The Loan Ledger Report sub-module provides users with a comprehensive overview of all loan transactions within a specified period.
- It includes details such as loan account numbers, transaction dates, amounts disbursed or repaid, outstanding balances, and any associated fees or charges.
- This report offers users a clear snapshot of their loan portfolio, facilitating effective monitoring and management of loan accounts.



- After selecting the above Loan Ledger Report Button, you will be directed to the user interface below,



- **Loan Number:** Enter the loan number.



- **Search For:** Search details in a report.



- **Download Button:** Download the report.



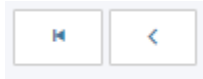
- **Print Button:** Used to Print the Report.



- **Refresh Button:** Used to reload the report.



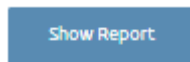
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.

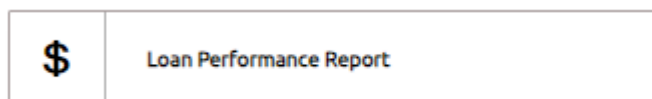


Below shows how the Report looks after selecting the show report button

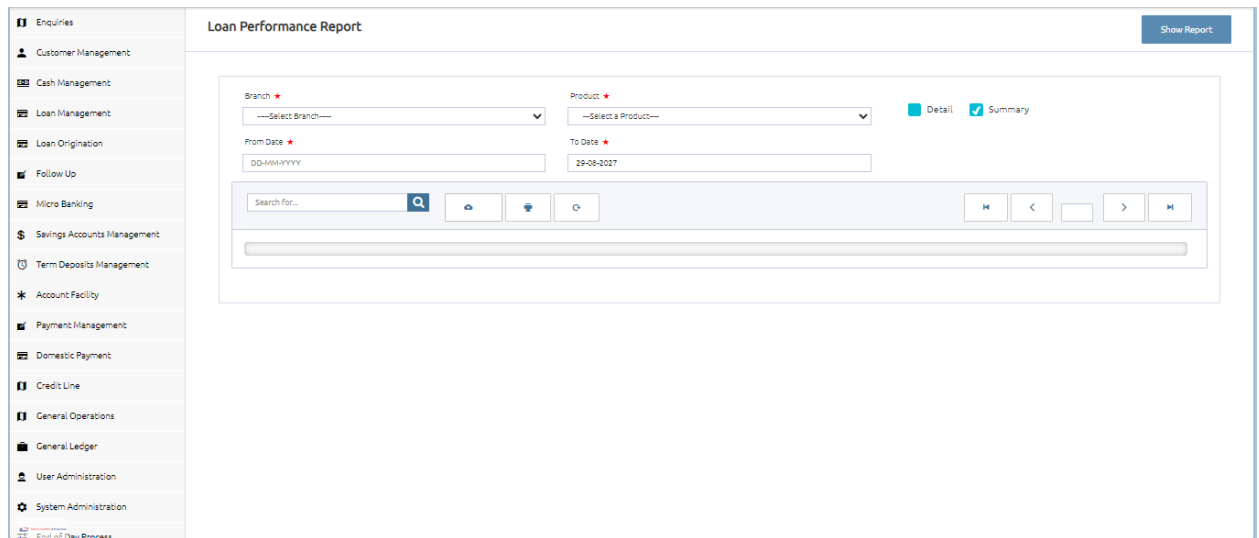
Loan Performance Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Loan Performance Report](#)

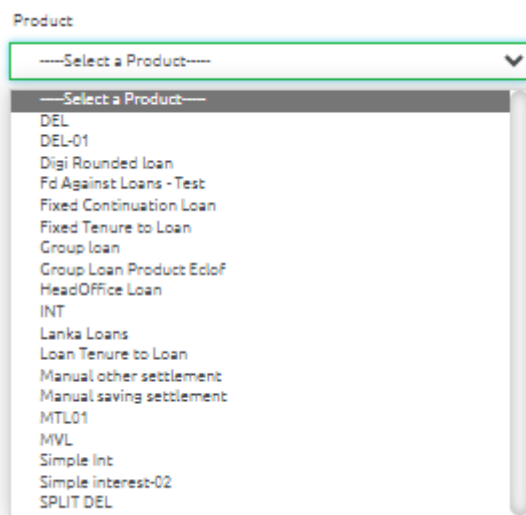
- This report provides a comprehensive overview of the performance of loans within a specified period.
- Users can quickly assess key metrics such as repayment status, delinquency rates, and portfolio composition to gain insights into the health of their loan portfolio.



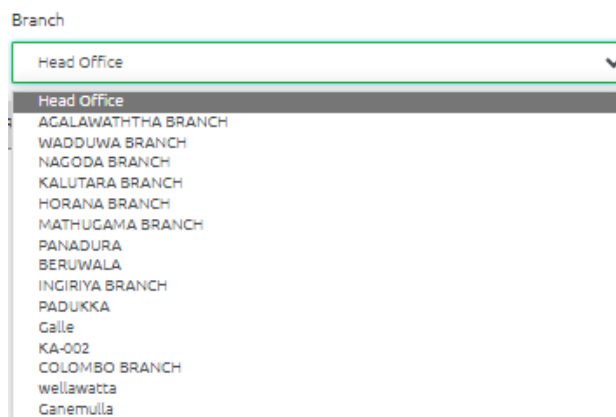
- After selecting the above Loan Performance Report Button, you will be directed to the user interface below,



- Product: Select Product.



- Branch: Select Branch.

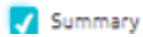


Detail: Select Detail Report.



Or

Summary: Select Summary Report.



- From Date: Select from Date.

From Date

- To Date: Select to Date.

To Date

- Search For: Search details in a report.

- Download Button: Download the report.



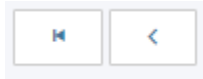
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



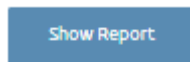
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the detail report.

Enquiries	Loan Performance Report															Show Report			
	NO	BRANCH	CENTER	PRODUCT	FACILITY NUMBER	CUSTOMER	MARKETING OFFICER	TOTAL DUE AMOUNT	TOTAL DUE FOR THE PERIOD	TOTAL ARREARS FOR THE PERIOD	TOTAL SETTLED FOR THE PERIOD	FACILITY AMOUNT	OUTSTANDING AMOUNT	INSTALLMENT AMOUNT	COLLECTED AMOUNT	OVER PAYMENT AMOUNT	FOLLOW UP AMOUNT	FOLLOW UP AMOUNT COUNT	
Customer Management	1	AGALAWATHIYA BRANCH	DEL		10241000279-248SHANA KUMARA	Care Admin		0.00	0.00	0.00	0.00	90,000.00	-45,524.32	90,058.00	0.00	0.00	90,058.00	1	
Cash Management	2	AGALAWATHIYA BRANCH	DEL		10241001073-Shalini Vishwani Pathirana	LAHIRU LAKSHAN		20,523.14	20,523.14	20,523.14	0.00	75,000.00	-54,476.86	4,440.53	0.00	0.00	4,440.53	1	
Loan Management	3	COLOMBO BRANCH	DEL		0502-27-1129 10201000084-HIRAKAOWA KARIYAWASAM SAMANGE NABASABRI	Sarodaya Demo		2,527,389.00	0.00	2,527,389.00	0.00	2,300,000.00	2,465,750.00	2,905,688.00	61,639.00	0.00	2,844,049.00	1	
Loan Origination	4	COLOMBO BRANCH	DEL		0502-27-1148 10201000339-IMANTHA SHANTHA KUMARA FERANCOO	Sarodaya Demo		45,424.34	0.00	45,424.34	0.00	50,000.00	45,424.34	51,110.00	0.00	0.00	51,110.00	1	
Follow Up	5	COLOMBO BRANCH	DEL		0502-27-1159 10271000335-BATUGEDARA MOHOTTALALAGE CHITHIRANGANI GUNAWARDANE	Sarodaya Demo		239,667.75	0.00	239,667.75	0.00	250,000.00	239,667.75	250,182.00	0.00	0.00	250,182.00	1	
Micro Banking	6	COLOMBO BRANCH	DEL		0502-27-1183 10251000796-KAMADHAWA ARACHCHILAGE WEDHA WARDHU	Sarodaya Demo		399,396.57	0.00	399,396.57	0.00	400,000.00	394,258.57	400,299.00	5,138.00	0.00	395,161.00	1	
Savings Accounts Management	7	COLOMBO BRANCH	DEL		0502-27-1290 10241000064-ASANKA DEBRIKSHI	Sarodaya Demo		49,511.62	0.00	49,511.62	0.00	50,000.00	47,291.62	50,000.00	2,220.00	0.00	47,810.00	1	
Term Deposits Management	8	Head Office	DEL		1000212120008 10301000640-PETHITHAKUTTIGE SANDEEPANI DANUSIRI MADUSIRIANKA DE SILVA	SANDEEPANI WIMALARAT		2,225.00	6,675.00	6,675.00	0.00	10,000.00	425.00	2,225.00	0.00	0.00	2,225.00	1	
Account Facility	9	Head Office	DEL		1000212120010 10301000217-WASALA HANSIKA PIYUMAU	HANSIKA PIYUMAU		12,050.00	40,750.00	40,750.00	0.00	80,000.00	87,450.00	5,800.00	0.00	0.00	5,800.00	1	
Payment Management																			
Domestic Payment																			
Credit Line																			
General Operations																			
General Ledger																			
User Administration																			
System Administration																			
End of Day Process																			

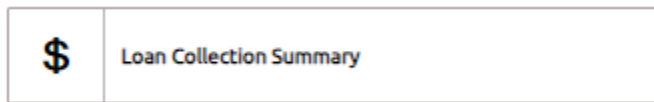
Below shows how the Report looks after selecting the summary report.

Enquiries		Loan Performance Report																	Show Report	
Customer Management		NO	BRANCH	CENTER	PRODUCT	TOTAL DUE AMOUNT	TOTAL DUE FOR THE PERIOD	TOTAL ARREARS FOR THE PERIOD	TOTAL SETTLED FOR THE PERIOD	FACILITY AMOUNT	OUTSTANDING AMOUNT	INSTALLMENT AMOUNT	COLLECTED AMOUNT	OVER PAYMENT AMOUNT	FOLLOW UP AMOUNT	FOLLOW UP AMOUNT COUNT	RECOVERY RATE TOTAL DUE AMOUNT	WITH	WITHOUT	ARREARS DAYS
		1	AGALAWATHIA BRANCH		DEL	0.00	0.00	0.00	0.00	90,000.00	-45,524.32	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0
		2	AGALAWATHIA BRANCH		DEL	20,523.14	20,523.14	20,523.14	0.00	75,000.00	-54,476.86	20,523.14	0.00	0.00	20,523.14	1	0.00	0.00	0.00	915
		3	COLOMBO BRANCH		DEL	2,976,297.19	0.00	2,976,297.19	0.00	2,750,000.00	2,907,300.19	0.00	68,997.00	68,997.00	0.00	0	0.00	0.00	0.00	4798
		4	COLOMBO BRANCH		DEL	3,261,389.29	0.00	3,261,389.29	0.00	3,050,000.00	3,192,392.29	0.00	68,997.00	68,997.00	0.00	0	0.00	0.00	0.00	8011
		5	Head Office		DEL	9,237.34	9,237.34	189,868.62	0.00	1,805,000.00	-1,320,313.84	8,237.34	100.00	100.00	8,237.34	1	0.00	0.00	0.00	210
		6	Head Office		DEL	417,357.61	630,788.78	713,562.14	222,080.13	1,345,000.00	-130,559.97	640,333.83	100.00	100.00	640,333.83	12	0.00	0.00	0.00	6994
		7	Head Office	Danuma Coop	DEL	80,436.45	140,436.45	140,436.45	60,000.00	80,000.00	-127,385.55	81,614.45	0.00	0.00	81,614.45	1	0.00	0.00	0.00	694
		8	Head Office	Divi Naguma	DEL	0.00	0.00	8,423.30	0.00	130,000.00	-218,398.18	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	11
		9	Head Office	Danuma Progress	DEL	872,000.00	872,000.00	872,000.00	0.00	200,000.00	1,060,000.00	1,040,000.00	0.00	0.00	1,040,000.00	1	0.00	0.00	0.00	842
		10	Head Office	Office	DEL	3,219.53	3,219.53	7,450.39	0.00	40,000.00	-12,549.61	3,219.53	20,000.00	16,780.47	0.00	0	621.21	621.21	100.00	246
		11	Head Office	DH Progress	DEL	7,872,000.00	8,222,000.00	8,222,000.00	350,000.00	3,700,000.00	21,850,000.00	22,180,000.00	0.00	0.00	22,180,000.00	2	0.00	0.00	0.00	1714
		12	Head Office	Savi Bima	DEL	3,956.53	3,956.53	9,164.32	0.00	50,000.00	9,164.32	3,956.53	0.00	0.00	3,956.53	1	0.00	0.00	0.00	246
		13	Head Office	Divi Naguma	DEL	0.00	0.00	8,423.30	0.00	130,000.00	-218,398.18	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	11
		14	Head Office	Youth Sports	DEL	3,219.53	3,219.53	7,450.39	0.00	40,000.00	-12,549.61	3,219.53	20,000.00	16,780.47	0.00	0	621.21	621.21	100.00	246
		15	Head Office	Office	DEL	119,662.90	77,966.84	123,893.76	0.00	270,000.00	-131,996.67	77,966.84	20,000.00	16,780.47	74,747.31	3	621.21	621.21	100.00	2469
		16	Head Office	RICHWIN	DEL	0.00	81,265.29	81,265.29	81,265.29	80,000.00	-80,000.71	1,265.29	0.00	0.00	1,265.29	1	0.00	0.00	0.00	0
		17	Head Office	Savi Bima	DEL	25,100.65	25,100.65	30,308.44	0.00	100,000.00	308.44	25,100.65	0.00	0.00	25,100.65	2	0.00	0.00	0.00	1160
		18	Head Office	Vishwa	DEL	984.75	984.75	984.75	0.00	10,000.00	-1,515.25	984.75	2,500.00	1,515.25	0.00	0	253.87	253.87	100.00	632
		19	Head Office	Youth Sports	DEL	24,363.65	24,363.65	28,594.51	0.00	90,000.00	-21,405.49	24,363.65	20,000.00	16,780.47	21,144.12	1	621.21	621.21	100.00	1160
		20	Head Office	Office	Digi Rounded Loan	4,000.00	24,000.00	24,000.00	20,000.00	200,000.00	300,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	874
		21	Head Office	Office	Fd Against Loans - Test	0.00	0.00	0.00	0.00	200,000.00	-1,724,751.94	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0
		22	Head Office	Office	Fd Against Loans - Test	0.00	0.00	0.00	0.00	10,000.00	-51,457.94	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0

Loan Collection Summary

Login > Loan Management > Reports > Loan Collection Summary

- The Loan Collection Summary report provides a concise overview of the bank's collection performance, highlighting key metrics such as total outstanding loans, amount collected, and collection efficiency.
- This summary empowers stakeholders to quickly assess the effectiveness of the collection efforts and identify areas for improvement.



- After selecting the above Loan Collection Summary Button, you will be directed to the user interface below,

Loan Collection Summary Report Show Report

Branch * Pay Date *

Search for...

Navigation:

- Branch: Select Branch.

Branch

Head Office ▼

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Pay Date: Select Pay Date

Pay Date ★

DD-MM-YYYY

- Search For: Search details in a report.

Q

- Download Button: Download the report.

CSV

Excel

MHTML

PDF

TIFF file

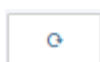
Word

XML

- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



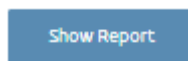
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.

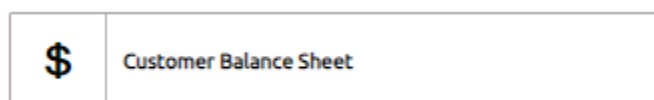


Below shows how the Report looks after selecting the show report button

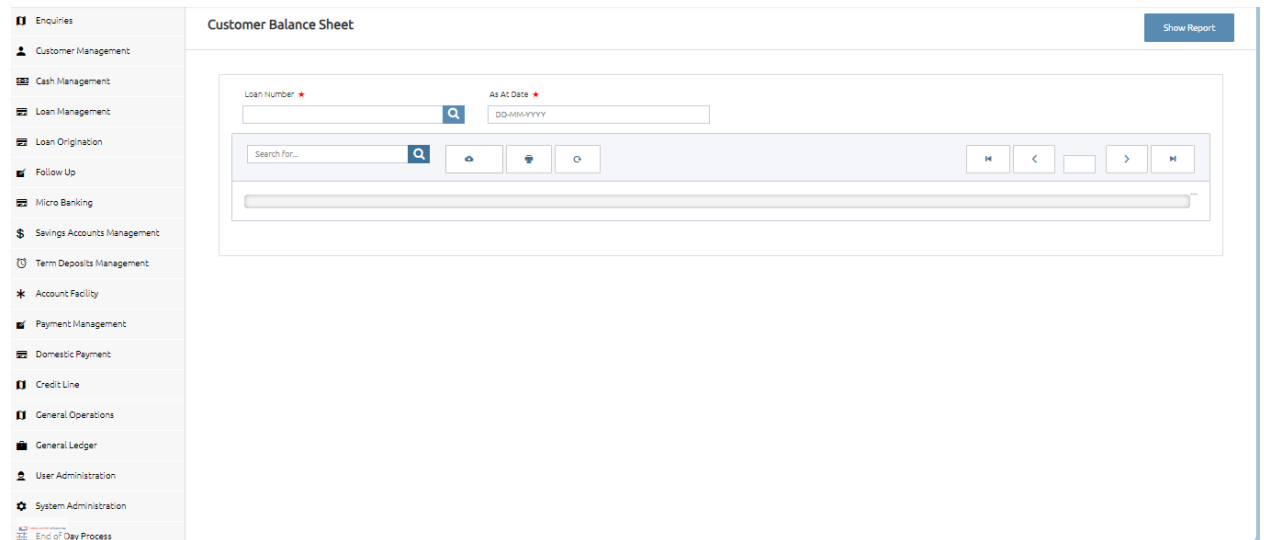
Customer Balance Sheet

[Login](#) > [Loan Management](#) > [Reports](#) > [Customer Balance Sheet](#)

- The Customer Balance Sheet report provides a snapshot of a customer's financial position at a specific point in time, detailing their assets, liabilities, and equity held with the bank.
- It offers a clear overview of the customer's financial health and obligations.



- After selecting the above Customer Balance Sheet Button, you will be directed to the user interface below,



- **Loan Number:** Enter the loan number.

Loan Number ★

- **As at date:** Select as At Date.

As At Date ★

- **Search For:** Search details in a report.

- **Download Button:** Download the report.

Download icon

Download icon

Print icon

- CSV
- Excel
- MHTML
- PDF
- TIFF file
- Word
- XML

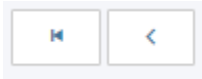
- **Print Button:** Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Day Process

Customer Balance Sheet

Show Report

Customer Balance Sheet

BRANCH:	Head Office	PRODUCT:	Group loan
LOAN NUMBER:	1000465420007	LOAN GRANTED DATE:	2027-08-22
LOAN AMOUNT:	5,000.00	INTEREST RATE:	10.00
CUSTOMER NUMBER:	10001000183	CUSTOMER NAME:	Tamiya Kabonachhi
CUSTOMER ID:	199975600952		

DUE DATE	DUE AMOUNT	CAPITAL	INTEREST	DEFAULT CHARGE	OTHER CHARGE	PAID CAPITAL	PAID INTEREST	PAID DEFAULT	PAID OTHER CHARGES	ADVANCE AMOUNT	PAID AMOUNT	PAYMENT DATE
2027-08-23	2,516.00	2,500.00	16.00								0.00	2027-08-23
2027-08-24	2,517.33	2,500.00	17.33							5,034.00	5,034.00	2027-08-25
						5,000.00	33.33				0.00	2027-08-25
	5,033.33	5,000.00	33.33			5,000.00	33.33				0.67	

REMAINING CAPITAL BALANCE :	5,000.00
OUTSTANDING CAPITAL AMOUNT:	5,000.00
OUTSTANDING DEFAULT CHARGE:	0.00
TOTAL OUTSTANDING AMOUNT:	5,000.00

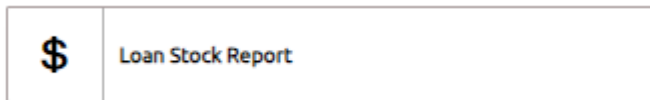
DEFAULT CAPITAL:	0.00
OUTSTANDING INTEREST AMOUNT:	0.00
OUTSTANDING OTHER CHARGES:	0.00
AS AT DATE:	2027-08-29

Loan Stock Report

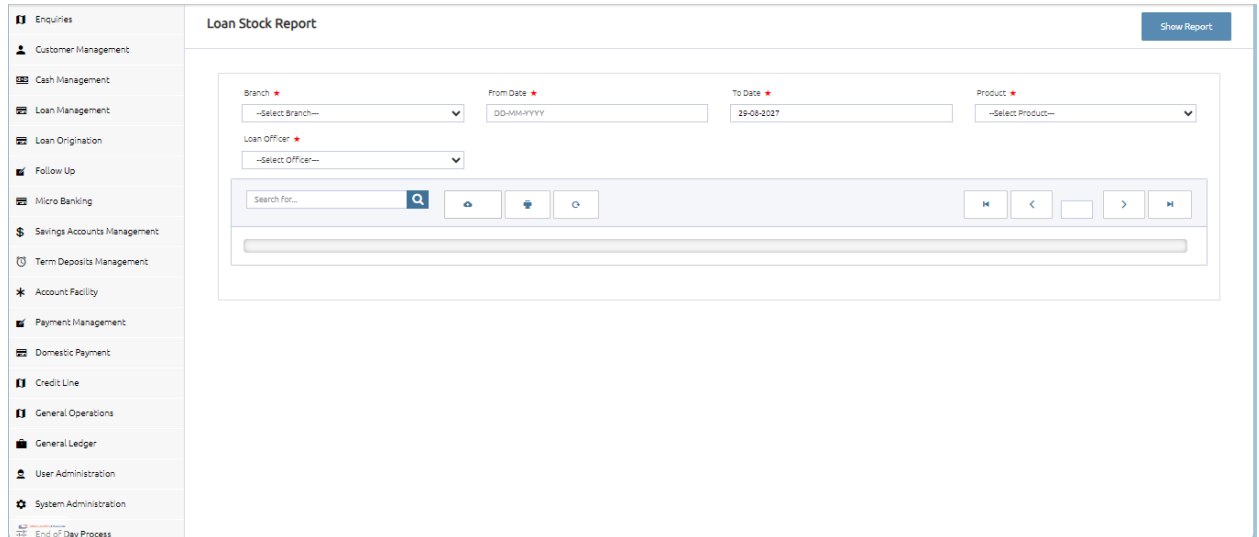
Login > Loan Management > Reports > Loan Stock Report

- The Loan Stock Report provides a snapshot of the current inventory of loans held by the bank, including details such as loan types, amounts, interest rates, and maturity dates.
- This overview helps stakeholders understand the composition and distribution of the bank's loan portfolio.

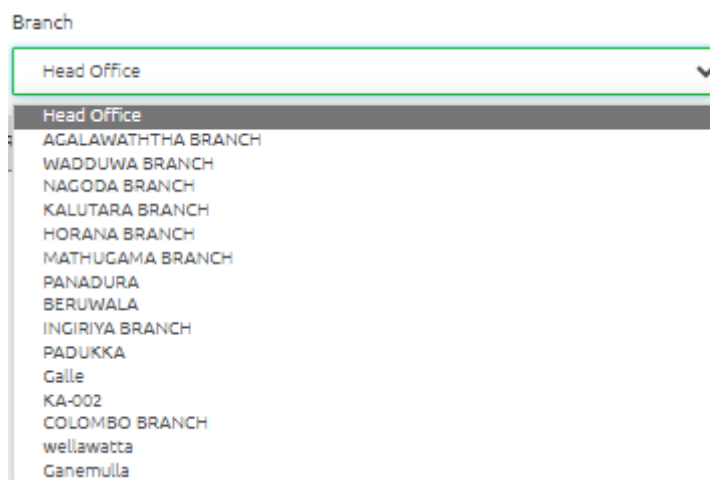
287



- After selecting the above Loan Stock Report Button, you will be directed to the user interface below,



- Branch: Select Branch.



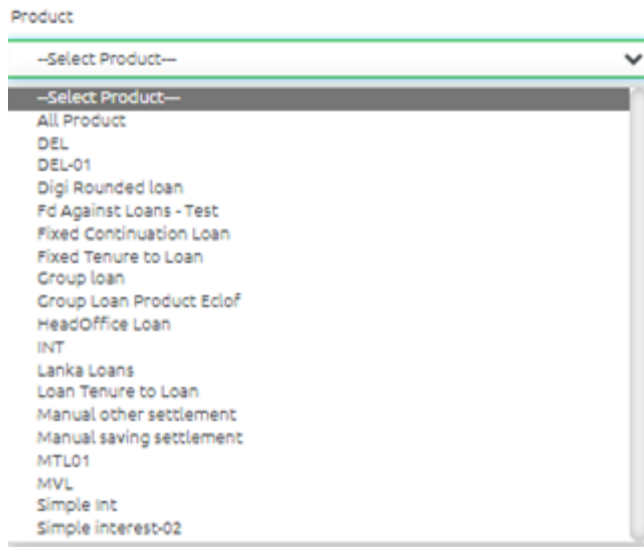
- From Date: Select from Date



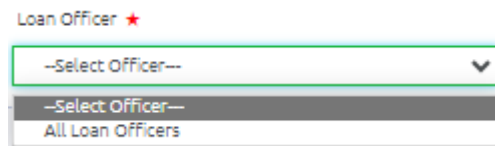
- To Date: Select To date



- Product: Select Product



- Loan Officer: Select Loan Officer



- Search For: Search details in a report.



- Download Button: Download the report.



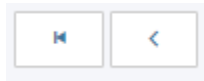
- Print Button: Used to Print the Report.



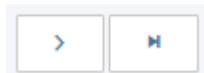
- Refresh Button: Used to reload the report.



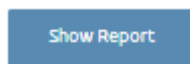
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

BRANCH	LOAN NUMBER	CUSTOMER NAME	CUSTOMER NIC	CUSTOMER ADDRESS	LOAN TYPE	LOAN PRODUCT	LOAN OFFICER NAME	CAPITAL AMOUNT	INTEREST AMOUNT	LOAN AMOUNT WITH
HEAD OFFICE	10004832230008	HARINI WEERASINGHE	200252404423	NO.37/A,GALAGEDARA WATTA,MORAWINNA,PANADURA	DAILY FLAT RATE FOR LOAN AMOUNT	LANKA LOANS	CORE ADMIN	10,000.00	2,000.00	
HEAD OFFICE	10332121230002	WICKRAMA ABRAHIM PRAYANTHA NIHAL PERIS	196422501830	21/3/2,INGIRYA ROAD,ARUKAMITTHA,PADUKKA	FLAT RATE BY PERIOD	DEL	YASASRI NIMASHA	200,000.00	45,000.00	
HEAD OFFICE	10007777230002	KUKULAGE SHAN NIMESH PERERA	200126200980	NO 17 N/E COORAY RD WADDOWA	SIMPLE INTEREST	FD AGAINST LOANS - TEST	HASHINI NADEESHA	0.00	0.00	
HEAD OFFICE	10005050230003	SAMINDY WIETHUNGA	199085633456	10/A,KADAWATHA RD,WALLIPILAWA	SIMPLE INTEREST	DEL-01	HANSIKA PIVUMALI	0.00	0.00	
HEAD OFFICE	10002261230051	UDUMALAGALA GAMAGE SHIRAN LALINDU DIAS	993042700V	JAWASRI SEWANA SEWANA IMAGRIVA JANAPADARA NANA INGRIVA INGRIVA	EQUAL INSTALLMENTS	MVL	CORE ADMIN	10,000.00	1,841.40	
HEAD OFFICE	10002261230050	KUSHAN KAVINDU DISSANAYAKA	912751058V	83 SRI SUNANDARAMA MAWATHA OMTTIGALA WATTUSAMA	EQUAL INSTALLMENTS	MVL	VIDUSHANI LAKSHIKA YAPA BANDARA	50,000.00	4,696.90	
HEAD OFFICE	10002261230050	WASANA THILAKARATNA	199576282620	KIRIBATHGODA	EQUAL INSTALLMENTS	MVL	NADEESHANI ERANGKA	180,000.00	37,185.50	
HEAD OFFICE	10002261230063	THARUSHIKA THILAKASIRI	200054500751	KADAWATHA	EQUAL INSTALLMENTS	MVL	VIDUSHANI LAKSHIKA YAPA BANDARA	200,000.00	67,416.80	
INGIRYA BRANCH	10332261230003	DEEPIKA MUNASINGHE	19708190324	KATUNAYAKA	EQUAL INSTALLMENTS	MVL	THIRAWANKA LAKSHAN	150,000.00	30,987.75	
HEAD OFFICE	10002261230070	KAVINDU PERERA	199852344102	200,COLOMBO RD,COLOMBO	SIMPLE INTEREST	MVL	DUMINDU KASHIMBA	78,814.99	959.10	
HEAD OFFICE	10002261230073	SAMARATHI KUMARA	4555826	GALLE RD, GALLE	SIMPLE INTEREST	MVL	HASHINI MADHUMALI	195,239.62	6,175.14	
HEAD OFFICE	10002261230071	KAVINDU PERERA	199852344102	200,COLOMBO RD,COLOMBO	SIMPLE INTEREST	MVL	HANSIKA PIVUMALI	64,584.95	1,054.78	
HEAD OFFICE	10002261230072	NIMALI GAMAGE	946020510V	TEST	SIMPLE INTEREST	MVL	THIRAWANKA LAKSHAN	97,619.81	1,337.32	
HEAD OFFICE	10002261230079	PETHITHALUTTIGE DANUSHKA MADUSHANKA DE SILVA	931621882V	NO.37/A,GALAGEDARA WATTA,MORAWINNA,PANADURA	SIMPLE INTEREST	MVL	CORE ADMIN	19,259.60	5,326.84	
HEAD OFFICE	10002261230080	KAVINDU PERERA	199852344102	200,COLOMBO RD,COLOMBO	SIMPLE INTEREST	MVL	THIRAWANKA LAKSHAN	0.00	0.00	
HEAD OFFICE	10002261230081	YOMMERENCHA SEENA	19706963022	314/4/1	SIMPLE INTEREST	MVL	HASHINI NADEESHA	67,933.36	18,271.36	

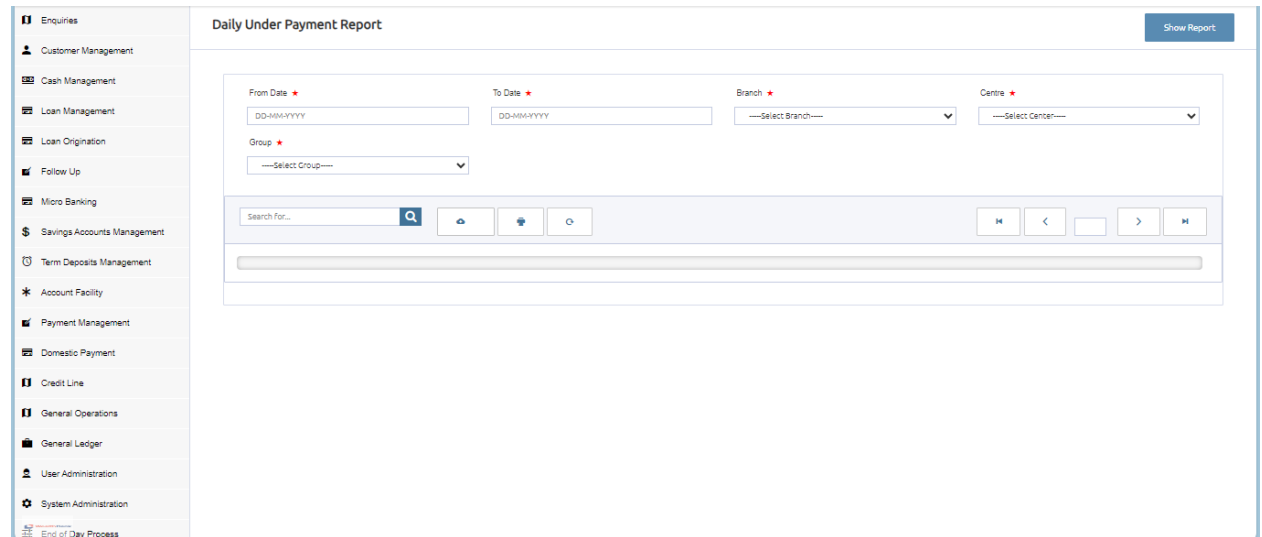
Daily Under Payment Report

[Login](#) > [Loan Management](#) > [Reports](#) > [Daily Under Payment Report](#)

- This sub-module generates a concise daily report highlighting any instances of underpayment across loan accounts.
- It provides a clear overview of payment discrepancies, helping banking professionals quickly identify and address outstanding underpayments.



- After selecting the above Daily Under Payment Report Button, you will be directed to the user interface below,



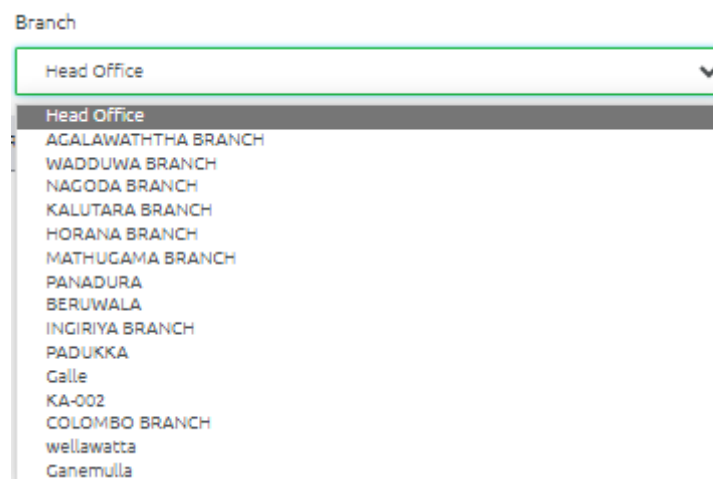
- From Date: Select from Date

From Date ★

- To Date: Select To date

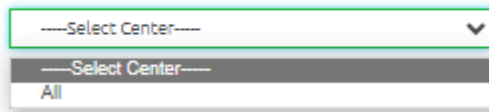
To Date ★

- Branch: Select Branch.



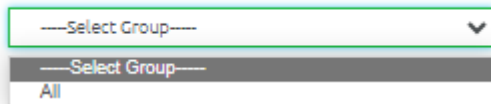
- Centre: Select Centre

Centre ★



- Group: Select Group

Group ★



- Search For: Search details in a report.



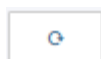
- Download Button: Download the report.



- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

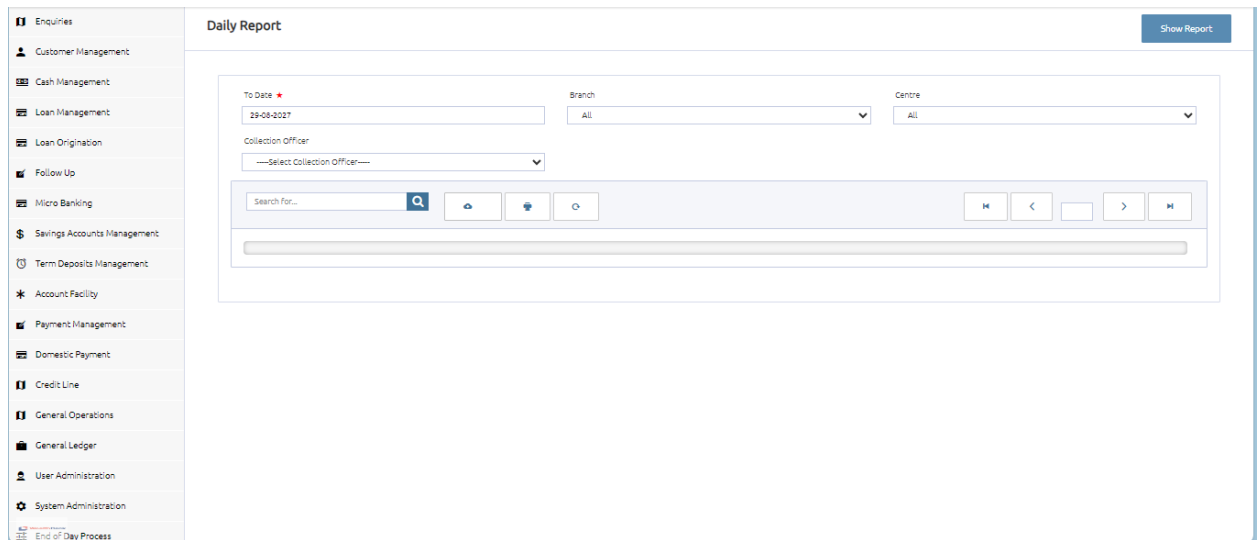
Daily Report

Login > Loan Management > Reports > Daily Report

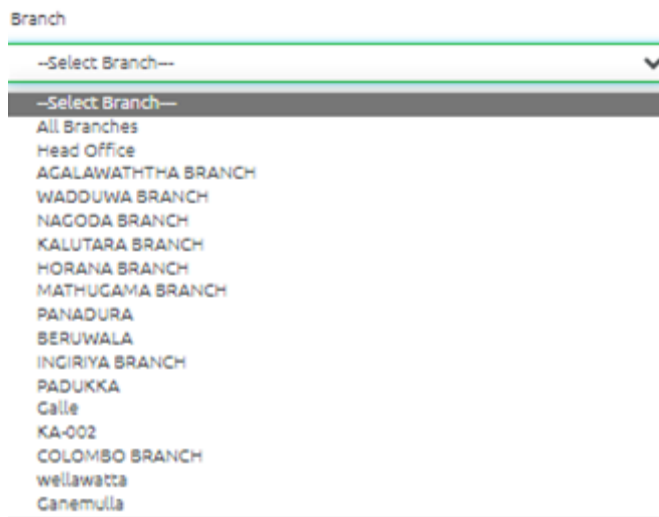
- The Daily Report sub-module automatically generates daily reports summarizing key metrics, such as transaction volumes, account activities, and system performance, providing stakeholders with up-to-date insights without manual intervention.



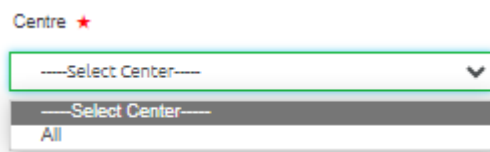
- After selecting the above Daily Report Button, you will be directed to the user interface below,



- Branch: Select Branch.



- Centre: Select Centre

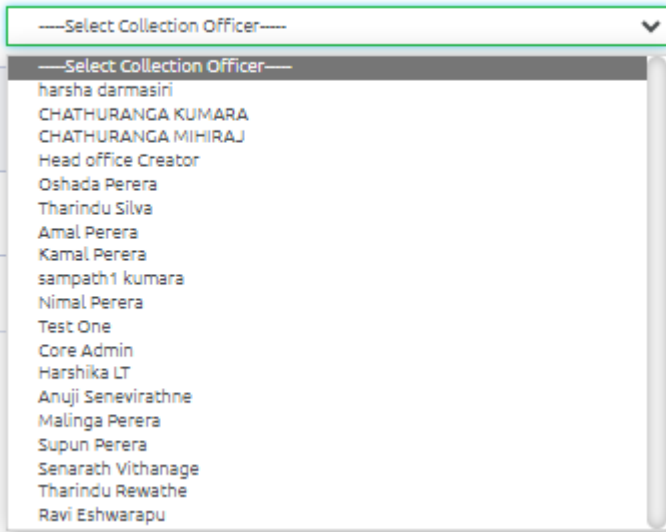


- Group: Select Group



- Collection Officer: Select Collection Officer

Collection Officer



- Search For: Search details in a report.



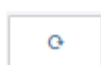
- Download Button: Download the report.



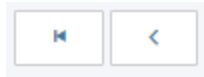
- Print Button: Used to Print the Report.



- Refresh Button: Used to reload the report.



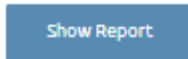
- Previous Button: Will Navigate to the previous page of a report.



- Next Button: Will navigate to the next page of the report.



- Show Report Button: Select the Show Report Button to view the report.



Below shows how the Report looks after selecting the show report button.

Loan Documents

Loan Documents

[Login](#) > [Loan Management](#) > [Loan Documents](#) > [Loan Documents](#)

- The Loan Documents sub-module provides a centralized repository for storing all relevant loan documents, including applications, contracts, and supporting materials.
- This feature ensures easy access to essential documents by authorized personnel, streamlining document management and reducing the risk of misplaced or lost paperwork.



- After selecting the above Loan Documents Button, you will be directed to the user interface below,

- Loan Number: Enter the loan number.

Loan Number ★

- Below shows how the Report looks like after entering the Loan Number,

- Documents can be printed by selecting on the relevant button as shown below,

Print Documents

Loan Proposal Application

Creditor Financial Information

Creditor Agreement

Bond Agreement

Declaration of Sureties

- For an instance when you select on the Loan Proposal Application you will be directed to the application.

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Dev Process

Print
Cancel

Wealth Micro
Head Office Branch

Loan proposal application form Loan No.: 10004654240007

01. Applicant's Name		Taniya Kalarachchi			
02. Permanent Address		Kuliyepooya			
03. Telephone No		Fixed		Mobile	
04. Age		28 Years		Marital Status	
				Single	
05. Date of Birth		12-09-1999		NIC / Passport No	
				199975600752	
06. Membership No					
Branch		Head Office		Shares received	
				0.00	
07. CS Division		Kuliyepooya		Period of residence there	
				18	
08. Are you a member of another Cooperative Society?		N/A			
09. Reason for loan		Farming			
If for business, its nature		undefined			
10. Required Amount:		5,000.00			
11. Return Period		3 instalments Daily			

12. Loan obtained from other institution:

Institution	Loan Amount	Amount Paid	Date of Loan Settlement

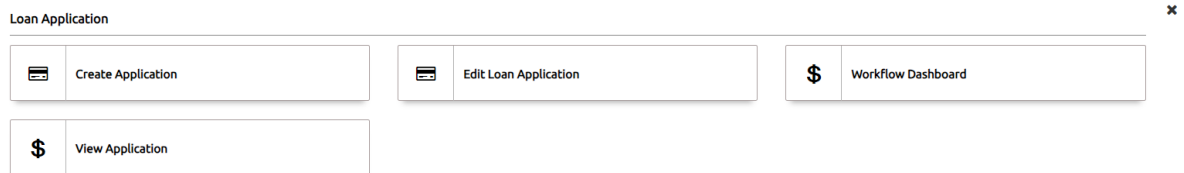
13. Guarantor for other Loan:

- You can proceed further by selecting on the Print Button.



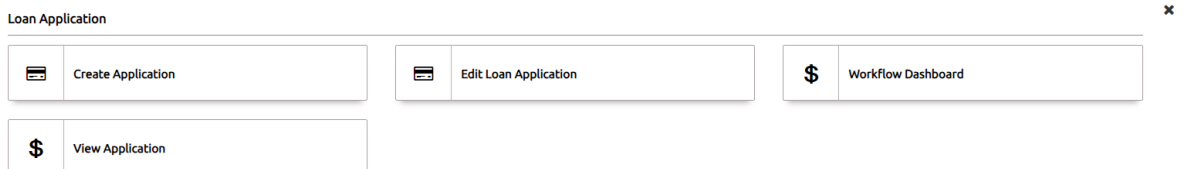
Loan Origination

The Loan Origination module within our core banking system is designed to streamline the loan application and approval process. This module enhances efficiency by automating and optimizing key stages of loan origination, from application submission to approval. By incorporating workflows and decision-making tools, it accelerates the lending process, reduces manual intervention, and ensures a seamless experience for both customers and banking professionals. This module consists with Loan Application sub-module.



Loan Application

Loan Application may flow through several level of considerations. The system users are varied into several user groups such as creator, verifier, recommender and approver. According to the workflow included for the loan products, the created loan application will go through one or several verify processes and recommendations and the final level as application approval.



Functions

1. Create Application
2. Edit Loan Application
3. Workflow Dashboard
4. View Application

Create Application

Displays this screen and user should select the loan product that customer applies for.

Product ★

-----Select a Product----- ▼

- Product: Select the loan product from the drop-down.

Product ★

-----Select a Product----- ▼

-----Select a Product-----

2121 - DEL
5050 - DEL-01
8888 - Digi Rounded loan
7777 - Fd Against Loans - Test
2222 - Fixed Continuation Loan
3332 - Fixed Tenure to Loan
4654 - Group loan
2000 - Group Loan Product Eclof
1010 - HeadOffice Loan
1818 - INT
4432 - Lanka Loans
3333 - Loan Tenure to Loan
4333 - Manual other settlement
3443 - Manual saving settlement
2261 - MVL
1414 - Simple Int
1021 - Simple interest-02
6001 - SPLIT DEL
1212 - Test

- **New Customer Button:** Click if a new customer applies for this loan. User need to fill the details according to the form.
- **Existing Customer Button:** Click if an existing customer applies for this loan. Customer Search option will appear. Once user select the existing customer, data loads according to customer given details.

Customer Search ✕

Customer Name

Customer Number

Center
--All Center-- ▼

ID Number

Branch
--All Branch-- ▼

Group
--All Group-- ▼

Search

Clear

- Customer Search: User can search customer by using Customer Name, ID Number, Customer Number or Branch, Centre, Group.
- Search Button: Search with the relevant inputs.
- Clear Button: Clear the search data.

Customer Search ✕

Customer Name

Customer Number

Center
--All Center-- ▼

ID Number

Branch
COLOMBO BRANCH ▼

Group
--All Group-- ▼

Search

Clear

Search from Results

Full Name	Status	ID Number	Branch	Customer Number	Select
Mihira Goonathilake	Active	197725762311	COLOMBO BRANCH	90001000001	↕
DENAGAMA ACHARIGE SAMPATH NIROSHANA KUMARA	Active	832640395V	COLOMBO BRANCH	10301000634	↕
DENETHTHI DILUSHA KAVEEN CHIRANTHAKA	Active	200129702798	COLOMBO BRANCH	10271000999	↕
MAHAGE SHANTHA KUMARA FERNANDO	Active	570932527V	COLOMBO BRANCH	10301000539	↕
KAHADHAWA ARACHCHILAGE IRESHA MADHU	Active	856430022V	COLOMBO BRANCH	10251000796	↕
KAVINDU MADURANGA HEWAGE	Active	953431580V	COLOMBO BRANCH	10281000473	↕

By selecting the relevant customer from the listed records, the customer details will load to the form fields and user can continue form filling with the rest details tabs' data required for the loan creation.

If user selects New Customer



User need to fill-out the form from the beginning.

Loan Application

Application Number

Customer Details	Assets & Liabilities	Income & Expenses	Loan Details	Credit Rating	Documents	Workflow History	Recommendation Check Lists	Project Details	Loan Evaluation	Customer Payment
------------------	----------------------	-------------------	--------------	---------------	-----------	------------------	----------------------------	-----------------	-----------------	------------------

Customer Basic Details

Branch	Centre	Society	Society Number
Preferred Language *	Customer Type *	Customer Subtype *	Customer Ownership *
Salutation *	First Name *	Last Name *	Full Name *
Printing Name *	Name with Initial	ID Type *	ID Number *
Date of Birth *	Age	Age Category	Gender *
Level of education *	Rating *	<input type="checkbox"/> Share Member	

Contact Details

Same as Permanent Address

- Application Number: System will automatically generate the Application Number after saving the loan application.

Application Number

Customer Details

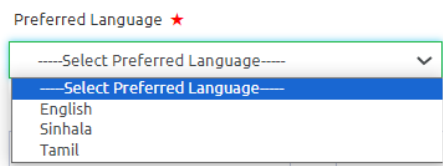
i. Customer Basic Details

From customer basic details box, user can add customer basic details.

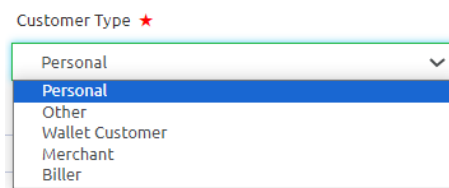
Customer Basic Details

Branch	Centre	Society	Society Number
Preferred Language *	Customer Type *	Customer Subtype *	Customer Ownership *
Salutation *	First Name *	Last Name *	Full Name *
Printing Name *	Name with Initial	ID Type *	ID Number *
Date of Birth *	Age	Age Category	Gender *
Level of education *	Rating *	<input type="checkbox"/> Share Member	

- Branch: Customer’s branch will display in the field.
- Centre: Relevant customer’s center will display in the field.
- Society: Relevant customer’s society will display in the field.
- Society Number: Relevant society number will display in the field.
- Preferred Language: Select the customer preferred language from the drop-down.



- Customer Type: Select the customer type from the listed options. The default option is Personal.



1. Customer Type as Personal

Customer Basic Details

Branch	Centre	Society	Society Number	
Preferred Language ★	Customer Type ★	Customer Subtype ★	Customer Ownership ★	
-----Select Preferred Language-----	Personal	--Select a Customer Subtype--	Head Office	
Salutation ★	First Name ★	Last Name ★	Full Name ★	
M/S				
Printing Name ★	Name with Initial	ID Type ★	ID Number ★	
		--Select a Customer ID--		
Date of Birth ★	Age	Age Category	Gender ★	Marital Status ★
DD-MM-YYYY		--Age Category--	--Select a Gender--	--Select a Marital Status--
Level of education ★	Rating ★	<input type="checkbox"/> Share Member		
--Select a Education Level--	--Select a Rating Value--			

- Salutation: Select the title of the customer.

Salutation ★

--Select a Salutation--

--Select a Salutation--

Mr

Mrs

Miss

Ms

Master

Reve

Dr

Prof

M/S

- First Name: Enter the customer's first name.

First Name ★

- Last Name: Enter the customer's last name.

Last Name ★

- Full Name: Enter the customer's full name.

Full Name ★

- Printing Name: User can update a desired name for printing/ communication purposes.

Printing Name ★

- Name with Initial: System will auto-generate this field according to the full name of the customer.

Name with Initial

- ID Type: Select the identification type, customer is given.
- ID Number: Type identification number in the field.

If you enter the (NIC) national Identity card number, customer’s date of birth, age, age category and gender fields will automatically be filled. If you select a different ID Type you will have to enter those details manually.

ID Type ★ ID Number ★

Date of Birth ★ Age

Age Category Gender ★ Marital Status ★

- Marital Status: Select the marital status, customer is given.

Marital Status ★

--Select a Marital Status--

- Select a Marital Status--
- Single
- Married
- Divorced
- Separated
- Widowed

- Level of Education: Select the level of education, customer is given.

Level of education ★

--Select a Education Level--

- Select a Education Level--
- OL
- AL
- Diploma
- Degree
- Other

- Rating: This field allows user to give a rating of the customer.

Rating ★

--Select a Rating Value--

- Select a Rating Value--
- 1
- 2
- 3

Share Member option

- Share Member Number: This checkbox allow user to select and update member share details.

Share Member

Share Member Number ★

2. Customer Type as Other

Customer Basic Details

Branch	Centre	Society	Society Number
Preferred Language *	Customer Type *	Customer Subtype *	Customer Ownership *
----Select Preferred Language----	Other	--Select a Customer Subtype--	Head Office
Salutation *	Company Name *	<input checked="" type="checkbox"/> Share Member	
M/S			

- Salutation: This is not editable. System automatically gives the title as M/S

Salutation *

M/S

- Company Name: Type the customer's company name here.

Company Name *

Share Member option

- Share Member Number: This checkbox allow user to select and update member share details.

Share Member

Share Member Number *

3. Customer Type as Wallet Customer/ Merchant/ Biller

Customer Basic Details

Branch	Centre	Society	Society Number
Preferred Language *	Customer Type *	Customer Subtype *	Customer Ownership *
----Select Preferred Language----	Wallet Customer	Wallet Customer	Head Office
Salutation *	Company Name *	<input checked="" type="checkbox"/> Share Member	Share Member Number *
M/S			

- Salutation: This is not editable. System automatically gives the title as M/S

Salutation ★

Share Member option

- Share Member Number: This checkbox allow user to select and update member share details.

Share Member

Share Member Number ★

User Can Select the customer type from the drop down and for each type changed fields are displayed clearly as above.

- Customer Subtype: Select the Customer Subtype

Customer Subtype ★

- Select a Customer Subtype--
- Individual
- Staff

- Customer Subtype: Select the Customer Subtype

Customer Ownership ★

- Select a Branch--
- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Galle
- Head Office
- HORANA BRANCH
- INGIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- MATHUGAMA BRANCH
- NAGODA BRANCH
- PADUKKA
- PANADURA
- WADDUWA BRANCH

i. Contact Details

Contact Details

Same as Permanent Address

Permanent Address *

Mailing Address *

Printing Address *

Nature of Residence *
 Period in current address *
 District *

Grama Niladhari Division *
 Divisional Secretariat Division *

Contact Method *
 Contact Type *

Country Code *
 Detail *

- Same as Permanent Address Checkbox: If the permanent address and mailing address are the same, tick the check box and enter the permanent address only.

Same as Permanent Address

- Permanent Address: Enter the customer permanent residence address.
- Mailing Address: Enter the address which the mails should be sent to (current residence address).

Permanent Address *

Mailing Address *

- Printing Address: User can update a desired address for printing/communication purposes and to the agreements as well.

Printing Address *

- Nature of Residence: Select the nature of residence status.

Nature of Residence ★

- Period in current address: Enter the period in current address in months.

Period in current address ★

- District: Select the customer's district.

District ★

- Grama Niladhari Division: Enter the Grama Niladhari division.

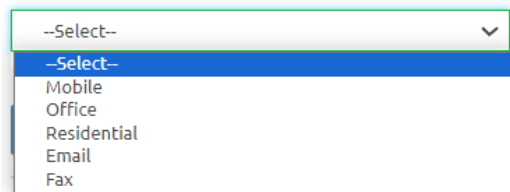
Grama Niladhari Division ★

- Divisional Secretariat Division: Enter the divisional secretariat division.

Divisional Secretariat Division ★

- Contact Method: Select the method to contact the customer.

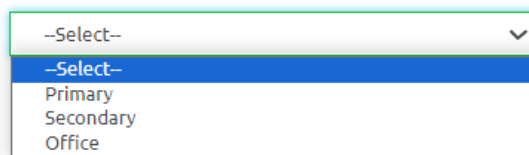
Contact Method ★



A dropdown menu with a white background and a blue border. The top item is "--Select--" with a downward arrow. Below it, the following options are listed: "--Select--", "Mobile", "Office", "Residential", "Email", and "Fax". The second "--Select--" option is highlighted with a blue background.

- Contact Type: Select if it is the primary, secondary, or office method to contact the customer.

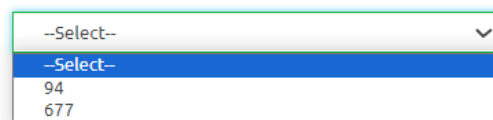
Contact Type ★



A dropdown menu with a white background and a blue border. The top item is "--Select--" with a downward arrow. Below it, the following options are listed: "--Select--", "Primary", "Secondary", and "Office". The second "--Select--" option is highlighted with a blue background.

- Country Code: Only applicable for mobile, office, residential and fax.

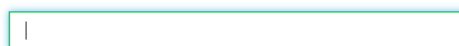
Country Code ★



A dropdown menu with a white background and a blue border. The top item is "--Select--" with a downward arrow. Below it, the following options are listed: "--Select--", "94", and "677". The second "--Select--" option is highlighted with a blue background.

- Detail: Enter the relevant contact details (mobile number, email address, fax number).

Detail ★



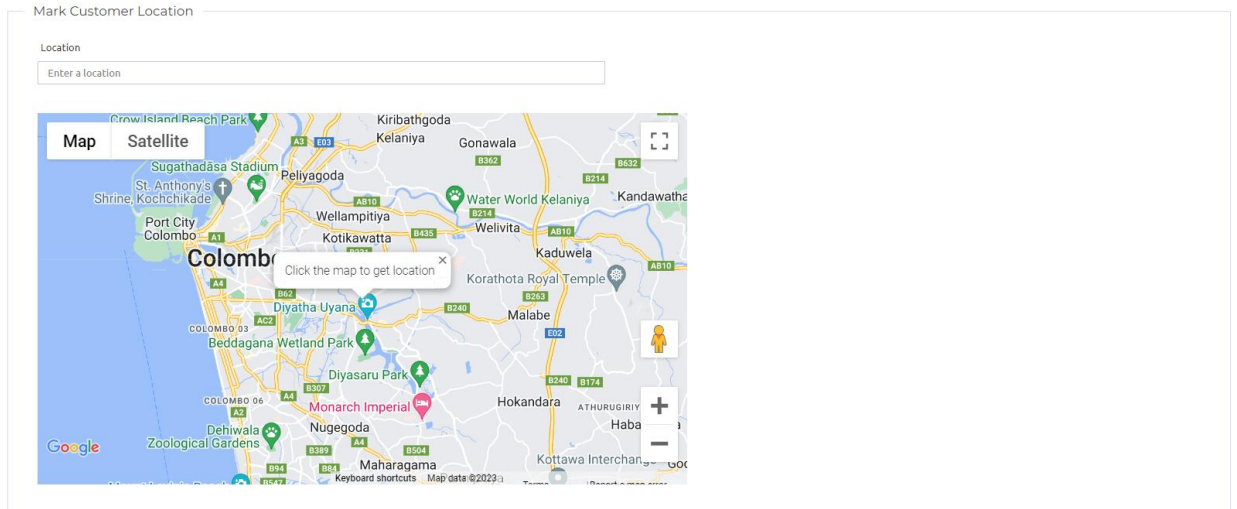
A simple text input field with a white background and a blue border. It contains a single vertical bar cursor.

- Add Button: Click “Add” and Repeat the same procedure to add more contact details.



A rectangular button with a blue background and white text that says "Add".

i. Mark Customer Location



- Location: User can enter customer’s location data as an address and the actual location will indicate in the map as per the address.



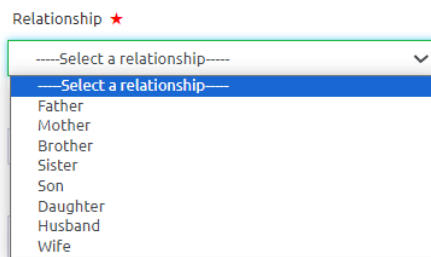
- Map: Show the visual representation of the customer’s location.

i. Relationships

Relationships

Relationship ★ -----Select a relationship-----	Name of Relation ★ <input type="text"/>	Gender ★ --Select a Gender--	Age ★ <input type="text"/>
ID Type --Select a ID Type--	Identification Number ★ <input type="text"/>	Mobile Number <input type="text"/>	Employment Status ★ --Select Employment--
Address <input type="text"/>		<input type="button" value="Add"/>	

- Relationship: Select the relation with the customer.



- Name of Relation: Enter the full name of the relation.

Name of Relation ★

- Gender: Enter the gender of the relation.

Gender ★

--Select a Gender--

--Select a Gender--

Male

Female

Other

- Age: Enter the age of the relation.

Age ★

- ID Type: Select the id type.

ID Type

--Select a ID Type--

--Select a ID Type--

NIC

Passport

Driving License

Senior Citizen

Birth Certificate

- Identification Number: Enter the identification number from the respective id type.

Identification Number ★

- Mobile Number: Enter the relation contact number.

Mobile Number

- Employment Status: Select the employment status.

Employment Status ★

--Select Employment--

--Select Employment--

Student

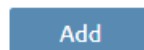
Employed

Non-Employee

- Address: Enter the relation address.

Address

- Add Button: Click “Add” and Repeat the same procedure to add relations record.



i. Bank Details

Bank Details

Bank Name ★	Branch Name ★	Set up Bank Branches	
<input type="text" value="----Select a Bank----"/>	<input type="text" value="----Select a Branch----"/>		
Account Name ★	Account Number ★	Account Type ★	Account Balance
<input type="text"/>	<input type="text"/>	<input type="text" value="Saving"/>	<input type="text" value="0.00"/>
			Add

- Bank Name: Select the bank name.

Bank Name ★

----Select a Bank----

----Select a Bank----

7010 - Bank of Ceylon

7038 - Standard Chartered Bank

7047 - Citi bank N. A.

7056 - Commercial Bank Of Ceylon PLC

7074 - Habib Bank Limited

7083 - Hatton National Bank PLC

- Branch Name: Select the branch name.

Branch Name *

----Select a Branch----

----Select a Branch----

- 1 - City Office
- 2 - Kandy
- 3 - Galle Fort
- 4 - Pettah
- 5 - Jaffna
- 6 - Trincomalee

- Set up Bank & Branch Details Button: User can update bank and branch details from here.

Set up Bank Branches



Set up Bank & Branch Details

Bank Details

Bank Code *	Bank Name *
<input type="text" value="Enter Bank Code"/>	<input type="text"/>
Address	Contact Number
<input type="text"/>	<input type="text"/>

Branch Details

Branch Code *	Branch Name *
<input type="text"/>	<input type="text"/>
Address	SWIFT Code
<input type="text"/>	<input type="text"/>
Contact Number	
<input type="text"/>	

Save

Bank Details

According to the bank code system will automatically fill out the bank name, address and the contact number of the bank.

Bank Details

<p>Bank Code ★</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Bank Code"/>	<p>Bank Name ★</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Address</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Contact Number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

- Bank Code: Enter the relevant bank's code.

Branch Details

Branch Details

<p>Branch Code ★</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Branch Name ★</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Address</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>SWIFT Code</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p>Contact Number</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	

- Branch Code: Enter the relevant branch.
- Branch Name: Enter the branch code.
- Address: Enter the address of the branch.
- SWIFT Code: Enter the swift code of the relevant branch.
- Contact Number: Enter the contact number of the branch.

Further, filling out the Set-up Bank & Branch Details are **not mandatory**.

- Account Name: Enter the customer account name.

Account Name ★

- Account Number: Enter the customer account number

Account Number *

- Account Type: Select the customer account type as either savings or current account.

Account Type *

- Account Balance: Enter the current balance amount of the account.

Account Balance

- Add Button: Click “Add” and Repeat the same procedure to add more bank details.

i. Customer Remark

User can enter any required notes relevant to customer onboarding process. Hence, it is not a mandatory field to create a customer.

Customer Remark

ii. Previous Loan History

If the customer has obtained loans previously, loans will appear here.

Previous Loan History

I. Assets & Liabilities

The "Asset and Liability" tab in the Customer Management module of our Core Banking Application provides a concise overview of a customer's financial position. It displays their assets, such as machinery, vehicle etc. As well as liabilities, including outstanding internal and external loans, leasing etc. From this screen, user can add multiple asset records to the system.

Loan Application Alerts Print Save

Application Number

Customer Details **Assets & Liabilities** Income & Expenses Loan Details Credit Rating Documents Workflow History Recommendation Check Lists Project Details Loan Evaluation Customer Payment

Asset Details

Asset Type: Add

Description: Value:

Liabilities

Internal - Own Bank

Number of Loans: Loan Maturity Date: Outstanding Amount: Date of Payments: Add

External - Other Banks

Liability Type: Institution Name: Maturity Date: Outstanding Amount:

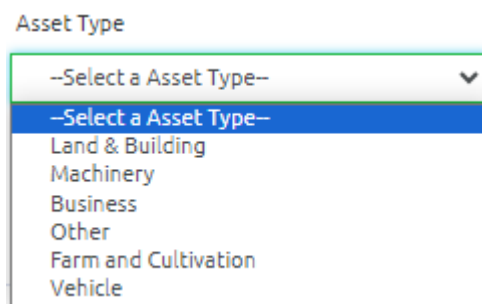
Monthly Installment: Date of Payments: Loan Borrowed Date: Loan Amount:

Number of Borrowers: Add Windows.

i. Asset Details

From asset details box, user can add asset details.

- **Asset Type:** User can select and update assets based on their type.



- **Asset Type as Land and Building:** User can update land and building details.

The screenshot shows the 'Asset Details' form with the following fields:

- Asset Type:** A dropdown menu with 'Land & Building' selected.
- Description:** A text input field.
- Value:** A text input field with '0.00' entered.
- Address:** A large text area for entering the asset address.
- Add:** A blue button to submit the form.

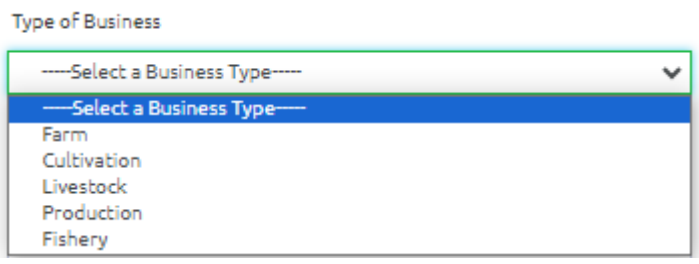
- Description: User can enter asset description.
- Value: User can enter asset value.
- Address: User can enter asset address.
- Add Button: Click “Add” and Repeat the same procedure to add more asset details.

➤ **Assets Type as Business:** User can update the business details.

The screenshot shows the 'Asset Details' form for a business asset with the following fields:

- Asset Type:** A dropdown menu with 'Business' selected.
- Business Name:** A text input field.
- Type of Business:** A dropdown menu with '---Select a Business Type---' selected.
- Registration No:** A text input field.
- Description:** A text input field.
- Address:** A large text area for entering the business address.
- Bis. Commenced Date:** A date input field with the format 'DD-MM-YYYY'.
- Business Ownership:** A dropdown menu with '---Select a Business Ow---' selected.
- Add:** A blue button to submit the form.

- Business Name: User can enter business name.
- Type of Business: User can select the type of business.



- Registration No: User can enter registration number.
- Description: User can enter asset description.
- Address: User can enter asset address.
- Business Commenced Date: Business start date.

- Business Ownership: User can select the business ownership.

Business Ownership

----Select a Business Ow

----Select a Business Ownership

Own

Leased

- Add Button: Click “Add” and Repeat the same procedure to add more asset details.
- **Assets Type as Machinery, Other, Farm and Cultivation, Vehicle**: User can update respective asset details by selecting corresponding asset type. All of above options have below fields.

Asset Details

Asset Type

Machinery

Description

Value

0.00

Add

- Description: User can enter asset description.
- Value: User can enter asset value.
- Add Button: Click “Add” and Repeat the same procedure to add more asset details.

i. Liabilities

From Liabilities boxes, user can add liability details.

Internal - Own Bank

From Internal - Own Bank box, user can add liability details under own bank.

Liabilities

Internal - Own Bank

Number of Loans

Loan Maturity Date

DD-MM-YYYY

Outstanding Amount

0.00

Date of Payments

DD-MM-YYYY

Add

- Number of Loans: Enter the number of loans.
- Loan Maturity Date: Enter the loan maturity date.
- Outstanding Amount: Loan outstanding amount.

- Date of Payments: Loan payment date.
- Add Button: Click “Add” and Repeat the same procedure to add more liability details.

External - Other Banks

From External - Own Bank box, user can add liability details under other banks.

External - Other Banks

Liability Type Other	Institution Name	Maturity Date DD-MM-YYYY	Outstanding Amount 0.00
Monthly Installment 0.00	Date of Payments DD-MM-YYYY	Loan Borrowed Date DD-MM-YYYY	Loan Amount 0.00
Number of Borrowers	Description *	Add	

- Liability Type: Enter the liability type.

Liability Type

Other

--Select a Liability Type--

Loan

Lease

Hire Purchase

Bond

Other

Surety

- Institution Name: Financial Institute (Bank or Finance Company).
- Maturity Date: Loan maturity date.
- Outstanding Amount: Loan outstanding amount.
- Monthly Installment: Monthly installment of the loan.
- Date of Payments: Loan payment date.
- Loan Borrowed Date: Loan start date.

- Loan Amount: Customer borrowed amount as a loan from other financial institutes.
- Number of Borrowers: If it is a joint loan, number of members should be mentioned, otherwise it should be one.
- Description: User can enter the description on the liability. Only applicable for liability type “Other”.
- Add Button: Click “Add” and Repeat the same procedure to add more liability details.

I. Income & Expenses

The "Income and Expenses" tab in the core banking application serves as a central hub for comprehensive financial management. This tab streamlines the monitoring of both incoming funds, such as salaries and other source of income, and outgoing expenses.

Loan Application Alerts Print Save

Application Number

Customer Details Assets & Liabilities **Income & Expenses** Loan Details Credit Rating Documents Workflow History Recommendation Check Lists Project Details Loan Evaluation Customer Payment

Income Details

Type of Income Monthly Income Income Details Add

Expense Details

Type of Expense Monthly Expense Expense Details Add

Net Income : 0.00

i. Income Details

- Type of Income: User can select the type of income.

Type of Income

---Select a Source--- ▼

---Select a Source---

Salary

Other

Business

- Monthly Income: Enter monthly income.
- Income Details: Description of the income details.
- Add Button: Click “Add” and Repeat the same procedure to add more income details.

If user select salary as “type of income”, user can update the employment details once click add button.

Employment Details ✕

Employer Name	Occupation	Joined Date <small>DD-MM-YYYY</small>	Employment type <small>--Select Employment Type--</small>
Employer Address			

Add

i. Expense Details

- Type of Expense: User can select the type of expense.

Type of Expense

--Select a Expense Type--

--Select a Expense Type--

Household

Debit Payment

Utility

Other

- Monthly Expenses: Enter monthly expenses.
- Expense Details: Description of the expense details.
- Add Button: Click “Add” and Repeat the same procedure to add more expense details.

Net Income: Once income and expense details added, the net income will be populate in Net Income field.

I. Loan Details

i. Product Details

Product Details

Product *	Currency	Min Loan Amt.	Max Loan Amt.
2121 - DEL	LKR	4000	500000
Min Period	Max Period	Min Grace Period	Max Grace Period
1	400	1	72
Interest Type	Rate	Workflow Type *	
Variable	42 %	---Select a workflow---	

- Workflow Type: Select the workflow type.

Workflow Type *

i. Loan Details

Loan Details

Branch	Document Number	Loan Amount *	Loan Amount in Words *
Head Office		0	
Loan Type	Payment Frequency *	No of Installments *	Effective Rate
Interest Only	---Select a Payment Term---	0	42 %
Spread	Collection Start Date *	Document Date *	First Installment Amount
0.00 %	DD-MM-YYYY	DD-MM-YYYY	0.00 →
Grace Period	Penalty Grace		
0			

- Document Number: Enter the document number.
- Loan Amount: Enter the loan amount.
- Loan Amount in Words: It should provide by the system.
- Payment Frequency: Select the payment term as “Weekly” or “Monthly” which is configured in the product.

Payment Frequency *

- No of installments: Enter the number of installments.
- Spread: Enter the spread.
- Collection Start Date: Select the collection start date.
- Document Date: Select the document date.
- First Installment Amount: When user added above details, first installment amount is calculated here.
- Grace Period: Enter the grace period.
- Penalty Grace: Enter the penalty grace.

i. Settlement Account

The screenshot shows a form titled "Settlement Account". Inside the form, there is a checkbox labeled "Settlement Account Setup" which is currently unchecked.

If user click a tick on the “Settlement Account” checkbox, will be appeared the fields shown below.

Also the loan can only disbursed by this settlement account that customer gives. It will appear in the disbursement screen and user cannot change the disbursement type.

The screenshot shows the same "Settlement Account" form, but now the "Settlement Account Setup" checkbox is checked. Below the checkbox, there are four input fields: "Settlement Account Number" (with a search icon), "Account Name", "Product", and "Currency".

- Settlement Account Number: User can enter / search particular account number by using this field. User can search an account by using Customer Name, ID Number, Customer Number and Account Number, Branch, Center and Group.

Account Search ✕

Customer Name <input type="text"/>	ID Number <input type="text"/>	Customer Number <input type="text"/>	Account Number <input type="text"/>
Branch --All Branch-- ▾	Center --All Center-- ▾	Group --All Group-- ▾	

Search
Clear

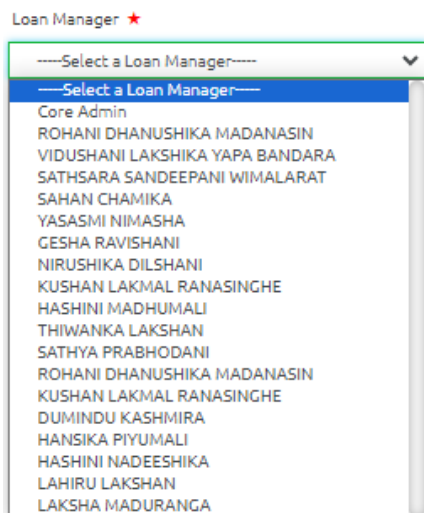
- Account Name, Product and Currency: When user selects a customer from search results, above fields will be auto - filled.

i. Other Info

Other Info

Loan Manager ★ ----Select a Loan Manager----	Loan Officer ★ ----Select a Loan Officer----	Collection Officer ★ ----Select a Collection Officer----	Purpose ★ ----Select a Purpose----
Sector ★ ----Select a Sector----	Industry ★ ----Select a Industry----	CRIB ★ ----Select a CRIB Status----	Risk Type ----Select a Risk Type----
Risk Weight <input type="text"/> %	Credit Rating ----Select a Credit Rating----	Compliance Rating ----Select a Compliance Rating----	Credit Line ----Select a Credit Line----
Profit Center ----Select a Profit Center----	Route ----Select a User Route----	Remarks <div style="border: 1px solid #ccc; height: 40px;"></div>	

- Loan Manager: Select a loan manager.



- Loan Officer: Select a loan officer.

Loan Officer ★

----Select a Loan Officer----

----Select a Loan Officer----

Core Admin
ROHANI DHANUSHIKA MADANASIN
VIDUSHANI LAKSHIKA YAPA BANDARA
SATHSARA SANDEEPANI WIMALARAT
SAHAN CHAMIKA
YASAMI NIMASHA
GESHA RAVISHANI
NIRUSHIKA DILSHANI
KUSHAN LAKMAL RANASINGHE
HASHINI MADHUMALI
THIWANKA LAKSHAN
SATHYA PRABHODANI
ROHANI DHANUSHIKA MADANASIN
KUSHAN LAKMAL RANASINGHE
DUMINDU KASHMIRA
HANSIKA PIYUMALI
HASHINI NADEESHIKA
LAHIRU LAKSHAN
LAKSHA MADURANGA

- Collection Officer: Select a collection officer.

Collection Officer ★

----Select a Collection Officer----

----Select a Collection Officer----

Core Admin
ROHANI DHANUSHIKA MADANASIN
VIDUSHANI LAKSHIKA YAPA BANDARA
SATHSARA SANDEEPANI WIMALARAT
SAHAN CHAMIKA
YASAMI NIMASHA
GESHA RAVISHANI
NIRUSHIKA DILSHANI
KUSHAN LAKMAL RANASINGHE
HASHINI MADHUMALI
THIWANKA LAKSHAN
SATHYA PRABHODANI
ROHANI DHANUSHIKA MADANASIN
KUSHAN LAKMAL RANASINGHE
DUMINDU KASHMIRA
HANSIKA PIYUMALI
HASHINI NADEESHIKA
LAHIRU LAKSHAN
LAKSHA MADURANGA

- Purpose: Select the purpose.

Purpose ★

----Select a Purpose----

----Select a Purpose----

Farming
Home Construction
Medical Bills
Wedding
Educational
Land Purchase

- Sector: Select the sector.

Sector ★

----Select a Sector----

----Select a Sector----

Agriculture

Banking & Finance

Building & Constructions

Education

Health

Home & Residence

Insurance

Manufacturing

Real Estate

- Industry: Select the industry.

Industry ★

----Select a Industry----

----Select a Industry----

Telecommunications

Farm & Agriculture

Technology

Consumer Services

Educational

Healthcare

- CRIB: Select the CRIB status.

CRIB ★

----Select a CRIB Status----

----Select a CRIB Status----

Regular

Irregular

- Risk Type: Select the risk type.

Risk Type

----Select a Risk Type----

----Select a Risk Type----

Low Risk

High Risk

Medium Risk

- Risk Weight: Enter the risk weight.

Risk Weight

%

- Credit Rating: Select the credit rating.

Credit Rating

----Select a Credit Rating----

----Select a Credit Rating----

1

2

- Compliance Rating: Select the compliance rating.

Compliance Rating

----Select a Compliance Rating----

---Select a Compliance Rating---

Low

Medium

High

- Credit Line: Select a credit line.

Credit Line

----Select a Credit Line----

---Select a Credit Line---

Central Bank

Asian Development Bank

- Profit Center: Select a profit center.

Profit Center

----Select a Profit Center----

---Select a Profit Center---

Profit Center01

Profit Center03

- Route: Select the user route.

Route

----Select a User Route----

---Select a User Route---

Rajagiriya to Panadura

Battaramulla to Mirihana

Rajagiriya to Nugegoda

- Remarks: Enter the reference details.

i. Charges

Charges

Charge Name	Charge Method	Pay Option	Charge Based On	Original Amount	Charge Rate	Applied Amount
-------------	---------------	------------	-----------------	-----------------	-------------	----------------

Loan Charges defined in Loan Product will be shown here. If event is After Loan Authorization, it will appear in the loan details tab under the charges.

Loan Product Edit Back Save

Basic Details | GL Codes | Loan Types & Interest Rates | General Information | Recovery Information | Classification/ Provisioning Information | **Loan Charges** | Checklist Information | Branch Information | Sector Information

Collateral

Event: Charge Name: Charge Method: GL Account:

Charge Paying Option: Event Charge Based On: Add Charge

Charge Type	Transaction/Event	Charge Name	Charge Method	Amount	Minimum Charge Amount	Maximum Charge Amount	GL Account	Paying Option	Charge Base On	Add / View Charge Range	Split Charge	Delete
Event Charge	At Disbursement	Doc	Variable	0.00	100.00	4,000.00	Income- Postal Charges	Deduct From Disbursement Amount	Loan Amount	+	+	+
Event Charge	After Loan Authorization	Test01	Fixed	2,000.00	0.00	0.00	Advance Payment	Customer Should Deposit	Loan Amount	+	+	+
Event Charge	At Disbursement	Test02	Fixed	1,000.00	0.00	0.00	Advance Payment	Deduct From Disbursement Amount	Disbursement Amount	+	+	+

Charges

Charge Name	Charge Method	Pay Option	Charge Based On	Original Amount	Charge Rate	Applied Amount
Test01	Fixed	Customer Should Deposit	Loan Amount	2,000.00	0.00	0.00

i. Schedule

Schedule

Installment Number	Balance	Capital Deducted	Interest	Installment Amount	Payment Date
--------------------	---------	------------------	----------	--------------------	--------------

When user added the installment details in the “Loan Details” box, the schedule will be uploaded as shown below.

Schedule

Installment Number	Balance	Capital Deducted	Interest	Installment Amount	Payment Date
1	10,000.00	943.60	6.84	950.44	13-07-2025
2	9,056.40	758.15	192.29	950.44	13-08-2025
3	8,298.25	774.25	176.19	950.44	13-09-2025
4	7,524.00	795.84	154.60	950.44	13-10-2025
5	6,728.16	807.59	142.85	950.44	13-11-2025
6	5,920.57	828.79	121.65	950.44	13-12-2025
7	5,091.78	842.33	108.11	950.44	13-01-2026
8	4,249.45	860.22	90.22	950.44	13-02-2026
9	3,389.23	885.45	64.99	950.44	13-03-2026
10	2,503.78	897.28	53.16	950.44	13-04-2026
11	1,606.50	917.43	33.01	950.44	13-05-2026
12	689.07	689.07	14.63	950.44	13-06-2026

i. Check List

Check List

Check List Item	Select	Attachment	Preview
NIC	<input checked="" type="checkbox"/>	<input type="text" value="Choose File"/>	<input type="text" value="Preview"/>
Driving License	<input checked="" type="checkbox"/>	<input type="text" value="Choose File"/>	<input type="text" value="Preview"/>

If user marked checklists in the loan product creation it should **mandatory** to add those in the loan application under the loan details tab.

User can select a tick on the relevant check list item's checkbox and attach a document by clicking "Choose a File" button. To view the document, user can click the view icon.

i. Introducer Information

Introducer Information

Introducer Type

-----Select a Introducer Type-----

- Introducer Type: Select the introducer type.

Introducer Type

Customer

-----Select a Introducer Type-----

Customer

Non Customer

Staff

Minor Account

Campaign

By selecting one from the above introducer types, user can fill in the related fields.

i. Collateral

Collateral

Collateral

By clicking a tick on the collateral checkbox, will appear a collateral tab to add collaterals.

i. Loan Joint Borrower Details

Loan Joint Borrower Details

Customer No.

Customer Name

Status

ID Type

ID Number

Relationship to Applicant

- Customer No: User can enter / search particular customer number by using this field. User can search for a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group. Once the user selects the customer number, respective data will be auto filled to the fields.

Customer Search
✕

Customer Name

ID Number

Customer Number

Branch

Center

Group

Search
Clear

- Relationship to Applicant: Enter the relationship to applicant.

i. Cycle Details

Cycle Details
✕

Cycle Details defined in “Society Cycle Maintain” will be uploaded automatically to the above fields.

I. Collateral

Loan Application

Send for Verification
Alerts
Print
Save

Application Number:

Customer Details
Assets & Liabilities
Income & Expenses
Loan Details
Collateral
Credit Rating
Documents
Workflow History
Recommendation Check Lists
Project Details
Loan Evaluation

Customer Payment

Collateral
✕

Add Collateral

By using “Add Collateral” button, user can view the above screen.

Collateral
✕

Collateral Type ★

---Select a Collateral Type---
▼

---Select a Collateral Type---
▼

- Land & Building
- Deposit Account
- Vehicle
- Guarantor
- Other

By selecting a relevant collateral type, user can fill in the related fields. The fields with a star mark are mandatory.

I. Documents

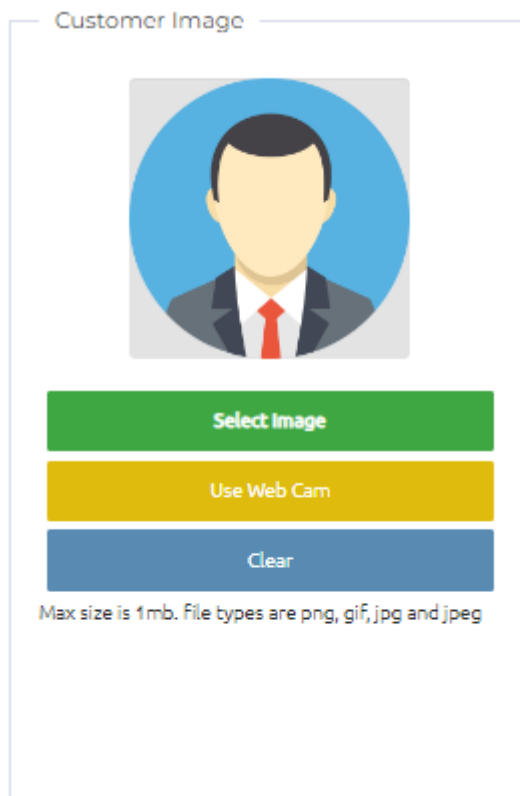
The "Documents Tab" in Loan Application Creation within our Loan Origination module simplifies document management, ensuring a streamlined and organized process for efficient loan origination.

i. Documents

Documents Box consist of below Options.

Customer Image

The "Image" option in the Documents Tab of our Loan Origination module enables users to upload images or use a webcam, enhancing document submission and processing efficiency.



- Select Image Button: User can upload an image via this option from existing storage.
- Use Web Cam Button: User can input customer photo via this option.
- Clear Button: User can Clear current image selection via this option.

i. Attachments

The "Attachment" option in our Loan Origination module's Documents Tab facilitates seamless document upload, ensuring a user-friendly and efficient process for managing essential loan documentation.

Document Name	Attachment	View	Download	Delete
NIC Copy Kamal	849735b1.jpg			

Attachment Box consist of below fields/options

- Attachment Name: User can name the attachment as per the requirement.

Attachment Name *

- Attachments: User can choose attachment from the storage. Large files cannot be viewed and those can be downloaded

Attachments

 No file chosen

- Add Button: User can add attachments to the system using Add option.

Steps

1. User need to type desired attachment name.
2. Then user can select an attachment by clicking the "Choose File" option. User need to navigate into the existing storage and select the required attachment.
3. Once select the attachment, user can use "Add" option so the attachment will upload and reflect in the Grid.

4. User can View, Download or Delete the attachment as per the requirement from the Grid.

I. Work Flow History

The "Workflow History" option in our Loan Origination module's Documents Tab provides a comprehensive overview of the application journey, offering insights into the processing stages for enhanced transparency.

Workflow History

The screenshot displays a workflow history interface with two main stages:

- APPLICATION CREATED:** Indicated by a purple arrow icon on the left. The details are: 27 July 2023, 11:53AM, Core Admin, Create.
- SENT FOR VERIFICATION:** Indicated by a purple checkmark icon on the right. The details are: 27 July 2023, 11:53AM, Core Admin, Create. A green button labeled "VIEW REMARK LIST" is positioned below the details.

At the bottom, there is a table with the following structure:

Document Name	Attachment	View

These details will be available only after the Loan application created and submitted for review/Approval. After the creation level, verifiers and recommenders mandatory to click on "Check the Details" checkbox in each and every tab. If user required to add a remark, in each and every tab user can use "Remark box" and these added remarks can be viewed by clicking "View Remark List" Button

I. Project Details

The "Project Details" tab in our Loan Origination module is a comprehensive tool encompassing essential aspects such as Project Details, Cost of the Project, Financial Sources, and Economic Viability. This centralized hub ensures efficient data management, facilitating informed decision-making throughout the loan origination process in our core banking system.

Project Details Tab consist of below boxes.

i. Project Details

The "Project Details" tab in our Loan Origination module offers a concise overview of crucial project information, streamlining data management and facilitating efficient processing within our core banking system. This box consists of below fields.

Project Details

Project Aim Economic	Project Purpose Building construction	Project Address
Implementing process	Legal ownership of the existing future land or property involved in the project	
Main features of the project	Officer managing	

- Project Aim: User can Defines desired outcomes for a specific project.

Project Aim

---Select a Aim---

---Select a Aim---

Human

Social

Economic

- Project Purpose: user can clarify the fundamental reason behind a specific project.

Project Purpose

---Select a Purpose---

---Select a Purpose---

Building construction

Existing Project

New Project

- Project Address

Project Address

- Implementing process: User can describe the Executing and applying a plan to accomplish specific tasks or goals

Implementing process

- Legal ownership of the existing future land or property involved in the project

Legal ownership of the existing future land or property involved in the project

- Main features of the project: user can define the main features of the project

Main features of the project

- Officer managing: Officer details of the project

Officer managing

i. Cost of the Project

The "Cost of Project" tab in our Loan Origination module details project expenses, ensuring precise financial assessment and streamlined processing within our core banking system.

Cost of the Project			
Cost Name	Cost Amount	Description	Add
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	
If the project has begun how is spent on this project?	Starting date	Scheduled date of completion	
<input type="text" value="0.00"/>	<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="DD-MM-YYYY"/>	

- Cost Name: User can define Cost Name

Cost Name

- Cost Amount: User can define Cost Amount

Cost Amount

- Description: User can define description on the project

Description

- If the project has begun how is spent on this project?:

If the project has begun how is spent on this project?

- Starting date: Start Date

Starting date

- Scheduled date of completion: Project completion date

Scheduled date of completion

- Add Button: Once user input the data, user can add the Cost records to the Grid. Users can add multiple Cost records as per the request.

i. Financial Sources

The "Financial Sources" box in our Loan Origination module delineates funding origins, providing a clear overview of financial backing and aiding efficient processing in our core banking system.

Financial Sources

Received any other funds or loan for this project?

Received Funds & loans Received Funds & loans amount Description

Received funds allocation method

Received any other funds or loan for this project?

- Received any other funds or loan for this project?: determine whether Funds & Loans received for the project. If Yes selected, Below Additional fields will be populated to further describe the Funds and Loans for the Project.

Received any other funds or loan for this project?

Yes

---Select---

Yes

No

- Received funds & loans: Fund & Loan Name

Received Funds & loans

- Received funds & loans amount: Fund & Loan Amount

Received Funds & loans amount

- Description: Received funds & loans Description

Description

- Received funds allocation method: Allocation Method for received Funds

Received Funds allocation method

- Add Button: Once user input the data, user can add the Received funds & loans data to the Grid. Users can add multiple records as per the request.

Add

i. Economic Viability of the Project

The "Economic Viability of the Project" box in our Loan Origination module assesses project sustainability, enhancing financial decision-making within our core banking system for robust loan evaluation. This box consists of below fields.

Economic Viability of the Project			
Estimate of Annual Income	Annual Expenditure	Annual Gross Profit	Depreciation provisions(deductible tax purposes)
<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>
Taxable Profit	Tax Payable	Net Profit after Tax	
<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>	

- Estimate of Annual Income: User can Predicts annual earnings, aiding financial projections and loan assessments

Estimate of Annual Income

- Annual Expenditure: User can Outlines yearly expenses, crucial for financial planning and budget analysis

Annual Expenditure

- Annual Gross Profit: System will calculate the Annual Gross Profit based on the Estimate of Annual Income and Annual Expenditure data provided.

Annual Gross Profit

- Depreciation provisions (deductible tax purposes): User can enter Eligible expenses reducing taxable income

Depreciation provisions(deductible tax purposes)

- Taxable Profit: System will calculate the Taxable Profit based on the data provided.

Taxable Profit

- Tax Payable: User can enter the Obligatory amount owed to tax authorities

Tax Payable

- Net Profit after Tax: System will calculate the Net profit after Tax

Net Profit after Tax

I. Loan Evaluation

Customer Details	Assets & Liabilities	Income & Expenses	Loan Details	Credit Rating	Documents	Workflow History	Recommendation Check Lists	Project Details	Loan Evaluation	Customer Payment
Loan Evaluation										
Project Description			DSR Ratio 01	0.00	DSR Ratio 02	0.00	Marketability			
Remark										
Project Income			0.00							
Raw material			0.00							
Labor			0.00							
Project Expenses			0.00							
Utility			0.00							
Other			0.00							
Project Profit			0.00							
Household Income			0.00							
Household Expense			0.00							
Net Income 01			0.00							
Other Debt Payments			0.00							
Net Income 02			0.00							
Calculate Ratios										

- Project Description: Give the description about the evaluation.

Project Description

- DSR Ratio 01 and DSR Ratio 02 Fields: These fields display an index/ rating that help in taking decision on the loan approval.

DSR Ratio 01 DSR Ratio 02

- Remark: Record any notes relevant to the loan evaluation (if available).

Remark

Project Income		0.00
Project Expenses	Raw material	0.00
	Labor	0.00
	Utility	0.00
	Other	0.00
Project Profit		0.00
Household Income		0.00
Household Expense		0.00
Net Income 01		0.00
Other Debt Payments		0.00
Net Income 02		0.00

Calculate Ratios

- **Project Income:** Enter the income that gets from the project.
- **Project Expenses:** Enter the expenses that comes-up.
 - Raw Material
 - Labor
 - Utility
 - Other
- **Project Profit:** System will calculate the profit by deducting the project expenses from the income that user provide.
- **Household Income:** Enter the amount receives as the household incomes here.
- **Household Expense:** Enter the amount of household expenses here.
- **Net Income 01:** System will calculate the net income by deducting the household expense from the income that user enters.
- **Other Debt Payments:** Enter other debt payments if available.
- **Net Income 02:** System will calculate the net income again by deducting the other debt payments from the initially calculated net income.
- **Calculate Ratio Button:** System calculate the ratio and displays the index/ rating in the above mentioned DSR ratio 01 and DSR Ratio 02 Fields.

Calculate Ratios

I. Customer Payment

- Customer Details
- Assets & Liabilities
- Income & Expenses
- Loan Details
- Credit Rating
- Documents
- Workflow History
- Recommendation Check Lists
- Project Details
- Loan Evaluation
- Customer Payment

Customer Payment



Miscellaneous Transaction

Tran Report
Proceed
Clear

Existing Customer
 Walk-in Customer

Customer Number

Customer Name *

Identification Number *

Contact Number *

Address

Transaction Type *

GL Account *

Transaction Amount *

Description *

Either as existing customer or walk-in customer user can keep records on the transactions done by the customer who applies for the loan.

Select the transaction type, enter the amount of the transaction and other mandatory fields, then click on the Proceed button and the system displays the details in Customer Payment info box.

Customer Payment

Edit Loan Application

The "Loan Application Edit" option in our core banking application's Loan Origination allows users to modify and update submitted loan applications, ensuring accuracy and completeness during the application process.

Loan Application Edit

Application Number

Customer Number

Branch

Customer Name

Search

Clear

Search From Results

Application Number	Customer Number	Customer Name	Loan Amount	Branch	Select
10001010230004	10001000020	Kavindu Perera	0.00	Head Office	✎ ✖
10002261230028	10001000020	Kavindu Perera	100,000.00	Head Office	✎ ✖
10002121230014		testn testn	100,000.00	Head Office	✎ ✖
10002261230007	10251000983	KUKULAGE SHAN NIMESH PERERA	500,000.00	Head Office	✎ ✖
10004654230002	10251000988	Lakmali Fernando	0.00	Head Office	✎ ✖

←
1
→
Page Size
Go to Page

Users can filter out the existing loan applications using Application Number, Customer Number, Branch and Customer Name.

- Search Button: User can initiate the search via using "Search" Button.

Search

- Clear Button: User can clear the current filtration criteria using "Clear Button".

Clear

By selecting the edit needed loan application, users can edit and submit the loan applications (Once rejected from Authorize) by using this function.

Workflow Dashboard

The "Workflow Dashboard" in our Loan Origination module offers an intuitive interface to monitor and manage the loan application process, enhancing efficiency and streamlining operations. Users can view the pending Loan applications and select/work on respective loan applications.

The screenshot shows the 'Workflow Dashboard' interface. At the top right is a 'Back' button. Below it is the 'Workflow Details' section with the following filters:

- Branch ***: A dropdown menu currently set to 'All'.
- From Date ***: A date input field with the placeholder 'DD-MM-YYYY'.
- To Date ***: A date input field with the placeholder 'DD-MM-YYYY'.
- Sender ***: A dropdown menu currently set to 'All'.
- Application Number**: An empty text input field.
- Applicant Name**: An empty text input field.
- Assigned me only**: A checked checkbox.
- Show**: A blue button to apply the filters.

Below the filters is a table header with the following columns: Date, Time, Application Ref No, Branch, Applicant Name, Product, Amount, Currency, Status, and Select.

i. Workflow Details

Users can filter out the existing pending loan applications using the below criteria.

- Branch: Loan Branch

Branch *

All

- From Date

From Date *

DD-MM-YYYY

- To Date

To Date *

DD-MM-YYYY

- Sender: User sending the loan application

Sender *

All

All

Core Admin

CHATHURANGA KUMARA

- Application Number: Loan Application Number

Application Number

- Applicant Name: Loan Applicant Name

Applicant Name

- Assigned Me Only checkbox: User can view the loans assigned under their User Name using this checkbox. If not tick the checkbox, all the pending loan applications will reflect on the Grid.

 Assigned me only

- Show Button: User can view the Loan applications as per the selected criteria by clicking Show Button

Steps

1. Select/Fill respective filtration criteria as required.
2. Click show Button
3. User can select the respective loan application from the Grid.

Workflow Details

Branch * From Date * To Date * Sender *

Application Number Applicant Name Assigned me only

Date	Time	Application Ref.No	Branch	Applicant Name	Product	Amount	Currency	Status	Select
27-07-2023	2:46PM	10002261230001	Head Office	KANNANGARA ARACHCHIGE MALKA SHIRATH KANNANGARA	MVL	100,000.00	LKR	Assigned	<input checked="" type="checkbox"/>
27-07-2023	4:13PM	10002261230002	Head Office	KANNANGARA ARACHCHIGE MALKA SHIRATH KANNANGARA	MVL	50,000.00	LKR	Assigned	<input type="checkbox"/>
27-07-2023	11:48AM	10002261230003	Head Office	KANNANGARA ARACHCHIGE MALKA SHIRATH KANNANGARA	MVL	150,000.00	LKR	Assigned	<input type="checkbox"/>

i. Note

- Verifiers can edit the Loan application based on the configuration.
- Recommenders and approvers cannot edit the Loan application and only able to reject or terminate the loan application.
- Once rejecting the Loan application, sender can decide the receiving party of the loan application.

- Acknowledgement of the Loan application is mandatory for Verifier and Recommender while reviewing and approving Loan application.

View Application

The "View Application" option in our Loan Origination module provides a user-friendly interface for tracking and reviewing loan applications, contributing to the streamlined loan process.

View Application Back

Branch ★

Centre

From Date ★

To Date ★

Application Number

Status ★

Search

Clear

Application Number	Applicant Name	Product	Branch	Centre	Amount	Currency	Status	Select
--------------------	----------------	---------	--------	--------	--------	----------	--------	--------

Users can filter out the existing loan applications using the below criteria.

- Branch: Loan Branch

Branch ★

- Centre: User can select respective Centre under the selected Branch

Centre

All

All

Diriya

Vishwa Progress

EEE Progress

Youth Ceylon

Kahawatte

Vishwa

- From Date

From Date ★

- To Date

To Date ★

- Application Number: Loan Application Number

Application Number

- Status: User can filter the Loan applications as per the current application status.

Status ★

All ▼

All

Completed

Denied

Rejected

New

Assigned

- Search Button: User can initiate the search via using “Search” Button.



- Clear Button: User can clear the current filtration criteria using “Clear Button”.



Steps

1. Select/Fill respective filtration criteria as required.
2. Click Search Button to get the required data for selected filtration criteria or Clear option to clear the filtration criteria.
3. User can select the respective loan application from the Grid.

View Application Back

Branch ★

All ▼

Centre

All ▼

From Date ★

01-11-2023

To Date ★

26-11-2025

Application Number

Status ★

All ▼

Search

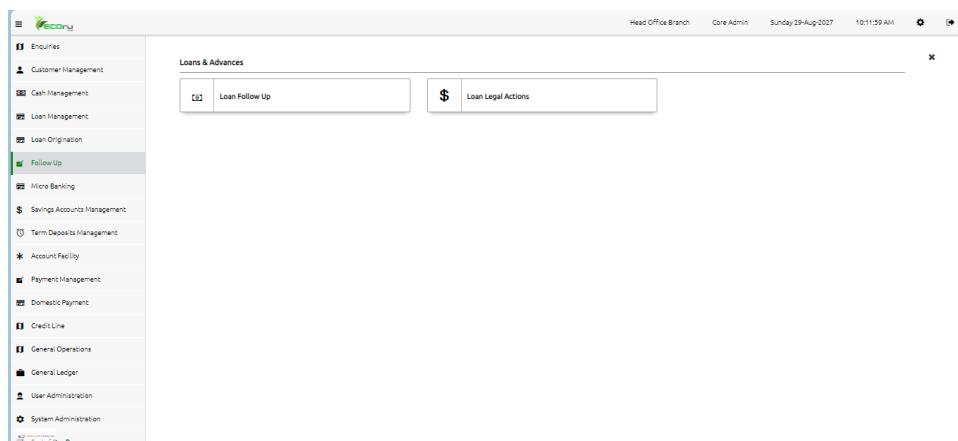
Clear

Show 10 lines Search From Results

Application Number	Applicant Name	Product	Branch	Centre	Amount	Currency	Status	Select
10002261230008	MUNASINGHA VIDANE PATHIRANNIHELAGE DISA RATHNAYAKA	MVL	Head Office	Office	500,000.00	LKR	Assigned	☺
10002261230008	MUNASINGHA VIDANE PATHIRANNIHELAGE DISA RATHNAYAKA	MVL	Head Office	Divi Naguma	500,000.00	LKR	Assigned	☺
10002261230009	Lakmail Fernando	MVL	Head Office	Office	10,000.00	LKR	New	☺
10002261230009	Lakmail Fernando	MVL	Head Office	Divi Naguma	10,000.00	LKR	New	☺
10005050230005	Viduranga Perera	DEL-01	Head Office	Office	50,000.00	LKR	New	☺
10005050230005	Viduranga Perera	DEL-01	Head Office	Divi Naguma	50,000.00	LKR	New	☺

Follow Up

This module is used to check loan arrears. All the arrears' loans will be shown on the Loan Follow Up Dashboard. The follow up module consists of the below captured foremost functions. User visibility of functionalities will be based on the role permission associated with the user.



Loans and Advances

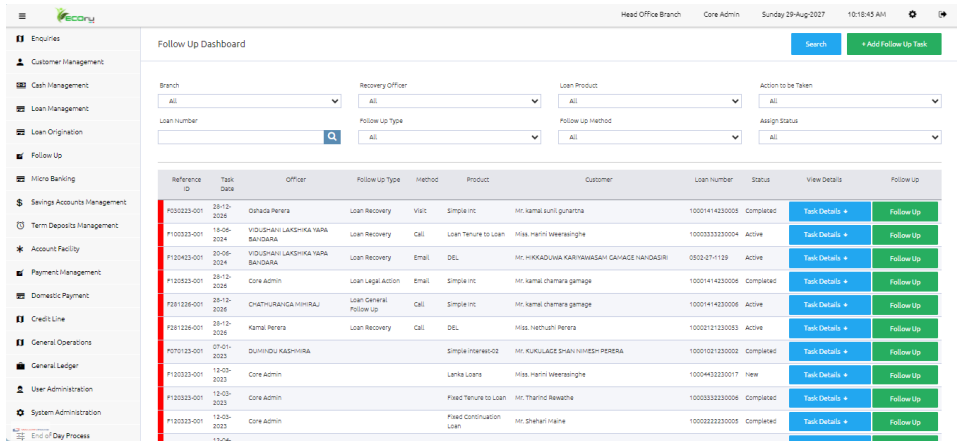
Loan Follow Up

Login > Follow Up > Loans and Advances > Loan Follow Up

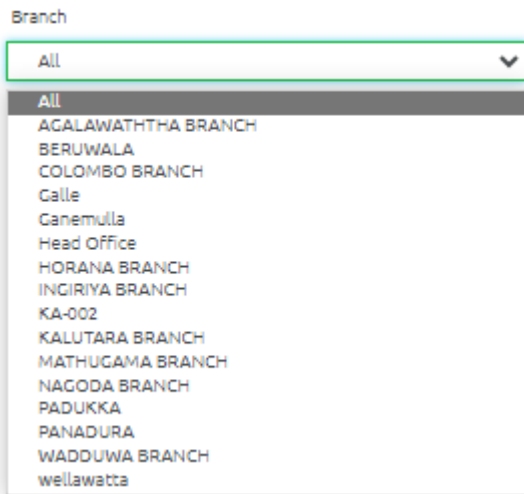
- The Loan Follow Up sub-module automates the process of tracking and sending reminders for pending loan applications or overdue payments.
- By scheduling reminders based on predefined criteria, it ensures timely follow-up actions, reducing the risk of missed deadlines and improving overall loan management efficiency.



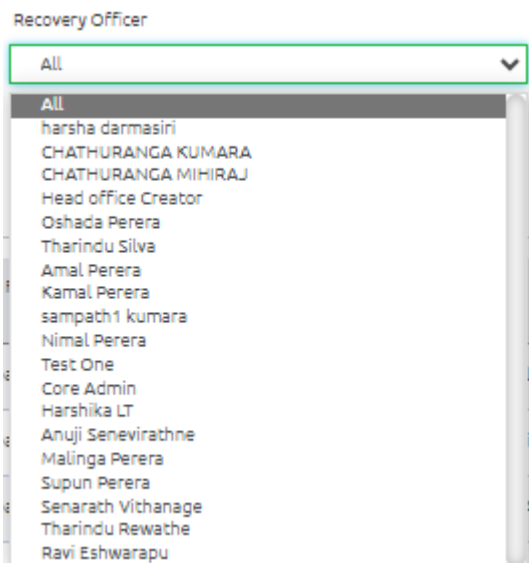
- After selecting the above loan follow up button, you will be directed to the user interface below,



- This is how the loan follow up interface looks like.
- Branch: Select Branch



- Recovery Officer: Select Recovery Officer



- Loan Product: Select Loan Product

Loan Product

- Action to be Taken: Select the Action to be Taken.

Action to be Taken

- Loan Number: Enter the Loan Number

Loan Number

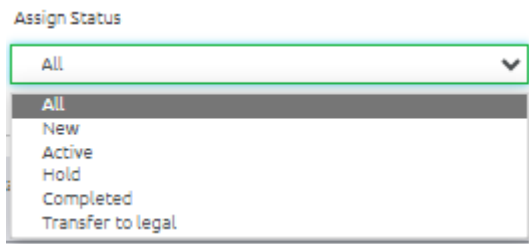
- Follow Up Type: Select Follow Up Type

Follow Up Type

- Follow up Method: Select the follow-up method.

Follow Up Method

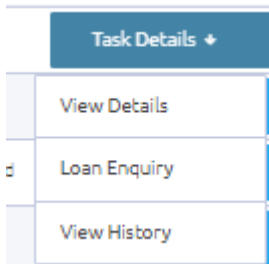
- Assign Status: Select Assign Status.



- By clicking on the below shown search button of a relevant loan number you can see the follow-up details related to it.

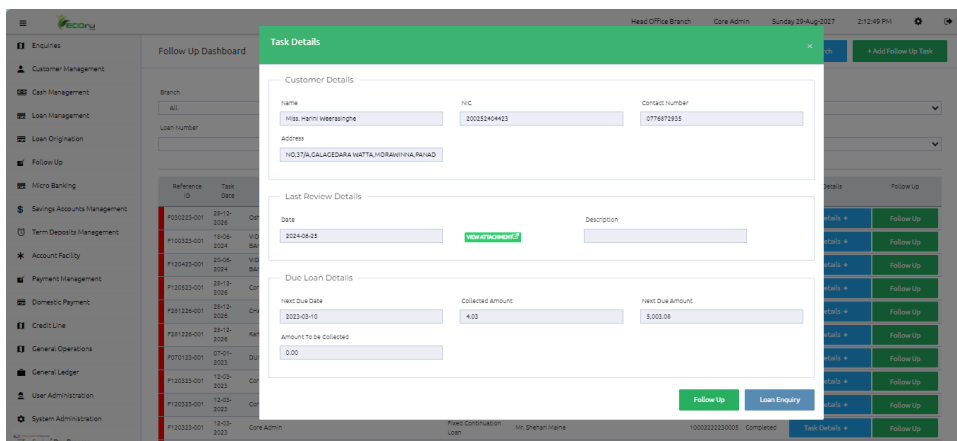


- By selecting from the task details as shown below you can select to View details, View the loan enquiry and view the history respectively.



- When you select on the view details button you will be able to view the details related to the task.

- This is how the View details Interface looks like as shown below.



- Next by selecting on the follow-up button you will be navigated to the interface below,

Add Follow Up
✕

Loan Number <input type="text" value="10003333230004"/>	Customer Name <input type="text" value="Miss. Harini Weerasinghe"/>
Follow Up Type ★ <input type="text" value="----Select Follow Up Type----"/>	Follow Up Method ★ <input type="text" value="----Select Follow Up Method----"/>
Next Review Date ★ <input type="text" value="DD-MM-YYYY"/>	Assign Officer ★ <input type="text" value="----Select a Officer----"/>
Assign Status ★ <input type="text" value="----Select Assign Status----"/>	Upload Attachment <input type="button" value="Choose File"/> No File chosen <small>Max size is 1mb. file types are png, jpg, jpeg and pdf</small>

Description

- Follow Up Type: Select Follow Up Type

Follow Up Type

All
▼

----Select Follow Up Type----

All

Loan Recovery

Loan Legal Action

Loan General Follow Up

- Follow up Method: Select the follow-up method.

Follow Up Method

All
▼

----Select Follow Up Method----

All

Visit

Call

Email

- Next Review Date: Select Next Review date.

Next Review Date ★

August 2027
▶

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Assign Officer: Select the relevant officer.

Assign Officer ★

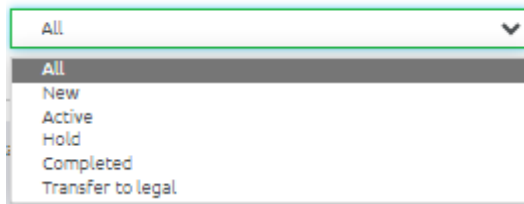
-----Select a Officer-----

-----Select a Officer-----

- harsha darmasiri
- CHATHURANGA KUMARA
- CHATHURANGA MIHIRAJ
- Head office Creator
- Oshada Perera
- Tharindu Silva
- Amal Perera
- Kamal Perera
- sampath1 kumara
- Nimal Perera
- Test One
- Core Admin
- Harshika LT
- Anuji Senevirathne
- Malinga Perera
- Supun Perera
- Senarath Vithanage
- Tharindu Rewathe
- Ravi Eshwarapu

- Assign Status: Select Assign Status.

Assign Status



All

All

- New
- Active
- Hold
- Completed
- Transfer to legal

- Upload Attachment: You can upload an attachment here.

Upload Attachment



Choose File No file chosen

Max size is 1mb. File types are png, jpg, jpeg and pdf

- Description: You can add a small description related to the task here.

Description

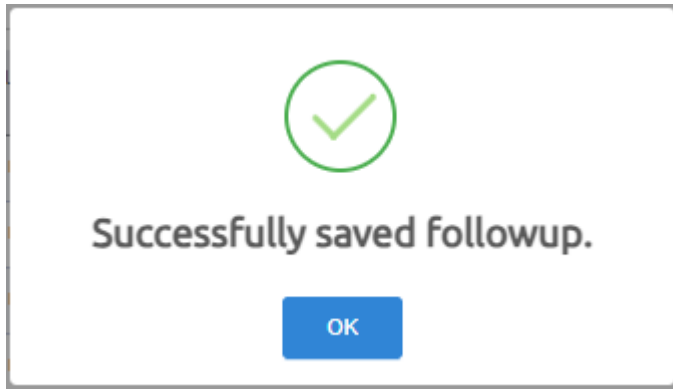


- After that you can proceed further by selecting on the Save button as shown below,

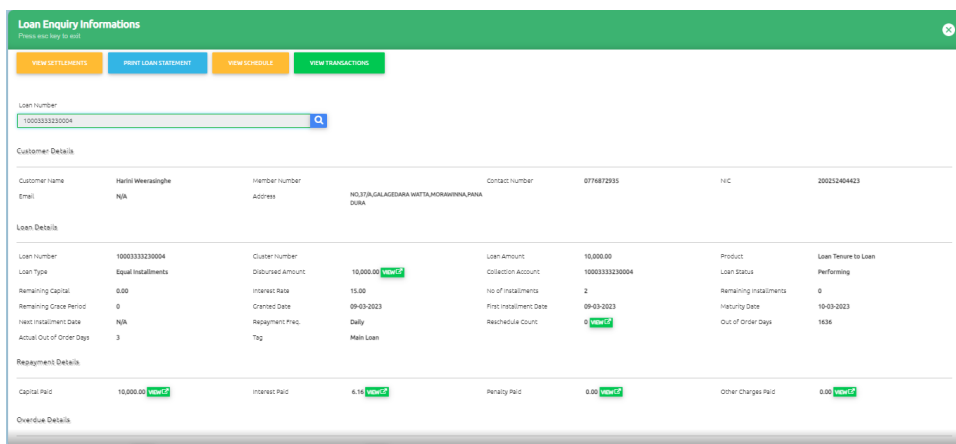


Save

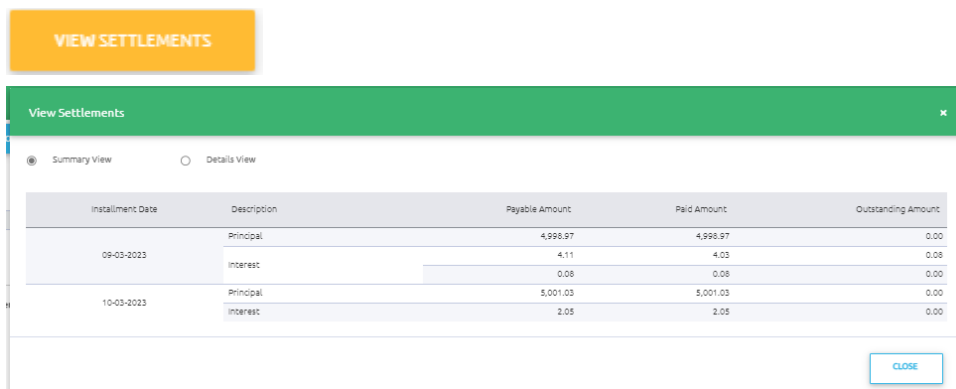
- After that you will get a message which states that follow-up has been successfully saved.



- Next, when you select on the loan enquiry button you will be navigated to a similar interface as shown below,



- In here by selecting on the below shown View Settlement button you will be navigated to the interface shown below,



- In here you can view the transaction in Summary or detailed.
- In here by selecting on the below shown View Schedule button you will be navigated to the interface shown below,



✕

PRINT

Installment Number	Installment Date	Capital	Interest	Installment Amount	Balance
1	2023-03-09	4,998.97	4.11	5,003.08	10,000.00
2	2023-03-10	5,001.03	2.05	5,003.08	5,001.03

CLOSE

- In here you can view the repayment schedule of the loan.
- In here by selecting on the below shown View Transactions button you will be navigated to the interface shown below,

✕

VIEW TRANSACTIONS

✕

PRINT

Loan Number	1000333230004	Customer Name	Harini Weerasinghe	Product	Loan Tenure to Loan	NIC	200252404423
Loan Amount	10,000.00	Email	N/A	Collection Account	1000333230004		

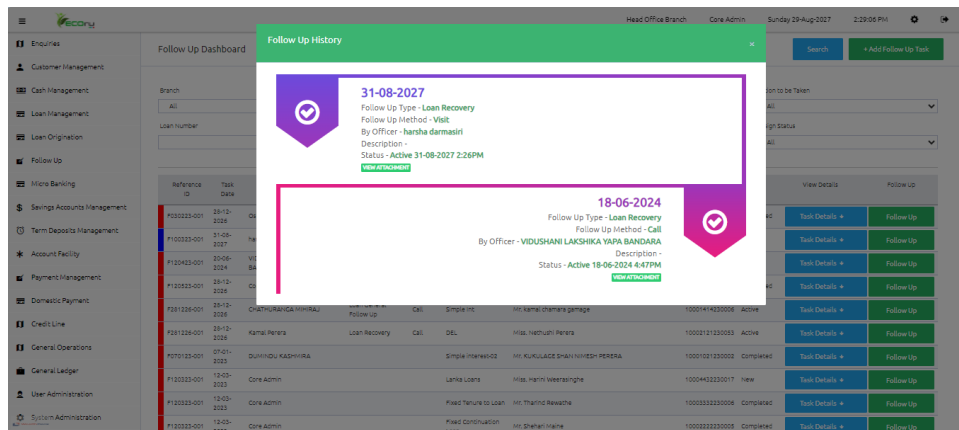
Transaction Date	Transaction Type	Debit	Credit
12-03-2023	Principal	5,001.03	0.00
12-03-2023	Interest	0.08	0.00
12-03-2023	Interest	2.05	0.00
09-03-2023	Disbursement	0.00	10,000.00
09-03-2023	Principal	4,998.97	0.00
09-03-2023	Interest	4.03	0.00

CLOSE

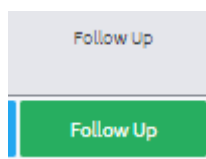
- If you want to get a printout of the loan statement you can get a printout by selecting on the Below shown Print loan Statement button.

PRINT LOAN STATEMENT

- Next, when you select on the view history button you will be navigated to the below interface,



- Also, you can add a follow-up by selecting the below shown button,



- By selecting on the above button, you will be navigated to the interface shown below,

Add Follow Up ×

Loan Number <input type="text" value="10003333230004"/>	Customer Name <input type="text" value="Miss. Harini Weerasinghe"/>
Follow Up Type ★ <input type="text" value="----Select Follow Up Type----"/>	Follow Up Method ★ <input type="text" value="----Select Follow Up Method----"/>
Next Review Date ★ <input type="text" value="DD-MM-YYYY"/>	Assign Officer ★ <input type="text" value="----Select a Officer----"/>
Assign Status ★ <input type="text" value="----Select: Assign Status----"/>	Upload Attachment <input type="button" value="Choose File"/> No File chosen <small>Max size is 1 mb. File types are png, jpg, jpeg and pdf</small>
Description <input style="width: 100%; height: 30px;" type="text"/>	
<input type="button" value="Save"/>	

- After completely filling in all the details you can proceed further by selecting the above shown save button.
- Further, you can follow up a task via the Add follow-up task button.
- Also, you can add up a Follow up task by selecting on the below shown button,



- After you select on the Add Follow Up Task button you will be directed to the interface shown below.

- You can add a new task by completing the fields shown below,
- Loan Number: Enter the Loan Number

Loan Number

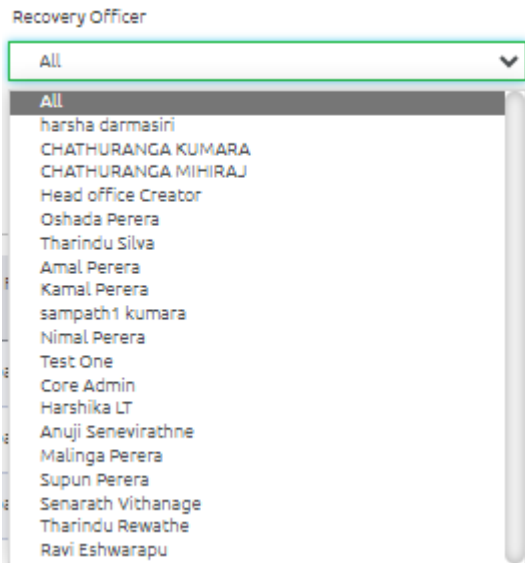
- Branch: Select Branch

Branch

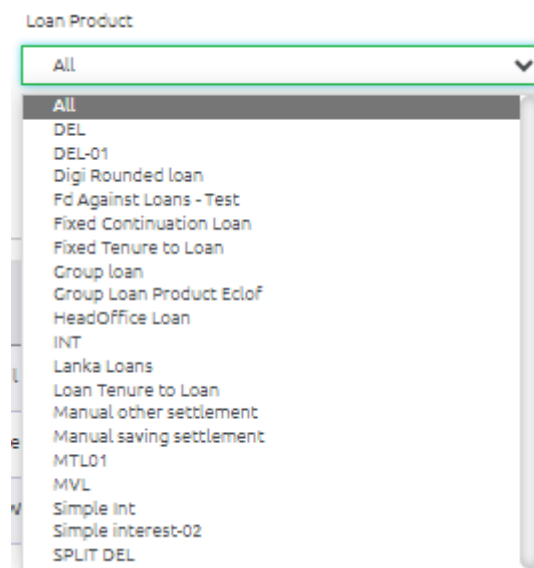
All ▾

- All
- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Calle
- Ganemulla
- Head Office
- HORANA BRANCH
- INGIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- MATHUGAMA BRANCH
- NAGODA BRANCH
- PADUKKA
- PANADURA
- WADDUWA BRANCH
- wellawatta

- Recovery Officer: Select Recovery Officer



- Loan Product: Select Loan Product



- Arrears in days from: Enter the number of days.

Arrears in days from

- Arrears in days to: Enter the number of days.

Arrears in days to

- Due amount from: Enter the due amount from.

Due amount from

- Due amount to: Enter the due amount to.

Due amount to

- By entering all the details and when you select the search button the tasks related to the loan number will be shown.

Loan Legal Actions

Login > Follow Up > Loans and Advances > Loan Legal Actions

- This sub-module enables banks to efficiently track legal actions associated with loans, providing a centralized repository for recording details such as lawsuits, defaults, and foreclosure proceedings.
- By maintaining a comprehensive log of legal activities, banks can ensure timely responses and adherence to legal requirements.



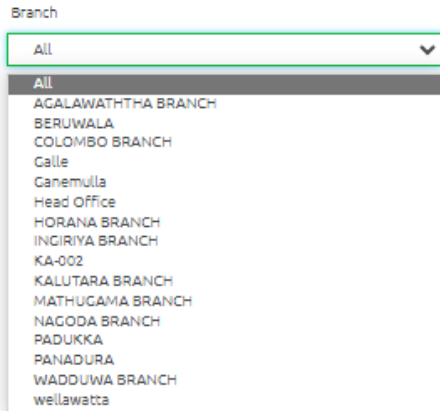
- After selecting the above loan legal actions button, you will be directed to the user interface below,

Reference ID	Status	Action Date	Recovery Officer	Legal Officer	Legal Institute	Legal Step	Product	Customer	Loan Number	View	Action
F120232-001	Active	28-12-2026	Core Admin	Core Admin	Court	First calling case	Simple int	Mt. Karmal, Dharmas, Guntur	10001414220008	View Follow Up	Follow Up
	Active	28-12-2026	Test One	Test One	Debt conciliation Board	second calling case	Simple int	Mt. Karmal, Suti, gururtha	10001414220008	View Follow Up	Follow Up

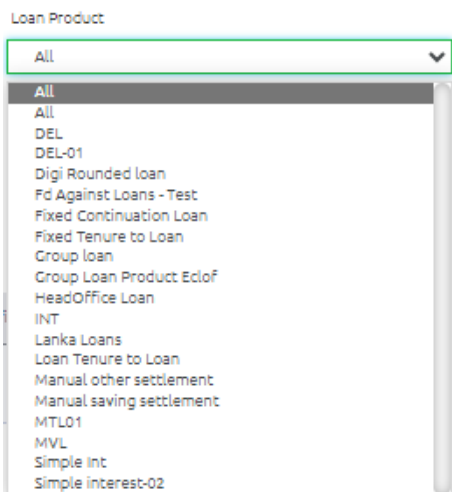
- This is how the dashboard looks.

- In here you can filter and search the relevant loan you need by selecting the relevant details,

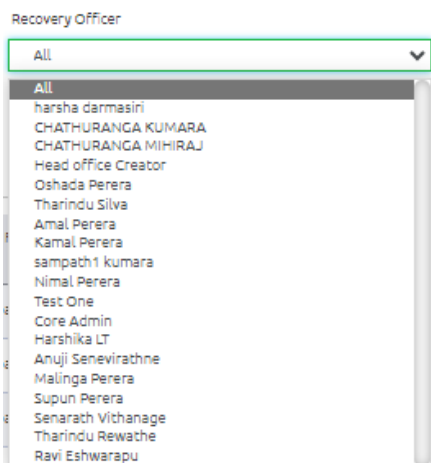
- Branch: Select Branch



- Loan Product: Select Loan Product.



- Recovery Officer: Select Recovery Officer



- Action to be Taken: Select the Action to be Taken.

Action to be Taken

A dropdown menu with a green border. The selected item is 'All'. The menu is open, showing the following options: 'All', 'Today Follow ups', 'Pending Follow ups', 'New Follow ups', and 'Date Range'.

- Status: Select Status

Status

A dropdown menu with a green border. The selected item is 'All'. The menu is open, showing the following options: 'All', 'New', 'Active', 'Settle', 'Cancel', and 'Hold'.

- Loan Officer: Select loan officer

Loan Officer

A dropdown menu with a green border. The selected item is 'All'. The menu is open, showing a scrollable list of names: 'All', 'harsha darmasiri', 'CHATHURANGA KUMARA', 'CHATHURANGA MIHIRAJ', 'Head office Creator', 'Oshada Perera', 'Tharindu Silva', 'Amal Perera', 'Kamal Perera', 'sampath1 kumara', 'Nimal Perera', 'Test One', 'Core Admin', 'Harshika LT', 'Anuji Senevirathne', 'Malinga Perera', 'Supun Perera', 'Senarath Vithanage', 'Tharindu Rewathe', and 'Ravi Eshwarapu'.

- Legal Institute: Select Legal Institute

Legal Institute

A dropdown menu with a green border. The selected item is 'All'. The menu is open, showing the following options: 'All', 'Police', 'Mediation Board', 'Debt Conciliation Board', and 'Court'.

- Legal Step: Select the Legal Step.

Legal Step

All

- All
- First calling date
- Second calling date
- Third calling date
- Settlement
- Non settlement

- Loan Number: Enter the Loan Number

Loan Number

- After Selecting and filling in all the details you can proceed further by selecting on the Search Button shown below,

Search

- Next, you can view the follow-up of a legal action by selecting on the follow-up as shown below,

View Follow Up

- After selecting the button, you will be navigated to the interface shown below,

View
✕

Account Enquiry
View Follow Up History
View Attached Documents

Customer Details

Name: kamal chamara gamage

NIC: 690710836v

Contact Number: 0776872935

Address: 42,moratuwa

Loan Details

Loan Product: Simple Int

Loan Number: 10001414230006

Capital Outstanding: 920,221.91

Interest Outstanding: 0.00

Fees & Charges Outstanding: 0.00

Total Outstanding: 920,221.91

Arrears In Days: 1584

Last Review Details

Follow up Ref. ID: P281224-001

Status: Active

Date: 28-Dec-2026

Legal Institute: Court

Legal Step: First calling date

Case Number: 56566

Officer: Core_Admin

Method:

Remark: Test

Add Follow Up Details

Legal Details

Legal Officer: Core_Admin

Legal Institute: Court

Institute Name: Cort

Case Number: 56566

Company Counselor:

Company Counselor: Nime

Change Status: Active

Generated Method:

Remark: Test

Next Review Date: 7/1/2027 12:00:00 AM

- By selecting on the Account Enquiry button shown below you will be navigated to the shown interface,

Account Enquiry

Loan Enquiry Informations Close

Please use key to edit

Loan Number: 🔍

Customer Details

Customer Name	Samuel Chamara garage	Member Number		Contact Number	0776872935	NIC	990710836v
Email	N/A	Address	42,Monawa				

Loan Details

Loan Number	10001414230006	Cluster Number		Loan Amount	1,200,000.00	Product	Simple Int
Loan Type	Simple Interest	Disbursed Amount	1,200,000.00 View	Collation Account	10001414230006	Loan Status	Performing
Remaining Capital	920,221.91	Interest Rate	18.00	No of Installments	12	Remaining Installments	5
Remaining Grace Period	0	Contract Date	31-01-2023	First Installment Date	01-03-2023	Instalting Date	01-02-2024
Next Installment Date	N/A	Repayment Freq.	Monthly	Reschedule Count	0 View	Out of Order Days	1584
Actual Out of Order Days	76	Tag	Main Loan				

Repayment Details

Capital Paid	279,778.09 View	Interest Paid	3,546.91 View	Penalty Paid	0.00 View	Other Charges Paid	0.00 View
--------------	--	---------------	--	--------------	--	--------------------	--

Overdue Details

Capital Due	421,764.91 View	Interest Due	105,869.61 View	Interest Accrued	176,982.00	Interest for the As at Date	282,851.61
Penalty Due	0.00 View	Other Charges Due	0.00 View				

- In here by selecting on the below shown View Settlement button you will be navigated to the interface shown below,

VIEW SETTLEMENTS

View Settlements Close

Summary View Details View

Installment Date	Description	Payable Amount	Paid Amount	Outstanding Amount
09-03-2023	Principal	4,998.97	4,998.97	0.00
	Interest	4.11	4.03	0.08
10-03-2023	Principal	5,001.03	5,001.03	0.00
	Interest	2.05	2.05	0.00

CLOSE

- In here you can view the transaction in Summary or detailed.
- In here by selecting on the below shown View Schedule button you will be navigated to the interface shown below,

VIEW SCHEDULE

Repayment Schedule Close

PRINT

Installment Number	Installment Date	Capital	Interest	Installment Amount	Balance
1	2023-03-09	4,998.97	4.11	5,003.08	10,000.00
2	2023-03-10	5,001.03	2.05	5,003.08	5,001.03

CLOSE

- In here you can view the repayment schedule of the loan.

- In here by selecting on the below shown View Transactions button you will be navigated to the interface shown below,

VIEW TRANSACTIONS

Loan Transaction ✕

PRINT

Loan Number **10003333230004** Customer Name **Harini Weerasinghe** Product Loan Tenure to Loan NIC **200252404423**
 Loan Amount **10,000.00** Email **N/A** Collection Account **10003333230004**

Transaction Date	Transaction Type	Debit	Credit
12-03-2023	Principal	5,001.03	0.00
12-03-2023	Interest	0.08	0.00
12-03-2023	Interest	2.05	0.00
09-03-2023	Disbursement	0.00	10,000.00
09-03-2023	Principal	4,998.97	0.00
09-03-2023	Interest	4.03	0.00

CLOSE

- If you want to get a printout of the loan statement you can get a printout by selecting on the Below shown Print loan Statement button.

PRINT LOAN STATEMENT

- Next by selecting on the below shown View Follow Up History Button you will be navigated to the below shown interface,

View Follow Up History

View View History : Follow up Reference ID ✕

Custom

Name

NIC

Contact Number

Address

1/10/2024 3:46:22 PM CORE ADMIN

Legal Officer - **Core Admin**

Legal Institute -

Institute Name -

Case Number -

Company Counselor -

Company Lawyer -

Opposition Lawyer -

Legal Step - **First calling date**

Generated Method -

Remark -

Next Review Date - **03-03-2027**

VIEW ATTACHMENT

Documents

Add Follo

Legal t

Legal Of

Legal Ins

Institute

Case Nu

Compan

1/10/2024 3:51:32 PM CORE ADMIN

Legal Officer - **Core Admin**

Legal Institute - **Court**

Institute Name - **Cort**

Case Number - **56566**

Company Counselor -

Company Lawyer - **Nima**

Opposition Lawyer - **Suni**

Legal Step - **First calling date**

Generated Method -

Remark - **Test**

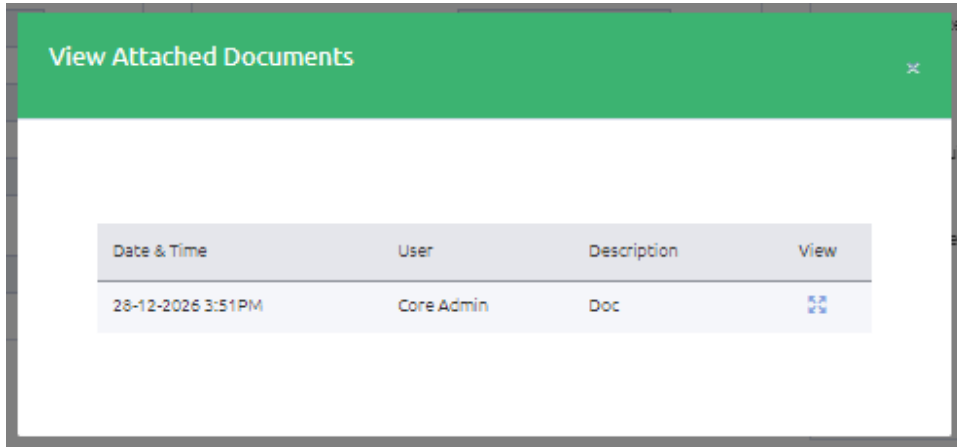
Next Review Date - **01-07-2027**

VIEW ATTACHMENT

Documents

- Next by selecting on the below shown View Attached Documents Button you will be navigated to the below shown interface,

View Attached Documents



Micro Banking

The micro banking module is consisting of the below captured foremost functions. User visibility of functionalities will be based on the role permission that is associated with the user. Through Micro Banking module can manage the micro banking sector functionalities.

Micro Banking
✕

Society Profile Creation	In Completed Societies	Society Edit
Society Authorize	Centre Creation	Centre Maintenance
Member Management	Society View & Print	

Cycle Maintain

Society Cycle Maintain	Product Cycle Maintain
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Loan Clustering

Create Loan Clusters	View/Edit Cluster
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Micro Banking

Can manage societies and centers from this sub module. Further, can manage the members of the groups.

Micro Banking
✕

Society Profile Creation	In Completed Societies	Society Edit
Society Authorize	Centre Creation	Centre Maintenance
Member Management	Society View & Print	

Society Profile Creation

Creation of the societies can be done from this feature.

Society Profile Creation
[Add New Society](#)
[Save](#)
[Save & Send for Approval](#)

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Society Number <input type="text" value=""/>	Status <input type="text" value="New"/>	Centre Code <input type="text" value=""/>	Branch * <input type="text" value="Select"/>	Centre * <input type="text" value="Select"/>	Society Type * <input type="text" value="Select"/>	Society Name * <input type="text" value=""/>
Society Address * <input type="text" value=""/>	Province * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>	Gramaseva Division * <input type="text" value="Select"/>	Society Commencement Date * <input type="text" value="DD-MM-YYYY"/>	Society Registered Date <input type="text" value="DD-MM-YYYY"/>	Divisional Secretariat Divisions * <input type="text" value="Select"/>
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members <input type="text" value=""/>	Maximum Members <input type="text" value=""/>	Date of Last General Meeting <input type="text" value="DD-MM-YYYY"/>	Divisional Development Officer <input type="text" value="Select"/>	Society Initial Fund <input type="text" value=""/>	Registration Number * <input type="text" value=""/>
Branch Manager <input type="text" value="Select"/>	Project Officer * <input type="text" value="Select"/>	<input checked="" type="checkbox"/> Active	Remarks <input type="text" value=""/>			

Society Details

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Society Number <input type="text" value=""/>	Status <input type="text" value="New"/>	Centre Code <input type="text" value=""/>	Branch * <input type="text" value="Select"/>	Centre * <input type="text" value="Select"/>	Society Type * <input type="text" value="Select"/>	Society Name * <input type="text" value=""/>
Society Address * <input type="text" value=""/>	Province * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>	Gramaseva Division * <input type="text" value="Select"/>	Society Commencement Date * <input type="text" value="DD-MM-YYYY"/>	Society Registered Date <input type="text" value="DD-MM-YYYY"/>	Divisional Secretariat Divisions * <input type="text" value="Select"/>
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members <input type="text" value=""/>	Maximum Members <input type="text" value=""/>	Date of Last General Meeting <input type="text" value="DD-MM-YYYY"/>	Divisional Development Officer <input type="text" value="Select"/>	Society Initial Fund <input type="text" value=""/>	Registration Number * <input type="text" value=""/>
Branch Manager <input type="text" value="Select"/>	Project Officer * <input type="text" value="Select"/>	<input checked="" type="checkbox"/> Active	Remarks <input type="text" value=""/>			

- **Society Number:** Not editable, and generates by the system.
- **Status:** Displays the current status of the society.
- **Centre Code:** Displays the center code of the society that creates.

- Branch: Select the branch from the drop-down

Branch *

Select ▼

Select

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Centre: Select the center from the drop-down

Centre *

Select ▼

Select

Agalawaththa Centre

ABC Coop Society

Progress 1

Nana Saviya

DH Progress

S3 progress

- Society Type: Select either Company Registered or Government Registered as the society type according to the society.

Society Type *

Select ▼

Select

Company Registered

Government Registered

- Society type as **Company Registered**: Registration Number field will disabled and society's registered number will displayed according to the company records.

<p>Society Number</p> <input type="text" value=""/>	<p>Status</p> <input type="text" value="New"/>	<p>Centre Code</p> <input type="text" value="1024-1"/>	<p>Society Name *</p> <input type="text" value="Agalawaththa Centre"/>
<p>Branch *</p> <input type="text" value="AGALAWATHTHA BRANCH"/>	<p>Centre *</p> <input type="text" value="Agalawaththa Centre"/>	<p>Society Type *</p> <input type="text" value="Company Registered"/>	<p>Divisional Secretariat Divisions *</p> <input type="text" value="Select"/>
<p>Society Address *</p> <input type="text" value="Polegoda"/>	<p>Province *</p> <input type="text" value="Select"/>	<p>District *</p> <input type="text" value="Select"/>	<p>Registration Number *</p> <input type="text" value=""/>
<p>Gramaseva Division *</p> <input type="text" value="Select"/>	<p>Society Commencement Date *</p> <input type="text" value="DD-MM-YYYY"/>	<p>Society Registered Date</p> <input type="text" value="DD-MM-YYYY"/>	<p>Institution Registered by the Centre</p> <input type="text" value=""/>
<p>Number of Members</p> <p><input type="radio"/> Fixed <input checked="" type="radio"/> Variable</p>	<p>Minimum Members</p> <input type="text" value=""/>	<p>Maximum Members</p> <input type="text" value=""/>	<p><input checked="" type="checkbox"/> Active</p>
<p>Date of Last General Meeting</p> <input type="text" value="DD-MM-YYYY"/>	<p>Divisional Development Officer</p> <input type="text" value="Select"/>	<p>Society Initial Fund</p> <input type="text" value=""/>	
<p>Branch Manager</p> <input type="text" value="Select"/>	<p>Project Officer *</p> <input type="text" value="Select"/>		
<p>Remarks</p> <input type="text" value=""/>			

- Society Type as **Government Registered**: Registration Number field is mandatory to fill out with the government registration number of the society.

Society Number <input type="text"/>	Status <input type="text" value="New"/>	Centre Code <input type="text" value="1024-1"/>	
Branch * <input type="text" value="AGALAWATHA BRANCH"/>	Centre * <input type="text" value="Agalawaththa Centre"/>	Society Type * <input type="text" value="Government Registered"/>	Society Name * <input type="text" value="Agalawaththa Centre"/>
Society Address * <input type="text" value="Polegoda"/>	Province * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>	Divisional Secretariat Divisions * <input type="text" value="Select"/>
Gramaseva Division * <input type="text" value="Select"/>	Society Commencement Date * <input type="text" value="DD-MM-YYYY"/>	Society Registered Date <input type="text" value="DD-MM-YYYY"/>	Registration Number *
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members <input type="text"/>	Maximum Members <input type="text"/>	Institution Registered by the Centre <input type="text"/>
Date of Last General Meeting <input type="text" value="DD-MM-YYYY"/>	Divisional Development Officer <input type="text" value="Select"/>	Society Initial Fund <input type="text"/>	<input checked="" type="checkbox"/> Active
Branch Manager <input type="text" value="Select"/>	Project Officer * <input type="text" value="Select"/>		
Remarks <input type="text"/>			

- Society Name: Give the society name
- Society Address: Give the society address

If you select the following option during the center creation,

Required same centre name & address for society

the system will auto fill out the Society Name and the Society Address according to the center that you select for the society creation.

Branch * <input type="text" value="Head Office"/>	Centre * <input type="text" value="Divi Naguma"/>	Society Type * <input type="text" value="Company Registered"/>	Society Name * <input type="text" value="Divi Naguma"/>
Society Address * <input type="text" value="134, Rajagiriya Road, Battaramulla."/>	Province * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>	Divisional Secretariat Divisions * <input type="text" value="Select"/>

Else, you can provide the Society Name and Society Address as your need.

Branch * <input type="text" value="COLOMBO BRANCH"/>	Centre * <input type="text" value="Kahawatte"/>	Society Type * <input type="text" value="Company Registered"/>	Society Name * <input type="text"/>
Society Address * <input type="text"/>	Province * <input type="text" value="Select"/>	District * <input type="text" value="Select"/>	Divisional Secretariat Divisions * <input type="text" value="Select"/>

- Province: Select the province from the drop-down

Province ★

Select ▼

Select

Western Province

Sabaragamuwa Province

Central Province

Southern Province

Uva Province

Eastern Province

North Central Province

North Province

North Western Province

- District : Select the society’s district from the drop-down

Province ★

Western Province ▼

District ★

Select ▼

Select

Colombo

Gampaha

Kalutara

- Divisional Secretariat Divisions : Select the Divisional Secretariat Division from the drop-down

Province ★

Western Province ▼

District ★

Colombo ▼

Divisional Secretariat Divisions ★

Select ▼

Select

Colombo

Dehiwala-Mount Lavinia

Hanwella

Homagama

Kaduwela

Kesbewa

Kolonnawa

Maharagama

Moratuwa

Padukka

Ratmalana

Sri Jayawardanapura Kotte

Thimbirigasyaya

- Gramaseva Division : Select the Gramaseva Division from the drop-down

Society Address *

Province *

District *

Divisional Secretariat Divisions *

Gramaseva Division *

Select

- Select
- Niyadagala
- Brahmanagama
- Herallyawala
- Siddamulla South
- Siddamulla North
- Mattegoda West
- Mattegoda East
- Habarakada South
- Kithulavila
- Panagoda Town
- Kahathuduwa North
- Pitipana South
- Watareka South
- Moonamale - Yakahaluwa
- Uduwana
- Hiripitiya
- Prasannapura
- Kurunduwatta
- Magammana West

- Society Commencement Date : Give the society started date in the field.

Society Commencement Date *

DD-MM-YYYY

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Society registered Date: Give the society’s registered date

Society Registered Date

DD-MM-YYYY

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Number of Members as **Fixed**: If there is a fixed number of members in a society

Number of Members

Fixed Variable

Total Number of Members

- Total Number of Members: Give the total number of members for the society

Number of Members as **Variable** : If there is a fixed number of members in a society

Number of Members Minimum Members Maximum Members

Fixed Variable

- **Minimum Members:** Give the minimum number of the members society should have.
- **Maximum Members:** Give the maximum number of the members society should have.

When adding the members system validate the above member limits

- **Institution Registered by the Centre:** Give the institution name that registered by the center
- **Date of Last General Meeting:** Provide the date of the last general meeting of the society
- **Divisional Development Officer:** Select the divisional development officer from the drop-down

This dropdown data will fill-out by the details from the external officers, which have been given to the system.

System Administration > Loan & Advances > External Officers

Add New External Officers

Officer Name Active

Officer Name	Status	Edit
Gihan Gamage	<input type="checkbox"/>	⋮
Janaka Herath	<input checked="" type="checkbox"/>	⋮
Kamal Silva	<input type="checkbox"/>	⋮
Kapila Yapa	<input checked="" type="checkbox"/>	⋮
Mr. Saman Abththanayaka	<input checked="" type="checkbox"/>	⋮
nimal	<input type="checkbox"/>	⋮
Perera	<input checked="" type="checkbox"/>	⋮
saman	<input type="checkbox"/>	⋮
sdgs	<input type="checkbox"/>	⋮

- Society Initial Fund: Give the society’s initial fund amount
- Branch Manager: Select the Branch Manager from the drop-down

System Administration > Our Branch > Create Branch (Managers selected as branch managers)

- Project Officer: Select the Project Officer from the drop-down

System Administration > (the officers marked as Marketing officers)

- Remarks: Record any notes relevant to the Society (if available).

Remarks

Office Bearers

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Position Select	NIC Number NIC Number <input type="text"/>	Salutation Select	Gender Select			
Name <input type="text"/>	Address <input type="text"/>	Contact Number <input type="text"/>	<input type="button" value="Add"/>			

The Members Who exists as office bearers from another society, can not be added o the relevant positions.

- Position: Select the Position that need to add the record into the system.

Position

Select

Select

President

Secretary

Treasurer

- NIC Number: Select the relevant position holder by searching the member

Customer Search
✕

Customer Name <input style="width: 95%;" type="text"/>	ID Number <input style="width: 95%;" type="text"/>
Customer Number <input style="width: 95%;" type="text"/>	Branch <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Branch--</div>
Center <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Center--</div>	Group <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Group--</div>

Search

Clear

- User can search customer by using Customer Name, ID Number, Customer Number or Branch, Centre, Group.
- Salutation: Select the position holders salutation
- Gender: Select the members gender
- Name: Give the Name of the position holder
- Address: Give the address of the position holder
- Contact Number: Give the Contact Number
- Add Button: Add the Record for the system

Attachments

Society Details
Office Bearers
Attachments
Society Account Details
Society Checklist
Audits
Member Audits

Attachment Name ★

Attachments

Choose File

No file chosen

Add

- Attachment Name: Give the name of the document/ report such like general meeting minutes
- Attachments: Choose the file from the device.
- Add Button: Add the record to the system under the society.

Society Account Details

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Total Membership fees	Members Monthly Membership fees	Do you maintain society savings?				
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="Select"/>				
Society Savings						
Bank *	Branch *	Account Type	Account Name	Account Number	<input type="button" value="Add"/>	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>		
Loans from society savings						
Have short term loans been given to members from the society savings?	Total Loan Amount	Applied Interest	Repayment Duration			
<input type="text" value="Select"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>			
Remark						
<input type="text"/>						

- Total Membership fees: Give the society's total membership fee amount
- Members Monthly Membership fees: Give the Members Monthly Membership fee amount
- Do you maintain society savings?: Select either yes or no about the society savings.

Do you maintain society savings?

- Select
- Yes
- No

If yes, Give the Society Savings Details

Society Savings						
Bank *	Branch *	Account Type	Account Name	Account Number	<input type="button" value="Add"/>	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>		

- Bank: Select the Relevant Bank from the drop-down
- Branch: Select Branch from the drop-down
- Account Type: Select the Account Type Savings/ Current/ Term Deposit
- Account Name: Give the Account Name
- Account Number: Give the Account Number
- Add Button: Add the record to the system

If the society gives loans from the society savings, fill the details.

Loans from society savings

Have short term loans been given to members from the society savings?	Total Loan Amount	Applied interest	Repayment Duration
Select	0.00		
Remark			

- Have short term loans been given to members from the society savings?: Select either Yes or No
- Total Loan Amount: Give the loan amount
- Applied Interest: Give the Interest that applies
- Repayment Duration: Give the repayment duration
- Remark: Record any notes relevant (if available).

Society Checklist

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Society Checklist				Select		
NIC				<input checked="" type="checkbox"/>		
Birth Certificate				<input checked="" type="checkbox"/>		
Shramadhana List				<input checked="" type="checkbox"/>		
Test 01				<input checked="" type="checkbox"/>		
Test 02				<input checked="" type="checkbox"/>		

- Select the Checklist with the society accept documents from the members.
 - NIC
 - Birth Certificate

Check List options will list down according to the details which provided within the,

[System Administration > Loan & Advances > Checklist Item](#)

Loans & Advances

Sector	Purpose	Base Interest Rate
Holiday	CheckList Item	Currencies
Vehicle Make	Vehicle Model	Collateral Type
Industry	Profit Center	External Officers

In Completed Societies

In Completed Societies

Branch: Centre: Society Number:

Society Name:

Show lines Search From Results

Created Date	Branch	Centre	Society Number	Society Name	Status	Select
17-11-2023	COLOMBO BRANCH	EEE Progress	WPCOCOAL000007	EEE Progress	New	
14-09-2023	Head Office	Office	WPCOCOAL000001	Aryan society	New	
11-10-2023	AGALAWATHTHA BRANCH	ABC Coop Society	WPKAAGMU000001	ABC Coop Society	New	
08-08-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	WPKAPAH000001	Agalawaththa Centre	New	
08-08-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	WPKAPAH000002	Agalawaththa Centre	New	

Showing 1 to 5 of top 5 lines First Previous **1** Next Last

In Completed Societies: Saved Societies will Display in this screen.

- User can search societies by using Branch, Centre, Society Number or Society Name.

Branch: Centre: Society Number:

Society Name:

- Search Button: Search with the relevant input.
- Clear Button: Clear the search data.
- Search from Results Option: Users will be able to filter further using the search text box.
- Grid Option: Search results will display as a grid where the user can select the required saved society. To remove the filters, click on “clear”.

- Select Option: Select the relevant society record that you want to edit.

Society Details	Office Bearers	Attachments	Society Account Details	Society Checklist	Audits	Member Audits
Society Number WPCOCOAL000007	Status New	Centre Code 9000-3	Branch * COLOMBO BRANCH	Centre * EEE Progress	Society Type * Company Registered	Society Name * EEE Progress
Society Address * Colombo	Province * Western Province	District * Colombo	Gramaseva Division * Select	Society Commencement Date * 01-11-2023	Society Registered Date DD-MM-YYYY	Divisional Secretariat Divisions * Select
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members 2	Maximum Members 10	Date of Last General Meeting DD-MM-YYYY	Divisional Development Officer Kapila Yapa	Society Initial Fund 0	Registration Number * WPCOCOAL000007
Branch Manager Select	Project Officer * Select	<input type="checkbox"/> Active	Remarks <input type="text"/>			

- Save Button: Saves the changes made
- Save & Send for Approval: Can Authorize Immediately or Send it for the Society Authorize.

Society Edit

Society Edit

Branch:
 Centre:
 Society Number:

Society Name:

Show: lines
 Search From Results:

Created Date	Branch	Centre	Society Number	Society Name	Status	Select
29-11-2023	COLOMBO BRANCH	Vishwa	WPCOKAVIE000001	Vishwa	Active	<input type="checkbox"/>
29-06-2023	WADDUWA BRANCH	Tamil Wadduwa Nadu	SPKEKEGR0001	Tamil Society	Active	<input type="checkbox"/>
28-07-2023	Head Office	Office	WPCOCOKE000001	soname	Active	<input type="checkbox"/>
28-06-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	NPJAAHMAH	Agalawaththa Centre	Active	<input type="checkbox"/>
28-06-2023	Head Office	Office	CPHAAAHMAH	Buddhist Society	Active	<input type="checkbox"/>
27-06-2023	WADDUWA BRANCH	Wadduwa Wasantha	WPCOKEPH0001	Waruna Charity Society	Active	<input type="checkbox"/>
26-07-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	WPCO29110003	Agalawaththa Centre	Active	<input type="checkbox"/>
25-10-2023	WADDUWA BRANCH	Pawura	WPKAKAKA000001	Pawura	Active	<input type="checkbox"/>
23-11-2023	COLOMBO BRANCH	Youth Ceylon	WPCOCOAL000010	Youth Ceylon	Active	<input type="checkbox"/>
22-11-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	WPCOCOAL000008	Agalawaththa Centre	Active	<input type="checkbox"/>

Showing 1 to 10 of top 22 lines First Previous **1** 2 3 Next Last

- **Society Edit: Active** (After the authorization) societies will display in this screen. Society details can be edited. User can search societies by using Branch, Centre, Society Number or Society Name.

Branch Centre Society Number

Society Name

- **Search Button:** Search with the relevant input.
- **Clear Button:** Clear the search data.
- **Search from Results Option:** Societies will be able to filter further using the search text box.
- **Grid Option:** Search results will display as a grid where the user can select the required authorized society. To remove the filters, click on “clear”.
- **Select Option:** Select the relevant society record that you want to edit.

Society Edit

Society Details	Office Bearers	Attachments	Society Account Details	Member Management	Society Checklist	Audits	Member Audits
Society Number <input type="text" value="WPCOKAWE000001"/>	Status <input type="text" value="Active"/>	Centre Code <input type="text" value="9000-6"/>	Branch * <input type="text" value="COLOMBO BRANCH"/>	Centre * <input type="text" value="Vishwa"/>	Society Type * <input type="text" value="Company Registered"/>	Society Name * <input type="text" value="Vishwa"/>	Divisional Secretariat Divisions * <input type="text" value="Kaduwela"/>
Society Address * <input type="text" value="Colombo"/>	Province * <input type="text" value="Western Province"/>	District * <input type="text" value="Colombo"/>	Gramaseva Division * <input type="text" value="Welivita"/>	Society Commencement Date * <input type="text" value="05-07-2024"/>	Society Registered Date <input type="text" value="DD-MM-YYYY"/>	Registration Number * <input type="text" value="WPCOKAWE000001"/>	Institution Registered by the Centre <input type="text"/>
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members <input type="text" value="0"/>	Maximum Members <input type="text" value="0"/>	Date of Last General Meeting <input type="text" value="DD-MM-YYYY"/>	Divisional Development Officer <input type="text" value="Mr. Saman Aththanayaka"/>	Society Initial Fund <input type="text" value="0"/>	<input checked="" type="checkbox"/> Active	
Branch Manager <input type="text" value="Select"/>	Project Officer * <input type="text" value="MadusankaSilva"/>		Remarks <input type="text"/>				

- **Save & Send for Approval:** Can save the changes that made for the society.
- **Back Button:** Lead to the Society Edit screen which displays the list of societies.

Society Authorize

Society Authorize

Branch Centre Society Number

Society Name

Show lines Search From Results

Created Date	Branch	Centre	Society Number	Society Name	Status	Select
31-07-2023	PADUKKA	padukka1	CPMA2312000001	test	Send for Approval	<input type="button" value="✕"/>
31-07-2023	WADDUWA BRANCH	Wadduwa Wasantha	WPCO2911100003	Church organisation	Send for Approval	<input type="button" value="✕"/>
31-07-2023	AGALAWATHTHA BRANCH	Agalawaththa Centre	WPKA3313000001	Agalawaththa Centre	Send for Approval	<input type="button" value="✕"/>
31-07-2023	Head Office	Office	WPKA3313000002	test5	Send for Approval	<input type="button" value="✕"/>
29-11-2023	COLOMBO BRANCH	Vishwa	WPCOKAWE000001	Vishwa	Send for Approval	<input type="button" value="✕"/>
28-06-2023	Head Office	Office	CPMAAMAM	Buddhist Society	Send for Approval	<input type="button" value="✕"/>
27-07-2023	Head Office	Office	WPGA3012000001	testfinal	Send for Approval	<input type="button" value="✕"/>
27-07-2023	Head Office	Office	WPCO2911000002	finaltest	Send for Approval	<input type="button" value="✕"/>
27-07-2023	Head Office	Office	WPKA3113000001	gfg	Send for Approval	<input type="button" value="✕"/>
27-07-2023	Head Office	Office	WPCO29110001	gfnb	Send for Approval	<input type="button" value="✕"/>

Showing 1 to 10 of top 39 lines First Previous 2 3 4 Next Last

- **Society Authorize:** To be authorized societies will display here. User can search societies by using Branch, Centre, Society Number or Society Name.

Branch Centre Society Number

Society Name

- **Search Button:** Search with the relevant input.
- **Clear Button:** Clear the search data.
- **Search from Results Option:** Societies will be able to filter further using the search text box.
- **Grid Option:** Search results will display as a grid where the user can select the required society. To remove the filters, click on “clear”.
- **Select Option:** Select the relevant society record that you need to authorize.

Authorize Reject Back

Society Authorize

Society Details	Office Bearers	Attachments	Society Account Details	Audits	Member Audits
Society Number CPMA2312000001	Status Send for Approval	Centre Code 1033-1	Branch * PADUKKA	Centre * padukka1	Society Type * Company Registered
Society Address * 34.panadura	Province * Central Province	District * Matale	Gramaseva Division * Beligamuwa	Society Commencement Date * 20-12-2025	Society Registered Date 20-12-2025
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members 11	Maximum Members 21	Date of Last General Meeting 20-07-2022	Divisional Development Officer Select	Registration Number * CPMA2312000001
Branch Manager Select	Project Officer * Select	Society Initial Fund 0	Remarks 	Institution Registered by the Centre 	<input checked="" type="checkbox"/> Active

- **Authorize Button:** Click on the “Authorize” button to authorize the customer.
- **Reject Button:** User can reject the maintenance by using Reject Button. Reject records will be routed to “Edit Customer”.
- **Back Button:** Lead to the society listed screen.

Centre Creation

Basic Details

Back Save

Centre Create

Basic Details

Centre Code * <input type="text"/>	Centre Name * <input type="text"/>	Branch * -----Select a Branch-----
Routes * -----Select Route-----	Collection Frequency * -----Select Collection Frequency-----	
Next Collection Date DD-MM-YYYY	On Holidays Collection Date Move To Next Working Day	<input type="checkbox"/> Active <input checked="" type="checkbox"/> Required same centre name & address for society
Address * <input type="text"/>		

- Centre Code: This text box will appear as disabled as the center code generates automatically by the system after the center details are saved.
- Centre name: Give the Centre Name
- Branch: Select the relevant branch from the drop down

Branch ★

----Select a Branch----

----Select a Branch----

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

- Routes: Select the route from the drop down. Routes can be created from,

Loan Management > Route Create

Routes ★

----Select Route----

----Select Route----

Battaramulla to Mirihana

Rajagiriya to Nugegoda

- Collection Frequency: Select the method according to the centers collection frequency.

Collection Frequency ★

----Select Collection Frequency----

----Select Collection Frequency----

Daily

Weekly

Bi-Weekly

Monthly

Monthly Last

- Collection Frequency as **Daily**:

Collection Frequency ★

Daily

- Collection Frequency as **Weekly**: Collection date drop down will appear with the week days.

Collection Frequency ★

Collection Date

- Select Collection Date----
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- Collection Frequency as **Bi-Weekly**: Collection date drop down will appear with the week days.

Collection Frequency ★

Collection Date

- Select Collection Date----
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- Collection Frequency as **Monthly**: Collection date drop down will appear with number of days in a month.

Collection Frequency ★

Monthly ▼

Collection Date

----Select Collt ▼

----Select Collection Date----

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

- Collection Frequency as **Monthly Last**: Collection date drop down will appear with number of days in a month.

Collection Frequency ★

Monthly Last ▼

Collection Date

----Select Collt ▼

----Select Collection Date----

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

- Next Collection Date: Next date for the collection process of the respective center.

Next Collection Date

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- This field will automatically fill according to the details we give for the Collection Frequency and Collection Date fields.

Routes ★

Collection Frequency ★

Collection Date

Next Collection Date

15-12-2023

- But if **Collection Frequency** is **Daily** you should give a date manually as the Next Collection Date.

Routes ★

Collection Frequency ★

Next Collection Date

DD-MM-YYYY

On Holidays
 Collection Date
 Active
 Required same centre name & address for society
 Move To Next
 Working Day

- You can either click on the “On Holidays Collection Date Move to Next Working Day” or continue without that option.
- By clicking the “Required same center name & address for society” the system will provide the same name and address for the society you create under the center.
- Address: Give the Centre Address here.

Address ★

- Back Button: Navigates to the Centre List page.
- Save Button: Saves the Centre records given.

Centre Maintenance

Centre List

Centre List

Show entries

Search:

Centre Code	Centre Name	Centre Address	Active	Edit
1000-1	Office	No.149/1 03rd Step Rajawewa Ampara	<input checked="" type="checkbox"/>	⋮
1000-2	Divi Naguma	134, Rajagiriya Road, Battaramulla.	<input checked="" type="checkbox"/>	⋮
1024-1	Agalawaththa Centre	Polegoda	<input checked="" type="checkbox"/>	⋮
1024-2	ABC Coop Society	Agalawaththa.	<input checked="" type="checkbox"/>	⋮
1024-3	Progress 1	Agalawaththa , Srilanka	<input checked="" type="checkbox"/>	⋮
1024-4	Nana Saviya	Agalawaththa , Srilanka	<input checked="" type="checkbox"/>	⋮
1024-5	DH Progress	Agalawatta	<input checked="" type="checkbox"/>	⋮
1024-6	S3 progress	Agalawaththa	<input checked="" type="checkbox"/>	⋮
1025-1	Wadduwa Wasantha	457,ARUKWATHTHA,GALAGEDARA,PADUKKA	<input checked="" type="checkbox"/>	⋮
1025-2	Tamil Wadduwa Nadu	457,ARUKWATHTHA,GALAGEDARA,PADUKKA	<input checked="" type="checkbox"/>	⋮

Showing 1 to 10 of 21 entries

Previous

- Search: Can search saved center by the given search option.
- Select the **Edit** option of the searched record if you want to edit any detail in relevant center.

Centre List

Show entries Search:

Centre Code	Centre Name	Centre Address	Active	Edit
1000-2	Divi Naguma	134, Rajagiriya Road, Battaramulla.	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries (filtered from 21 total entries) Previous Next

- Can edit the recorded details of the relevant centre and click **Save** button to save the changed details.

Centre Create

[Back](#) [Save](#)

Basic Details

<p>Centre Code *</p> <input type="text" value="1000-2"/>	<p>Centre Name *</p> <input type="text" value="Divi Naguma"/>	<p>Branch *</p> <input type="text" value="Head Office"/>
<p>Routes *</p> <input type="text" value="Battaramulla to Mirihana"/>	<p>Collection Frequency *</p> <input type="text" value="Monthly"/>	<p>Collection Date</p> <input type="text" value="17"/>
<p>Next Collection Date</p> <input type="text" value="17-12-2023"/>	<p>On Holidays <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/></p> <p>Collection Date <input type="checkbox"/></p> <p>Move To Next <input type="checkbox"/></p> <p>Working Day <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Required same centre name & address for society</p>
<p>Address *</p> <input type="text" value="134, Rajagiriya Road, Battaramulla."/>		





















Member Management

Member Management

Branch: Centre: Society Number:

Society Name:

Show lines Search From Results:

Created Date	Branch	Centre	Society Number	Society Name	Status	Manage Members
27-06-2023	WADDUWA BRANCH	Wadduwa Wasantha	WPCOKEPH0001	Waruna Charity Society	Active	 
29-06-2023	WADDUWA BRANCH	Tamil Wadduwa Nadu	SPKEEGR0001	Tamil Society	Active	 
25-10-2023	WADDUWA BRANCH	Pawura	WPKAKAKA000001	Pawura	Active	 
09-10-2023	INGIRYA BRANCH	Govi Saviya	WPCOTHIH000001	Diriya	Active	 
16-11-2023	HORANA BRANCH	Danuma Progress	WPKAHOHA000001	Danuma Progress	Active	 
10-07-2023	Head Office	Office	WPGAAMAM0001	Sim Society	Active	 
28-07-2023	Head Office	Office	WPCOCOKE000001	soname	Active	 
14-09-2023	Head Office	Office	WPCOCOAL000002	Webinar Society	Active	 
09-10-2023	Head Office	Divi Naguma	WPCOKEPO000001	Divi Naguma	Active	 
14-12-2023	Head Office	SL Youth Club	WPCODEKA000002	Flower Girls	Active	 

Showing 1 to 10 of top 22 lines First Previous **1** 2 3 Next Last

- **Member Management:** User can search members by using Branch, Centre, Society Number or Society Name.

Branch: Centre: Society Number:

Society Name:

- **Search Button:** Search with the relevant input.
- **Clear Button:** Clear the search data.
- **Search from Results Option:** Societies will be able to filter further using the search text box.
- **Grid Option:** Search results will display as a grid where the user can select the required society. To remove the filters, click on “clear”.
- **Select Option:** Select the relevant society record that you need to manage members.
- **Manage Members Option:** Selects the relevant society’s existing customers and gives the option to add or delete members.

Member Management [Back](#) [Save](#)

Society Number WPCOKEPH0001	Society Name Waruna Charity Society	NIC Number NIC Number <input type="text"/>	Customer Name <input type="text"/>
Membership Obtained Date DD-MM-YYYY	Add		

Customer Number	Customer NIC	Customer Name	Customer Address	Membership Obtained Date	Group Leader	Active	Remove
10251000988	200252404433	Lakmail Fernando	NO 172HORANA ROADWEKADAPANADURA		<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10251000990	200252404427	Lakmala Tharindya	NO 172HORANA ROADWEKADAPANADURA		<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10001000107	200128701617	Saman Athukorala	efkjagkjkngknsdmgk.sdkjg,sjdgjdsj		<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10331000356	935291313V	DASANAYAKA LEKAMILAGE CHAMILA JAYANI DASANAYAKA	87/1 GAMMANA ROAD MADULAWA PADUKKA	2026-01-01	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

- **Society Number:** System displays the selected society's number
- **Society Name:** System will display the relevant society's name in the field.
- **NIC Number:** load the details of the customer that need to add as a member for the selected society.
- **Customer Name:** system fill out this according to the provided NIC
- **Membership Obtained Date:** Give the membership obtained date of the member.
- **Add Button:** The member will successfully be added to the relevant society.

When adding the members from other societies, system displays an error message. If user selects to proceed further the selected customer will inactivate from the existing society and will be added to the loaded society. If user cancels, the member will remain in the same society existed.

Member Management Back Save

Society Number: WPKAKAKA000001 Society Name: Pawura NIC Number: [Search] Customer Name: [Search]

Membership Obtained Date: DD-MM-YYYY

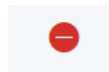
This member will be inactivated from the previous Society

Proceed Cancel

Customer Number	Customer NIC	Customer Name	Customer Address	Membership Obtained Date	Group Leader	Active	Remove
10001000051	200235601213	Zan		2023-11-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
GA-0011000001	199265243512	Gay		2023-08-10	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10281001144	199125342121	Lalith Fernando	34,Panadura Road,Horana	2023-10-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10001000049	199467234152	Pavani Perera	67,Main Road,Kandy	2023-07-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
90001000001	197725762311	Mihira Goonathilake	67,Main Road,Colombo	2023-12-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

Customer Number	Customer NIC	Customer Name	Customer Address	Membership Obtained Date	Group Leader	Active	Remove
10251000988	200252404433	Lakmall Fernando	NO 172HORANA ROADWEKADAPANADURA		<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10251000990	200252404427	Lakmala Tharindya	NO 172HORANA ROADWEKADAPANADURA		<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10001000107	200128701617	Saman Athukorala	eFkjagkjngknsdmgk.sdkjg.sjdgidsj		<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10331000356	935291313V	DASANAYAKA LEKAMLAGE CHAMILA JAYANI DASANAYAKA	87/1 GAMMANA ROAD IADULAWA PADUKKA	2026-01-01	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

- **Group Leader Checkbox:** Can make one of members as the Group Leader among the members.
- **Remove:** Can remove existing members in the society.



Member Management Back Save

Society Number: WPKAKAKA000001 Society Name: Pawura NIC Number: [Search] Customer Name: [Search]

Membership Obtained Date: DD-MM-YYYY

Are you sure to remove this customer?

Proceed Cancel

Customer Number	Customer NIC	Customer Name	Customer Address	Membership Obtained Date	Group Leader	Active	Remove
10001000051	200235601213	Zan		2023-11-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
GA-0011000001	199265243512	Gay		2023-08-10	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10281001144	199125342121	Lalith Fernando	34,Panadura Road,Horana	2023-10-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
10001000049	199467234152	Pavani Perera	67,Main Road,Kandy	2023-07-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
90001000001	197725762311	Mihira Goonathilake	67,Main Road,Colombo	2023-12-09	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

- Active: Mark the member as the active ones.



- Back Button: Navigates to the Society List page.
- Save Button: Saves the member record.

Society View & Print

View & Print

Branch: Centre: Society Number:

Society Name:

Show lines Search From Results

Created Date	Branch	Centre	Society Number	Society Name	Status	View	Print
27-06-2023	WADDUWA BRANCH	Wadduwa Wasantha	WPCOKEPH0001	Waruna Charity Society	Active		
29-06-2023	WADDUWA BRANCH	Tamil Wadduwa Nadu	SPKEKEGR0001	Tamil Society	Active		
31-07-2023	WADDUWA BRANCH	Wadduwa Wasantha	WPCO2911100003	Church organisation	Send for Approval		
25-10-2023	WADDUWA BRANCH	Pawura	WPKAKAKA000001	Pawura	Active		
25-07-2023	PADUKKA	padukka1	SPKE19740001	test	Send for Approval		
31-07-2023	PADUKKA	padukka1	CPMA2312000001	test	Send for Approval		
25-07-2023	INGIRIYA BRANCH	Ingiriya test1	WPKA32130002	Ingiriya test1	Send for Approval		
25-07-2023	INGIRIYA BRANCH	Ingiriya test1	WPKA32130003	Ingiriya test1	Send for Approval		
25-07-2023	INGIRIYA BRANCH	Ingiriya test1	WPKA32130004	Ingiriya test1	Send for Approval		
09-10-2023	INGIRIYA BRANCH	Govil Saviya	WPCOTHMII000001	Diriya	Active		

Showing 1 to 10 of top 67 lines First Previous 2 3 4 5 6 7 Last

- Society View & Print: User can search societies by using Branch, Centre, Society Number or Society Name. Also, they have ability to View and Print each societies detail.

Branch: Centre: Society Number:

Society Name:

- Search Button: Search with the relevant input.
- Clear Button: Clear the search data.
- Search from Results Option: Societies will be able to filter further using the search text box.

- Grid Option: Search results will display as a grid where the user can select the required society. To remove the filters, click on “clear”.
- Select Option: Select the relevant society that you need to view or print data.
- View Option: Select the society record and society details can be viewed from this option.

Society View Back

Society Details	Office Bearers	Attachments	Society Account Details	Member Management	Audits	Member Audits
Society Number WPCOKEPH0001	Status Active	Centre Code 1025-1	Branch * WADDUWA BRANCH	Centre * Wadduwa Wasantha	Society Type * Company Registered	Society Name * Waruna Charity Society
Society Address * NO 172HORANA ROADWEKADAPANADURA	Province * Western Province	District * Colombo	Gramaseva Division * Select	Society Commencement Date * 01-01-2022	Society Registered Date DD-MM-YYYY	Divisional Secretariat Divisions * Select
Number of Members <input type="radio"/> Fixed <input checked="" type="radio"/> Variable	Minimum Members 0	Maximum Members 0	Date of Last General Meeting DD-MM-YYYY	Divisional Development Officer Select	Society Registered Number * WPCOKEPH0001	Registration Number * WPCOKEPH0001
Branch Manager Select	Project Officer * Select	Society Initial Fund 0	Remarks [Empty Field]	Institution Registered by the Centre [Empty Field]	<input checked="" type="checkbox"/> Active	

- Back Button: Navigates to the Society List page.
- Print Option: User can print the details of the society that selects.

Cycle Maintain

Cycle Maintain

Society Cycle Maintain	Product Cycle Maintain
------------------------	------------------------

Society Cycle Maintain

From this screen can create loan cycles for the societies.

Society Cycle Maintain

Back

Society List

Branch * Centre * Society Number *

Society Name

- Branch: Select the relevant society branch from the drop-down.

Branch *

- All Branch--
- All Branch--
- AGALAWATHHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Galle
- Head Office
- HORANA BRANCH
- INGIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- MATHUGAMA BRANCH
- NAGODA BRANCH
- PADUKKA
- PANADURA
- WADDUWA BRANCH
- wellawatta

- Centre: Select the center that relevant to the society.

Centre *

- All Center--
- All Center--
- Agalawaththa Centre
- Savi Bima
- Savi Bima
- Savi Bima
- Savi Bima
- ABC Coop Society
- Progress 1
- Nana Saviya
- DH Progress
- 53 progress
- Youth Sports
- Savi Bima
- Pahana

- Society Number: Select the relevant society's society number from the drop-down.

Society Number *

- All Group--
- All Group--
- NPJAJAMAM
- WPCO29110003
- WPKA3313000001
- WPKA3313000004
- WPGADOPO000001
- CPMANAPE000001
- WPKAPAH000001
- WPKAPAH000002
- WPCOAL000005
- WPCOAL000006
- WPCOAL000008
- WPCOAL000009

- Society Name: Or type the society name in the field for the search purpose.

Society Name

- Search Button: Search out the society for the given inputs.
- Clear Button: Clear-up the details loaded.
 1. Select the relevant society.
 2. Cycle Create

Branch, Centre, Society Number, Society Name and Number of Members details will load in for the fields.

Create Cycle

Product: Select the loan product from the dropdown.

Cycle Number: Provide the loan cycle number that user going to create.

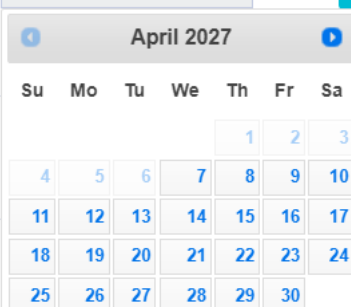
Cycle Number *

Amount: Loan Amount for the cycle.

Amount *

Loan Collection Start Date: Select the loan collection start date.

Loan Collection Start Date



Calendar for April 2027. The calendar shows days from Sunday to Saturday. The dates are: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.

Active: Click to activate the cycle.

 Active

Add Button: Add the cycle as record.

Save Button: Saves the details that recorded.

1. Select the society.
2. Fill the society cycle details and add the record.

3. Save the details.

Product Cycle Maintain

Can setup the product cycle for the loan cycle given for the society. Which indicated the amount that a member can obtain from the current society cycle.

Product Loan Cycle Maintain Back Save

Product Cycle

Branch * Product * Cycle Number * Cycle Amount * Add

Branch Name	Product Name	Cycle Number	Amount	View
WADDUWA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	
INGIRIYA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	
Head Office	2525 - test settle	2	10,000.00	
COLOMBO BRANCH	4654 - Group loan	1	10,000.00	

- Branch: Select the relevant branch from the dropdown.

Branch *

----Select Branch----

----Select Branch----

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Calle

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUGAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

wellawatta

- Product: Select the product to set up the cycle.

Product *

----Select a Product----

----Select a Product----

2121 - DEL

5050 - DEL-01

8888 - Digi Rounded loan

7777 - Fd Agalmk Loans - Test

2222 - Fixed Continuation Loan

3332 - Fixed Tenure to Loan

4654 - Group loan

2000 - Group Loan Product Eclof

1010 - HeadOffice Loan

1818 - INT

4432 - Lanka Loans

3333 - Loan Tenure to Loan

4333 - Manual other settlement

3443 - Manual saving settlement

5023 - HTL01

2261 - HVL

1414 - Simple Int

1021 - Simple Interest-02

6001 - SPLIT DEL

- Cycle Number: Give the cycle number

Cycle Number *

- Cycle Amount: Enter the amount for the cycle.

Cycle Amount *

- Add Button: Add the product cycle as the record

Add

- Save Button: Save the recorded details.
- Back Button: Navigate to the last accessed page.

Steps

1. Select the fields and set up the cycle amount.
2. Add the record.
3. Product cycle will display on the screen as bellow.
4. User can view the product cycle. Also, can make changes and save the cycle.

Product Loan Cycle Maintain Back Save

Product Cycle

Branch * Product * Cycle Number * Cycle Amount * Add

Branch Name	Product Name	Cycle Number	Amount	View
WADDUWA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	⌵ ⌶
INGIRIYA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	⌵ ⌶
Head Office	2525 - test settle	2	10,000.00	⌵ ⌶
COLOMBO BRANCH	4654 - Group loan	1	10,000.00	⌵ ⌶
AGALAWATHTHA BRANCH	4654 - Group loan	1	5,000.00	⌵ ⌶

5. Save the details.

Product Loan Cycle Maintain Back Save

Product Cycle

Branch * Product * Cycle Number * Cycle Amount * Add

Branch Name	Product Name	Cycle Number	Amount	View
WADDUWA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	⌵ ⌶
INGIRIYA BRANCH	2000 - Group Loan Product Eclof	1	5,000.00	⌵ ⌶
AGALAWATHTHA BRANCH	4654 - Group loan	1	5,000.00	⌵ ⌶
AGALAWATHTHA BRANCH	4654 - Group loan	1	5,000.00	⌵ ⌶
AGALAWATHTHA BRANCH	4654 - Group loan	1	5,000.00	⌵ ⌶
Head Office	2525 - test settle	2	10,000.00	⌵ ⌶
COLOMBO BRANCH	4654 - Group loan	1	10,000.00	⌵ ⌶

Product cycle saved successfully

OK

Loan Clustering

Loan Clustering

\$	Create Loan Clusters	\$	View/Edit Cluster
----	----------------------	----	-------------------

Create Loan Clusters

User can cluster the group loans either as Main Loans or Link Loans from this module. Specially, it is required to cluster the main loans and link loans separately in micro banking sector loan process.

System Administration > Configuration > System Configuration > Loan Parameter

Loan Parameter ☰

Is Loan Clustering Allowed

After the loan approval process the created loans will move for the **Create Loan Clusters Screen** and after the clustering process then the loans will move for the loan authorization.

Loan Clustering Save

Branch Centre Society

Approved Date	Branch	Centre	Society Number	Society Name	Loan Product	Application No.	Loan Amount	Customer	Tag	Select
---------------	--------	--------	----------------	--------------	--------------	-----------------	-------------	----------	-----	--------

- Branch: Select the Branch from the dropdown.
- Centre: Select the relevant center name from the dropdown.
- Society: Select out the society name.

- Save Button: Save the details of the clustering.

In a society main loans should cluster together, and link loans cluster separately. Link loans and group loans cannot cluster in to a one group. Also cannot cluster main loans together from several societies.

After the clustering process, system generates an cluster number automatically.

View/Edit Cluster

Can view and edit the clustered loans from this screen. And only the clustered loans will display here.

View/Edit Loan Clustering

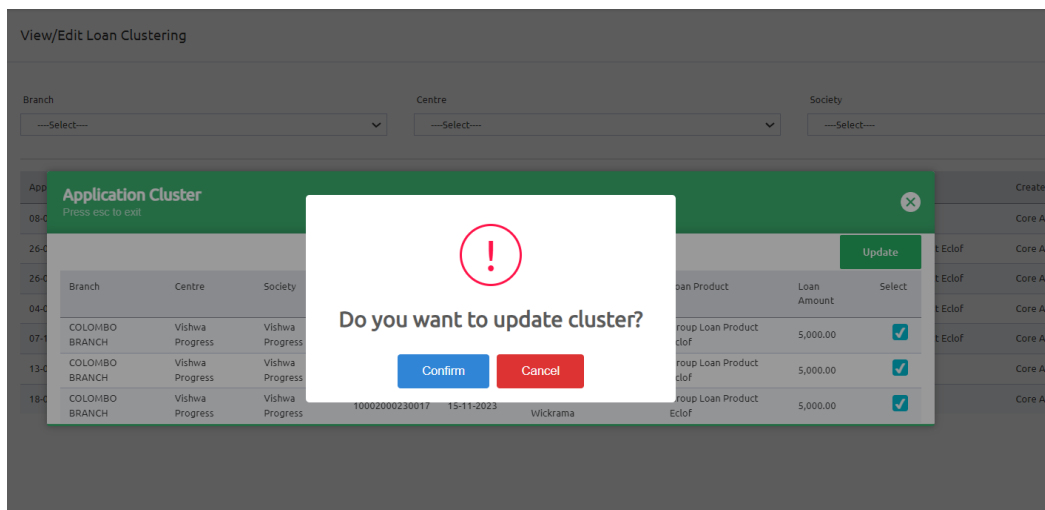
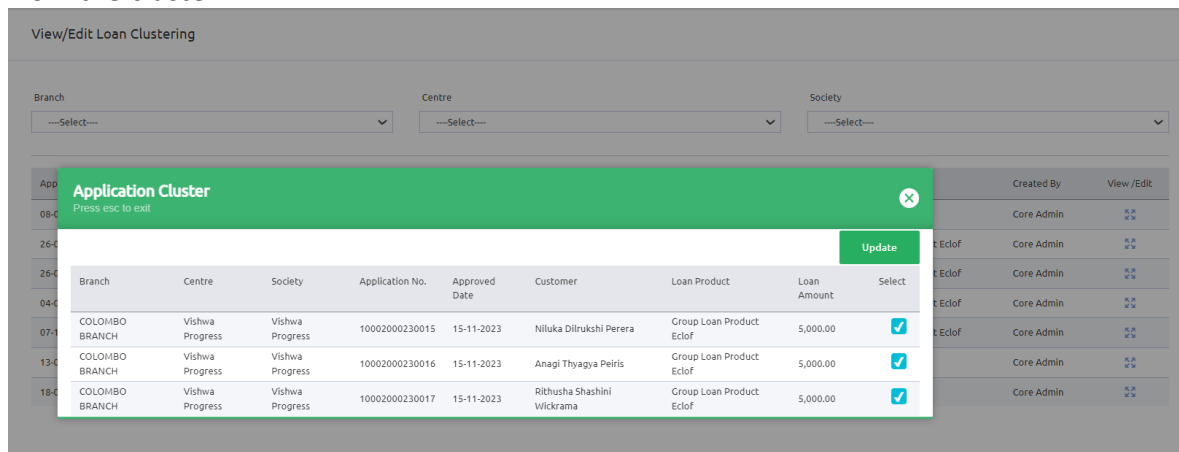
Branch: Centre: Society:

Approved Date	Branch	Centre	Society Name	Society Number	Cluster Number	Product	Created By	View / Edit
08-05-2025	WADDUWA BRANCH	Wadduwa Wasantha	Waruna Charity Society	WPCOKEPH0001	ER102544320001	Lanka Loans	Core Admin	
26-01-2025	COLOMBO BRANCH	Vishwa Progress	Vishwa Progress	WPCOKE000003	ER900020000001	Group Loan Product Eclof	Core Admin	
26-01-2025	HORANA BRANCH	Danuma Progress	Danuma Progress	WPKAHOHA000001	ER102820000001	Group Loan Product Eclof	Core Admin	
04-03-2025	COLOMBO BRANCH	Youth Ceylon	Youth Ceylon	WPCOAL000010	ER900020000002	Group Loan Product Eclof	Core Admin	
07-11-2025	COLOMBO BRANCH	Danuma Coop	Danuma Coop	WPCOKAKA000001	ER900020000003	Group Loan Product Eclof	Core Admin	
13-08-2026	AGALAWATHTHA BRANCH	Youth Sports	Youth Sports	WPCOAL000011	ER102446540001	Group loan	Core Admin	
18-09-2026	COLOMBO BRANCH	Youth Support	Youth Support	WPCOAL000012	ER900046540001	Group loan	Core Admin	

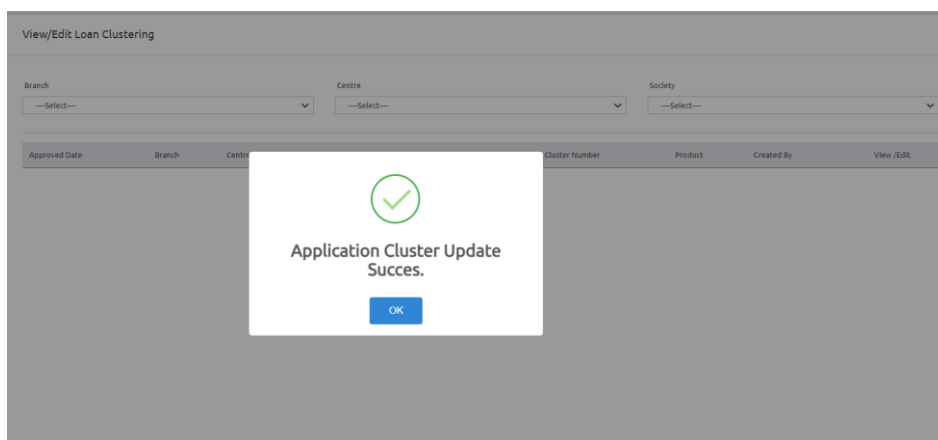
- Branch: Select the Branch from the dropdown.
- Centre: Select the relevant center name from the dropdown.
- Society: Select out the society name.
- Click on the select option.

From that screen user should be able to edit the clustered members by clicking check boxes

By untick the check boxes user should be able to remove that particular customer from the cluster



- Click on update button.



Savings Accounts Management







Savings Accounts Management refers to the process of overseeing and optimizing the various aspects of one's savings accounts. Opening new accounts, keeping an eye on transactions and balances, establishing savings objectives, optimizing interest profits and producing relevant reports are all included in this.

This module is consisting of below captured foremost functions.

Savings Accounts

Savings Accounts sub-module consists of the following functions.

Savings Accounts ✕


 Account Create	 Account Edit	 Account Authorize
 Account Cancel	 Issue Pass Book	 Pass Book Update

Account Create

This function is used to create savings accounts for customers.

Personal Details

Savings Account Creation New Account Save

Personal Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominees Information	Checklist Information
Introducer Information	Marketing Officer	Audit			
Account Number ★ <input type="text" value="Account Number"/>	Account Name ★ <input type="text" value="Account Name"/>	Status <input type="text" value="New"/>	Customer Number ★ <input type="text" value="Customer Number"/> 	Customer Name <input type="text" value="Customer Name"/>	Branch <input type="text" value="Head Office"/>
Product ★ <input type="text" value="----Select a Product----"/>	Product Description <input type="text" value="Product Description"/>	Currency <input type="text" value="Currency Code"/>	Product Tag <input type="text" value="----Select a Product Tag----"/>		

- **Customer Number:** User can enter / search particular customer number via this field. User can search a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group. After selecting the respective customer, Customer Name and the branch will be auto-filled.

Customer Search
✕

Customer Name

Customer Number

Center

ID Number

Branch

Group

Search
Clear

- **Product:** Select the Savings Product. After selecting the product, Product Description and Currency will be auto-filled.

Product ★

----Select a Product----

- Select a Product----
- CAPITAL INVESTMENTS M
- CAPITAL INVESTMENTS NM
- Capitalize 1m
- Capitalize 1W
- Capitalize 2m
- Capitalize 3W
- DECTest1
- DIRIYATA SAVIYAK WANITHA
- dormant
- DOUBLE FIVE
- LALITHYA M
- LALITHYA NM
- LOAN SECURITY DEPOSIT
- M Savings
- Member Shares
- Mini 5 Savings
- Mubarak children Savings
- Mubarak Normal Savings-
- MUTHU KEKULU

❖ **Note:** User can create a Savings Product in [System Administration > Savings Products > Create/Edit](#). Then authorize it in [Savings Products > Authorize](#).

- **Product Tag:** Product Tag will appear in the dropdown for the respective product.

Product ★

CAPITAL INVESTMENTS M

Product Tag

----Select a Product Tag----

- Select a Product Tag----
- CAPITAL INVESTMENTS M

Customer/Joint Customer Information

Savings Account Creation New Account Save Customer Profile

Personal Details **Customer/Joint Customer Information** Interest Rates Information Customer Signatures Nominees Information Checklist Information Introducer Information Marketing Officer

Audit

Primary Customer

Customer Number 10001000175	Customer Name Sarath Thilakarathne	Status Active
ID Type NIC	Primary Customer Percentage 100.00	Customer Category Normal

Joint Customer

Joint Customer

Customer Number Customer Number	Customer Name Customer Name	Status Customer Status
ID Type ID Type	ID Number ID Number	Percentage 0.00

Add Customer

- Primary Customer: When user selecting a respective customer, fields of primary customer will be auto-filled.
- Joint Customer: By putting a tick on Joint Customer Checkbox, the fields will be appear as shown below. User can enter/search a respective customer as joint customer. After selecting the customer, Customer Name, Status, ID Type and ID Number will be auto-filled. Then, enter the percentage for the joint customer.
- Add Customer Button: By using Add Customer Button, user can add the respective joint customer.

Interest Rates Information

Savings Account Creation New Account Save Customer Profile

Personal Details Customer/Joint Customer Information **Interest Rates Information** Customer Signatures Nominees Information Checklist Information Introducer Information Marketing Officer

Audit

Interest Rate 2.50	Spread 0.00	Effective Rate 2.50
-----------------------	----------------	------------------------

- Interest Rate: The interest rate of particular savings product will be auto-uploaded in here.
- Spread: Enter the spread.
- Effective Rate: If user added the spread, the effective rate will be auto-calculated.

Customer Signature

Savings Account Creation

New Account Save Customer Profile

Personal Details Customer/Joint Customer Information Interest Rates Information Customer Signatures Nominees Information Checklist Information Introducer Information Marketing Officer Audit

Customer Number: Customer Name:
 Description:
 Signature Number: Signature Limit:
 Signature:

Operating Instructions:

Signature No	Description	Account Signatories	View	Inactive	History
3		New			

Customer Signature which is added in **Customer Management > Signature Management > Add Signature** will be displayed in here.

- View Icon: By using the view icon, user can view the customer signature.
- Inactive Icon: By using inactive icon, user can delete the customer signature from here.
- History Icon: By using history icon, user can view account signature history.

Account Signature History ✕
 Press esc key to exit

Signature No	Action Date	Action

After View the signature, user should click on the Add Button to add the customer signature in here.

Nominee Information

Savings Account Creation

New Account Save Customer Profile

Personal Details Customer/Joint Customer Information Interest Rates Information Customer Signatures Nominees Information Checklist Information Introducer Information Marketing Officer Audit

Name: Contact Details: Percentage:
 ID Type: ID Number: + Add Nominee

- Name: Enter the name of the nominee.

- Contact Details: Enter the Contact Details.
- Percentage: Enter the percentage. In here percentage should be 100%.
- ID Type: Select the ID type.

ID Type

----Select ID Type----

----Select ID Type----

NIC

Passport

Driving License

Business Registration Number

Senior Citizen

Birth Certificate

- ID Number Enter the ID number.
- Add Nominee Button: Bu using Add Nominee Button, User can add the nominee.

Checklist Information

Savings Account Creation
[New Account](#) [Save](#) [Customer Profile](#)

[Personal Details](#) [Customer/Joint Customer Information](#) [Interest Rates Information](#) [Customer Signatures](#) [Nominees Information](#) **[Checklist Information](#)** [Introducer Information](#) [Marketing Officer](#) [Audit](#)

Checklist

CheckList Item	Select	Attachment	Preview
NIC	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	
Driving License	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	
Passport	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	
Bussiness Registration No.	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	
Voter Registration Card	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	
Birth Certificate	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	

Attachments

Attachment Name

Attachments No file chosen

Max size is 1mb. file types are png, gif, jpeg, and pdf

➤ Checklist

❖ **Note: Checklists which was setup in System Administration > Savings Products > Create/Edit > Checklist Information Tab will be displayed in here.**

- Documents which were given in savings product creation as checklist documents will display here. Select Checkbox: User should put a tick on Select Checkbox to add a checklist Item.
- Choose File Button: By using Choose File Button, user can attach the relevant file in here.

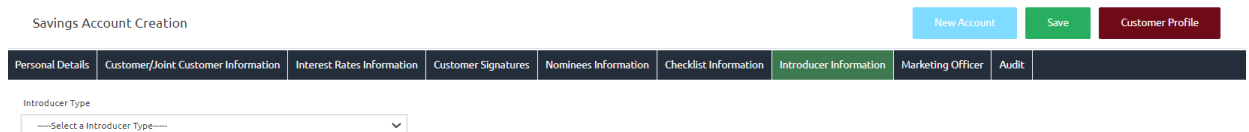
- Preview Icon: By using Preview icon, user can view the attached file.

➤ Attachments

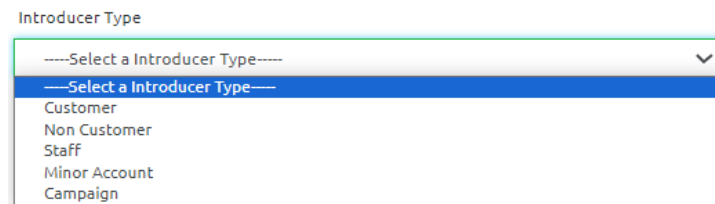
User can attach other attachments in here.

- Attachment Name: Enter the name of attachment.
- Add Attachment Button: By using Add Attachment Button, user can add the attachment.

Introducer Information

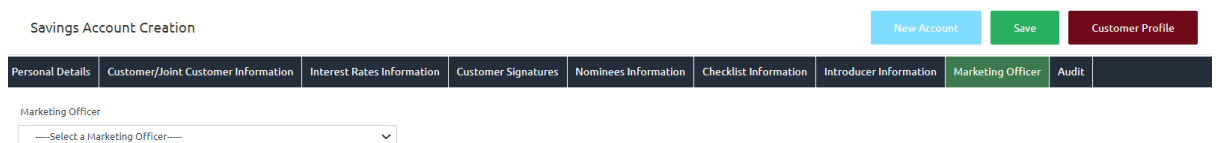


- Introducer Type: Select the Introducer Type.

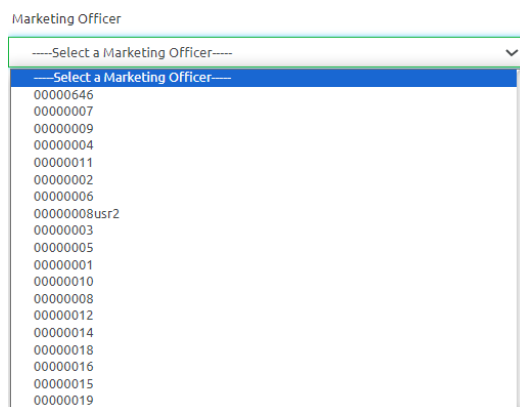


For every introducer type, there are some fields to fill. User can fill the fields and move forward.

Marketing Officer



- Marketing Officer: Select the Marketing Officer.



❖ **Note: Marketing Officer which was setup in [User Administration > Use Creation > Marketing Officer Checkbox](#) will be displayed in here.**

- **Customer Profile Button:** By using Customer Profile Button, user can view the customer's information.
- **Save Button:** By using Save Button, user can save the Term Deposit Account. Then it will be displayed in **Account Edit** screen and **Account Authorize** screen.

Account Edit

By using the Account Edit screen, user can select and edit the respective savings accounts.

Savings Account Edit

Customer Name ID Number Customer Number Account Number

Branch Center Group

Search From Results

Account Number	Full Name	ID Number	Product	Status	Select
1000112100151	Sandun Jayarathne	199412314231	CAPITAL INVESTMENTS M	New	<input type="button" value="⌵"/>
1000P00100009	Dulanjane Rajapaksha	987611103V	Normal SA	Active	<input type="button" value="⌵"/>
1000P00200022	Nalaka Dissanayake	199304501037	Normal	Active	<input type="button" value="⌵"/>

User can search the respective term deposit account by using Customer Name, ID Number, Customer Number and Account Number.

- **Select Icon:** By using select icon, user can select the term deposit account and able to do changes for respective savings account.

Account Authorize

By using the Account Authorize screen, user can view and authorize the respective savings account that should be authorized.

Savings Account Authorize

Customer Name <input type="text"/>	ID Number <input type="text"/>	Customer Number <input type="text"/>	Account Number <input type="text"/>
Branch --All Branch--	Center --All Center--	Group --All Group--	

Search From Results:

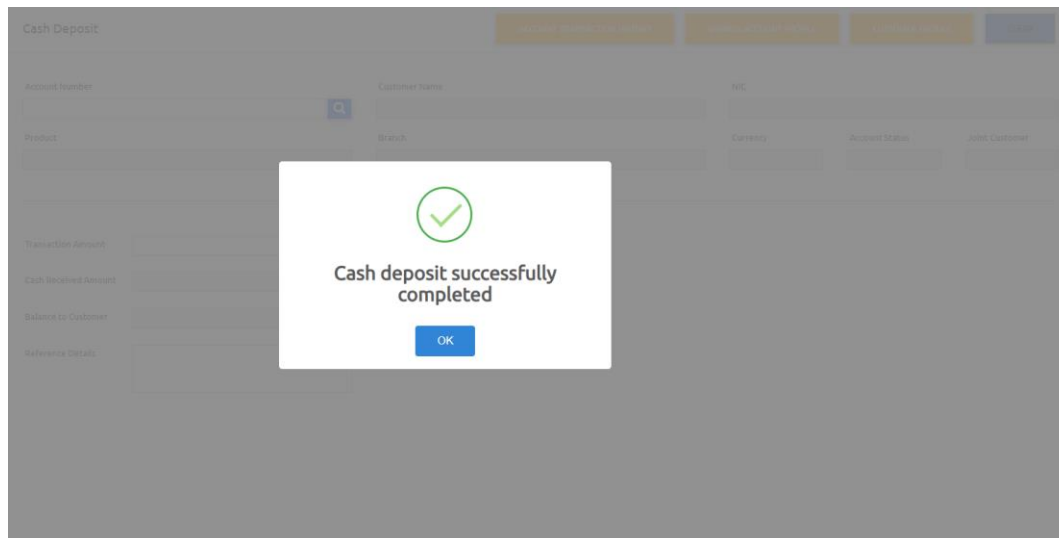
Account Number	Full Name	ID Number	Product	Status	Select
1000112100151	Sandun Jayarathne	199412314231	CAPITAL INVESTMENTS M	New	
1000P00200021	Udeshika Mihirangi	967784566V	Normal	New	
1000113100047	Mandy Perera	198952013241	CAPITAL INVESTMENTS NM	Active	

- **Select Icon:** By using select icon, user can select the savings account that should be authorized.

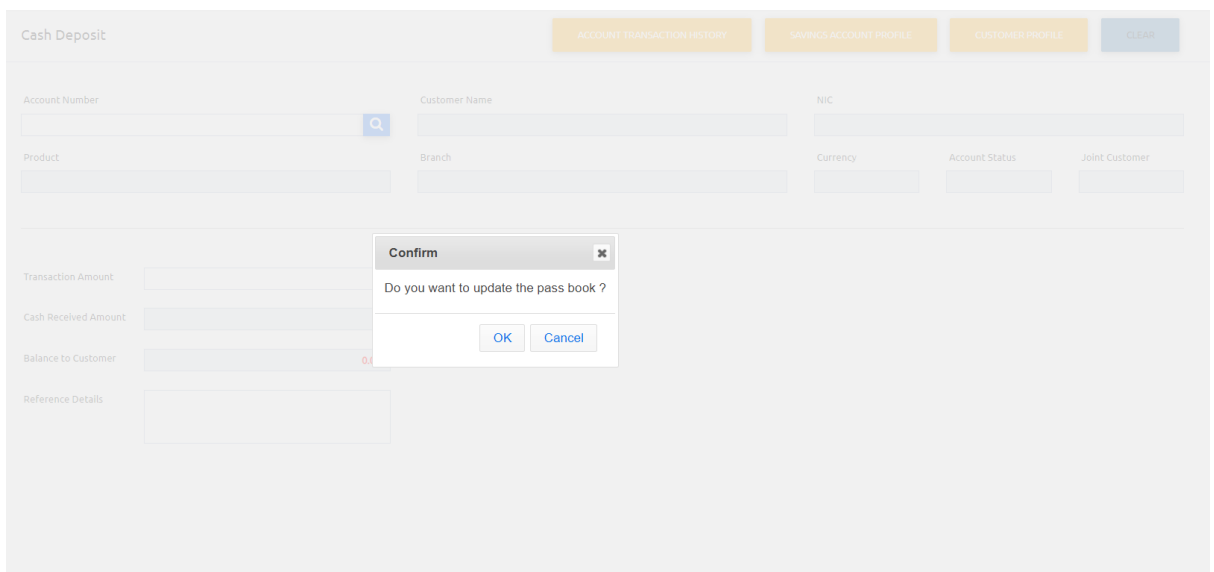
Personal Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominees Information	Checklist Information	Introducer Information	Marketing Officer	Audit
Account Number * <input type="text" value="1000112100151"/>	Account Name * <input type="text" value="S Jayarathne"/>	Status <input type="text" value="New"/>	Customer Number * <input type="text" value="10001000161"/>	Customer Name <input type="text" value="Sandun Jayarathne"/>	Branch <input type="text" value="Head Office"/>	Product * <input type="text" value="CAPITAL INVESTMENTS M"/>	Product Description <input type="text" value="1121 - CAPITAL INVESTMENTS M"/>	Currency <input type="text" value="LKR - Sri Lankan Rupees"/>
Product Tag <input type="text" value="CAPITAL INVESTMENTS M"/>								

- **Authorize Button:** By using Authorize Button, user can authorize the term deposit account.
- **Reject Button:** By using Reject Button, user can Reject the term deposit account authorization.
- **Customer Profile Button:** By using Customer Profile Button, user can view the customer’s information.

❖ **Note:** After creating and authorizing the savings account, user should do a cash deposit in [Cash Management > Cash Deposit](#).



If user click on ok option for the pass book update, it will be displayed in **Savings Management > Savings Account > Pass Book Update** under the particular savings account.



Pass Book Update Print Reset Customer Details Tran History Clear

Account Number: 1000112100151 Customer Name: Sandun Jayarathne NIC: 199412314231

Product: CAPITAL INVESTMENTS M Branch: Head Office Currency: LKR Account Status: Active

Enter Line Number: Number of Records to be Printed: 3 Required New Passbooks: 0

Line Number	Transaction Date	Transaction Description	Debit	Credit	Balance	UserName
1	29-08-2027	Balance			0.00	
2	29-08-2027	Deposit		10,000.00	10,000.00	min
3	29-08-2027	Deposit		5,500.00	15,500.00	min

Account Cancel

By using the Account Cancel screen, user can select and cancel the respective savings account that should be cancelled.

- ❖ **Note: In here, user can cancel the saved accounts only. After authorizing, user can't cancel the account.**

Savings Account Cancel

Customer Name	ID Number	Customer Number	Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch	Center	Group	
--All Branch--	--All Center--	--All Group--	

Account Number	Full Name	ID Number	Product	Status	Select
1000P00200021	Udeshika Mihirangi	967784566V	Normal	New	<input type="button" value="✕"/>
1000POT100002	Vivek Dias	5824625362	test product	New	<input type="button" value="✕"/>
1000113100046	Sandun Jayarathne	199412314231	CAPITAL INVESTMENTS NIM	New	<input type="button" value="✕"/>

Savings Account Cancel

Personal Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominees Information	Checklist Information	Introducer Information	Marketing Officer	Audit
Account Number *	Account Name *	Status						
<input type="text" value="1000P00200021"/>	<input type="text" value="Udeshika"/>	<input type="text" value="New"/>						
Customer Number *	Customer Name	Branch						
<input type="text" value="10001000184"/> <input type="button" value="Q"/>	<input type="text" value="Udeshika Mihirangi"/>	<input type="text" value="Head Office"/>						
Product *	Product Description	Currency						
<input type="text" value="Normal"/>	<input type="text" value="P002 - Normal"/>	<input type="text" value="LKR - Sri Lankan Rupees"/>						
Product Tag								
<input type="text" value="--Select a Product Tag--"/>								

- **Cancel Button:** By using Cancel Button, user can cancel the term deposit account.
- **Customer Profile Button:** By using Customer Profile Button, user can view the customer's information.

Issue Pass Book

Issuing a passbook help account holders to keep in track of their deposits, withdrawals, interest earnings etc.

Issue Pass Book Save Clear

Account Number Currency Product Account Status

Customer Name Branch

Issuing Type ★ Serial Number ★ Number of Pages ★ Remarks

- Account Number: User can enter / search particular savings account number via this field. User can search a savings account by using Customer Name, ID Number, Customer Number and Account Number. After selecting the respective account, Currency, Product, Account Status, Customer Name and Branch will be auto-filled.

Account Search ✕

Customer Name ID Number Customer Number

Account Number

- Issuing Type: Select the issuing type.

Issuing Type ★

--- Select a Type ---

--- Select a Type ---

New

Continue

Duplicate

- Serial Number: Enter the serial Number.
- Number of Pages: Enter the number of pages.
- Remark: Enter a remark if needed.

After issuing a pass book, it will be added as shown below.

Serial Number	Issuing Type	Branch	Issued User	Issued Date	Remark	Print Cover
24637	New	Head Office	admin	29-08-2027		<input type="button" value="Print"/>

- Print Cover Button: By using the Print Cover Button, user can print cover of the pass book.

Pass Book Update

This function is used to update account passbook

Pass Book Update Clear

Account Number

Customer Name

ID Number

Product

Branch

Currency

Account Status

Enter Line Number *

- Account Number: User can enter / search particular savings account number via this field. User can search a savings account by using Customer Name, ID Number and Account Number. After selecting the respective account, other fields will be auto-filled.

Account Search ✕

Account Number

ID Number

Customer Name

- Enter Line Number: Enter the line number.
- Clear Button: Clear the searched data.

Pass Book Update

Account Number

Customer Name

NIC

Product

Branch

Currency

Account Status

Enter Line Number *

Number of Records to be Printed

Required New Passbooks

Line Number	Transaction Date	Transaction Description	Debit	Credit	Balance	UserName
1	29-08-2027	Balance			0.00	
2	29-08-2027	Deposit		10,000.00	10,000.00	min
3	29-08-2027	Deposit		5,500.00	15,500.00	min

- Print Button: By using Print Button, user can print the pass book.
- Reset Button: By using Customer Profile Button, user can reset the pass book.

Passbook Reset
 Press esc key to exit ⌂ ✕

Account Number

Mark transactions as un-printed from specific date
 Mark un-printed transactions as printed up to specific date

Reset From Search

Transaction ID	Date	Transaction Type	Amount	Balance
----------------	------	------------------	--------	---------

- **Customer Details Button:** By using Customer Profile Button, user can view the customer’s information.
- **Tran History Button:** By using Tran History Button, user can view the account transaction history information.

Reports

The system provides various reports relevant to the savings account management module as shown below.

Reports

	Savings Portfolio		Interest Ladder Report		Fund Transfer
	Daily Accounts Opening		Account Status		Daily Account Status Changes
	Daily Transactions Report		Customer Account Statement		Savings Account Summary
	Account Introducer Report		Savings Accounts - Opened for the Period		Savings Account Transactions
	Savings Accounts - Closed for the Period		Savings Accounts - Product wise Balances		Savings Account Interest Details
	Savings Accounts - Status Change		Marketing Officer wise Cash Collections		All Product Categories Status

Savings Portfolio

Savings Portfolio Report generates all the savings details regarding the search criteria.

Savings Portfolio Report Show Report

Branch ★ Product Name ★ Account Status ★

Marketing Officer ★ Currency As At Date ★

Search for...

- **Branch: Select the Branch.**

Branch ★

--Select Branch--

--Select Branch--

All Branches

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- **Product Name: Select the Product Name.**

Product Name ★

--Select Product--

--Select Product--

All Product

ANU saving

CAPITAL INVESTMENTS M

CAPITAL INVESTMENTS NM

Capitalize1m

Capitalize1W

Capitalize2m

Capitalize3W

DECTest1

DIRIYATA SAVIYAK WANITHA

dormant

DOUBLE FIVE

LALITHYA M

LALITHYA NM

LAZYDAISY

LOAN SECURITY DEPOSIT

M Savings

Member Shares

Mini S Savings

- **Account Status: Select the Account Status.**

Account Status ★

--Select Account Status--

--Select Account Status--

All Status

New

Active

Cancel

Stop

Dormant

Authorize

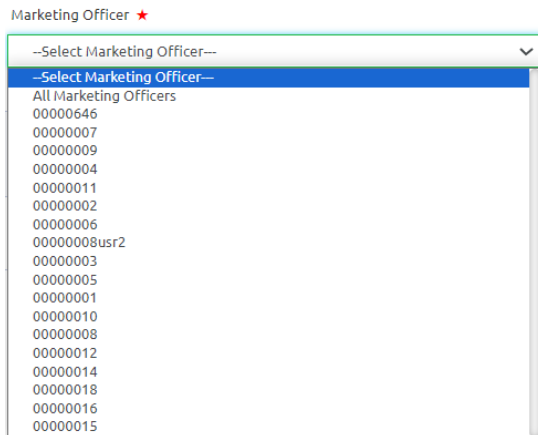
Mature

Uplifted

Suspended

Closed

- Marketing Officer: Select the Marketing Officer.

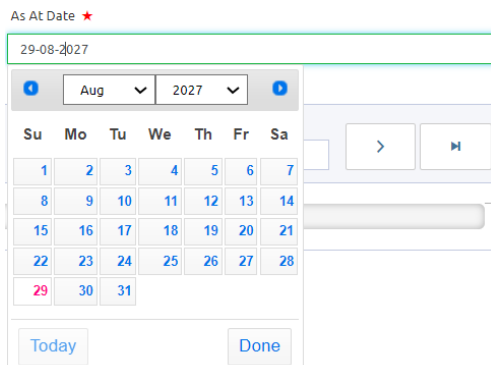


- Currency: Currency will be displayed as default.

Currency

LKR

- As at Date: Select the as at date.











- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings portfolio based on the applied filters.

Savings Portfolio Report

Show Report

Branch ★ All Branches	Product Name ★ All Product	Account Status ★ All Status
Marketing Officer ★ All Marketing Officers	Currency LKR	As At Date ★ 29-08-2027

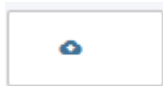
Search for...       1 / 287  

Savings Portfolio Report

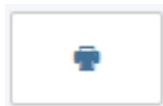
AS AT DATE : 29-08-2027 PRODUCT: ALL BRANCH: ALL
 STATUS : ALL CURRENCY: LKR MARKETING OFFICER: ALL

ACCOUNT NUMBER	BRANCH	CUSTOMER NAME	PRODUCT	MARKETING OFFICER	LAST TRANSACTION DATE	LAST TRANSACTION TYPE	AS AT DATE	STATUS	BALANCE
1000091100001	HEAD OFFICE	MR. PATABADIGE CHAVINDU SENEVIRATHNE	M SAVINGS		27-06-2027	CASH DEPOSIT	5,000.00	ACTIVE	
1000091100002	HEAD	MR. PATABADIGE	M SAVINGS		15-07-2027	CUSTOMER	500.00	ACTIVE	

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Savings Portfolio” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Interest Ladder Report

Interest Ladder Report generates all the interest details of respective savings account within a selected time period.

Interest Ladder Report

Show Report

- Account Number: Enter the account number.
- From Date: Select the From date.

From Date

- To Date: Select the To date.

To Date

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the interest ladder based on the applied filters.

Interest Ladder Report
Show Report

Account Number

From Date

To Date

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Interest Ladder Report

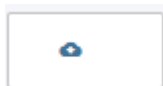
ACCOUNT NUMBER : 1000P00100007 ACCOUNT NAME : RAVINDU SILVA

FROM DATE : 01-02-2026 TO DATE : 29-08-2027

ACCOUNT TYPE : SAVINGS ACCOUNT CURRENCY : LKR

DATE	ACCOUNT BALANCE	INTEREST AMOUNT	RATE
16-07-2027	1,000.00	0.05	2.00
17-07-2027	1,000.00	0.05	2.00
18-07-2027	1,000.00	0.05	2.00
13-08-2027	1,000.00	0.05	2.00
14-08-2027	1,000.00	0.05	2.00
15-08-2027	1,000.00	0.05	2.00
16-08-2027	1,000.00	0.05	2.00
17-08-2027	1,000.00	0.05	2.00
18-08-2027	1,000.00	0.05	2.00
19-08-2027	1,000.00	0.05	2.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Interest Ladder” report.

2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Fund Transfer

Fund Transfer Report generates all the fund transfer details of a selected branch/branches within a given time period.

Deposit Fund Transfer

Show Report

- Branch: Select the branch.

Branch

- From Date: Select the From date.

From Date ★

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- To Date: Select the To date.

To Date ★

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the deposit fund transfer based on the applied filters.

Deposit Fund Transfer

Show Report

Branch: All Branches (dropdown) From Date: 01-01-2023 To Date: 29-08-2027

Search for... [Search icon] [Export icon] [Print icon] [Refresh icon] [Page 1 / 1] [Next icon]

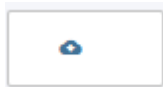
Wealth Micro

Fund Transfer

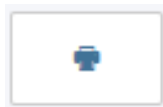
BRANCH: ALL FROM DATE: 01-01-2023 TO DATE: 29-08-2027 CURRENCY: LKR

DATE	REF NO	DEBIT CUSTOMER	DEBIT ACCOUNT	CREDIT CUSTOMER	CREDIT ACCOUNT	NARRATION	AMOUNT
HEAD OFFICE							
2/27/2025	FT21112023100002	MR. KAVINDU PERERA	1000113100021	MR. KAVINDU PERERA	1000113100022		1,000.00
2/27/2025	FT21112023100003	MR. KAVINDU PERERA	1000113100021	MR. KAVINDU PERERA	1000113100022		100.00
12/9/2025	FT14122023100004	MR. NIYOL	1000P00800001	MR. KANCHANA JAYAKODY	1000P00200004		500.00

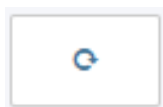
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Deposit Fund Transfer” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Daily Accounts Opening

Daily Accounts Opening Report generates all the accounts opened for that date.

Account Open for the Date

Show Report

- **Branch:** Select the branch.

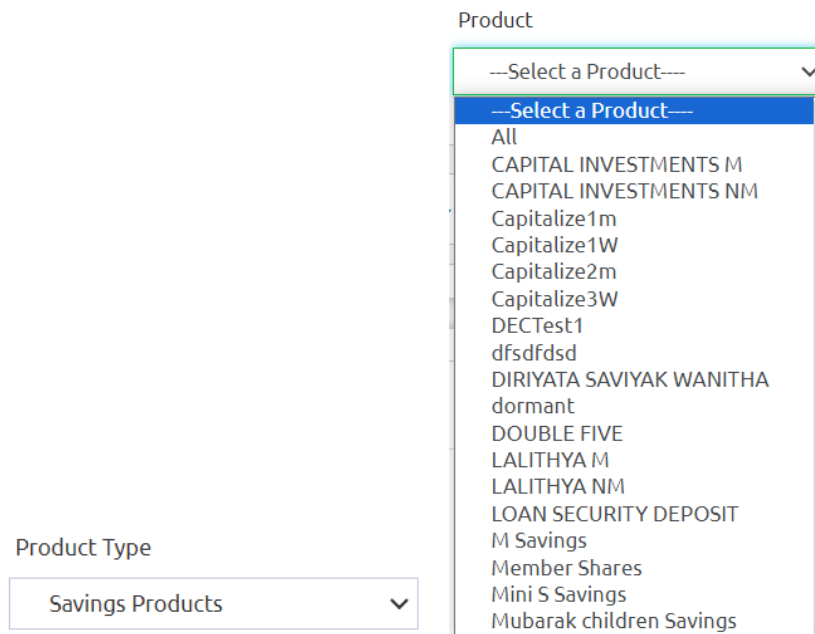
Branch

- **Product Type:** Select the product type.

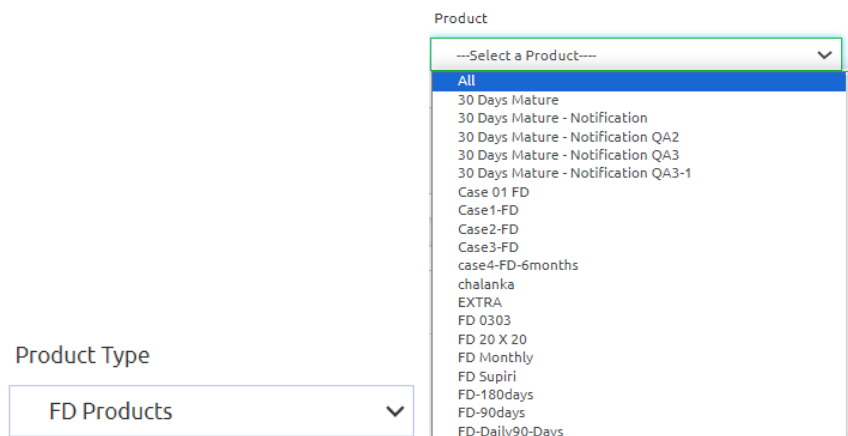
Product Type

- **Product:** Enter the product.

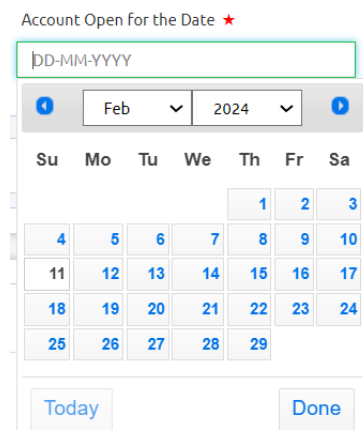
When user select the Product Type as Savings Products, the products will be displayed as below.



When user select the Product Type as FD Products, the products will be displayed as below.



- Account Open for the Date: Select Account Open for the Date.



- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the daily accounts opening based on the applied filters.

Account Open for the Date Show Report

Branch: Product Type: Product: Account Open for the Date:

Search For...

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Daily Accounts Opening Report

BRANCH : HEAD OFFICE PRODUCT TYPE : SAVINGS ACCOUNT PRODUCT : ALL

AS AT DATE : 23-05-2027

CUSTOMER NAME	ACCOUNT NUMBER	AUTHORIZER	CREATOR
CAPITAL INVESTMENTS M (HEAD OFFICE)			
MR RAVINDU FERNANDO	1000112100145	ADMIN	ADMIN
MR PATABADIGE CHAVINDU SENEVIRATHNE	1000112100146	ADMIN	ADMIN
MR PATABADIGE CHAVINDU SENEVIRATHNE	1000113100037	ADMIN	ADMIN
MR KAVINDU PERERA	1000113100038	ADMIN	ADMIN
MR KAVINDU PERERA	1000113100039	ADMIN	ADMIN

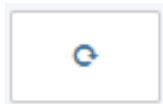
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Daily Accounts Opening” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.

- To export, print or refresh the report, use the relevant buttons.

Account Status

Account Status Report generates all the accounts status by regarding the searched criteria.

Account Status Show Report

Branch -----Select a Branch-----	Product Type ---Select a Product Type---
Product --Select a Product---	Status --Select a Status---

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- Branch: Select the branch.

Branch

-----Select a Branch-----

-----Select a Branch-----

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Product Type: Select the product type.

Product Type

---Select a Product Type---

---Select a Product Type---

- Default
- Facility Account
- Savings Account
- Term Deposit Account
- Current Account
- Control Account
- Lease Account
- Pawning Account
- Suspense

- **Product:** Enter the product. According to the product type, the products will be displayed in here.

Product

Product Type

Savings Account

--Select a Product--

- Select a Product--
- All
- CAPITAL INVESTMENTS M
- CAPITAL INVESTMENTS NM
- Capitalize1m
- Capitalize1W
- Capitalize2m
- Capitalize3W
- DECTest1
- dfsd
- DIRIYATA SAVIYAK WANITHA
- dormant
- DOUBLE FIVE
- LALITHYA M
- LALITHYA NM
- LOAN SECURITY DEPOSIT
- M Savings
- Member Shares
- Mini S Savings
- Mubarak children Savings

- **Status:** Select the status.

Status

--Select a Status--

- Select a Status--
- All
- New
- Active
- Cancel
- Stop
- Dormant
- Authorize
- Mature
- Uplifted
- Suspended
- Closed

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the account status based on the applied filters.

Account Status

Show Report

Branch: All Product Type: Savings Account
 Product: CAPITAL INVESTMENTS M Status: Active

Search for... [Icons: Home, Back, Forward, Refresh]

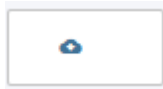
Wealth Micro
 31A, Butngamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka
 Contact No.: 0777701651

Account Status Detail Report

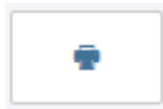
BRANCH: ALL PRODUCT TYPE: SAVINGS ACCOUNT CURRENCY: LKR
 STATUS: ACTIVE PRODUCT: CAPITAL INVESTMENTS M

CUSTOMER NAME	ACCOUNT NUMBER	ACCOUNT STATUS	AVAILABLE BALANCE
CAPITAL INVESTMENTS M (HEAD OFFICE)			
MRS. PETHAKULTIYSE DANUSHKA MADUSHANKA DE SILVA	1000112100001	ACTIVE	0.00
WALKADAGE ANAL PRIYASHANTHA PERERA	1000112100002	ACTIVE	0.00
MRS. KUKULAGE SHAN NIVESH PERERA	1000112100003	ACTIVE	10,000.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Account Status” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Daily Account Status Changes

Daily Accounts Status Changes Report generates all the account status changed details for as at date by regarding the searched criteria.

Daily Account Status Changes

Show Report

- **Branch:** Select the branch.

Branch

- **Product Type:** Select the product type.

Product Type

- **Product:** Enter the product. According to the product type, the products will be displayed in here.

Product

---Select a Product---

---Select a Product---

All

CAPITAL INVESTMENTS M

CAPITAL INVESTMENTS NM

Capitalize1m

Capitalize1W

Capitalize2m

Capitalize3W

DECTest1

dfsdfsd

DIRIYATA SAVIYAK WANITHA

dormant

DOUBLE FIVE

LALITHYA M

LALITHYA NM

LOAN SECURITY DEPOSIT

M Savings

Member Shares

Mini S Savings

Mubarak children Savings

Product Type

Savings Account

- As At Date: Select the As At Date.

As At Date ★

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the daily account status changes based on the applied filters.

Daily Transactions Report

Daily Transactions Report generates all the transaction details for as at date by regarding the searched criteria.

Daily Transactions Report

Show Report

- **Branch:** Select the branch.

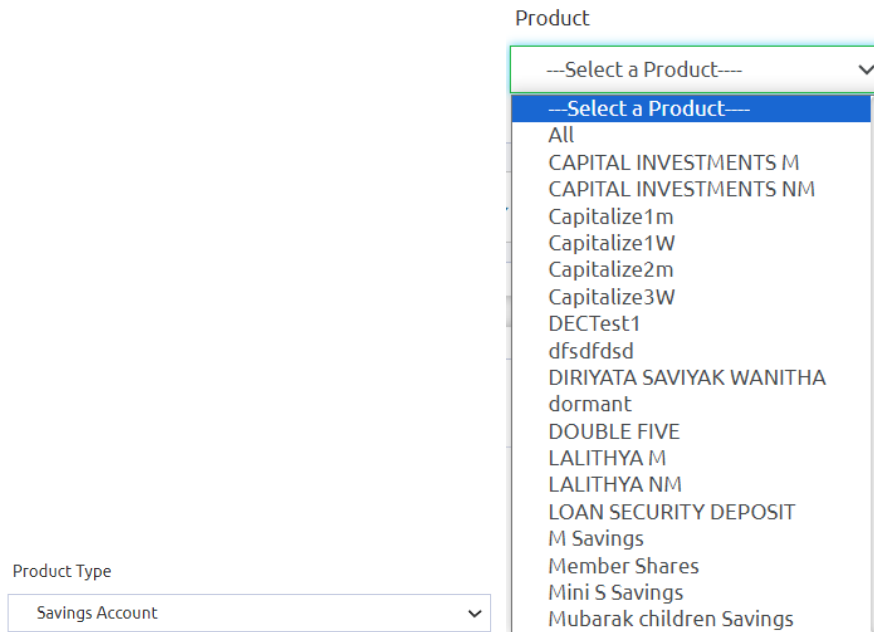
Branch

- **Product Type:** Select the product type.

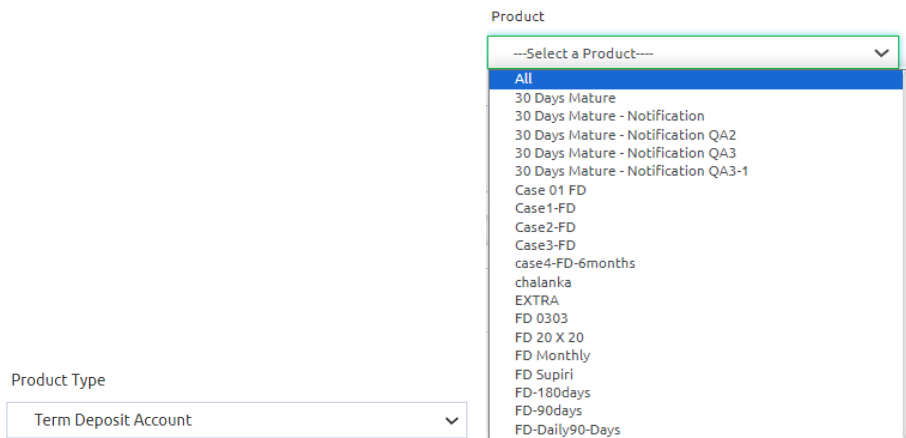
Product Type

- **Product:** Enter the product.

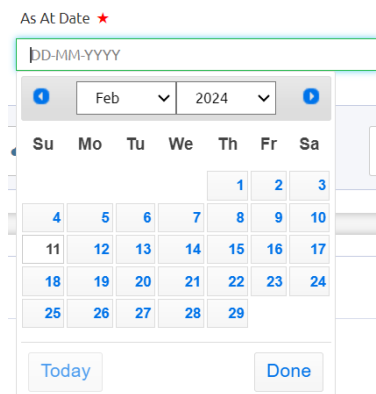
When user select the Product Type as Savings Products, the products will be displayed as below.



When user select the Product Type as FD Products, the products will be displayed as below.



- As At Date: Select the As At Date.



- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the daily transactions based on the applied filters.

Daily Transactions Report Show Report

Branch: Product Type: Product:

As At Date *

Search for... 🔍 📄 🖨️ 🔄 ⏪ 1 / 207 ⏩

Wealth Bank
Wealth Micro
 31A, Buthgamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka
 Contact No. : 0777701631

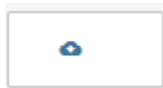
Daily Transactions Report

BRANCH : ALL PRODUCT TYPE : SAVINGS ACCOUNT CURRENCY : LKR

AS AT DATE : 29-08-2027 PRODUCT : ALL

PRODUCT	BRANCH	DEPOSITS	WITHDRAWALS
NORMAL SAVINGS M (AGALAWATHHA BRANCH)			
CAPITAL INVESTMENTS M	AGALAWATHHA	8,500.00	0.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Daily Transactions” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.

- 4. To export, print or refresh the report, use the relevant buttons.

Customer Account Statement

Customer Account Statement Report generates all the customer account details for a respective savings account within a selected time period.

Customer Account Statement

Show Report

- Account Number: Enter the account number.
- From Date: Select the From date.

From Date

- To Date: Select the To date.





To Date

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the customer account statement based on the applied filters.

Customer Account Statement Show Report

Account Number ★ From Date ★ To Date ★

Search for...     ⏪ < 1 /1 > ⏩

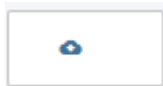
Account Statement

MR. SANDUN JAYARATHNE
452,GALLE ROAD,GALKRISSA

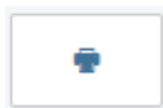
STATEMENT PERIOD : 01-01-2024 TO 29-08-2027
ACCOUNT TYPE : CAPITAL INVESTMENTS M
ACCOUNT NUMBER : 1000112100151
CURRENCY : LKR
BRANCH : HEAD OFFICE
LEDGER BALANCE : 15,500.00
ACTUAL BALANCE : 15,500.00
AVAILABLE BALANCE : 15,500.00

DATE	DESCRIPTION	REF NO	REMARK	VOUCHER/ CHEQUE REF NO	CREDIT	DEBIT	ACCOUNT BALANCE
	OPENING BALANCE						0.00
29-08-2027	CASH DEPOSIT	CS0075304			10,000.00	0.00	10,000.00
29-08-2027	CASH DEPOSIT	CS0075305			5,500.00	0.00	15,500.00
Total					15,500.00	0.00	

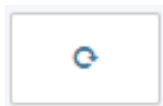
- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Customer Account Statement” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.

4. To export, print or refresh the report, use the relevant buttons.

Savings Account Summary

Savings Account Summary Report generates all the savings account summary by regarding the searched criteria.

Savings Account Summary Report View Print

Branch By Product By Status By Balance

Description	No Of Accounts	Account Balance
-------------	----------------	-----------------

- Branch: Select the branch.

Branch

-- All Branches --

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- By Product Radio Button: Select the by product radio button and click on the view button to view the report.

Savings Account Summary Report View Print

Branch By Product By Status By Balance

Product Type	No Of Accounts	Account Balance
CAPITAL INVESTMENTS M	158	7,770,742.52
CAPITAL INVESTMENTS NM	51	1,727,324.92
Capitalize1m	2	60,009.18
Capitalize1W	3	22,518.53
Capitalize2m	1	5,011.56
Capitalize3W	2	14,032.47
DECTest1	2	50,000.00
DIRIYATA SAVIYAK WANITHA	8	2,531,781.53
dormant	3	105,000.00

- **By Status Radio Button:** Select the by status radio button and click on the view button to view the report.

Savings Account Summary Report [View](#) [Print](#)

Branch By Product By Status By Balance

Status	No Of Accounts	Account Balance
New	203	1,000.00
Active	297	8,246,476.94
Cancel	49	0.00
Dormant	12602	55,482,256.72
Suspended	4	0.00
Closed	19	0.00
Total No of Accounts	13174	Total Balance
		63,729,733.66

- **By Balance Radio Button:** Select the by balance radio button and click on the view button to view the report.

Savings Account Summary Report [View](#) [Print](#)

Branch By Product By Status By Balance

Number of Buckets Remaining Buckets

Bucket Minimum Value Bucket Maximum Value [Add](#)

Minimum Value	Maximum Value	Remove
0.00	1.00	<input type="button" value="x"/>
1.00 <		

Balance	No Of Accounts	Account Balance
0.00 - 1.00	501	0.69
1.00 <	12673	63,729,732.97
Total No of Accounts	13174	Total Balance
		63,729,733.66

- **Print Button:** By using the print button, user can print the report.

Steps

1. Click on the “Savings Account Summary” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Account Introducer Report

Account Introducer Report generates all the introducer details within a selected time period for particular product.

Introducer Report

Show Report

- Product: Select the introducer type.

Product ★

- From Date: Select the From date.

From Date

- To Date: Select the To date.

To Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the account introducer based on the applied filters.

Introducer Report Show Report

Product * From Date To Date

Search For... 🔍 🏠 📄 🔄 ⏪ < 1 / 1 > ⏩

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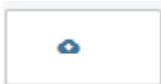
31A, Butthagamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka

Contact No. : 0777701631

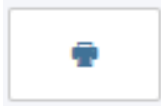
FROM DATE: TO DATE: INTRODUCER TYPE:

Account Open Date	Introducer Name	Introducer IDNumber	Introducer Address	Introducer Contact Number	Introducer Code	Module Name
23/01/2023						
25/01/2023						
25/01/2023						
20/03/2023						
22/03/2023						
15/12/2023	Miheli Silva	199286475214	25,Samagipura,Malabe	0714852369		

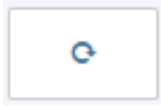
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Account Introducer” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Accounts - Opened for the Period

Savings Accounts -Opened for the Period Report generates all savings accounts opened within a selected time period.

Savings Accounts - Opened for the Period

Show Report

A screenshot of the report interface. At the top, there is a title 'Savings Accounts - Opened for the Period' and a 'Show Report' button. Below this is a form with three input fields: 'Branch' with a dropdown menu showing '--Select Branch--', 'From Date' with a red asterisk and a date format 'DD-MM-YYYY', and 'To Date' with a red asterisk and a date format 'DD-MM-YYYY'. Below these fields is a search bar with 'Search for...' and a magnifying glass icon. To the right of the search bar are three buttons: a cloud icon, a printer icon, and a refresh icon. Further right are four navigation buttons: a double left arrow, a single left arrow, a right arrow, and a double right arrow. At the bottom of the form is a horizontal scrollbar.

- Branch: Select the branch.

Branch

--Select Branch--

- Select Branch--
- All Branches
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- From Date: Select the From date.

From Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- To Date: Select the To date.

To Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done









- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings accounts-opened for the period based on the applied filters.

Savings Accounts - Opened for the Period

Show Report

Branch: From Date To Date

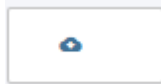
Search for...       1 /280  

Wealth Micro
SAVINGS ACCOUNTS - OPENED FOR THE PERIOD REPORT

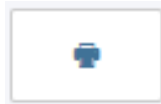
BRANCH : ALL FROM DATE : 01-01-2024 TO DATE : 29-08-2027

Branch Name	Product	Account Number	CustomerNo	Customer Name	Open Date	Initial Deposit	Status	Last Transaction Date	Current Balance
1000-Head	CAPITAL	1000112100022	10001000022	Viduranga Perera	16 Sep 2023	1,000.00	Dormant	17 Dec 2023	1,035.32
Office	INVESTMENTS	1000112100023	10001000039	Miheli Silva	20 Jun 2024	0.00	Active		0.00
	M	1000112100024	10001000030	Lakshika Wijesinghe	21 Jun 2024	1,000.00	Dormant	21 Jun 2024	0.00
		1000112100026	10001000004	Tharind Rewathe	21 Jun 2024	1,000.00	Dormant	25 Feb 2025	1,067.49
		1000112100029	10001000049	Pawani Perera	22 Jun 2024	1,000.00	Dormant	25 Feb 2025	1,441.27
		1000112100030	10001000053	Saman Kamal Perera	23 Jun 2024	10,000.00	Dormant	25 Feb 2025	10,045.91

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the "Savings Accounts – Opened for the period" report.
2. Fill in the fields.
3. Click "Show Report" to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Account Transactions

Savings Account Transactions Report generates all the savings account transactions for a selected transaction date.

Savings Account Transactions Show Report

Branch ★ Transaction Date ★

--Select Branch-- 29-08-2027

Search for... 🔍 📄 🖨️ 🔄 ⏪ ⏩ ⏴ ⏵

- **Branch:** Select the branch.

Branch ★

--Select Branch--

- Select Branch--
- All Branches
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- **Transaction Date:** Select the transaction date.

Transaction Date ★

29-08-2027

Aug 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today
Done

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings accounts transactions based on the applied filters.

Savings Account Transactions

Show Report

Branch ★ Transaction Date ★

Search for...

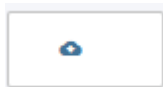
« < 1 / 1 > »

Wealth Micro
SAVING ACCOUNT TRANSACTIONS

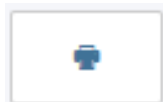
BRANCH : ALL TRANSACTION DATE : 29-08-2027

BRANCH	PRODUCT	CUSTOMER NUMBER	CUSTOMER NAME	ACCOUNT NUMBER	TRANSACTION TYPE	BALANCE - BEFORE	DEBIT		CREDIT		BALANCE - USER AFTER		
							CASH	TRANSFER	CASH	TRANSFER			
1000-Head Office	CAPITAL INVESTMENTS M	10251000983	KUKULAGE SHAN NIMESH PERERA	1000112100003	Cash Deposit	0.00	0.00	0.00	10,000.00	0.00	0.00	10,000.00	Core
		10001000022	Viduranga Perera	1000112100129	Cash Deposit	149,177.40	0.00	0.00	10,000.00	0.00	0.00	159,177.40	Core
		10001000169	Gimhani Pleris	1000112100143	Facility Capital Settlement - Performing	64,120.16	0.00	3,966.95	0.00	0.00	0.00	60,153.21	Core

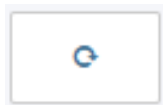
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the "Savings Accounts Transactions" report.
2. Fill in the fields.
3. Click "Show Report" to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Accounts – Closed for the Period

Savings Accounts – Closed for the Period Report generates all the closed savings accounts within a selected time period.

Savings Accounts - Closed for the Period

Show Report

- **Branch:** Select the branch.

Branch

- **From Date:** Select the From date.

From Date

- To Date: Select the To date.

To Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings accounts-closed for the period based on the applied filters.

Savings Accounts - Closed for the Period

Show Report

Branch: All Branches | From Date: 01-01-2024 | To Date: 29-08-2027

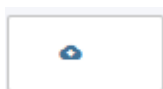
Search for... [Search Icon] [Export Icon] [Print Icon] [Refresh Icon] [Page 1 / 1]

Wealth Micro
SAVINGS ACCOUNTS - CLOSED FOR THE PERIOD REPORT

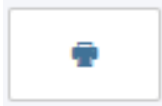
BRANCH: ALL FROM DATE: 01-01-2024 TO DATE: 29-08-2027

Branch Name	Product	Account Number	CustomerNo	Customer Name	Open Date	Initial Deposit	Close Date	Closing Balance
1000-Head Office	CAPITAL INVESTMENTS M	1000112100106	10001000060	Sakuni Piyumika Perera	05 Jun 2026	1,000.00	22 Sep 2026	53,000.00
	Total					1,000.00		53,000.00
	CAPITAL INVESTMENTS NM	1000113100051	10001000105	Mahel Perera	18 Aug 2027	5,000.00	26 Aug 2027	11,000.00
	Total					5,000.00		11,000.00

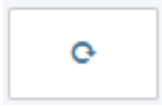
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Savings Accounts – Closed for the period” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Accounts – Product wise Balances

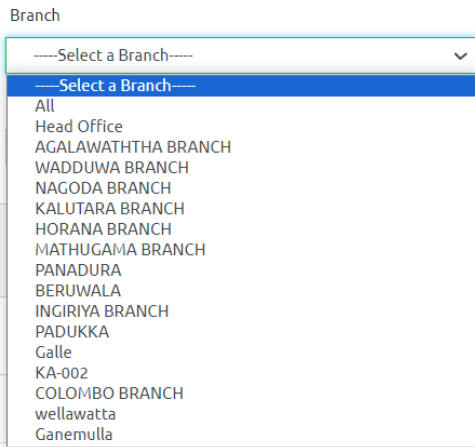
Savings Accounts – Product wise Balances Report generates all the savings accounts for a respective product according to a as at date.

Savings Accounts - Product wise Balances

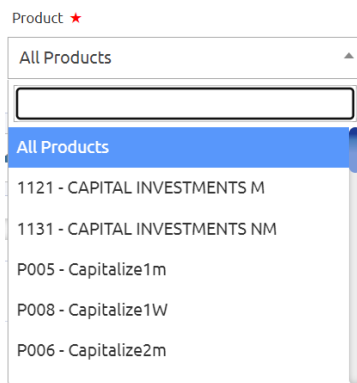
Show Report

A screenshot of the report generation interface. At the top, there are three fields: 'Branch' with a dropdown menu showing '--Select Branch--', 'Product' with a dropdown menu, and 'As At Date' with a text input field containing '29-08-2027'. Below these fields is a search bar with the placeholder text 'Search for...' and a magnifying glass icon. To the right of the search bar are four buttons: a blue cloud icon (export), a blue printer icon (print), a blue circular refresh icon (refresh), and a blue double arrow icon (next). Below the search bar and buttons is a horizontal scrollbar.

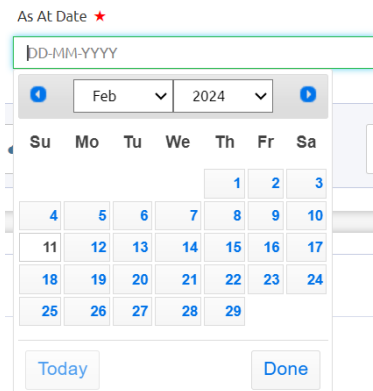
- Branch: Select the branch.



- **Product:** Enter the product.



- **As At Date:** Select the As At Date.











- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings accounts-product wise balances based on the applied filters.

Savings Accounts - Product wise Balances

Show Report

Branch * Product * As At Date *

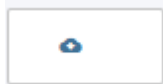
Search for...       /287  

Wealth Micro
SAVINGS ACCOUNT - PRODUCT WISE BALANCES

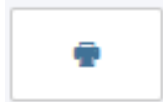
BRANCH : ALL Product : ALL DATE : 29-08-2027

Branch	Product	Customer No	Customer Name	Account Status	Account Number	Last Transaction Date	Account Balance
1000-Head Office	CAPITAL INVESTMENTS M	10301000640	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	Active	1000112100001		0.00
		10281001139	WALIKADAGE AMAL PRIYASHANTHA PERERA	Active	1000112100002		0.00

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.

**Steps**

1. Click on the “Savings Accounts – Product wise Balances” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Account Interest Details

Savings Account Interest Details Report generates all the savings account interest details according to the searched criteria.

Savings Account Interest Details

Show Report

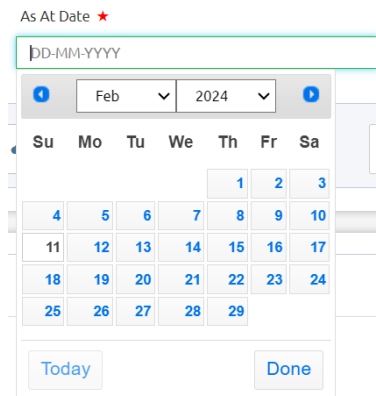
- Branch: Select the branch.

Branch

- Product: Enter the product.

Product *

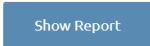
- As At Date: Select the As At Date.



- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings account interest details based on the applied filters.

Savings Account Interest Details



Branch ★ All Branches | **Product** ★ All Product | **As At Date** ★ 29-08-2027

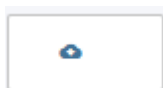
Search for... [Q] [Cloud] [Printer] [Refresh] [Previous] [Next] 1 / 1197

Wealth Micro
SAVING ACCOUNT INTEREST DETAILS

BRANCH : ALL PRODUCT : ALL AS AT DATE : 29-08-2027

TRANSACTION DATE	BRANCH	PRODUCT	STATUS(CURRENT)	ACCOUNT NUMBER	CUSTOMER NAME	BALANCE - BEFORE	INTEREST AMOUNT	BALANCE - AFTER
2022-06-25	1000-Head Office	CAPITAL INVESTMENTS M	Dormant	1000112100009	AMARASINGHA HEWAGE NALEEN THUSHANTHA LAKMAL	16,250.00	13.02	16,263.02
2022-06-25	1000-Head Office	CAPITAL INVESTMENTS M	Dormant	1000112100008	DISSANAYAKA MUDIYANSELAGE KELUM DISSANAYAKA	18,750.00	39.06	18,789.06

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Savings Account Interest Details” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Savings Accounts – Status Change

Savings Accounts – Status Change Report generates details related to status changing of savings accounts.

Savings Accounts - Status Change Report

Show Report

- Branch: Select the branch.

Branch

----Select a Branch----

----Select a Branch----

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Product: Select the product.

Product ★

All Products ▲

All Products

1121 - CAPITAL INVESTMENTS M

1131 - CAPITAL INVESTMENTS NM

P005 - Capitalize1m

P008 - Capitalize1W

- From Date: Select the From date.

From Date

DD-MM-YYYY

◀ Feb ▼ 2024 ▼ ▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- To Date: Select the To date.

To Date

DD-MM-YYYY

◀ Feb ▼ 2024 ▼ ▶

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the savings accounts-status change based on the applied filters.

Savings Accounts - Status Change Report

Show Report

Branch ★ All Branches Product ★ All Products From Date ★ 01-01-2024 To Date ★ 29-08-2027

Search for... [Q] [Export] [Print] [Refresh] [Previous] [Next] 1 / 6 [Next] [End]

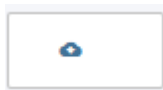
Wealth Micro

SAVINGS ACCOUNT - STATUS CHANGE

BRANCH: ALL Product: ALL From Date: 01-01-2024 To Date: 29-08-2027

Branch Name	Product Description	Account Number	Customer Name	Previous Status	Status for the given Period	Status Changed Date	Present Status	Last Transaction Date for the period	Account Balance at the date of User status changed	Admin	Remark
1000-Head Office	CAPITAL INVESTMENTS M	1000112100069	Ishani Kuruppu	Active	Dormant	04 Jan 2024	Dormant	06 Dec 2023	149,000.00	admin	Account Dormant
		1000112100074	Mahel Perera	Active	Dormant	04 Jan 2024	Dormant	14 Dec 2023	20,000.00	admin	Account Dormant

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Savings Accounts – Status Change” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Marketing Officer wise Cash Collections

Marketing Officer wise Cash Collections Report generates all the details of marketing officer wise cash collections.

Marketing Officer wise Cash Collections

Show Report

- Branch: Select the branch.

Branch

- Product: Select the product.

Product *

- **Marketing Officer:** Select the Marketing Officer.

Marketing Officer

A dropdown menu titled "Marketing Officer" with a search bar containing "All Officers". The menu is open, showing a list of officer IDs: All Officers, 00000646, 00000007, 00000009, 00000004, 00000011, 00000002, 00000006, 00000008usr2, 00000003, 00000005, 00000001, 00000010, 00000008, 00000012, 00000014, 00000018, 00000016, 00000015, and 00000019.

- **From Date:** Select the From date.

From Date

A date picker interface for "From Date". It features a text input field with the placeholder "DD-MM-YYYY". Below it, a calendar for February 2024 is displayed. The calendar shows days from 1 to 29. Navigation arrows are present for the month and year. At the bottom, there are "Today" and "Done" buttons.

- **To Date:** Select the To date.

To Date

A date picker interface for "To Date", identical in structure to the "From Date" picker. It includes a "DD-MM-YYYY" input field, a February 2024 calendar, and "Today" and "Done" buttons.

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the marketing officer wise cash collections based on the applied filters.

Marketing Officer wise Cash Collections

Show Report

Branch ★ All Branches Product ★ All Product Marketing Officer All Officers From Date ★ 01-01-2024

To Date ★ 29-08-2027

Search for... [Q] [Cloud] [Print] [Refresh] [Back] [Left] 1 / 7 [Right] [Next]

Wealth Micro
MARKETING OFFICER WISE CASH COLLECTION REPORT

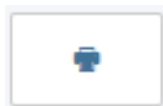
BRANCH : ALL PRODUCT : ALL MARKETING OFFICER : ALL FROM DATE : 01-01-2024 TO DATE : 29-08-2027

BRANCH	PRODUCT	ACCOUNT NUMBER	CUSTOMER NAME	DATE OF BIRTH	MARKETING OFFICER	NUMBER OF DPOSITS	TOTAL DEPOSIT AMOUNT
AGALAWATHTHA BRANCH	SUMUDU	1024118100004	UDAGE ENEESHA HASARANDI	2022-08-17	SAHAN CHAMIKA	0	0.0000
AGALAWATHTHA BRANCH	NORMAL SAVINGS M	1024110100029	Selvaraja Santhani	1996-05-20	NIRUSHIKA DILSHANI	0	0.0000

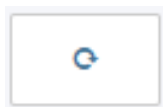
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Marketing Officer wise Cash Collections” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.

- To export, print or refresh the report, use the relevant buttons.

All Product Categories Status

All Product Categories Status Report generates all the product categories status details by regarding the searched criteria.

All Product Categories Status

Show Report

The screenshot shows a filter form for the 'All Product Categories Status' report. It contains three dropdown menus: 'Branch' (set to '-Select Branch--'), 'Product Category' (set to 'All Products Categories'), and 'Product' (set to 'All Products'). There are also two date pickers for 'From Date' and 'To Date', both showing 'DD-MM-YYYY'. Below the filters is a search bar with a magnifying glass icon and a search button. To the right of the search bar are navigation buttons: a double left arrow, a single left arrow, a refresh button, a single right arrow, and a double right arrow.

- Branch: Select the branch.

Branch

The screenshot shows the 'Branch' dropdown menu open. The menu items are: '----Select a Branch----', '----Select a Branch----', 'All', 'Head Office', 'AGALAWATHTHA BRANCH', 'WADDUWA BRANCH', 'NAGODA BRANCH', 'KALUTARA BRANCH', 'HORANA BRANCH', 'MATHUGAMA BRANCH', 'PANADURA', 'BERUWALA', 'INGIRIYA BRANCH', 'PADUKKA', 'Galle', 'KA-002', 'COLOMBO BRANCH', 'wellawatta', and 'Ganemulla'.

- Product Category: Select the Product Category.

Product Category ★

The screenshot shows the 'Product Category' dropdown menu open. The menu items are: 'All Products Categories', 'All Products Categories', 'Savings Account', and 'Term Deposit Account'.

- Product: Select the product.

When user select the Product Type as Savings Account, the products will be displayed as below.

Product ★

All Products

- All Products
- 1121 - CAPITAL INVESTMENTS M
- 1131 - CAPITAL INVESTMENTS NM
- P005 - Capitalize1m
- P008 - Capitalize1W
- P006 - Capitalize2m
- P007 - Capitalize3W
- T001 - DECTest1
- 1291 - DIRIYATA SAVIYAK WANITHA
- D123 - dormant
- 1191 - DOUBLE FIVE
- 1141 - LALITHYA M
- 1151 - LALITHYA NM
- 1241 - LOAN SECURITY DEPOSIT
- 0911 - M Savings
- 1321 - Member Shares
- 2662 - Mini 5 Savings
- 1281 - Mubarak children Savings
- 1161 - Mubarak Normal Savings-
- 1251 - MUTHU KEKULLU

Product Category ★

Savings Account

When user select the Product Type as Term Deposit Account, the products will be displayed as below.

Product ★

All Products

- All Products
- 9091 - 30 Days Mature
- 1416 - 30 Days Mature - Notification
- 1516 - 30 Days Mature - Notification QA2
- 4576 - 30 Days Mature - Notification QA3-1
- 9314 - 6 month new FD
- 1333 - Case 01 FD
- 4525 - Case1-FD
- 1265 - Case2-FD
- 2124 - Case3-FD
- 1256 - case4-FD-6months
- 0102 - chalanka
- 3127 - EXTRA
- 4041 - FD 0303
- 3131 - FD 20 X 20
- 6829 - FD Daily New
- 3545 - FD Monthly
- 5627 - FD Monthly New
- 9092 - FD Supiri
- 9001 - FD-90days

Product Category ★

Term Deposit Account

- From Date: Select the From date.

From Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- To Date: Select the To date.

To Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the all product categories status based on the applied filters.

All Product Categories Status Show Report

Branch * All Branches Product Category * Savings Account Product * All Products

From Date * 01-01-2024 To Date * 29-08-2027

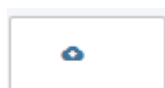
Search for... [Icons]

Wealth Micro
ALL PRODUCT CATEGORIES STATUS REPORT

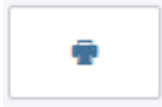
BRANCH : ALL FROM DATE : 01-01-2024 TO DATE : 29-08-2027

Product	No of Accounts As at 31-12-2023	Opened No of Accounts for the period	Sub Total	Closed No of Accounts for the period	Balance No of Accounts	Balance	
						DR	CR
CAPITAL INVESTMENTS M - Active	58	68	126	0	126	6494881.67	924318.27
CAPITAL INVESTMENTS M - Dormant	56	27	83	27	56	6494881.67	924318.27
CAPITAL INVESTMENTS NM - Active	13	24	37	1	36	986748.27	214893.32

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “All Product Categories Status” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

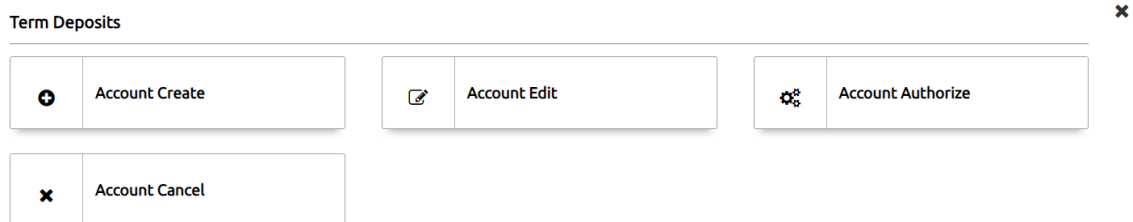
Term Deposits Management

Term deposit management refers to the process of overseeing and optimizing the utilization of term deposits within one's financial portfolio. Opening new accounts, keeping an eye on transactions and balances, optimizing interest profits and producing relevant reports are all included in this.

This module is consisting of below captured foremost functions.

Term Deposits

Term deposit sub-module is used to create, edit, authorize and cancel term deposit accounts.



Account Create

This function is used to create term deposit accounts for customers.

Basic Details

Term Deposit Account Creation Save Save and Send for Authorize

Basic Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominee Information	Checklist Information	Introducer Information
Marketing Officer	Audit					
Account Number ★	Status					
Account Number	New					
Customer Number ★	Customer Name	Branch				
Customer Number <input type="text"/> <input type="button" value="Q"/>	Customer Name	Head Office				
Product ★	Product Description	Currency				
-----Select a Product-----	Product Description	Currency Code				
Product Tag						
-----Select a Product Tag-----						

- **Customer Number:** User can enter / search particular customer number via this field. User can search a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group. After selecting the respective customer, Customer Name and the branch will be auto-filled.

Customer Search
✕

Customer Name <input style="width: 95%;" type="text"/>	ID Number <input style="width: 95%;" type="text"/>
Customer Number <input style="width: 95%;" type="text"/>	Branch <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Branch--</div>
Center <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Center--</div>	Group <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">--All Group--</div>

Search

Clear

- **Product:** Select the Term Deposit Product. After selecting the product, Product Description and Currency will be auto-filled.

Product ★

----Select a Product----
▼

----Select a Product----

30 Days Mature

30 Days Mature - Notification

30 Days Mature - Notification QA2

30 Days Mature - Notification QA3-1

6 month new FD

Case 01 FD

Case1-FD

Case2-FD

Case3-FD

case4-FD-6months

chalanka

EXTRA

FD 0303

FD 20 X 20

FD Dally New

FD Monthly

FD Monthly New

FD Supiri

FD-90days

- **Note:** User can create a Term Deposit Product in [System Administration > Term Deposit Products > Create/Edit](#). Then authorize it in [Term Deposit Products > Authorize](#).

- **Product Tag:** Product Tag will appear in the dropdown for the respective product.

Product ★

FD-90days
▼

Product Tag

----Select a Product Tag----
▼

----Select a Product Tag----

90 Days

Customer/Joint Customer Information

Term Deposit Account Creation Save Save and Send for Authorize Customer Profile

Basic Details **Customer/Joint Customer Information** Interest Rates Information Customer Signatures Nominee Information Checklist Information Introdncer Information Marketing Officer

Audit

Primary Customer

Customer Number 10001000175	Customer Name Sarath Thilakarathne	Status Active
ID Type NIC	Primary Customer Percentage 100.00	Customer Category Normal

Joint Customer

Joint Customer

Customer Number Customer Number	Customer Name Customer Name	Status Customer Status
ID Type ID Type	ID Number ID Number	Percentage 0.00

Add Customer

- Primary Customer: When user selecting a respective customer, fields of primary customer will be auto-filled.
- Joint Customer: By putting a tick on Joint Customer Checkbox, the fields will be appear as shown below. User can enter/search a respective customer as joint customer. After selecting the customer, Customer Name, Status, ID Type and ID Number will be auto-filled. Then, enter the percentage for the joint customer.
- Add Customer Button: By using Add Customer Button, user can add the respective joint customer.

Interest Rates Information

Term Deposit Account Creation Save Save and Send for Authorize Customer Profile

Basic Details Customer/Joint Customer Information **Interest Rates Information** Customer Signatures Nominee Information Checklist Information Introdncer Information Marketing Officer

Audit

Term	Int. Payout	Minimum Amount	Maximum Amount	Spread	Applicable Rate	View Interest Info
<input checked="" type="checkbox"/> 90 Days	At Maturity	5,000.00	100,000,000.00	0.00	0.00	
<input checked="" type="checkbox"/> 90 Days	Monthly	5,000.00	24,999.99	0.00	6.50	
<input checked="" type="checkbox"/> 3 Months	At Maturity	10,000.00	10,000,000.00	0.00	0.00	
<input checked="" type="checkbox"/> 90 Days	Monthly	25,000.00	49,999.99	0.00	8.50	
<input checked="" type="checkbox"/> 90 Days	Monthly	50,000.00	99,999.99	0.00	10.00	
<input checked="" type="checkbox"/> 90 Days	Monthly	100,000.00	499,999.99	0.00	11.00	
<input checked="" type="checkbox"/> 90 Days	Monthly	500,000.00	100,000,000.00	0.00	12.00	

Rollover Interest + Capital Capital Only

Spread Term Deposit Amount Monthly Interest

Total Interest Amount Marturity Date

- **Note: User should add above records which are related to interest in [System Administration > Term Deposit Products > Create/Edit > Interest Information](#). Then, it will display in here.**

If user put a tick on a checkbox that related to At Maturity, display the fields shown below.

Term	Int. Payout	Minimum Amount	Maximum Amount	Spread	Applicable Rate	View Interest Info
<input type="checkbox"/> 90 Days	At Maturity	5,000.00	100,000,000.00	0.00	0.00	
<input type="checkbox"/> 90 Days	Monthly	5,000.00	24,999.99	0.00	6.50	
<input checked="" type="checkbox"/> 3 Months	At Maturity	10,000.00	10,000,000.00	0.00	0.00	
<input type="checkbox"/> 90 Days	Monthly	25,000.00	49,999.99	0.00	8.50	
<input type="checkbox"/> 90 Days	Monthly	50,000.00	99,999.99	0.00	10.00	
<input type="checkbox"/> 90 Days	Monthly	100,000.00	499,999.99	0.00	11.00	
<input type="checkbox"/> 90 Days	Monthly	500,000.00	100,000,000.00	0.00	12.00	

Rollover
 Interest + Capital
 Capital Only

Spread:
 Term Deposit Amount:
 Monthly Interest:

Total Interest Amount:
 Maturity Date:

If user put a tick on checkbox of other record, can see the below fields.

Save
 Save and Send for Authorize
 Customer Profile

Term Deposit Account Creation

Basic Details |
 Customer/Joint Customer Information |
 Interest Rates Information |
 Customer Signatures |
 Nominee Information |
 Checklist Information |
 Introducer Information |
 Marketing Officer

Audit

Term	Int. Payout	Minimum Amount	Maximum Amount	Spread	Applicable Rate	View Interest Info
<input type="checkbox"/> 90 Days	At Maturity	5,000.00	100,000,000.00	0.00	0.00	
<input type="checkbox"/> 90 Days	Monthly	5,000.00	24,999.99	0.00	6.50	
<input type="checkbox"/> 3 Months	At Maturity	10,000.00	10,000,000.00	0.00	0.00	
<input checked="" type="checkbox"/> 90 Days	Monthly	25,000.00	49,999.99	0.00	8.50	
<input type="checkbox"/> 90 Days	Monthly	50,000.00	99,999.99	0.00	10.00	
<input type="checkbox"/> 90 Days	Monthly	100,000.00	499,999.99	0.00	11.00	
<input type="checkbox"/> 90 Days	Monthly	500,000.00	100,000,000.00	0.00	12.00	

Rollover

Spread:
 Term Deposit Amount:
 Interest Payout Period:

Monthly Interest:
 Total Interest Amount:
 Maturity Date:

- Spread: Enter the spread.
- Term Deposit Amount: Enter the Term Deposit Amount.
- Interest Payout Period: Select the interest payout period.

Interest Payout Period ★

----Select Payout Period----

----Select Payout Period----

End of the Month

Monthly

27-11-2027

After entering the Term Deposit Amount and Interest Payout Period, Monthly Interest and Total Interest Amount will be auto-filled.

➤ Transfer Details

Own Account Radio Button

- Transfer Account Number: User can enter/search a respective savings account as the transfer account in here. After selecting the transfer account number, Account Name and Status will be auto-filled.

Transfer Details

Transfer Account *

Own Account Other Bank Account

Transfer Account Number

Transfer Account Number

Account Name Status

Account Name Status

Other Bank Account Radio Button (This feature is still in the progress)

Transfer Details

Transfer Account *

Own Account Other Bank Account

Transfer Type *

Bank Details

Bank Name	Bank Branch	Bank Account Number	Account Holder Name
<input type="text" value="7083 - Hatton National Bank PLC"/>	<input type="text" value="3 - Head Office"/>	<input type="text" value="585378"/>	<input type="text" value="S Thilakarathne"/>
Account Type	<input type="text" value="Saving"/>		

Bank Details which are added in [Customer Management > Create Customer > Bank Details](#) will be displayed under the Other Bank Account.

- Transfer Type: Select the transfer type.

Transfer Type *

SLIPS

CEFT

SWIFT

RTGS

Customer Signature

Term Deposit Account Creation

Save Save and Send for Authorize Customer Profile

Basic Details Customer/Joint Customer Information Interest Rates Information Customer Signatures Nominee Information Checklist Information Introducer Information Marketing Officer Audit

Customer Number

Customer Name

Description

Signature Number

Signature Limit

Signature

Add

Clear

Zoom In

Zoom Out

Fit to Normal

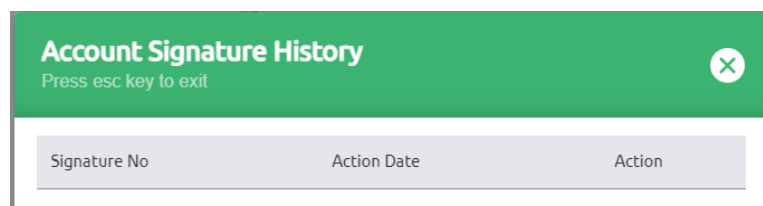
Operating Instructions

-- Select --

Signature No	Description	Account Signatories	View	Inactive	History
3		New	⌕	⊖	⌕

Customer Signature which is added in [Customer Management > Signature Management > Add Signature](#) will be displayed in here.

- View Icon: By using the view icon, user can view the customer signature.
- Inactive Icon: By using inactive icon, user can delete the customer signature from here.
- History Icon: By using history icon, user can view account signature history.



After View the signature, user should click on the Add Button to add the customer signature in here.

Nominee Information

Term Deposit Account Creation

Audit

Name

Contact Details

Percentage

ID Type

ID Number

- Name: Enter the name of the nominee.
- Contact Details: Enter the Contact Details.
- Percentage: Enter the percentage. In here percentage should be 100%.
- ID Type: Select the ID type.

ID Type

----Select a ID Type----

----Select a ID Type----

NIC

Passport

Driving License

Business Registration Number

Senior Citizen

Birth Certificate

- ID Number Enter the ID number.
- Add Nominee Button: Bu using Add Nominee Button, User can add the nominee.

Checklist Information

Term Deposit Account Creation

Audit

Checklist

CheckList Item	Select	Attachment	Preview
NIC	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Preview"/>

Attachments

Attachment Name

Attachments No file chosen

Max size is 2mb. file types are png, gif, jpg, jpeg and pdf

➤ Checklist

❖ **Note: Checklists which was setup in System Administration > Term Deposit Products > Create/Edit > Checklist Information Tab will be displayed in here.**

- Select Checkbox: User should put a tick on Select Checkbox to add a checklist Item.
- Choose File Button: By using Choose File Button, user can attach the relevant file in here.
- Preview Icon: By using Preview icon, user can view the attached file.

➤ Attachments

User can attach other attachments in here.

- Attachment Name: Enter the name of attachment.
- Add Attachment Button: By using Add Attachment Button, user can add the attachment.

Introducer Information

Term Deposit Account Creation Save Save and Send for Authorize Customer Profile

Basic Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominee Information	Checklist Information	Introducer Information	Marketing Officer
Audit							

Introducer Type

- Introducer Type: Select the Introducer Type.

Introducer Type

----Select a Introducer Type----

- Select a Introducer Type----
- Customer
- Non Customer
- Staff
- Minor Account
- Campaign

For every introducer type, there are some fields to fill. User can fill the fields and move forward.

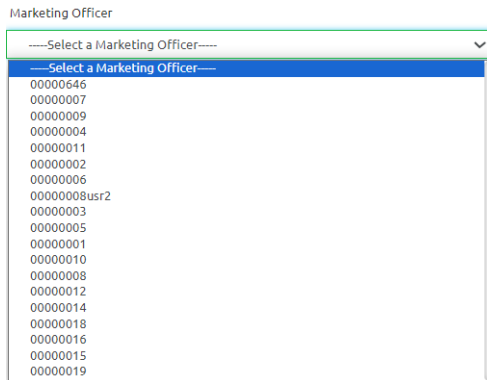
Marketing Officer

Term Deposit Account Creation Save Save and Send for Authorize Customer Profile

Basic Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominee Information	Checklist Information	Introducer Information	Marketing Officer	Audit
---------------	-------------------------------------	----------------------------	---------------------	---------------------	-----------------------	------------------------	-------------------	-------

Marketing Officer

- Marketing Officer: Select the Marketing Officer.



❖ **Note: Marketing Officer which was setup in [User Administration > Use Creation > Marketing Officer Checkbox](#) will be displayed in here.**

- **Customer Profile Button:** By using Customer Profile Button, user can view the customer's information.
- **Save Button:** By using Save Button, user can save the Term Deposit Account. Then it will be displayed in **Account Edit** Screen.
- **Save and Send for Authorize Button:** By using this button, user can save and send for authorize at the same time. Then it will be displayed in **Account Authorize** Screen.

Account Edit

By using the Account Edit screen, user can select and edit the respective term deposit accounts.

Term Deposit Account Edit

Customer Name	ID Number	Customer Number
<input type="text" value="gimhani"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="button" value="Search"/> <input type="button" value="Clear"/>	
<input type="text"/>	Search From Results <input type="text"/>	

Account Number	Full Name	ID Number	Product	Status	Select
1000141600014	Gimhani Pieris	199863423121	30 Days Mature - Notification	Active	
1000682900001	Gimhani Pieris	199863423121	FD Daily New	Active	

Page Size Go to Page

User can search the respective term deposit account by using Customer Name, ID Number, Customer Number and Account Number.

- **Select Icon:** By using select icon, user can select the term deposit account and able to do some changes in here.

Account Authorize

By using the Account Authorize screen, user can select and authorize the respective term deposit account that should be authorized.

Term Deposit Account Authorize

Customer Name ID Number Customer Number

Account Number

Search From Results

Account Number	Full Name	ID Number	Product	Status	Select
1000900100058	Waruni Pieris	196956453212	FD-90days	New	
1000682900001	Gimhani Pieris	199863423121	FD Daily New	Active	
1000900100054	Sandun Jayarathne	199412314231	FD-90days	New	
1000310100025	kamal nuwan perera	990700835v	FD13MONTH	New	
1000133300004	AMila Nuwan Bannaka	920313817V	Case 01 FD	New	

- **Select Icon:** By using select icon, user can select the term deposit account that should be authorized.

Term Deposit Account Authorize

Basic Details | Customer/Joint Customer Information | Interest Rates Information | Customer Signatures | Nominee Information | Checklist Information | Introducer Information | Marketing Officer

Audit

Account Number * Status

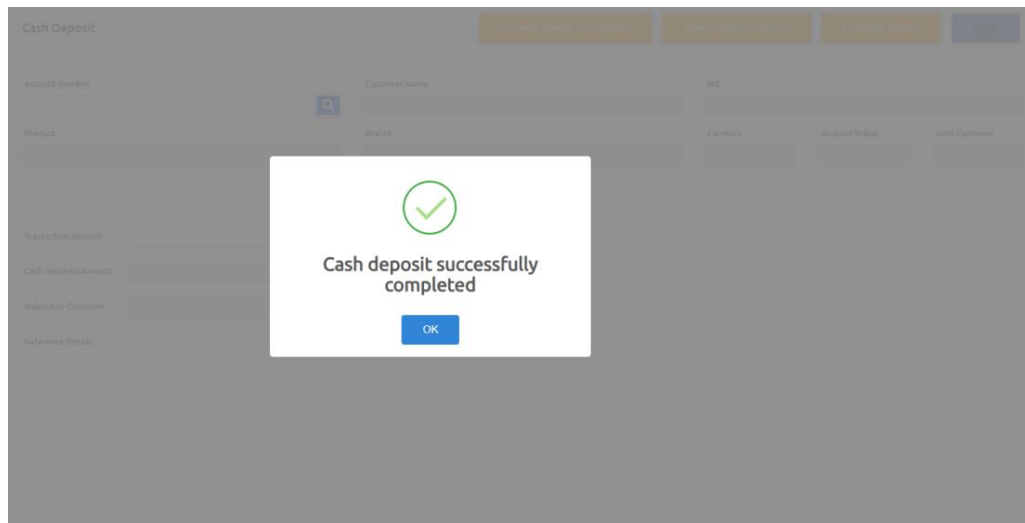
Customer Number * Customer Name Branch

Product * Product Description Currency

Product Tag

- **Authorize Button:** By using Authorize Button, user can authorize the term deposit account.
 - **Reject Button:** By using Reject Button, user can Reject the term deposit account authorization.
 - **Customer Profile Button:** By using Customer Profile Button, user can view the customer's information.
- ❖ **Note:** After creating and authorizing the savings account, user must do a cash deposit in **Cash Management > Cash Deposit** to activate the term deposit

account. In here, user should put the term deposit amount as the transaction amount.



Account Cancel

By using the Account Cancel screen, user can select and cancel the respective term deposit account that should be cancelled.

- ❖ **Note:** In here, user can cancel the saved accounts only. After authorizing, user can't cancel the account.

Term Deposit Account Cancel

Customer Name	ID Number	Customer Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Account Number	<input type="button" value="Search"/>	<input type="button" value="Clear"/>			
<input type="text"/>	Search From Results <input type="text"/>				
Account Number	Full Name	ID Number	Product	Status	Select
1000133300004	Al-Mila Nuwan Bannaka	920313817V	Case 01 FD	New	<input type="button" value="Select"/>
1000171500006	Sarath Nishantha Perera	198727801516	FD-Monthly-90	New	<input type="button" value="Select"/>
1000310100018	Sasanka Devapriya	198920271021	FDM3MONTH	New	<input type="button" value="Select"/>
1000133300002	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	931621882V	Case 01 FD	New	<input type="button" value="Select"/>
1024312100024	ALANKARAGE RUWAN KUMARA	803633436v	FDM1YEAR	New	<input type="button" value="Select"/>

- **Select Icon:** By using select icon, user can select the term deposit account that should be cancelled.

Term Deposit Account Cancel

Back Cancel Customer Profile

Basic Details	Customer/Joint Customer Information	Interest Rates Information	Customer Signatures	Nominee Information	Checklist Information	Introducer Information	Marketing Officer
Audit							
Account Number *	Status						
1000133300004	New						
Customer Number *	Customer Name		Branch				
10001000036	Al-Vila Nuwan Bannaka		Head Office				
Product *	Product Description		Currency				
Case 01 FD	1333 - Case 01 FD		LKR - Sri Lankan Rupees				
Product Tag							
Case 01							

- **Cancel Button:** By using Cancel Button, user can cancel the term deposit account.
- **Customer Profile Button:** By using Customer Profile Button, user can view the customer's information.

Upliftment

Premature and Mature Upliftment

Premature upliftment refers to the withdrawal or closure of a financial product, such as a term deposit or investment, before its agreed-upon maturity date. This often results in penalties or forfeited interest, depending on the terms and conditions.

On the other hand, mature upliftment refers to the withdrawal or closure of a financial product upon reaching its maturity date. This allows investors to access their funds without incurring penalties or forfeited interest.

Premature and mature upliftment consist of the following functions.

Premature Upliftments

	Premature and Mature Upliftment		Premature And Mature Upliftment Authorization
---	---------------------------------	---	---

Premature Upliftment Radio Button

➤ Term Deposit Details

Term Deposit Upliftment

Save

Cancel

 Premature upliftment Matured upliftment

Term Deposit Details

Term Deposit Account Number <input type="text" value="1000900100057"/>	Customer Name <input type="text" value="Sandun Jayarathne"/>	Product Name <input type="text" value="FD-90days"/>
Account Branch <input type="text" value="Head Office"/>	Currency <input type="text" value="LKR"/>	Joint Holder <input type="text"/>
Term Deposit Amount <input type="text" value="10,000.00"/>	Activated Date <input type="text" value="28-08-2027"/>	Interest Rate <input type="text" value="7.50"/>
Rollover Count <input type="text" value="0"/>	Total Capitalized Interest <input type="text" value="0.00"/>	Accrued Interest <input type="text" value="0.00"/>
Interest Payment Method <input type="text" value="At Maturity"/>	Actual Balance <input type="text" value="10,000.00"/>	Available Balance <input type="text" value="10,000.00"/>

- **Term Deposit Account Number:** User can enter / search particular term deposit account number via this field. User can search a term deposit account by using Customer Name, ID Number, Customer Number and Account Number. After selecting the respective account, other fields in Term Deposit Details will be auto-filled.

➤ Upliftment Details

Upliftment Details

Apply Same Interest Rate

New Interest Rate <input type="text" value="0.00"/>	New Interest Amount <input type="text" value="0.00"/>
Transfer Account <input type="text" value="1000113100049"/>	Total Uplifted Amount <input type="text" value="10,000.00"/>

Remarks

- **Apply Same Interest Rate Checkbox:** If user untick this checkbox, user can see the interest rate which was setup in [System Administration > Term Deposit Products > Create/Edit > Interest Information Tab](#) for the New Interest Rate Field.

If user put a tick on Apply Same Interest Rate Checkbox, it will be shown as below. Total uplifted amount will be auto-generated.

Upliftment Details

Apply Same Interest Rate

Transfer Account: Total Uplifted Amount:

Remarks:

- **Transfer Account:** When entering Term Deposit Account Number at the term deposit details, the transfer account will be auto-uploaded to the upliftment details.
- **Remarks:** Enter a remark.

➤ Customer Signature

Customer Signature

Customer Number:

Customer Name:

Description:

Signature Number: Signing Limit:

Signature:

Operating Instructions:

No	Description	Signature Limit	View Signature
3		0	<input type="button" value="View Signature"/>

When entering Term Deposit Account Number at the term deposit details, the customer signature will be auto-uploaded to the customer signature.

- **View Signature Icon:** By using View Signature Icon, User can view the signature in here. Once user clicks on the icon, above fields will be auto-filled.
- **Cancel Button:** By using Cancel Button, user can cancel the process.
- **Save Button:** By using Save Button, user can save the Premature Upliftment. Then it will be displayed in **Premature and Mature Upliftment Authorization Screen**.

Matured Upliftment Radio Button

➤ Term Deposit Details

Term Deposit Upliftment Save Cancel

Premature upliftment Matured upliftment

Term Deposit Details

Term Deposit Account Number <input type="text" value="1000141500003"/>	Customer Name <input type="text" value="Kavindu Perera"/>	Product Name <input type="text" value="Premature-Mature"/>
Account Branch <input type="text" value="Head Office"/>	Currency <input type="text" value="LKR"/>	Joint Holder <input type="text"/>
Term Deposit Amount <input type="text" value="60,000.00"/>	Activated Date <input type="text" value="11-04-2025"/>	Interest Rate <input type="text" value="5.00"/>
Matured Date <input type="text" value="11-07-2025"/>	Total Capitalized Interest <input type="text" value="750.00"/>	
Interest Payment Method <input type="text" value="Monthly"/>	Actual Balance <input type="text" value="60,750.00"/>	

- Term Deposit Account Number: User can enter / search particular term deposit account number via this field. User can search a term deposit account by using Customer Name, ID Number, Customer Number and Account Number. After selecting the respective account, other fields in Term Deposit Details will be auto-filled.

- **Note: It is must to select a matured term deposit account in Mature Upliftment.**

➤ Matured Upliftment Details

- Transfer Method: Select the transfer method.

Transfer Method

- Cash
- Own Account

Transfer Method as Cash, the below fields will be displayed.

Matured Upliftment Details

Transfer Method <input type="text" value="Cash"/>	Transfer Amount <input type="text" value="60,750.00"/>
--	---

Transfer Method as Own Account, the below fields will be displayed.

Matured Upliftment Details

Transfer Method: Own Account (dropdown)

Transfer Amount: 60,750.00

Transfer Account Number: [input field] [Clear]

Account Name: [input field] Status: [input field]

If the transfer account has been linked with the term deposit account, transfer account number and the transfer details will be auto-filled. If not, user should enter / search the transfer account number in here. Then Account Name and Status will be displayed to respective transfer account.

- Clear Button: By using Clear Button, user can clear the results of transfer details which was displayed.

➤ Customer Signature

Term Deposit Upliftment

Save

Cancel

Customer Signature

Customer Number: [input field]

Customer Name: [input field]

Description: [input field]

Signature Number: [input field] Signing Limit: [input field]

Signature: [image upload area] [Zoom in] [Zoom out] [Fit to normal]

Operating Instructions: [input field]

No	Description	Signature Limit	View Signature
3		0	

When entering Term Deposit Account Number at the term deposit details, the customer signature will be auto-uploaded to the customer signature.

- View Signature Icon: By using View Signature Icon, User can view the signature in here. Once user clicks on the icon, above fields will be auto-filled.
- Cancel Button: By using Cancel Button, user can cancel the process.
- Save Button: By using Save Button, user can save the Matured Upliftment. Then it will be displayed in **Premature and Mature Upliftment Authorization Screen**.

Premature and Mature Upliftment Authorization

Pending authorization for Term Deposit Upliftment will be displayed in here as a grid.

Pending Term Deposit Upliftment

Account Number	Account Branch	Uplifted Amount	Created Branch	Created By	Created Date	Select
1000899000005	Head Office	80,311.23	Head Office	Core Admin	05-06-2026	
1000909100016	Head Office	30,246.57	Head Office	Core Admin	13-08-2026	
1000900100048	Head Office	80,000.00	Head Office	Core Admin	23-04-2027	
1000900100057	Head Office	10,000.00	Head Office	Core Admin	29-08-2027	
1000141500003	Head Office	60,750.00	Head Office	Core Admin	29-08-2027	

- **Select Icon:** By using Select Icon, user can go to the authorize screen of the respective upliftment as given below.

Term Deposit Upliftment

Authorize

Reject

Premature upliftment Matured upliftment

Term Deposit Details

Term Deposit Account Number	Customer Name	Product Name
<input type="text" value="1000900100057"/>	<input type="text" value="Sandun Jayarathne"/>	<input type="text" value="FD-90days"/>
Account Branch	Currency	Joint Holder
<input type="text" value="Head Office"/>	<input type="text" value="LKR"/>	<input type="text"/>
Term Deposit Amount	Activated Date	Interest Rate
<input type="text" value="10,000.00"/>	<input type="text" value="28-08-2027"/>	<input type="text" value="7.50"/>
Rollover Count	Total Capitalized Interest	Accrued Interest
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Interest Payment Method	Actual Balance	Available Balance
<input type="text" value="At Maturity"/>	<input type="text" value="10,000.00"/>	<input type="text" value="10,000.00"/>

- **Authorize Button:** By using Authorize Button, user can authorize the premature / matured upliftment.
- **Reject Button:** By using Reject Button, user can reject the premature / matured upliftment.

Term Deposit Certificate Management

This sub-module is to manage the term deposit certificates.

Term Deposit Certificate Management

\$	Term Deposit Certificate Issuance	\$	Term Deposit Certification Issuance Authorization
----	-----------------------------------	----	--

Term Deposit Certificate Issuance

In here, user can view and re-issue term deposit certificates.

FD Certificate Issuance

Branch *

-----Select a Branch-----

New Account

Renewal

Re-Issue

- **Branch: Select the Branch.**

Branch *

-----Select a Branch-----

-----Select a Branch-----

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

After selecting the branch, user can click on the relevant radio buttons according to the requirement.

- **New Account Radio Button:** By using New Account Radio Button, user can view the all new accounts as below.

FD Certificate Issuance





Branch ★

All

New Account
 Renewal
 Re-Issue

Show 10 lines

Search From Results

Branch	Account Number	Customer Name	Open Date	Ccy	Amount	Select
Head Office	1000310100001	MAGGONAGE BUDDIKA PRIYDARSHANA	27-07-2023	LKR	10000.00	
Head Office	1000213300001	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	27-07-2023	LKR	10000.00	
Head Office	1000213300002	WARUSHA HANNADIGE SWARNA PADMALATHA SOYSA	27-07-2023	LKR	10000.00	
Head Office	1000234300001	WADDUWAGE MALEESHA CHAMODI	27-08-2023	LKR	10000.00	

➤ **Select Button:** By clicking on the select button for a particular account, user can view the details of the term deposit account.

- **Renewal Radio Button:** By using Renewal Radio Button, user can view the issued term deposit certificates.
- **Re-Issue Radio Button:** By using Re-Issue Radio Button, user can re-issue term deposit certificates.

FD Certificate Issuance

Branch ★

All

New Account
 Renewal
 Re-Issue

Account Number

Account Number Q

➤ **Account Number:** User can enter/search a respective term deposit account in here.

Account Search
✕

Account Number

ID Number

Customer Number

Customer Name

Account Status

Active
▼

Search

Clear

Term Deposit Certification Issuance Authorization

By using the Term Deposit Certification Issuance Authorization screen, user can authorize or reject the respective term deposit certificate issuance.

FD Certification Issuance Authorization

Branch ★

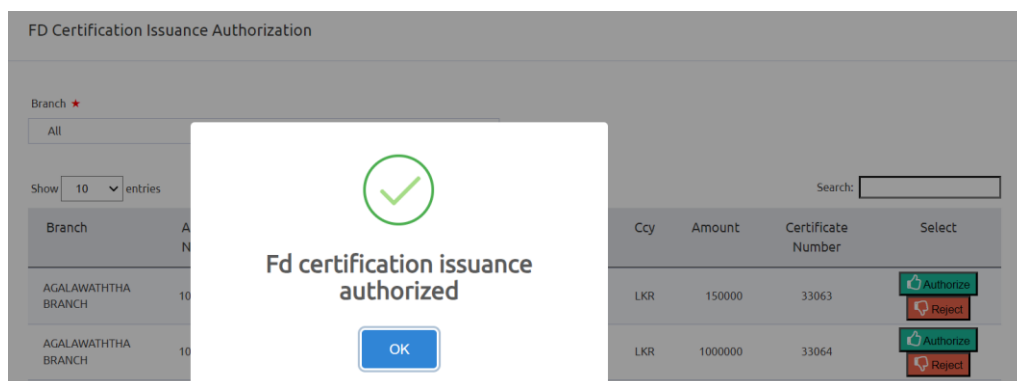
All
▼

Show entries

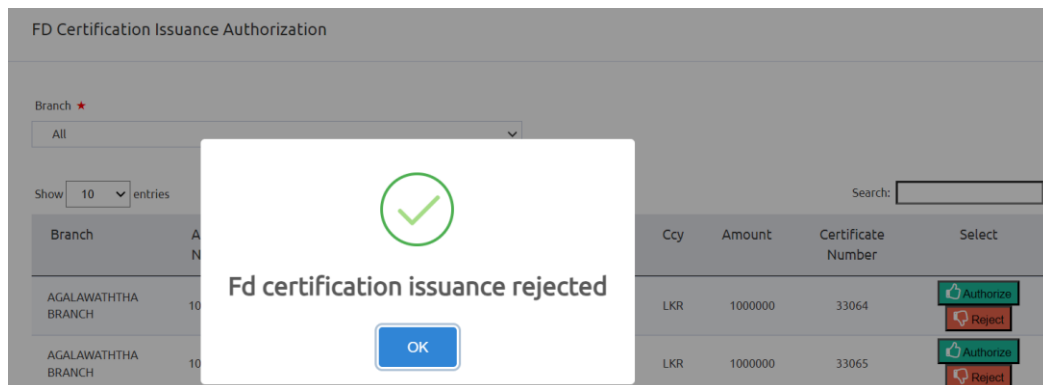
Search:

Branch	Account Number	Customer Name	Open Date	Ccy	Amount	Certificate Number	Select
AGALAWATHTHA BRANCH	1024312100007	RANASINGHE ARACHCHIGE SUNIL RANJITH	11-01-2023	LKR	1000000	33062	<div style="display: flex; gap: 5px;"> <div style="background-color: #2e75b6; color: white; padding: 5px; border-radius: 5px;">Authorize</div> <div style="background-color: #c00000; color: white; padding: 5px; border-radius: 5px;">Reject</div> </div>
AGALAWATHTHA BRANCH	1024310100005	KANDALAMA KANKANAMIGE HARARHA MADUSHANKA	11-01-2023	LKR	150000	33063	<div style="display: flex; gap: 5px;"> <div style="background-color: #2e75b6; color: white; padding: 5px; border-radius: 5px;">Authorize</div> <div style="background-color: #c00000; color: white; padding: 5px; border-radius: 5px;">Reject</div> </div>
AGALAWATHTHA BRANCH	1024312100008	GAMAGE ANURA SHANTHA KUMARA	12-01-2023	LKR	1000000	33064	<div style="display: flex; gap: 5px;"> <div style="background-color: #2e75b6; color: white; padding: 5px; border-radius: 5px;">Authorize</div> <div style="background-color: #c00000; color: white; padding: 5px; border-radius: 5px;">Reject</div> </div>

- **Authorize Button:** Click on the “Authorize” button to authorize the term deposit certificate issuance. Then, the below message will be displayed.



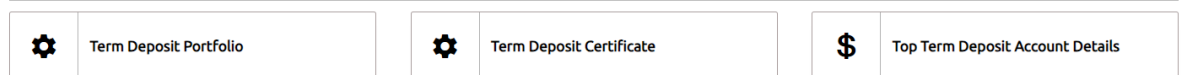
- **Reject Button:** Click on the “Reject” button to reject the term deposit certificate issuance. Then, the below message will be displayed.



Reports

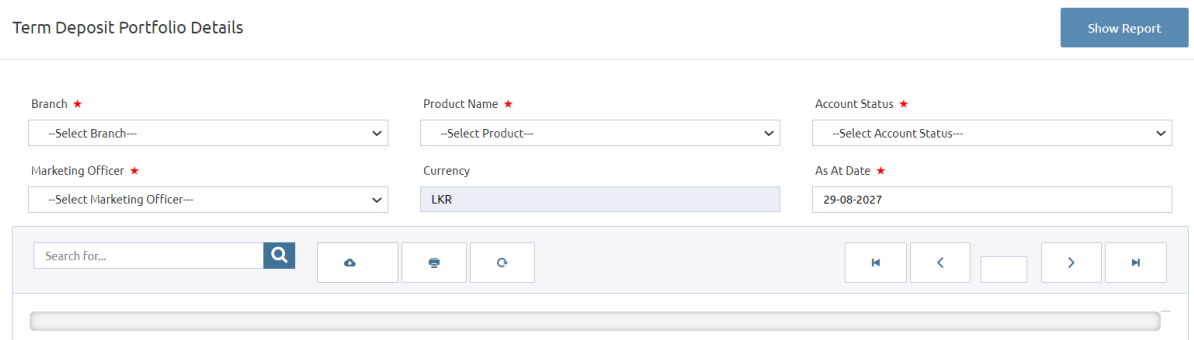
The system provides various reports relevant to the term deposits management module as shown below.

Reports

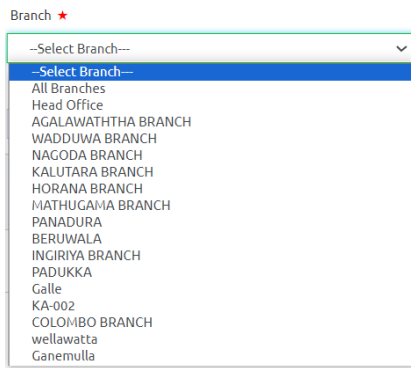


Term Deposit Portfolio

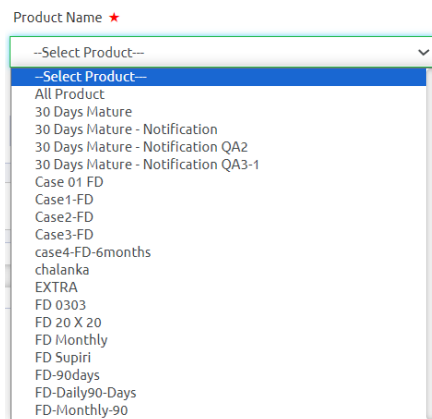
Term Deposit Portfolio report generates all the term deposit details regarding the search criteria.



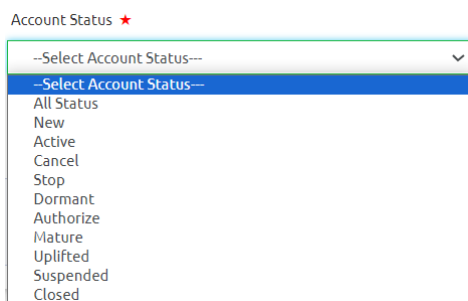
- **Branch:** Select the Branch.



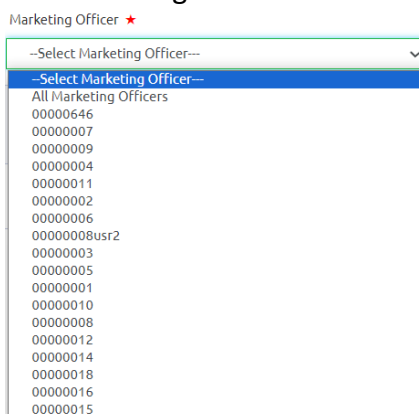
- **Product Name:** Select the Product Name.



- **Account Status:** Select the Account Status.



- **Marketing Officer:** Select the Marketing Officer.



- **Currency:** Currency will be displayed as default.

Currency

- **As at Date:** Select the as at date.

As At Date *

Aug 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today Done

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the term deposit portfolio based on the applied filters.

Term Deposit Portfolio Details Show Report

Branch * Product Name * Account Status *

Marketing Officer * Currency As At Date *

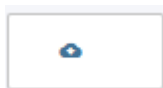
Search for... 1 / 1

Term Deposit Portfolio

AS AT DATE : 29-08-2027 STATUS : All BRANCH : All
 PRODUCT TYPE : All CURRENCY : LKR MARKETING OFFICER : All

ACCOUNT NUMBER	BRANCH	CUSTOMER NAME	MARKETING OFFICER	OPEN DATE	TERM	EFFECTIVE INTEREST RATE PAYOUT	STATUS	AS AT DATE BALANCE
100010000001	HEAD OFFICE			27-09-2023	3 Months	10.00 % Monthly	ACTIVE	10,166.66
1000121500001	HEAD OFFICE	MISS. NIMALI GAMAGE		19-01-2024	5	6.50 % Daily	ACTIVE	24,900.00
1000121500002	HEAD OFFICE	MISS. NIMALI GAMAGE		19-01-2024	5	8.50 % Daily	ACTIVE	49,900.00
1000121500003	HEAD OFFICE	MR. NIYOL SIRIWARDANE		23-06-2024	5	8.50 % Daily	ACTIVE	45,000.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Term Deposit Portfolio” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Term Deposit Certificate

Term Deposit Certificate Report generates term deposit certificate for a respective term deposit account.

Term Deposit Certificate Show Report

Account Number *

Sinhalese English

Search for...

- Account Number: Enter the term deposit account number.
- Sinhalese Checkbox: Click on “Sinhalese” Checkbox to generate the report in Sinhalese.
- English: Click on “English” Checkbox to generate the report in English.
- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the term deposit certificate based on the applied filters.

Term Deposit Certificate

Show Report

Account Number *

Sinhalese English

Search For... ⏪ < 1 / 1 > ⏩

සහතිකය ලබා ගන්නා ආය

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2027-05-23

දිනය

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කල්පිතවන දිනය

2027-06-22

ABC පුද්ගලික බැංකුව

ස්ථීර තැන්පතු කුවිතාන්තිය

1000141600014

ලේඛන අංකය :

කල්පිතවන දිනය : 2027-06-22

දිනය : 2027-05-23

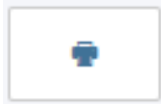
2027-05-23 සිට 2027-06-22 දක්වා කාලය සඳහා වර්ෂයට සියයට 9.00 බැගින් පොලී ගෙවීමේ
 අදහස මත **Gimhani Pieris** ගෙන් කල්පිතවන අයුදු අයුදු ලබාගන්නා / ස්ථීර තැන්පතු දීමට / ස්ථීර
 තැන්පත් මුදලක් වශයෙන් රුපියල් **80,000.00** ආරගන් බවට සහතික කරමු.

රු. **80,000.00**

(අත්සන කල මනාභාන) සාමන්තවිකාරී බාංකු සේවා කළමනාකරු

❖ **Note: Click on a checkbox is must to generate the report.**

- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Term Deposit Certificate” report.
2. Fill in the fields.
3. Click on a checkbox to select the language which report should be generated.
4. Click “Show Report” to generate the report.
5. To print or refresh the report, use the relevant buttons.

Top Term Deposit Account Details

Top Term Deposit Account Details Report generates all the accounts details of customers who have the maximum term deposit accounts and the top performing.

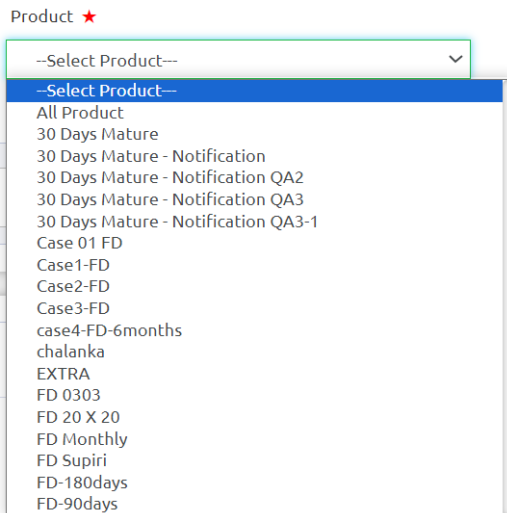
Top Term Deposit Account Details

Show Report

- Branch: Select the Branch.

Branch *

- Product: Select the Product.



- **No of Accounts:** Enter the no of accounts.
- **Group Branch Wise Checkbox:** Click on Group Branch Wise Checkbox, if user need to generate the report as group branch wise.
- **Show Report Button:** Click “Show Report” button, to view the report.

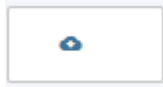
The system will provide a detailed report of the top term deposit account details based on the applied filters.

Top Term Deposit Account Details

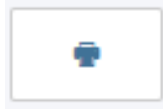
Show Report

PRODUCT	CUSTOMER NAME	ACCOUNT NUMBER	ACCOUNT BALANCE
FD3MONTH	MRS. URULIYANAGE DONA KALANI SHASHIKALA GUNASINGHE	1024310100001	0.00
FD3MONTH	MRS. URULIYANAGE DONA KALANI SHASHIKALA GUNASINGHE	1024310100002	0.00
FD3MONTH	MRS. URULIYANAGE DONA KALANI SHASHIKALA GUNASINGHE	1024310100003	0.00
FD3MONTH	MR. DEWAGE DON TAPAN LAKMAL KARUNARATHNA	1024310100004	0.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Top Term Deposit Account Details” report.
2. Fill in the fields.
3. Click on the “Group Branch Wise” Checkbox if needed.
4. Click “Show Report” to generate the report.
5. To export, print or refresh the report, use the relevant buttons.

Term Deposit Commission Report

Term deposits commission report generates a detailed commission report of the marketing officers at the end of each month.

Term Deposit Commission Report Show Report

Branch *

Product Name *

Marketing Officer *

From Date *

To Date *

Search for...

- Branch: Select the Branch.

Branch ★

--Select Branch--

--Select Branch--

All Branches

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

Colombo 01 Branch

Beliatta

- Product Name: Select the Product.

Product Name ★

--Select Product--

--Select Product--

All Product

1 year marketing officer commission

3 Months MFD

3 months- marketing officer commission

30 Days Mature - Notification

30 Days Mature - Notification QA2

30 Days Mature - Notification QA3-1

6 months marketing officer commission

Case 01 FD

Case1-FD

Case2-FD

Case3-FD

case4-FD-6months

chalanka

EXTRA

FD 0303

FD 20 X 20

FD Monthly

FD Supiri

- Marketing Officer: Select the Marketing Officer

Marketing Officer ★

--Select Marketing Officer--

--Select Marketing Officer--

All Marketing Officers

00000646

00000007

00000009

00000004

00000011

00000002

00000006

00000008usr2

00000003

00000005

00000001

00000010

00000008

00000012

00000014

00000018

00000016

00000015

- From Date: Select the From Date

From Date *

DD-MM-YYYY

Apr 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Today Done

- To Date: Select the To Date

To Date *

DD-MM-YYYY

Apr 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Today Done

- Show Report Button: Click “Show Report” button, to view the report.

Term Deposit Commission Report Show Report

Branch * Head Office Product Name * All Product Marketing Officer * 00000646

From Date * 10-04-2024 To Date * 12-04-2024

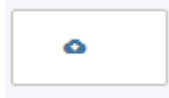
Search for...

Term Deposit Commission Report

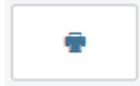
BRANCH: PRODUCT: ALL FROM DATE: 10-04-2024 TO DATE: 12-04-2024 MARKETING OFFICER:

BRANCH	CUSTOMER NUMBER	CUSTOMER NAME	FD NUMBER	FD AMOUNT	FD OPEN DATE	FD MATURITY DATE	RATE	FD PERIOD	INTEREST DISPOSAL	MARKETING OFFICER	COMMISSION RATE	COMMISSION AMOUNT

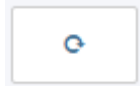
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “**Term Deposit Commission Report**”.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Account Facility

The Account Facility module in ECOru system is a crucial component that manages and oversees various aspects related to customer accounts.

Document Register & Distribution

Document Register & Distribution

\$
Document Register

\$
Document Register Authorization

\$
Document Distribution

\$
Document Distribution Authorization

Document Register

Users can create new documents sets for the branches within the module or manage the existing documents. Passbook and FD Certificate documents are the types that currently exist.

Document Registry

Save

Document Type

Start Serial Number

Number of Document

End Serial Number

Registry History

Document Type	Registered Date	Registered User	Start Serial	End Serial	Number of Document
Passbook	29-08-2027	Core Admin	202498	202597	100
Passbook	22-09-2026	Core Admin	202448	202497	50
Passbook	22-09-2026	Core Admin	202443	202447	5
Passbook	22-09-2026	Core Admin	202423	202442	20
FD Certificate	21-09-2026	VishkaRanathunga	202414	202418	5
Passbook	15-07-2026	Core Admin	202413	202422	10
Passbook	05-06-2026	Core Admin	202410	202412	3
FD Certificate	29-03-2026	Core Admin	202412	202413	2
Passbook	26-03-2026	Core Admin	202400	202409	10
FD Certificate	16-01-2026	Core Admin	202410	202411	2
FD Certificate	16-01-2026	Core Admin	202405	202409	5
FD Certificate	13-01-2026	Core Admin	202385	202404	20
FD Certificate	04-01-2026	Core Admin	202375	202384	10
Passbook	04-01-2026	Core Admin	202390	202399	10
Passbook	01-01-2026	Core Admin	202380	202389	10
Passbook	01-01-2026	Core Admin	202380	202389	10
FD Certificate	19-11-2025	Core Admin	202373	202374	2
Passbook	19-11-2025	Core Admin	202378	202379	2
Passbook	19-11-2025	Core Admin	202378	202379	2

- Document type: Select the type of document, that need to register.

Document Type

--Select a DocumentType--
▼

--Select a DocumentType--
▼

Passbook

FD Certificate

- **Start Serial Number:** This will generate according to the document type that user selects. System will generate the start serial number according to the previously created document set's ended number.

Document Type Start Serial Number

Passbook 202598

- **Number of Document:** Type the number of documents need to register.

Number of Document

30

- **End Serial Number:** This number will sum up the number of documents required to register with the start serial number.

Start Serial Number Number of Document End Serial Number

202598 30 202627

- **Save Button:** Generate the document set.
- **Registry History:** will display previously created document sets.

Registry History

Document Type	Registered Date	Registered User	Start Serial	End Serial	Number of Document
Passbook	29-08-2027	Core Admin	202598	202627	30
Passbook	29-08-2027	Core Admin	202498	202597	100
Passbook	22-09-2026	Core Admin	202448	202497	50
Passbook	22-09-2026	Core Admin	202443	202447	5
Passbook	22-09-2026	Core Admin	202423	202442	20
FD Certificate	21-09-2026	VishkaRanathunga	202414	202418	5
Passbook	15-07-2026	Core Admin	202413	202422	10
Passbook	05-06-2026	Core Admin	202410	202412	3
FD Certificate	29-03-2026	Core Admin	202412	202413	2
Passbook	26-03-2026	Core Admin	202400	202409	10
FD Certificate	16-01-2026	Core Admin	202410	202411	2
FD Certificate	16-01-2026	Core Admin	202405	202409	5
FD Certificate	13-01-2026	Core Admin	202385	202404	20
FD Certificate	04-01-2026	Core Admin	202375	202384	10
Passbook	04-01-2026	Core Admin	202390	202399	10
Passbook	01-01-2026	Core Admin	202380	202389	10
Passbook	01-01-2026	Core Admin	202380	202389	10
FD Certificate	19-11-2025	Core Admin	202373	202374	2
Passbook	19-11-2025	Core Admin	202378	202379	2

Document Register Authorization

Saved document sets will display here for the authorization.

Document Registry Authorization

Registry History

Document Type	Start Number	End Number	Number of Document	From Branch	To Branch	Current Status	Last Taken Action	Created By	Created Date	Select
Passbook	202598	202627	30	Head Office	Head Office	Pending	Registered	Core Admin	29-08-2027	

- Click on the select option of the record.

Document Registry Authorization

Document Type: Start Serial Number: Number of Document: End Serial Number:

- Back Button: display the document register authorize screen.
- Authorize Button: Authorize the selected document set.
- Reject Button: reject the selected document set.

Document Distribution

Document distribution is mainly process from a one branch. User needs to log in to that branch to perform distributions for the requested other branches.

Document Distribution

Document Type: From Branch: To Branch:

Start Serial Number: End Serial Number: Number of Document:

Distribution History

Document Type	To Branch	Start Serial	End Serial	Number of Document	Registered Date	Registered User
Passbook	HORANA BRANCH	202390	202399	10	15-12-2023	Core Admin
FD Certificate	COLOMBO BRANCH	202405	202409	5	18-12-2023	Core Admin
FD Certificate	INGIRIYA BRANCH	202410	202411	2	18-12-2023	Core Admin
FD Certificate	Galle	202412	202413	2	19-12-2023	Core Admin
FD Certificate	BERUWALA	202414	202415	2	24-12-2023	VishkaRanathunga

- Document Type: Select the type of the document for distribution.

- From Branch: User currently logged in branch will display as the primary branch.

From Branch:

- To Branch: Select the relevant branch for the distribution.

To Branch

AGALAWATHTHA BRANCH

-Select a Branch-

AGALAWATHTHA BRANCH

BERUWALA

COLOMBO BRANCH

Galle

Ganemulla

Head Office

HORANA BRANCH

INGIRIYA BRANCH

KA-002

KALUTARA BRANCH

MATHUCAMA BRANCH

NAGODA BRANCH

PADUKKA

PANADURA

WADDUWA BRANCH

wellawatta

- **Start Serial Number:** Enter the start serial number of the document set.

Start Serial Number

- **End Serial Number:** Enter the end serial number according to the count of documents assigned for the distribution.

End Serial Number

- **Number of Document:** System generates the number of documents according to the serial number details.

Number of Document

- **Distribution History:** Displays the previous distribution records.

Distribution History

Document Type	To Branch	Start Serial	End Serial	Number of Document	Registered Date	Registered User
Passbook	HORANA BRANCH	202390	202399	10	15-12-2023	Core Admin
FD Certificate	COLOMBO BRANCH	202405	202409	5	18-12-2023	Core Admin
FD Certificate	INGIRIYA BRANCH	202410	202411	2	18-12-2023	Core Admin
FD Certificate	Galle	202412	202413	2	19-12-2023	Core Admin
FD Certificate	BERUWALA	202414	202415	2	24-12-2023	VishkaRanathunga

Document Distribution Authorization

For the acceptance of the distributions, required to log in from the relevant branches, which distributions are assigned for. Both pending and canceled distributions will list down as bellow in Document Distribution Authorization screen. Can either reject or approve the distributions from this screen.

Document Distribution Authorization

Distribution History										
Document Type	Start Number	End Number	Number of Document	From Branch	To Branch	Current Status	Last Taken Action	Created By	Created Date	Select
Passbook	202608	202617	10	Head Office	COLOMBO BRANCH	Pending	Transferred	Core Admin	11-02-2024	
FD Certificate	202405	202409	5	Head Office	COLOMBO BRANCH	Cancelled	Rejected	Core Admin	18-12-2023	
FD Certificate	202414	202415	2	COLOMBO BRANCH	BERUWALA	Pending	Transferred	VishkaRanathunga	24-12-2023	

- Select the pending record for the authorization.

Document Distribution

Document Type: From Branch: To Branch:

Start Serial Number: End Serial Number: Number of Document:

- Distribution details will display accordingly.
- Accept Button: Accept the document set for the relevant branch.
- Cancel Button: Cancel the distribution invoice by the relevant branch.

Funds Transfer

Customers can transfer funds between their own accounts within the same bank. This includes transfers between savings accounts and other account types.

Funds Transfer

Funds Transfer Request

Funds Transfer Approval

Multiple Funds Transfer Request

Multiple Funds Transfer Approval

Fund Transfer Request

Funds Transfer Request

New Request

Request

Debit Account

<p>Account Number *</p> <input type="text" value="Debit Account Number"/> <input type="button" value="Q"/>	<p>Customer Name</p> <input type="text" value="Customer Name"/>	<p>Customer Type</p> <input type="text" value="Customer Type"/>
<p>Account Type</p> <input type="text" value="Account Type"/>	<p>Status</p> <input type="text" value="Account Status"/>	<p>Currency</p> <input type="text" value="Currency"/>
<p>Ledger Balance</p> <input type="text" value="Ledger Balance"/>	<p>Actual Balance</p> <input type="text" value="Actual Balance"/>	<p>Available Balance</p> <input type="text" value="Actual Balance"/>

Credit Account

<p>Account Number *</p> <input type="text" value="Credit Account Number"/> <input type="button" value="Q"/>	<p>Customer Name</p> <input type="text" value="Customer Name"/>	<p>Customer Type</p> <input type="text" value="Customer Type"/>
<p>Account Type</p> <input type="text" value="Account Type"/>	<p>Status</p> <input type="text" value="Account Status"/>	<p>Currency</p> <input type="text" value="Currency"/>
<p>Ledger Balance</p> <input type="text" value="Ledger Balance"/>	<p>Actual Balance</p> <input type="text" value="Actual Balance"/>	<p>Available Balance</p> <input type="text" value="Actual Balance"/>

Debit Account

The account that funds will deduct from.

Debit Account

<p>Account Number *</p> <input type="text" value="Debit Account Number"/> <input type="button" value="Q"/>	<p>Customer Name</p> <input type="text" value="Customer Name"/>	<p>Customer Type</p> <input type="text" value="Customer Type"/>
<p>Account Type</p> <input type="text" value="Account Type"/>	<p>Status</p> <input type="text" value="Account Status"/>	<p>Currency</p> <input type="text" value="Currency"/>
<p>Ledger Balance</p> <input type="text" value="Ledger Balance"/>	<p>Actual Balance</p> <input type="text" value="Actual Balance"/>	<p>Available Balance</p> <input type="text" value="Actual Balance"/>

- Account Number: Enter the account number that need to transfer the funds from.

Account Number *

- Advance Search: User can enter / search particular account number by using this field. User can search an account by using Account Number, ID Number, Customer Number and Customer Name.

✕
Account Search

Account Number	ID Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Customer Number	Customer Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Account Status	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Active ▼ </div>	

Search
Clear

System fill-out the account details for the searched account number.

Account Number *	Customer Name	Customer Type
<input style="width: 95%;" type="text" value="1000116100005"/>	<input style="width: 95%;" type="text" value="kamal nuwan perera"/>	<input style="width: 95%;" type="text" value="Individual"/>
Account Type	Status	Currency
<input style="width: 95%;" type="text" value="Savings Account"/>	<input style="width: 95%;" type="text" value="Active"/>	<input style="width: 95%;" type="text" value="LKR"/>
Ledger Balance	Actual Balance	Available Balance
<input style="width: 95%;" type="text" value="21,000.00"/>	<input style="width: 95%;" type="text" value="21,000.00"/>	<input style="width: 95%;" type="text" value="21,000.00"/>
Signature		

Credit Account

The account where the deducted funds will receive.

Credit Account

Account Number *	Customer Name	Customer Type
<input style="width: 95%;" type="text" value="Credit Account Number"/>	<input style="width: 95%;" type="text" value="Customer Name"/>	<input style="width: 95%;" type="text" value="Customer Type"/>
Account Type	Status	Currency
<input style="width: 95%;" type="text" value="Account Type"/>	<input style="width: 95%;" type="text" value="Account Status"/>	<input style="width: 95%;" type="text" value="Currency"/>
Ledger Balance	Actual Balance	Available Balance
<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>	<input style="width: 95%;" type="text" value="0.00"/>

Account Number: Enter the account number that need to transfer the funds from.

Account Number *

Advance Search: User can enter / search particular account number by using this field. User can search an account by using Account Number, ID Number, Customer Number and Customer Name.

✕
Account Search

Account Number

Customer Number

Account Status Active ▼

ID Number

Customer Name

Search
Clear

System fill-out the account details for the searched account number.

<p>Account Number ★</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"> 1000113100034 Q </div>	<p>Customer Name</p> <div style="border: 1px solid #ccc; padding: 2px;">Viduranga Perera</div>	<p>Customer Type</p> <div style="border: 1px solid #ccc; padding: 2px;">Individual</div>
<p>Account Type</p> <div style="border: 1px solid #ccc; padding: 2px;">Savings Account</div>	<p>Status</p> <div style="border: 1px solid #ccc; padding: 2px;">Active</div>	<p>Currency</p> <div style="border: 1px solid #ccc; padding: 2px;">LKR</div>
<p>Ledger Balance</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: right;">162,355.01</div>	<p>Actual Balance</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: right;">160,355.01</div>	<p>Available Balance</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: right;">160,355.01</div>

After selecting the debiting account and the crediting account, user required to enter the fund transfer details.

Debit Amount ★

Credit Amount

Statement Narration ★

Remarks

LKR

⊕ Charge Setup

Debit Amount: Enter the amount need to transfer.

Debit Amount ★

LKR

Credit Amount: This will generate from the system in order to debit amount.

Debit Amount ★

Credit Amount

Statement Narration: The reason on the transfer.

Statement Narration ★

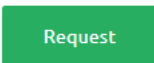
Remark: Record any notes relevant to the transaction (if available).

Remarks

New Request Button: Clear the form and lead for a new fund transfer request.



Save Button: Save the fund transfer and send for the authorization.



After saving the transfer, system will generate a Fund Transfer Number for the transaction.

The screenshot shows the 'Funds Transfer Request' form. A modal window titled 'Success' is displayed in the center, containing a green checkmark and the text: 'Fund Transfer Request Saved Successfully. Fund Transfer Number: FT11022024100001'. The background form shows fields for Debit Account (Account Number: 1000116100005, Account Type: Savings Account, Ledger Balance: 21,000.00), Credit Account (Account Number: 1000113100034, Account Type: Savings Account, Ledger Balance: 21,000.00), and Customer Name (kamal nuwan perera).

Funds Transfer Approval

Saved transactions will display on this screen. Required to authorize the fund transfer to proceed successfully.

Fund Transfer Approval

Show 10 lines

Search From Results

FT Number	Sender Account	Sender	Receiver Account	Receiver	Transfer Amount	Requested Date	Status	Current Action	Select
FT11022024100001	1000116100005	kamal nuwan perera	1000113100034	Viduranga Perera	10000.00	29-08-2027	New	Save	⌵
FT27122023100002	1000112100106	Sakuni Piyumika Perera	10004654230017	Kithsilu Perera	4000.00	22-09-2026	New	Save	⌵
FT29112023100001	1000141500009	Kavindu Perera	10002261230079	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA	10000.00	11-05-2025	New	Save	⌵

Showing 1 to 3 of top 3 lines

First Previous 1 Next Last

- Select the required record. The details will load automatically.

Fund Transfer Approval

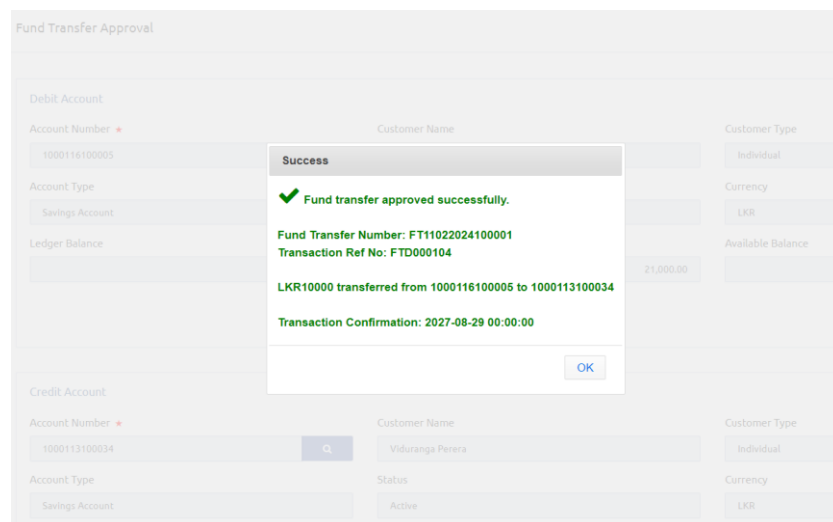
Debit Account

Account Number ★ <input type="text" value="1000116100005"/> <input type="button" value="Q"/>	Customer Name <input type="text" value="kamal nuwan perera"/>	Customer Type <input type="text" value="Individual"/>
Account Type <input type="text" value="Savings Account"/>	Status <input type="text" value="Active"/>	Currency <input type="text" value="LKR"/>
Ledger Balance <input type="text" value="21,000.00"/>	Actual Balance <input type="text" value="21,000.00"/>	Available Balance <input type="text" value="21,000.00"/>

Credit Account

Account Number ★ <input type="text" value="1000113100034"/> <input type="button" value="Q"/>	Customer Name <input type="text" value="Viduranga Perera"/>	Customer Type <input type="text" value="Individual"/>
Account Type <input type="text" value="Savings Account"/>	Status <input type="text" value="Active"/>	Currency <input type="text" value="LKR"/>
Ledger Balance <input type="text" value="162,355.01"/>	Actual Balance <input type="text" value="160,355.01"/>	Available Balance <input type="text" value="160,355.01"/>

- Back Button: redirect the user to the Fund Transfer Approval Screen.
- Authorize Button: Approve the fund transferring.
- Reject Button: Rejects the relevant transaction.
- After the authorization system will generate an invoice which include the transaction details.



Multiple Fund Transfer Request

Multiple fund transfer refers to transactions made for several accounts at once. Can transfer funds from one specific account to multiple accounts from this screen.

Multiple Fund Transfer Request

New Request

Request

Fund Transfer Method *

DR/CR Account *

Fund Transfer A/C Type *

Debit Account

Account Number *

Customer Name

Customer Type

Account Type

Status

Currency

Ledger Balance

Actual Balance

Available Balance

Suspense Account

Suspense Account

Currency

Fund Transfer Method: Fund transfer can be done manually or can enter to the system as excel type file.

Fund Transfer Method *

Manual

Manual

File Upload

DR/CR Account: System will identify the debit account or credit account.

DR/CR Account *

Fund Transfer A/C Type: The type of account which manages the debit account of this fund transfer process.

Fund Transfer A/C Type *

Debit Account

Debit Account

<p>Account Number *</p> <input type="text" value="Debit Account Number"/> Q	<p>Customer Name</p> <input type="text" value="Customer Name"/>	<p>Customer Type</p> <input type="text" value="Customer Type"/>
<p>Account Type</p> <input type="text" value="Account Type"/>	<p>Status</p> <input type="text" value="Account Status"/>	<p>Currency</p> <input type="text" value="Currency"/>
<p>Ledger Balance</p> <input type="text" value="Ledger Balance"/>	<p>Actual Balance</p> <input type="text" value="Actual Balance"/>	<p>Available Balance</p> <input type="text" value="Actual Balance"/>

[Signature](#)

Account Number: Enter the account number that need to transfer the funds from.

Account Number *

 Q

Advance Search: User can enter / search particular account number by using this field. User can search an account by using Account Number, ID Number, Customer Number and Customer Name.

Account Search ✕

<p>Account Number</p> <input type="text"/>	<p>ID Number</p> <input type="text"/>
<p>Customer Number</p> <input type="text"/>	<p>Customer Name</p> <input type="text"/>
<p>Account Status</p> <input type="text" value="Active"/>	

System fill-out the account details for the searched account number.

Debit Account

<p>Account Number *</p> <input type="text" value="1000113100034"/> Q	<p>Customer Name</p> <input type="text" value="Viduranga Perera"/>	<p>Customer Type</p> <input type="text" value="Individual"/>
<p>Account Type</p> <input type="text" value="Savings Account"/>	<p>Status</p> <input type="text" value="Active"/>	<p>Currency</p> <input type="text" value="LKR"/>
<p>Ledger Balance</p> <input type="text" value="172,355.01"/>	<p>Actual Balance</p> <input type="text" value="170,355.01"/>	<p>Available Balance</p> <input type="text" value="170,355.01"/>

[Signature](#)

Suspense Account

This account works as the middle account. funds will first move into the suspense account and then transfer to the other respective accounts.

Suspense accounts cannot be created by screen level. Suspense accounts are created from the backend in the phase of go live. For a created suspense account requires a GL account. User can set the GL account for the respective suspense account from,

General Ledger --> GL Setup --> Create GL Account

Suspense Account	Suspense Account Number	Suspense Account	Currency
------------------	-------------------------	------------------	----------

After selecting the debit account and the suspense account, the user is required to enter the fund transfer details.

Debit Amount *	<input type="text" value="0.00"/>	LKR	Bank Code	<input type="text"/>
Charges	<input type="text" value="0.00"/>	LKR	Branch Code	<input type="text"/>
Total Debit Amount	<input type="text" value="0.00"/>	LKR	Cheque Number	<input type="text"/>
Debit Account Narration	<input type="text"/>			
Credit Account Narration	<input type="text"/>			

[Charge Setup](#)

- Debit Amount: Enter the amount need to transfer.

Debit Amount * LKR

- Charges: available charges will display here
- Total Debit Amount: System will fill-out this by adding the charges for the debit amount.
- Bank Code: Enter the bank code
- Branch Code: Enter the branch code
- Cheque Number: Enter the cheque number if available.
- Debit Account Narration: Remarks on credit account
- Credit Account Narration: Remarks on debit account

Credit Account

Credit Account

Credit Account Number * Credit Amount *

No of Records Credited Total Credited Amount

- Credit Account Number: Enter the credit account number here.
- Credit Amount: Mention the amount would transfer for the relevant account.
- Add Account Button: Add the details of the credit account.
- No of Records: Displays the added credit account count
- Total Credit Amount: the amount summation of all the credit amounts.

Ex:-

Credit Account

Credit Account Number * Credit Amount *

Valid Accounts

Account Number	Customer Name	Amount	Status	Remark	Delete
1000113100035	kamal nuwan perera	20,000.00	Valid Account		<input type="button" value="⊖"/>
1000112100127	Chanupa Peiris	20,000.00	Valid Account		<input type="button" value="⊖"/>
1000112100128	Ravindu Silva	20,000.00	Valid Account		<input type="button" value="⊖"/>
Total Amount		60,000.00			

No of Records Credited Total Credited Amount

- New Request Button: Clear the form and lead for a new multiple fund transfer request.

- Save Button: Save the fund transfer and send for the authorization.

After saving the transfer, system will generate a Fund Transfer Number for the transaction.

The screenshot shows the 'Multiple Fund Transfer Request' form. A success message box is overlaid on the form, stating: 'Success Fund Transfer Request Saved Successfully. Fund Transfer Number: FT12022024100001'. The form fields include: Fund Transfer Method (Manual), DR/CR Account (Debit), Fund Transfer A/C Type (Customer Account), Debit Account (Account Number: 1000113100034, Account Type: Savings Account), Ledger Balance (172,355.01), and Available Balance (170,355.01).

Multiple Funds Transfer Approval

Saved transactions will display on this screen. Required to authorize the fund transfer to proceed successfully.

Multiple Fund Transfer Approval

Show lines Search From Results

FT Number	Sender Account	Sender	Currency	Transfer Amount	Created Date	Status	Current Action	Select
FT12022024100001	1000113100034	Viduranga Perera	LKR	60000.00	29-08-2027	New	Save	⌵
FT27122023100003	1000112100106	Sakuni Piyumika Perera	LKR	10000.00	22-09-2026	New	Save	⌵
FT18122023100001	1000P00200006	Mahel Perera	LKR	5000.00	16-01-2026	New	Save	⌵
FT15122023100005	1000P00200006	Mahel Perera	LKR	2000.00	16-01-2026	New	Save	⌵
FT15122023100002	1000P00800001	Niyol Siriwardane	LKR	2500.00	16-01-2026	New	Authorization in Progress	⌵
FT15122023100001	1000P00800001	Niyol Siriwardane	LKR	2000.00	16-01-2026	New	Authorization in Progress	⌵
FT14122023100007	1000P00800001	Niyol Siriwardane	LKR	2500.00	16-01-2026	New	Authorization in Progress	⌵

Showing 1 to 7 of top 7 lines First Previous **1** Next Last

- Select the required record. The details will load automatically.

Fund Transfer Method *
 DR/CR Account *
 Fund Transfer A/C Type *

Debit Account

Account Number * <input type="text" value="1000113100034"/>	Customer Name <input type="text" value="Viduranga Perera"/>	Customer Type <input type="text" value="Individual"/>
Account Type <input type="text" value="Savings Account"/>	Status <input type="text" value="Active"/>	Currency <input type="text" value="LKR"/>
Ledger Balance <input type="text" value="172,355.01"/>	Actual Balance <input type="text" value="170,355.01"/>	Available Balance <input type="text" value="170,355.01"/>

Suspense Account

<input type="text" value="Suspense Account Number"/>	<input type="text" value="Suspense Account"/>	<input type="text" value="Currency"/>
--	---	---------------------------------------

- Back Button: redirect the user to the Multiple Fund Transfer Approval Screen.
- Authorize Button: Approve the fund transferring.
- Reject Button: Rejects the relevant transaction.

Fund Hold

Fund holds in accounts typically refer to a temporary restriction or delay imposed by banks on certain funds within an account. These holds are commonly used to manage risks, ensure transaction security, and comply with regulatory requirements. For an example, unusual or high-risk transactions, court order or legal proceedings, delay of loan repayments, FD against loans. This is not deducting from the accounts funds but identifies as held or frozen funds.

Fund Hold

	Fund Hold Create / Edit		Fund Hold Authorize
--	-------------------------	--	---------------------

Fund Hold Create / Edit

User Can hold the funds from the customer accounts Can hold funds from the account from this screen.

Account Hold

Cancel

Account Details

Account Number <input type="text" value="Account Number"/>	Customer Name <input type="text"/>	Product Name <input type="text"/>	Account Branch <input type="text"/>
Currency <input type="text"/>	Product Name <input type="text"/>	Actual Balance <input type="text"/>	Available Balance <input type="text"/>

Account Details

Hold Reference <input type="text"/>	Hold Amount <input type="text"/>	Hold Reason --Select a Hold Reason--	Expiry Date <input type="text" value="DD-MM-YYYY"/>
Remarks <input type="text"/>			

Existing Holds

Account Details

- **Account Number:** Enter the account number that need to hold the funds.

Account Number

- **Advance Search:** User can enter / search particular account number by using this field. User can search an account by using Account Number, ID Number, Customer Number and Customer Name.

Account Search

Customer Name <input type="text"/>	ID Number <input type="text"/>	Customer Number <input type="text"/>
Account Number <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

System fill-out the account details for the searched account number.

Account Number 1000682900002	Customer Name Navindu Perera	Product Name FD Daily New	Account Branch Head Office
Currency LKR	Product Name FD Daily New	Actual Balance 30,000.00	Available Balance 30,000.00

After selecting the fund hold account, required to give the details about the hold.

Account Details

Hold Reference	Hold Amount 0.00	Hold Reason --Select a Hold Reason--	Expiry Date DD-MM-YYYY
Remarks			

- **Hold Reference:** further information included source.

Hold Reference

- **Hold Amount:** Enter the amount that need to hold from the relevant Account.

Hold Amount

- **Hold Reason:** Provide a valid reason from the filtration, for the fund hold.

Hold Reason

--Select a Hold Reason--

- Select a Hold Reason--
- Facility Settlements
- Arrears
- Facility Collateral

- **Expiry Date:** Select the date for the removal of the hold.

Expiry Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- **Remark:** Record any notes relevant to the transaction (if available).

Remarks

Existing Holds

Already exist hold for the account will display here. The current status display as active, take as a still applied hold.

Existing Holds

Account Number	Hold Number	Hold Amount	Hold Reason	Current Status	Last Action	Select
1000682900002	1000682900-1	20,000.00	Facility Collateral	Active	Authorized	

- User can change the status of the hold or manage by selecting the record.
- Hold details will load for the fields.

Account Hold Inactivate

Account Number 1000682900002	Customer Name Navindu Perera	Product Name FD Daily New	Account Branch Head Office
Currency LKR	Product Name FD Daily New	Actual Balance 30,000.00	Available Balance 30,000.00

Account Details

Hold Reference 1000682900-1	Hold Amount 20000	Hold Reason Facility Collateral	Expiry Date 27-04-2028
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Remarks
Account hold for facility collateral.

Existing Holds

Account Number	Hold Number	Hold Amount	Hold Reason	Current Status	Last Action	Select
1000682900002	1000682900-1	20,000.00	Facility Collateral	Active	Authorized	

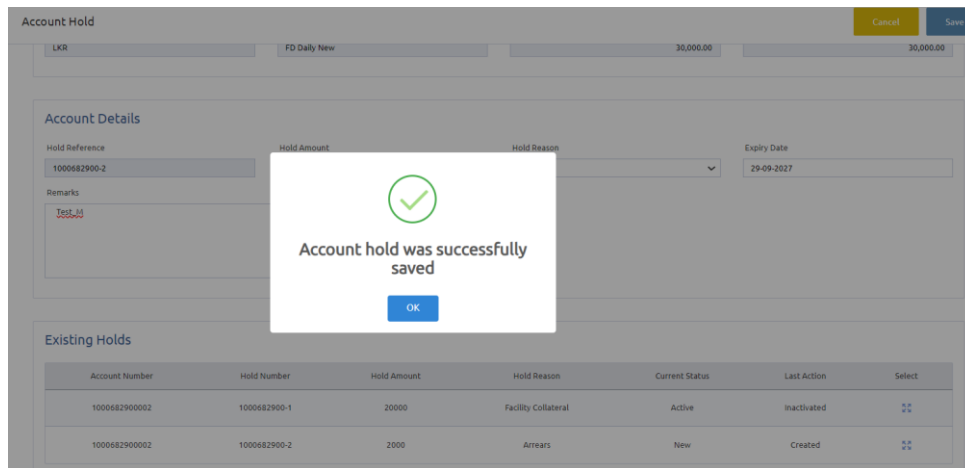
- Inactivate Button: user can inactivate the existing hold from this screen.

After reselecting the account number, the existing hold status will change into inactive.

Existing Holds

Account Number	Hold Number	Hold Amount	Hold Reason	Current Status	Last Action	Select
1000682900002	1000682900-1	20000	Facility Collateral	Active	Inactivated	

- Cancel Button: clear the current process.
- Save Button: Create the fund hold for the relevant account. And save any changes made for the existing holds. And newly created hold will display on existing holds as in new status.



Fund Hold Authorize

Pending fund hold accounts will display here. Select the relevant account record for further procedure.

Account Hold [Authorize](#) [Reject](#)

Account Details

Account Number 100068290002	Customer Name Navindu Perera	Product Name FD Daily New	Account Branch Head Office
Currency LKR	Product Name FD Daily New	Actual Balance 30,000.00	Available Balance 30,000.00

Account Details

Hold Reference 1000682900-2	Hold Amount 2,000.00	Hold Reason Arrears	Expiry Date 29-09-2027
--------------------------------	-------------------------	------------------------	---------------------------

Remarks
Test_M

Existing Holds

Pending Account Holds

Show 10 lines Search From Results

Account Number	Hold Number	Hold Amount	Hold Reason	Current Status	Last Action	Last Modified By	Last Modified Date	Select
1024312100014	1024312100-1	106,000.00	Facility Collateral	New	Created	00000001	28-03-2023	
1030312100006	1030312100-1	50,000.00	Facility Collateral	New	Created	00000061	31-03-2023	
1027312100006	1027312100-1	1,000,000.00	Facility Collateral	New	Created	00000030	11-04-2023	
1025312100010	1025312100-1	500,000.00	Facility Collateral	New	Created	00000012	12-04-2023	
1024310100017	1024310100-1	125,000.00	Facility Collateral	New	Created	00000001	08-05-2023	
1000213300012	1000213300-1	20,000.00	Facility Collateral	New	Created	admin	11-06-2025	
1000213300013	1000213300-1	35,000.00	Facility Collateral	New	Created	admin	11-06-2025	
1000213300013	1000213300-2	0.00	Facility Collateral	New	Created	admin	11-06-2025	
1000213300013	1000213300-3	1,000.00	Facility Collateral	New	Created	admin	12-06-2025	
1000213300014	1000213300-1	40,000.00	Facility Collateral	New	Created	admin	14-07-2025	

Showing 1 to 10 of top 40 lines First Previous **1** 2 3 4 Next Last

Details will load for the fields and user is responsible to check and give the approval.

- Authorize Button: Approve the created fund hold for the account.
- Reject Button: Reject the fund hold for the account.

Account Dormant

Dormant accounts are the accounts those have been isolated for a long period of time, which were not involved with possible exception of deposits, withdrawals for a certain period of time.

Account Dormant

\$	Active Dormant Account	\$	Authorize Active Dormant Account
----	------------------------	----	----------------------------------

Accounts will be automatically dormant by the system in according to the dormant set up done in the product creation.

[System Administration](#) > [Savings Product or Term Deposit Product](#) > [Create/ Edit](#) > [Interest Information](#)

User can set the dormant count when the product creation level by using this provided field.

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Interest Capitalization * <input checked="" type="radio"/> Daily Interest Calculation <input type="radio"/> Periodic Interest Calculation						
Interest Calculation Type *		Interest Rate *				
Normal		2.50				
Day Basis *	Dormant Count *	Min Balance to Earn Interest *		Initial Deposit *		
365	365	500.00		1,000.00		
Interest Calculation Start *	Interest Capitalization Frequency *	Every		Interest Capitalization Process Run *		
At the First Deposit	Monthly	1 Every 1 Months		At the EOD		
Interest Accrual Entry Posting to GL *						
Yes						

Ex:- If an customer open a savings account from one of the savings product which the dormant count is 365 and customer has not seen any activity for the time period, then the specific account will be dormant automatically after the period of time.

Active Dormant Account

Dormant accounts can be reactivated from this screen. The dormant accounts will be listed down on this screen and user can view and manage them.

Activate Dormant Accounts

Account Number	Account Name	Customer Name	Actual Balance	Ledger Balance	Branch	View
1024110100023	saving	WEERASINGHE ARACHCHIGE ERANDA THEEKSHANA	2142.02	2142.02	AGALAWATHTHA BRANCH	
1025110100001	Normal Saving	WEERASINGHE ARACHCHIGE ERANDA THEEKSHANA	1935.07	1935.07	WADUWA BRANCH	
1024110100001	savings	RANASINGHA ARACHCHIGE KUSHAN LAKSHAL RANASINGHA	1386.18	1386.18	AGALAWATHTHA BRANCH	
1024132100420	Member shares	RANASINGHA ARACHCHIGE KUSHAN LAKSHAL RANASINGHA	100	100	AGALAWATHTHA BRANCH	
1024110100002	saving	Inura Seneviratne	2405.7	2705.7	AGALAWATHTHA BRANCH	
1024110100014	Saving	HEREGNCNGE MAHINDA SALGADU	500	595.34	AGALAWATHTHA BRANCH	
1024132100087	Saving	HEREGNCNGE MAHINDA SALGADU	100	100	AGALAWATHTHA BRANCH	
1024118100044	Sumudu	Will arachchige dinupa shenal gunathilaka	511.34	511.34	AGALAWATHTHA BRANCH	
1024132100001	Savings	THALPE LIYANAGE CHATHURA MADUWANTHA	100	100	AGALAWATHTHA BRANCH	
1024110100015	Saving	THALPE LIYANAGE CHATHURA MADUWANTHA	2950.97	2950.97	AGALAWATHTHA BRANCH	
1024118100001	Savings	KUKULE KANKANAMIGE HASHAN ERANGA	511.34	511.34	AGALAWATHTHA BRANCH	
1024110100016	Savings	Samarakon dandeniya sirisena	3060.03	3060.03	AGALAWATHTHA BRANCH	
1024110100017	Savings	Samarakon dandeniya sirisena	4050.11	4050.11	AGALAWATHTHA BRANCH	
1024132100006	Savings	Samarakon dandeniya sirisena	100	100	AGALAWATHTHA BRANCH	

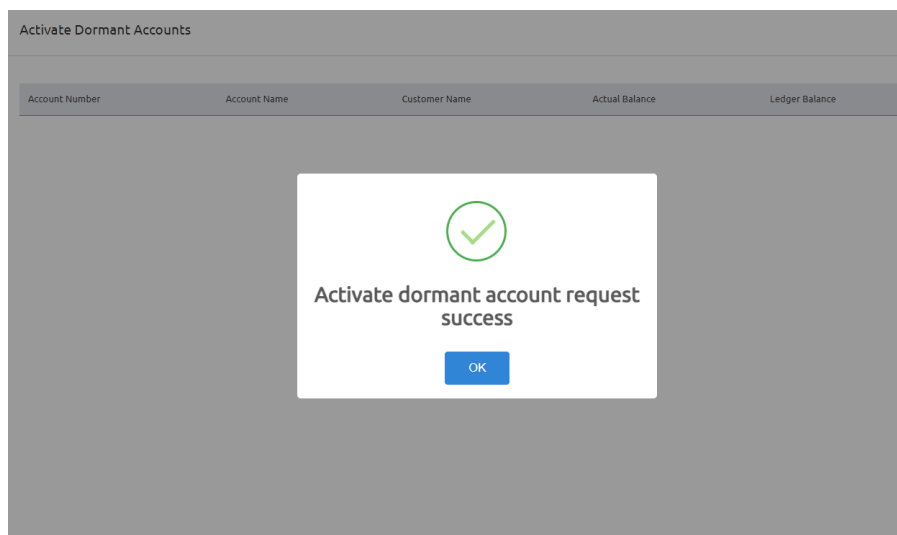
Click on the view  button

Activate Dormant Account

Following data fields will loaded with the details of the dormant account.

- Account Number: Display the dormant account number
- Account Name: Dormant Account name.
- ID Number
- Product Name: Product name which the account created.




- Product Type: either saving or term deposit product
- Currency Code
- Actual Balance
- Ledger Balance
- Branch Name
- Current Status
- Current Action
- Activate Button: Can activate the dormant account



Authorize Active Dormant Account

Activated dormant accounts will display on this screen.

Activate Dormant Accounts

Account Number	Account Name	Customer Name	Actual Balance	Ledger Balance	Branch	View
1024110100023	saving	WEERASINGHE ARACHCHIGE ERANDA THEEKSHANA	2,142.02	2,142.02	AGALAWATHTHA BRANCH	
1025110100001	Normal Saving	WEERASINGHE ARACHCHIGE ERANDA THEEKSHANA	1,935.07	1,935.07	WADDUWA BRANCH	
1024110100002	saving	Inura Senevirathne	2,405.70	2,705.70	AGALAWATHTHA BRANCH	

Click on the view  button

Activate Dormant Accounts

Account Number	Account Name	Customer Name	Actual Balance	Ledger Balance	Branch
1024110	Activate Dormant Account Press esc key to exit				ALAWATHTHA BRANCH
1025110					DDUWA BRANCH
1024110					ALAWATHTHA BRANCH

Authorize
Reject

Account Number	Account Name	ID Number
<input type="text" value="1024110100023"/>	<input type="text" value="saving"/>	<input type="text" value="199013600804"/>
Product Name	Product Type	Currency Code
<input type="text" value="NORMAL SAVINGS M"/>	<input type="text" value="Savings Account"/>	<input type="text" value="LKR"/>
Actual Balance	Ledger Balance	Branch Name
<input type="text" value="2,142.02"/>	<input type="text" value="2,142.02"/>	<input type="text" value="AGALAWATHTHA BRANCH"/>
Current Status	Current Action	
<input type="text" value="Dormant"/>	<input type="text" value="Dormant Account Active Authorize Requested"/>	

Activate Dormant Account

Following data fields will loaded with the details of the dormant account.

- Account Number: Display the activated account number
- Account Name: activated Account name.
- ID Number
- Product Name: Product name which the account created.
- Product Type: either saving or term deposit product

- Currency Code
- Actual Balance
- Ledger Balance
- Branch Name
- Current Status
- Current Action
- Authorize Button: Approve the activated account
- Reject Button: Reject the dormant account reactivation

Account Closure

Account closure refers to the process of terminating or closing a financial account in a bank. This can be done due to the customer requests, customer inactivity, customer's suspicious activities.

Account Closure



Account Closure Request

User can close accounts from this screen. Select the respective account and close the account.

Account Closure Clear

Account Number ★ Name

Account Number

Status Product Currency

Actual Balance Ledger Balance Available Balance

Accrued Interest(CR) Accrued Interest(DR)

Account Dependencies

Loan Number Hold Amount OD Amount

Float Amount

Closure Charge Spool Charge

Wave off Wave off

Closure Amount Account Number

Remark ★

- **Account Number:** Enter the account number that need to close from the system.

Account Number ★

Account Number

- **Advance Search:** User can enter / search particular account number by using this field. User can search an account by using Account Number, ID Number, Customer Number and Customer Name.

Account Search ✕

Customer Name ID Number Customer Number

Account Number

System fill-out the account details for the searched account number.

Account Closure Close Clear

Account Number ★ Name

Status Product Currency

Actual Balance Ledger Balance Available Balance

Accrued Interest(CR) Accrued Interest(DR)

Account Dependencies

Loan Number Hold Amount OD Amount

Float Amount

Closure Charge Spool Charge

Wave off Wave off

Closure Amount Account Number

Remark ★

Account Dependencies

Loan Number Hold Amount OD Amount

Float Amount

Closure Charge Spool Charge

Wave off Wave off

Closure Amount Account Number

- Closure Amount: The funds exist up to now.
- Account Number: Set the fund transferring account.
- Remark: necessary to provide the reason or keep note on the account closure.

Remark ★

- Close button: Close the specific account.
- Clear Button: Cancel the form.

Account Closure Authorize

Required to approve the account closures from this screen.

Account Closure Authorize

Show entries Search:

Closure Account	Closure Amount	Transfer Account	Status	User	Date	Authorize
1000113100050	55,000.00	1000P00100008	New	admin	2/12/2024 6:11:43 AM	

Showing 1 to 1 of 1 entries Previous Next

Details will load accordingly.

Account Closure Authorize

Account Number ★ Name

Status Product Currency

Actual Balance Ledger Balance Available Balance

Accrued Interest(CR) Accrued Interest(DR)

Account Dependencies

Loan Number Hold Amount OD Amount

Float Amount

Closure Charge Spool Charge

Wave off Wave off

Closure Amount Account Number

- Reject Button: reject the closure for the specific account.
- Authorize Button: Approve the account closure according to the details check.

Notification Maintenance

Update the customer about the accounts and notify the customer about the specific status or reminders via SMS.

Notification Maintenance

\$	Notification Activate/Edit Request
-----------	---

Notification Activate/Edit Request

Activates the notification service for the customers.

Notification Activate/Edit Request

Set Up Notification for Customer Number ★

Customer Number

Customer Details

Customer Name	ID Number	Customer Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Contact No.	Email	Correspondence Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Open Date	Product Type	Account No	Account Name	Joint A/C Indicator	Account Status	Notification Setup	Notification History
-------------------	--------------	------------	--------------	---------------------	----------------	--------------------	----------------------

- **Set Up Notification for Customer Number:** Enter the customer number for notification set up.
- **Advance Search:** User can enter / search particular customer number by using this field. User can search a customer by using Customer Name, ID Number, Customer Number, Branch, Centre and Group.

Customer Search ✕

Customer Name	ID Number
<input type="text"/>	<input type="text"/>
Customer Number	Branch
<input type="text"/>	--All Branch-- <input type="button" value="v"/>
Center	Group
--All Center-- <input type="button" value="v"/>	--All Group-- <input type="button" value="v"/>

After selecting the relevant customer, the details will load for the following fields.

Set Up Notification for Customer Number ★

10251000796

Customer Details

Customer Name	ID Number	Customer Type
KAHADHAWA ARACHCHILAGE IRESHA MADHU	856430022V	Personnel
Primary Contact No.	Email	Correspondence Address
0776872935		NO 42 LRC IDAM MALEGAMA WADDUWA

- **Customer Name:** Name of the customer.
- **ID Number:** Identity number of the customer.

- Customer Type: Type of the customer.
- Primary Contact No: Main contact method.
- Email: email address of the customer.
- Correspondence Address: address to receive mail correspondence and parcels.

Account Details of the customer will display as bellow.

Account Open Date	Product Type	Account No	Account Name	Joint A/C Indicator	Account Status	Notification Setup	Notification History
16-02-2023	Savings Account	0502-27-1193	SAVINGS	No	Dormant		
16-02-2023	Savings Account	1025132100535	MEMBER SHARE	No	Dormant		
16-02-2023	Term Deposit Account	1025312100010	10251000796-Term Deposit	No	Active		

Notification Setup

- Transaction Type: The notifying methods. Can select more than one option ().
 - SMS
 - Email ()
 - App Notification
 - Mail
- Save Button: Save the changes and update.
- Close Button: Close the Notification Setup pop up.

Notification History Previous transactions will display here ,

Change History ×

Show lines Search From Results

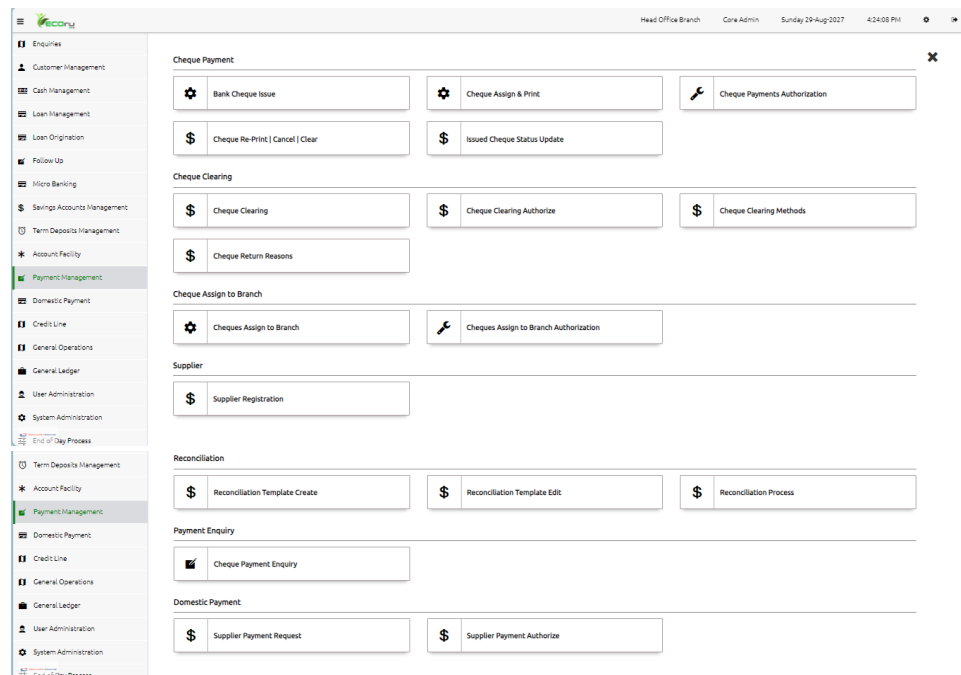
Date & Time	Transaction Type	Description	Capture User
No records found			

First Previous Next Last

Payment Management Module

This module automates the process of issuing bank cheques, reducing manual effort and minimizing errors in cheque generation. By incorporating predefined workflows, the sub-module streamlines the cheque issuance process, ensuring prompt approval and timely delivery of cheques to customers.

- Integrated decision-making tools assist banking professionals in assessing cheque issuance requests, enhancing efficiency and consistency in decision-making.
- Through automation and optimization, this module facilitates faster cheque processing, leading to improved customer satisfaction and reduced wait times for cheque issuance.
- The payment management module consists of the below captured foremost functions.
- User visibility of functionalities will be based on the role permission associated with the user.

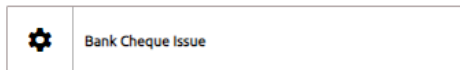


Cheque Payment

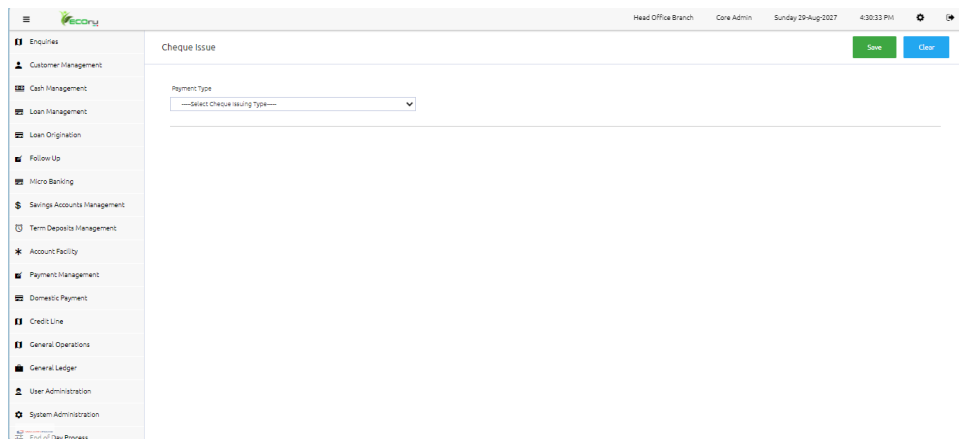
Bank Cheque Issue

[Login](#) > [Payment Management](#) > [Cheque Payment](#) > [Bank Cheque Issue](#)

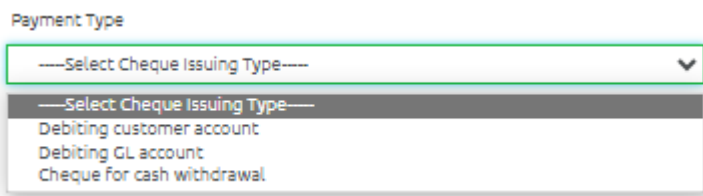
- This sub-module simplifies the process of issuing bank cheques by providing an intuitive interface for users to input recipient details, amount, and other necessary information.
- With just a few clicks, users can generate bank cheques swiftly and accurately, streamlining the payment process for various transactions.



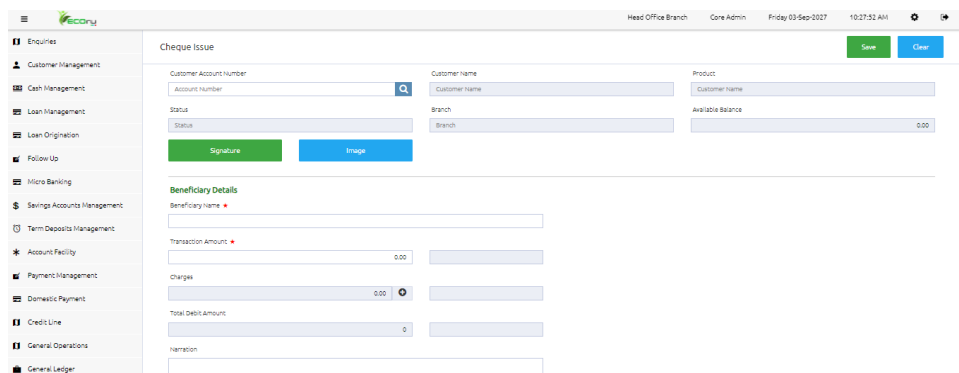
- After selecting the Bank Cheque Issue button, you will be directed to the user interface below,

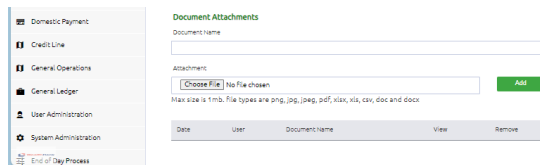


- Payment Type: Select Payment Type



- This is how the interface looks when you select Debiting Customer Account.





- In here you must complete the details and you can proceed further by selecting the save button.
- Customer Account Number: Enter the Customer Account Number

Customer Account Number

- You can view the customer’s signature by selecting on the below shown signature button.



- You can view the customer’s image by selecting on the below shown image button.



- Next you can proceed further by entering the Beneficiary Details,

Beneficiary Name ★

- Transaction Amount: Enter the Transaction Amount.

Transaction Amount ★

- Narration: Enter the Narration

Narration

- After filling in the Beneficiary Details you can proceed further by entering the Document Details,
- Document Name: Enter Document Name.

Document Name

- Attachment: An attachment can be added here.

Attachment

 No file chosen

Max size is 1mb. file types are png, jpg, jpeg, pdf, xlsx, xls, csv, doc and docx

- You can add the attachment by selecting the add button as shown below,



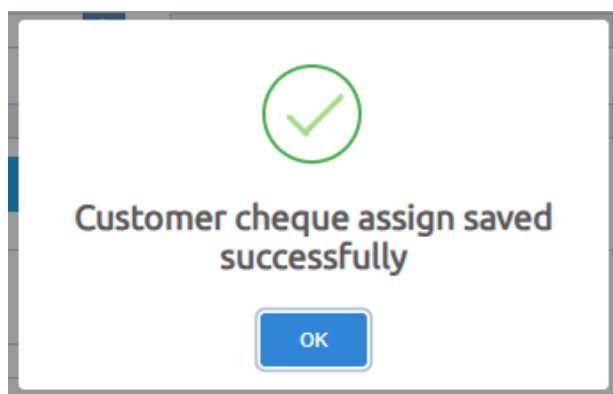
- When an attachment is added it will be shown under the attachments table as shown below,

Date	User	Document Name	View	Remove
03-09-2027	Core Admin	NIC		

- After filling in all the details you can proceed further by selecting the Save Button.



- After selecting on the Save button, you will see a message which states that Customer Cheque Assign Saved Successfully



This is how the interface looks when you select Debiting GL Account.

In here you must complete the details and you can proceed further by selecting the save button.

- Supplier: Select a Supplier

Supplier *

----Select a Supplier----

----Select a Supplier----

Code : 1001 Name :Nimal

Code : 1002 Name :Kamal

Code : 1012 Name :Water Board

Code : 1003 Name :Electricity bill

Code : 009 Name :Electricity

- Narration: Enter Narration.

Narration *

- Branch: Select a Branch.

Branch *

----Select Branch----

----Select Branch----

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Transaction Amount: Enter Transaction Amount.

Transaction Amount ★

- After filling in all the details you can proceed further by selecting the Add button,

- After selecting the Add button the details can be seen here,

Debit GL Account	Branch	Transaction Amount	Remove
Expenses-Legal Fees-2290	Head Office	2,000.00	•
Total Amount		2,000.00	

- After filling in the Supplier Details you can proceed further by entering the Document Details,

-

- Attachment: An attachment can be added here.

Attachment

 No file chosen

Max size is 1mb. file types are png, jpg, jpeg, pdf, xlsx, xls, csv, doc and docx

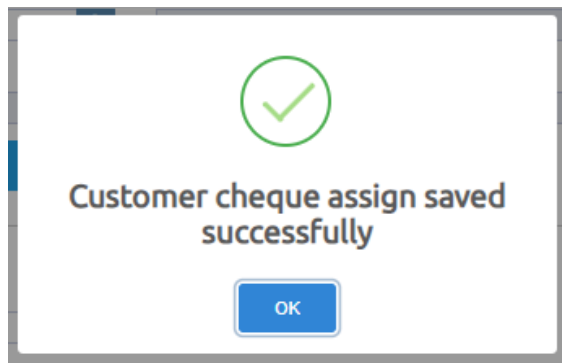
- You can add the attachment by selecting the add button as shown below,

- When an attachment is added it will be shown under the attachments table as shown below,

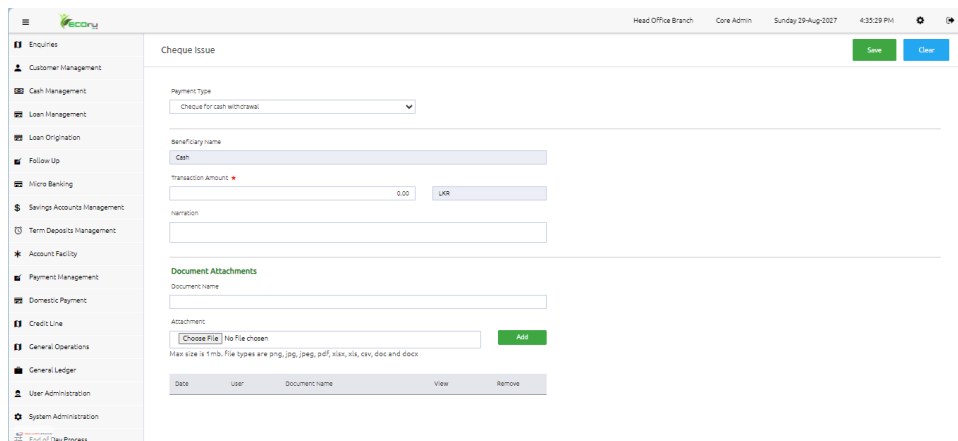
Date	User	Document Name	View	Remove
03-09-2027	Core Admin	NIC		•

- After filling in all the details you can proceed further by selecting the Save Button.

- After selecting on the Save button, you will see a message which states that Customer Cheque Assign Saved Successfully.



- This is how the interface looks when you select cheque for cash withdrawal.



- Transaction Amount: Enter Transaction Amount.

Transaction Amount ★

- Narration: Enter Narration.

Narration ★

- After filling in the Cash Details you can proceed further by entering the Document Details,

- Attachment: An attachment can be added here.

Attachment



 No file chosen

Max size is 1mb. File types are png, jpg, jpeg, pdf, xlsx, xls, csv, doc and docx

- You can add the attachment by selecting the add button as shown below,

Add

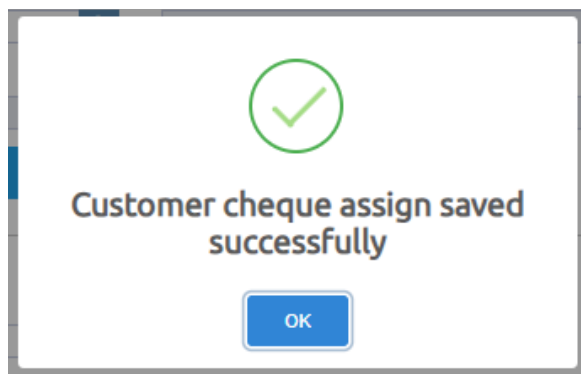
- When an attachment is added it will be shown under the attachments table as shown below,

Date	User	Document Name	View	Remove
03-09-2027	Core Admin	NIC		

- After filling in all the details you can proceed further by selecting the Save Button.

Save

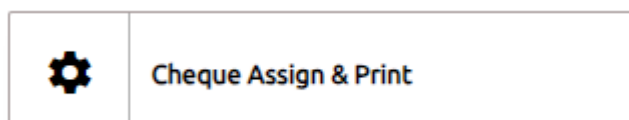
- After selecting on the Save button, you will see a message which states that Customer Cheque Assign Saved Successfully.



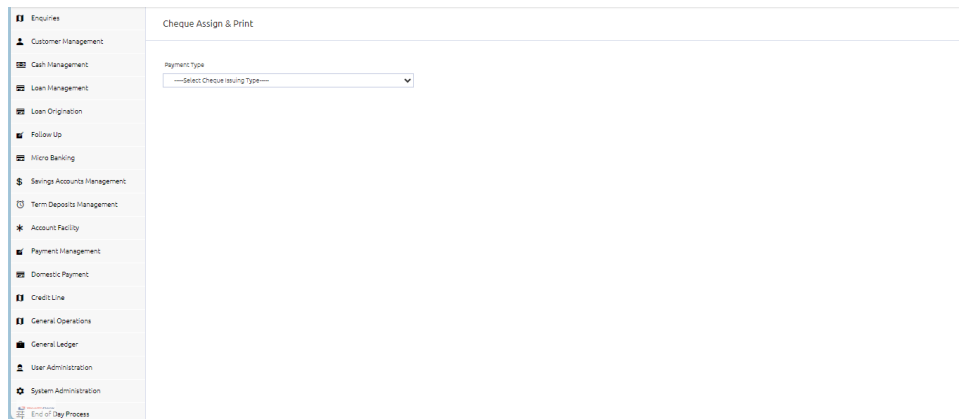
Cheque Assign and Print

[Login](#) > [Payment Management](#) > [Cheque Payment](#) > [Cheque Assign and Print](#)

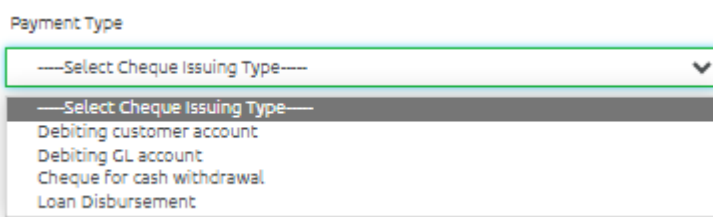
- The Cheque Assign and Print sub-module simplifies cheque processing by efficiently assigning cheque numbers to transactions and facilitating convenient cheque printing.
- This streamlined approach minimizes errors, enhances accountability, and expedites payment processing.



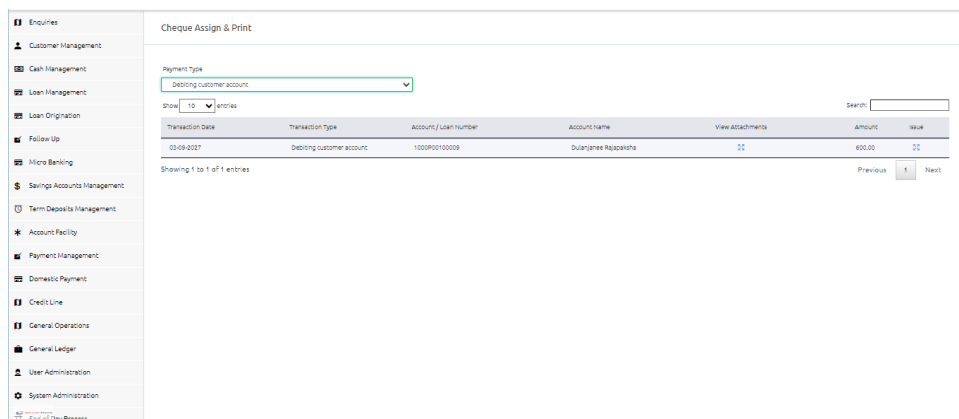
- After selecting the Assign Print button, you will be directed to the user interface below,



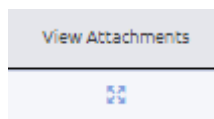
- Payment Type: Select Payment Type



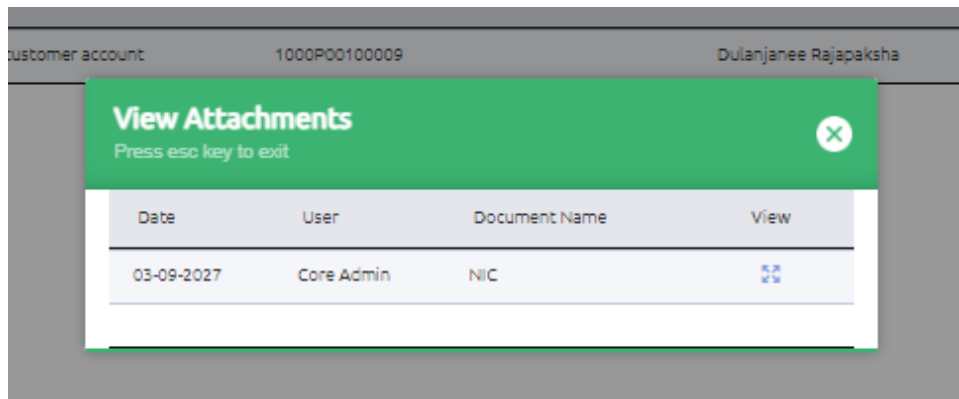
- This is how the interface looks when you select Debiting Customer Account.



- You can view the attachments of a cheque by selecting on the below shown button,



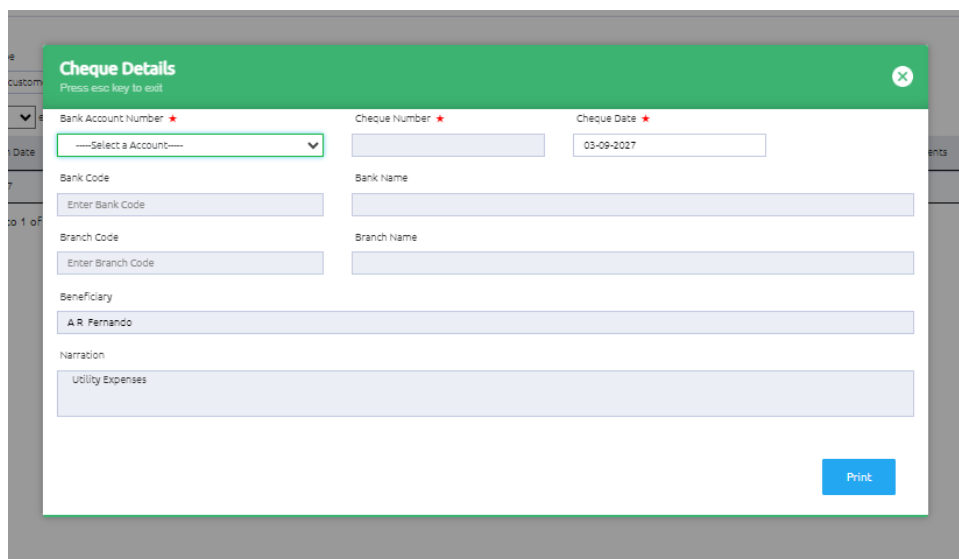
- After selecting on the button, you will be navigated to the below shown interface,



- Next you can issue a cheque by selecting on the issue button as shown below,

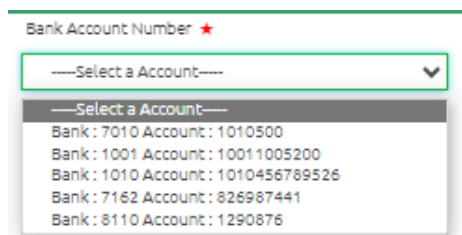


- After selecting on the Issue button, you will be navigated to the below shown interface,



- In here after selecting on the relevant bank account number you can proceed by selecting on the Print Button.

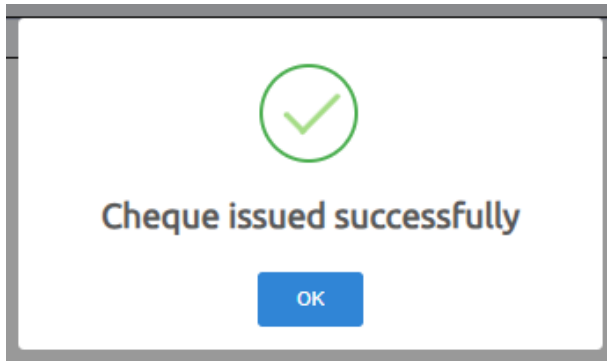
- Bank Account Number: Select a Bank Account Number



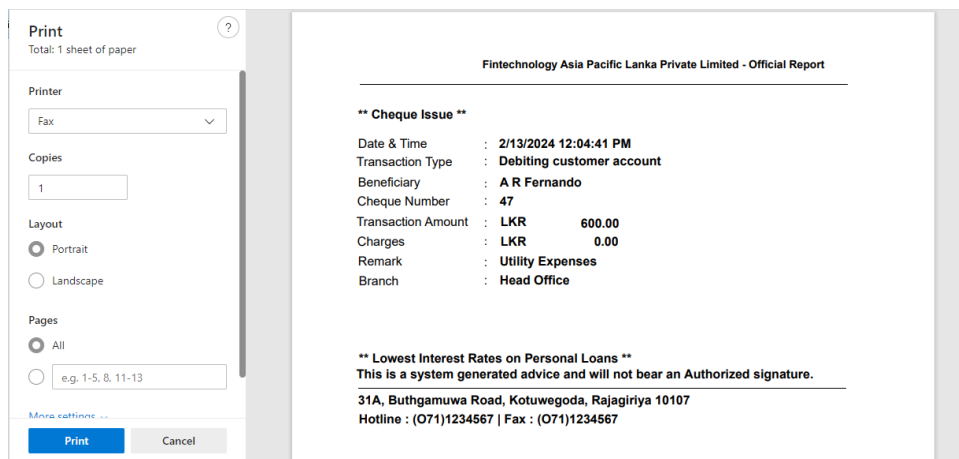
- After selecting the relevant bank account number, you can proceed further by selecting the below shown print button.



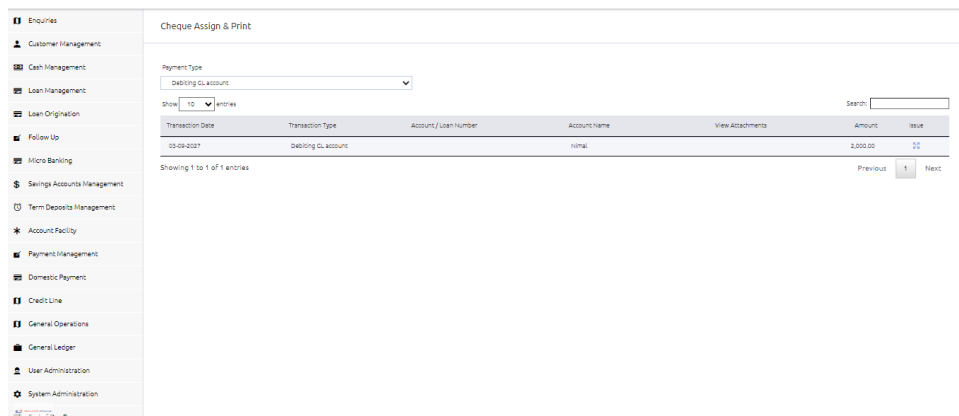
- After you select on the print button a message that states Cheque issued successfully will be visible as shown below,



- Also, you will be navigated to the print page.



- This is how the interface looks when you select Debiting GL Account.



- You can issue a cheque by selecting on the issue button as shown below,

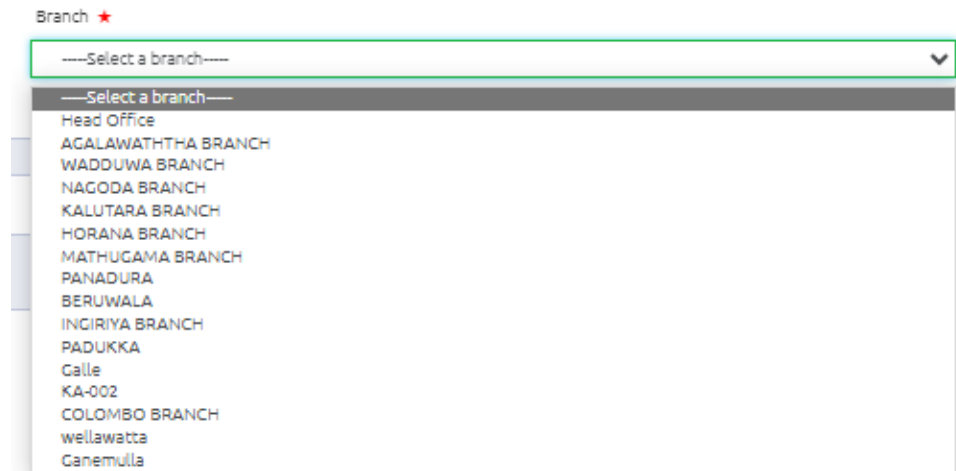


- After selecting on the Issue button, you will be navigated to the below shown interface,

- Bank Account Number: Select a Bank Account Number

- Cheque Number: Enter Cheque Number

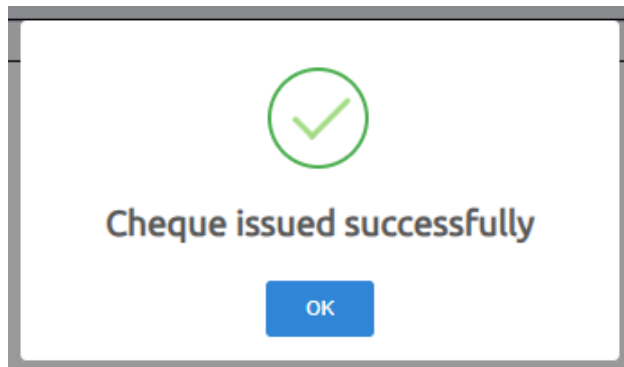
- Branch: Select Branch



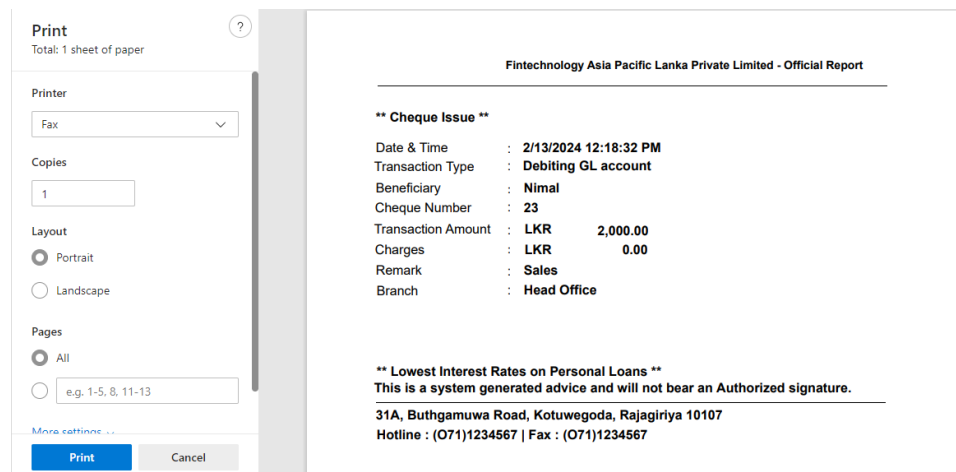
- After selecting and entering the relevant details you can proceed further by selecting the below shown print button.



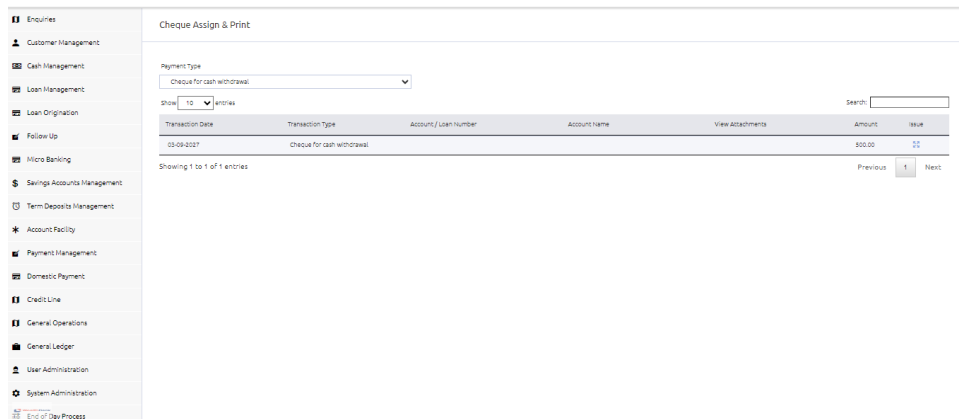
- After you select on the print button a message that states Cheque issued successfully will be visible as shown below,



- Also, you will be navigated to the print page.



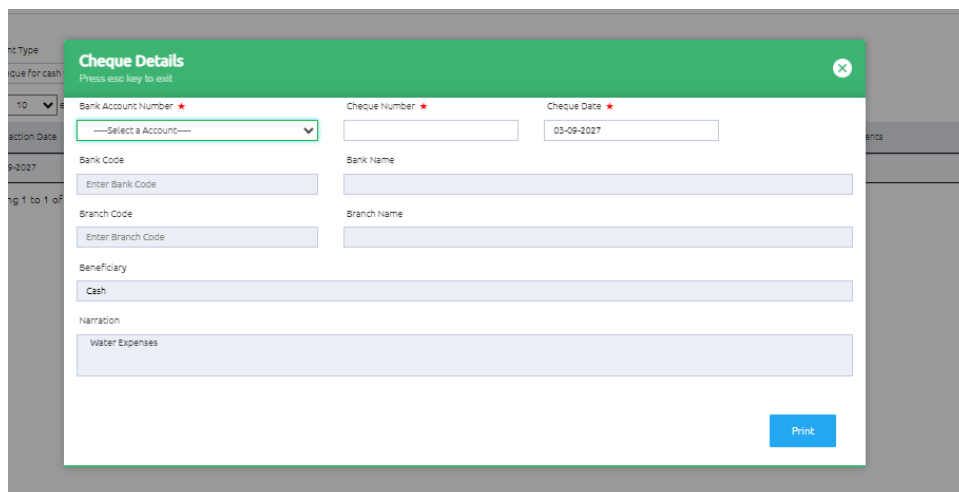
- This is how the interface looks when you select Cheque for Cash Withdrawal.



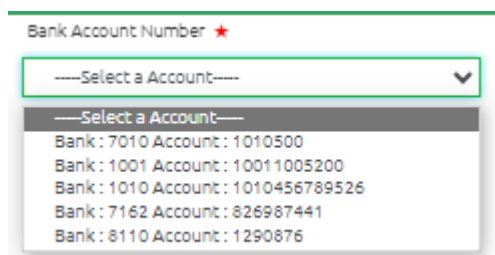
- You can issue a cheque by selecting on the issue button as shown below,



- After selecting on the Issue button, you will be navigated to the below shown interface,



- Bank Account Number: Select a Bank Account Number



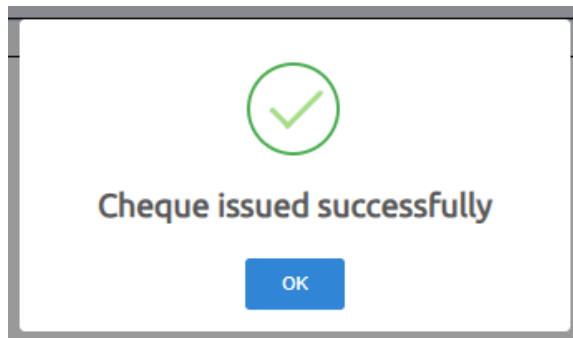
- Cheque Number: Enter Cheque Number

Cheque Number *

- After selecting and entering the relevant details you can proceed further by selecting the below shown print button.



- After you select on the print button a message that states Cheque issued successfully will be visible as shown below,



- Also, you will be navigated to the print page.

Print
Total: 1 sheet of paper

Printer
Fax

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 e.g. 1-5, 8, 11-13

More settings ...

Print Cancel

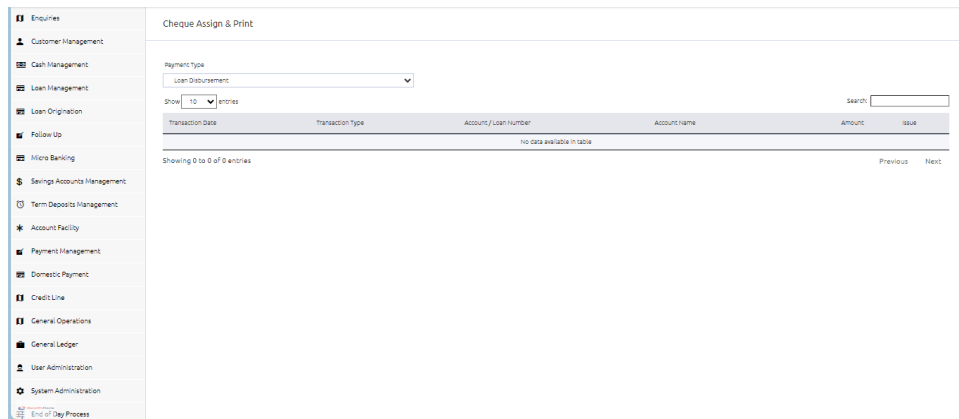
Fintechology Asia Pacific Lanka Private Limited - Official Report

**** Cheque Issue ****

Date & Time : 2/13/2024 12:26:11 PM
 Transaction Type : Cheque for cash withdrawal
 Beneficiary : Cash
 Cheque Number : 12
 Transaction Amount : LKR 500.00
 Charges : LKR 0.00
 Remark : Water Expenses
 Branch : Head Office

**** Lowest Interest Rates on Personal Loans ****
 This is a system generated advice and will not bear an Authorized signature.
 31A, Buthgamuwa Road, Kotuwegoda, Rajagiriya 10107
 Hotline : (071)1234567 | Fax : (071)1234567

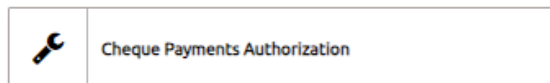
- This is how the interface looks when you select Loan Disbursement.



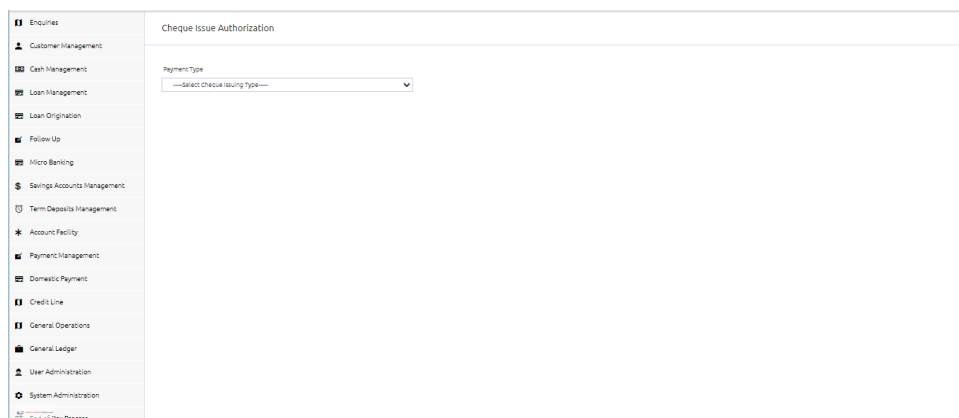
Cheque Payments Authorization

Login > Payment Management > Cheque Payment > Cheque Payments Authorization

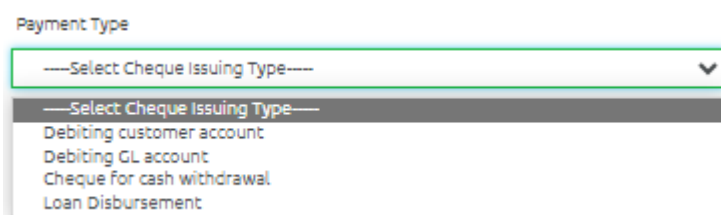
- The Cheque Payments Authorization sub-module facilitates a streamlined workflow for approving cheque payments.
- It allows designated personnel to review and authorize cheque payments digitally, ensuring accuracy and compliance with internal controls before funds are disbursed.



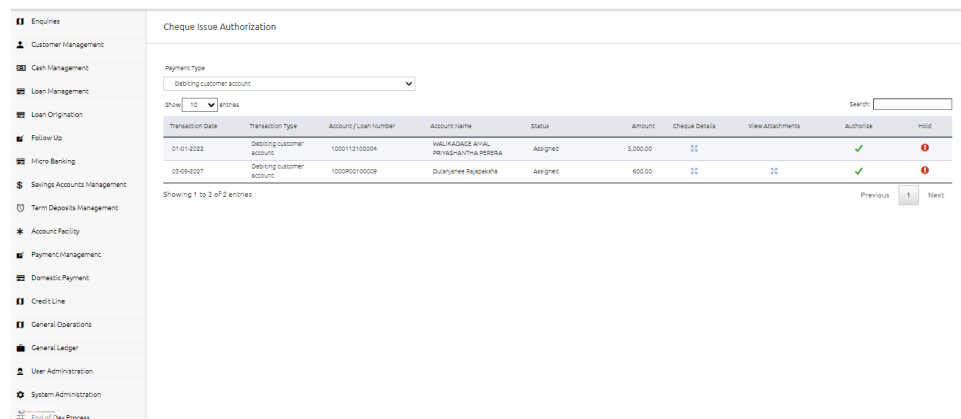
- After selecting the Cheque Payments Authorization button, you will be directed to the user interface below,



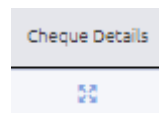
- Payment Type: Select Payment Type



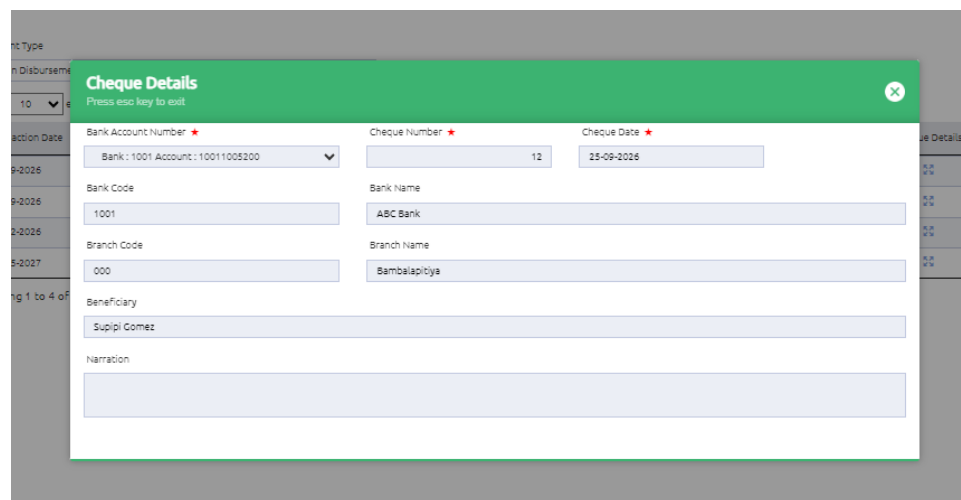
- This is how the interface looks when you select Debiting Customer Account.



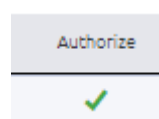
- If you want to view cheque details you can do so by selecting on the below shown button,



- After that you will be navigated to the below shown interface,



- If you want to authorize a cheque you can do so by selecting the below shown authorize button.



- After you select the authorize button you will get a message which states that confirmation required as shown below,



Confirmation Required !



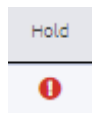
- When you select confirm button you will get a message which states that Cheque Authorized Successfully as shown below.



Cheque authorized successfully



- If you want to Hold a Cheque, you can do so by selecting the hold button shown below,



- After you select the authorize button you will get a message which states that confirmation required as shown below,



Confirmation Required !



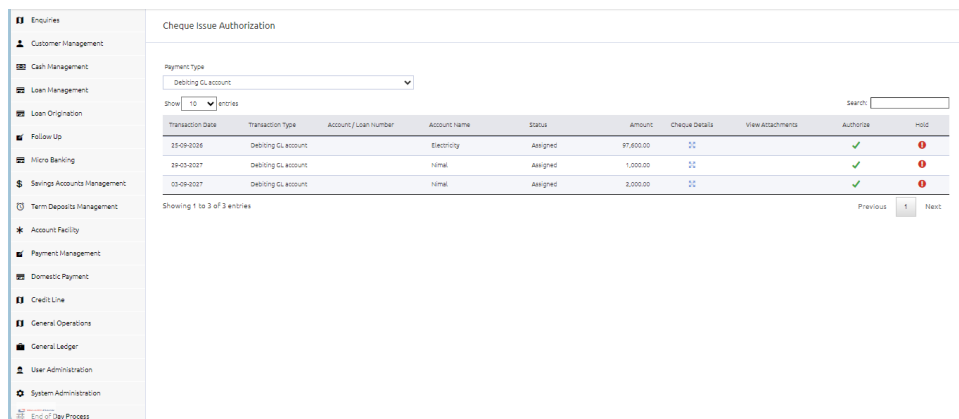
- When you select confirm button you will get a message which states that Cheque Rejected Successfully as shown below.



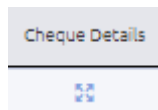
Cheque rejected successfully



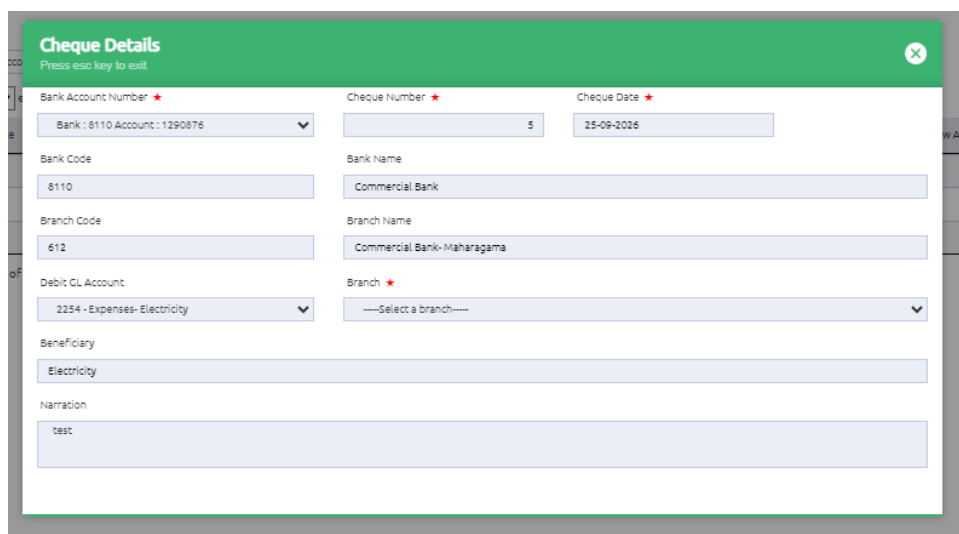
- This is how the interface looks when you select Debiting GL Account.



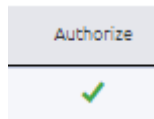
- If you want to view cheque details you can do so by selecting on the below shown button,



- After that you will be navigated to the below shown interface,



- If you want to authorize a cheque you can do so by selecting the below shown authorize button.



- After you select the authorize button you will get a message which states that confirmation required as shown below,



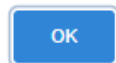
Confirmation Required !



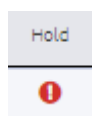
- When you select confirm button you will get a message which states that Cheque Authorized Successfully as shown below.



Cheque authorized successfully



- If you want to Hold a Cheque, you can do so by selecting the hold button shown below,



- After you select the authorize button you will get a message which states that confirmation required as shown below,



Confirmation Required !



- When you select the confirm button you will get a message which states that Cheque Rejected Successfully as shown below.



Cheque rejected successfully



- This is how the interface looks when you select Cheque for Cash Withdrawal.

Transaction Date	Transaction Type	Account/Loan Number	Account Name	Status	Amount	Cheque Details	View Attachments	Authorize	Hold
16-09-2023	Cheque for cash withdrawal			Assigned	100,000.00	00		✓	0
29-03-2027	Cheque for cash withdrawal			Assigned	20,000.00	00		✓	0
29-03-2027	Cheque for cash withdrawal			Assigned	10,000.00	00	00	✓	0
29-03-2027	Cheque for cash withdrawal			Assigned	42,245.00	00		✓	0
16-04-2027	Cheque for cash withdrawal			Assigned	10,000.00	00		✓	0
25-04-2027	Cheque for cash withdrawal			Assigned	20,000.00	00		✓	0
25-04-2027	Cheque for cash withdrawal			Assigned	20,000.00	00		✓	0
25-04-2027	Cheque for cash withdrawal			Assigned	30,000.00	00		✓	0
25-04-2027	Cheque for cash withdrawal			Assigned	20,000.00	00		✓	0
25-04-2027	Cheque for cash withdrawal			Assigned	1,000,000.00	00		✓	0

- If you want to view cheque details you can do so by selecting on the below shown button,



- After that you will be navigated to the below shown interface,

Cheque Details
Press esc key to exit

Bank Account Number *
Bank : 1001 Account : 10011005200

Cheque Number *
13

Cheque Date *
27-09-2026

Bank Code
1001

Bank Name
ABC Bank

Branch Code
000

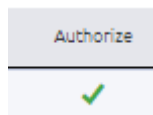
Branch Name
Bambalapitiya

Beneficiary
Cash

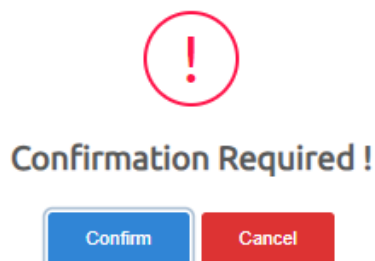
Narration

withdrawal Assign 20,000.00

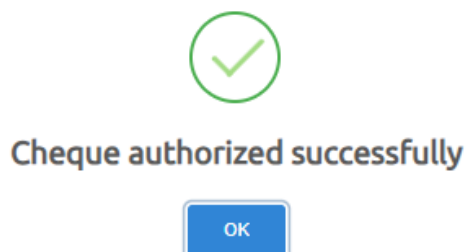
- If you want to authorize a cheque you can do so by selecting the below shown authorize button.



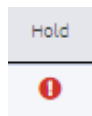
- After you select the authorize button you will get a message which states that confirmation required as shown below,



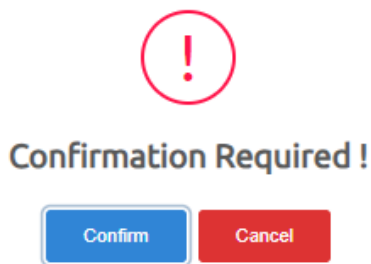
- When you select confirm button you will get a message which states that Cheque Authorized Successfully as shown below.



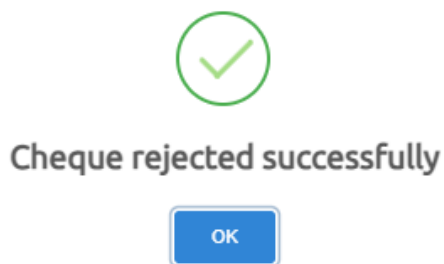
- If you want to Hold a Cheque, you can do so by selecting the hold button shown below,



- After you select the authorize button you will get a message which states that confirmation required as shown below,



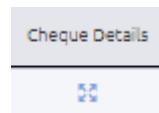
- When you select the confirm button you will get a message which states that Cheque Rejected Successfully as shown below.



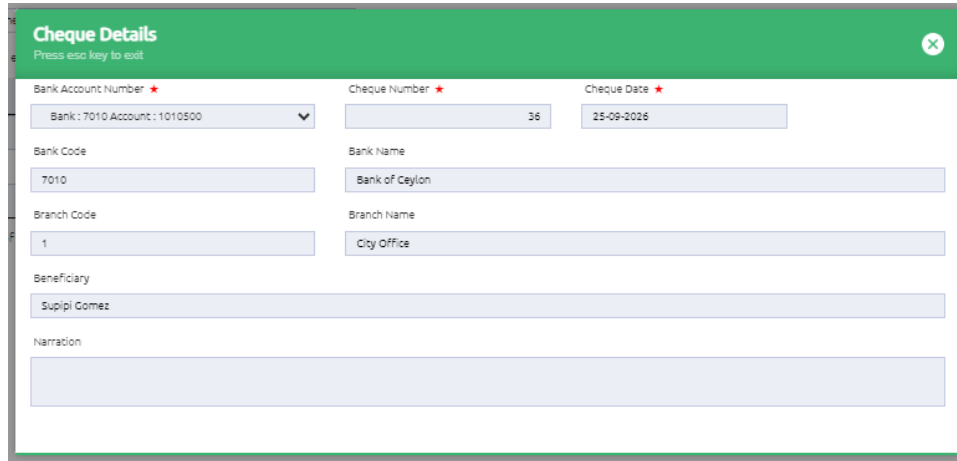
- This is how the interface looks when you select Loan Disbursement.

Transaction Date	Transaction Type	Account/Loan Number	Account Name	Status	Amount	Cheque Details	Authorize	Hold
25-09-2025	Loan Disbursement	1000101020003	Supri Gomez	Assigned	1,500.00	00	✓	⊘
25-09-2025	Loan Disbursement	1000101020003	Supri Gomez	Assigned	1,000.00	00	✓	⊘
24-12-2025	Loan Disbursement	10002121240005	Wandy Perez	Assigned	48,000.00	00	✓	⊘
23-05-2027	Loan Disbursement	10002281240017	Sainou Jayarathne	Assigned	92,500.00	00	✓	⊘

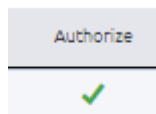
- If you want to view cheque details you can do so by selecting on the below shown button,



- After that you will be navigated to the below shown interface,



- If you want to authorize a cheque you can do so by selecting the below shown authorize button.



- After you select the authorize button you will get a message which states that confirmation required as shown below,



Confirmation Required !



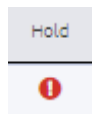
- When you select the confirm button you will get a message which states that Cheque Authorized Successfully as shown below.



Cheque authorized successfully



- If you want to Hold a Cheque, you can do so by selecting the hold button shown below,



- After you select the authorize button you will get a message which states that confirmation required as shown below,



Confirmation Required !



- When you select the confirm button you will get a message which states that Cheque Rejected Successfully as shown below.



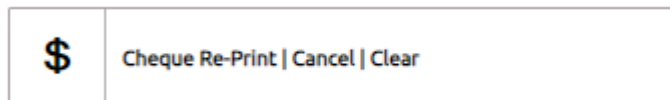
Cheque rejected successfully



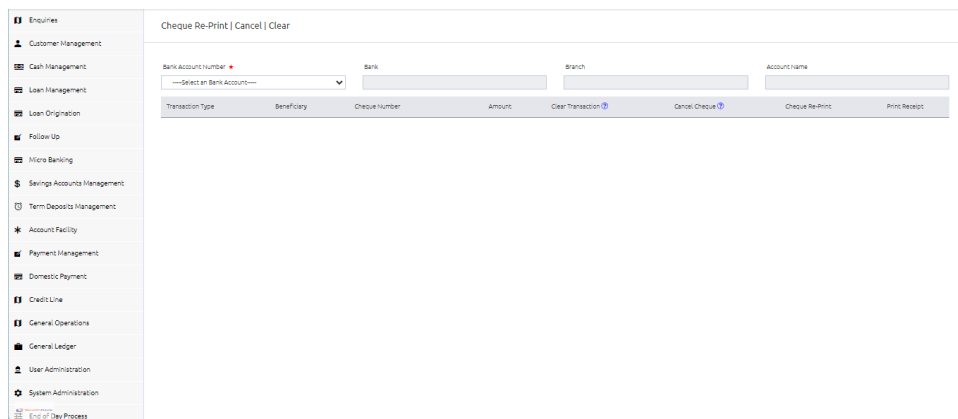
Cheque Re-Print | Cancel | Clear

[Login](#) > [Payment Management](#) > [Cheque Payment](#) > [Cheque Re-Print | Cancel | Clear](#)

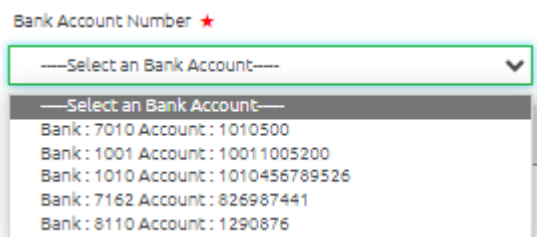
- This sub-module simplifies cheque processing by offering quick options to reprint cheques and manage cancellations or clearances.
- It ensures efficient handling of cheque-related transactions, minimizing disruptions and enhancing operational control.



- After selecting the Cheque Re-Print | Cancel | Clear button, you will be directed to the user interface below,



- **Bank Account Number:** Select a bank account number.



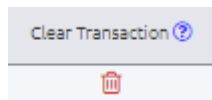
- After selecting a bank account number, the details related to it will be shown.

Cheque Re-Print | Cancel | Clear

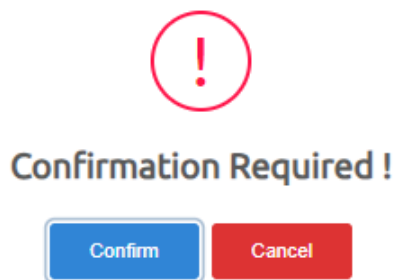
Bank Account Number: Bank of Ceylon, Branch: C/O Office, Account Name: Vibe

Transaction Type	Beneficiary	Cheque Number	Amount	Clear Transaction	Cancel Cheque	Cheque Re-Print	Print Receipt
Debiting GL account	NIMEL	40	5,000.00				
Cheque for cash withdrawal	Cash	41	10,000.00				
Cheque for cash withdrawal	Cash	42	30,000.00				
Cheque for cash withdrawal	Cash	43	80,000.00				
Cheque for cash withdrawal	Cash	44	30,000.00				
Cheque for cash withdrawal	Cash	45	20,000.00				
Cheque for cash withdrawal	Cash	46	10,000.00				
Debiting customer account	A R Fernando	47	600.00				
Debiting GL account	NIMEL	23	2,000.00				
Cheque for cash withdrawal	Cash	12	500.00				
Loan Disbursement	Sudip Gomes	38	1,000.00				
Loan Disbursement	Hansy Herera	27	48,000.00				

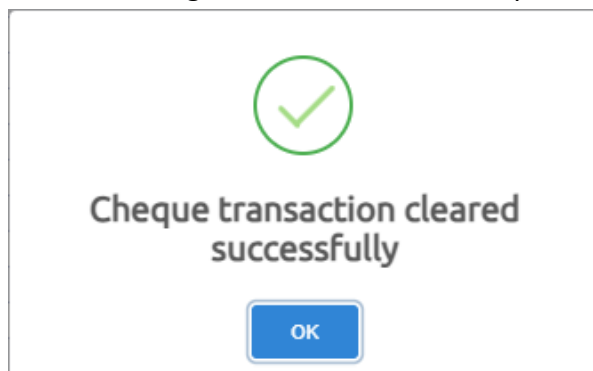
- Clear Transaction: This will clear the entire transaction.
- If you want to clear a transaction you can select the below shown button,



- After selecting the button, you will get a confirmation message.

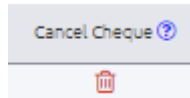


- After you select the confirm button in the confirmation message you will get a message which states that Cheque Transaction Cleared Successfully.



- Cancel Cheque: This will clear the assigned cheque transaction also; the users can issue a new cheque.

- If you want to cancel the cheque you can proceed further by selecting the Cancel Cheque button,



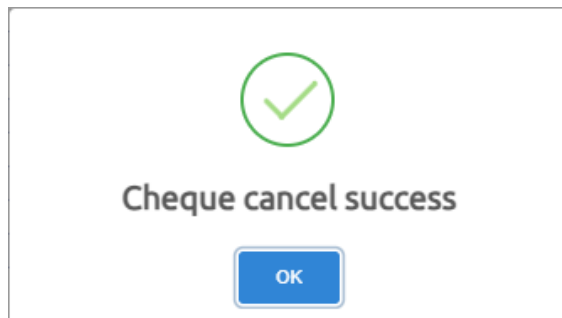
- After selecting the button, you will get a confirmation message.



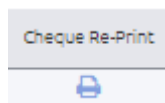
Confirmation Required !



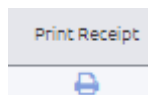
- After you select the confirm button in the confirmation message you will get a message which states that Cheque is Cancelled Successfully.



- If you want to get a print of the cheque, you can select the cheque Re-Print button as shown below,



- If you want to get a print of the receipt, you can do so by selecting the print receipt button shown below,



- Once you select the print button you will be directed to the shown interface below,

Print
Total: 1 sheet of paper

Printer
Fax

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 e.g. 1-5, 8, 11-13

Print Cancel

Fintechnology Asia Pacific Lanka Private Limited - Official Report

**** Cheque Issue ****

Date & Time : 1/26/2024 2:18:50 PM
 Transaction Type : Cheque for cash withdrawal
 Beneficiary : Cash
 Cheque Number : 42
 Transaction Amount : LKR 30,000.00
 Charges : LKR 0.00
 Remark :
 Branch : Head Office

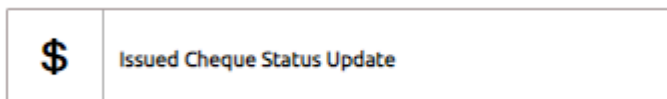
**** Lowest Interest Rates on Personal Loans ****
 This is a system generated advice and will not bear an Authorized signature.

31A, Buthgamuwa Road, Kotuwegoda, Rajagiriya 10107
 Hotline : (071)1234567 | Fax : (071)1234567

Issued Cheque Status Update

[Login > Payment Management > Cheque Payment > Issued Cheque Status Update](#)

- This sub-module provides real-time updates on the status of issued cheques, allowing users to track the progress of each cheque from issuance to clearance or any other relevant status.



- After selecting the Issued Cheque Status Update button, you will be directed to the user interface below,

The screenshot shows the 'Issued Cheque Status Update' interface. It includes a sidebar with navigation options like Enquiries, Customer Management, Cash Management, Loan Management, etc. The main area features search filters for Transaction Type, Bank, Branch, Cheque Status, and Date Range. A 'Status Summary' box shows 13 cheques for a total amount of 220,000.00. Below the filters is a table of cheques with columns for Transaction Type, Issued Branch, Cheque Date, Bank Name, Branch Name, Cheque Number, Amount, Status, Cheque Paid Date, Mark Paid, Mark Return, and Return Reason. A 'Mark All As Paid' button is visible in the top right corner.

- In here as shown above you can mark the status update of a cheque whether it is paid or a return.
- You can mark all the cheques as paid by selecting on the mark all as paid button shown below,



- Transaction Type: Select Transaction Type

Transaction Type

All

All

Debiting customer account

Debiting GL account

Cheque for cash withdrawal

Loan Disbursement

- Bank: Select a Bank

Bank

All

All

7010 - Bank of Ceylon

7038 - Standard Chartered Bank

7047 - Citi bank N. A.

7056 - Commercial Bank Of Ceylon PLC

7074 - Habib Bank Limited

7083 - Hatton National Bank PLC

7092 - Hongkong and Shanghai Banking Corporation

7108 - Indian Bank

7117 - Indian Overseas Bank

7135 - People's Bank

7144 - State Bank of India

7162 - Nations Trust Bank PLC

7205 - Deutsche Bank AG

7214 - National Development Bank PLC

7269 - MCB Bank Limited

7278 - Sampath Bank PLC

7287 - Seylan Bank PLC

7296 - Public Bank Berhad

7302 - Union Bank Of Colombo PLC

- Issued Branch: Select a Branch

Issued Branch

All

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INCIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Cheque Status: Select a Status.

Cheque Status

Issued

All

Issued

Cancelled

Paid

Return

Stale

- From Date: Select a Date.

From Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- To Date: Select a Date.

To Date *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa	Cheque Paid Date
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			


Today Done

After selecting the details, you can proceed further by selecting on the Search Button as shown below,

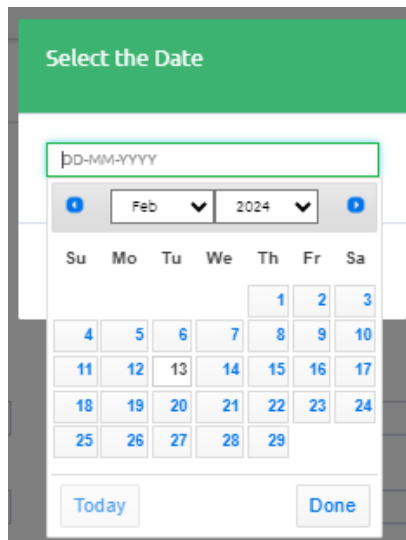
Search

Next, to mark the cheque as paid you can do so by selecting the cheque paid date button as shown below,

Cheque Paid Date



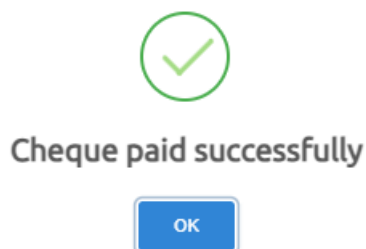
- After selecting the button, you will have to select a date as shown below,



- After you select a date, you can proceed further by selecting the paid button as shown below,

Paid

- Once you select on the paid button you will get a message which states that Cheque paid Successfully as shown below,



- If you want to return a cheque you can do so by selecting the return button shown below,

Return

Once you select the Return button you will be navigated to the Return Reason Interface as shown below,

- After that you will have to select the add button to save the reason.
- After it's done the reason will be shown next to the return button,

Mark Return	Return Reason
Return	
Return	Paper Not Received
Return	Funds Insufficient

Cheque Clearing

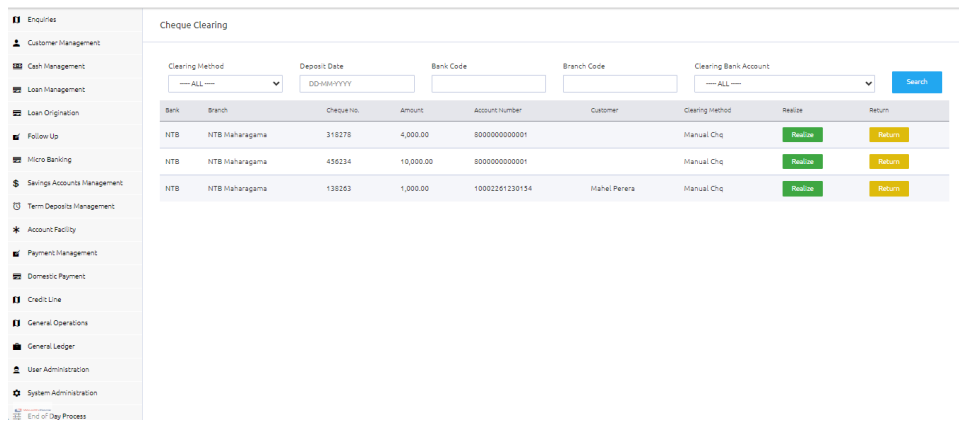
Cheque Clearing

[Login](#) > [Payment Management](#) > [Cheque Clearing](#) > [Cheque Clearing](#)

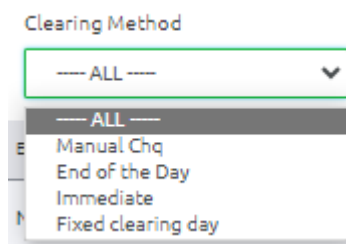
- The Cheque Clearing sub-module automates the clearing process for cheque payments, eliminating manual intervention and reducing processing time.
- It efficiently handles cheque verification, validation, and settlement, streamlining operations for banking professionals.



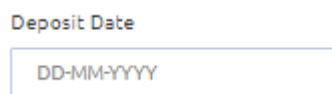
- After selecting the Cheque Clearing button, you will be directed to the user interface below,



- Clearing method: Select a method.



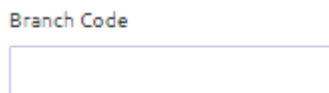
- Deposit Date: Select a date.



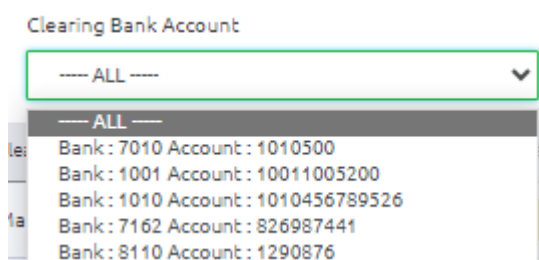
- Bank Code: Enter code.



- Branch Code: Enter code.



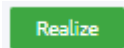
- Clearing Bank Account: Select an account.



- After entering and selecting the relevant details you can proceed further by selecting the below shown search button,



- If you want to realize a cheque you can do so by selecting the realize button as shown below,

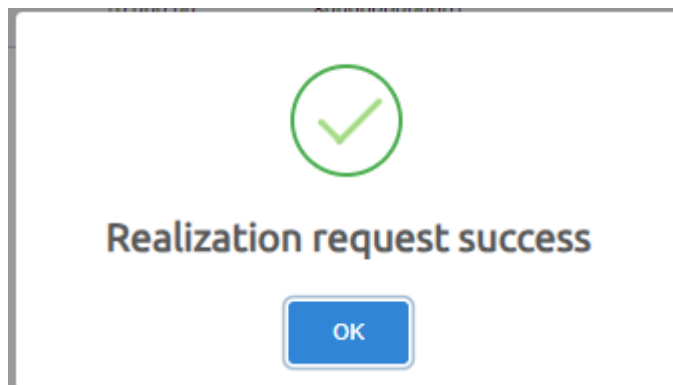


- After you select the button a confirmation message will be shown,

Are you sure you want to realize this cheque



- If you proceed with OK, you will get a message which states that Realization Request is Successful.



- Further, if you want to return a cheque you can do so by selecting the return button shown below,



- Once you select the return button, you'll be navigated to the below shown interface,

- Return Reason: Select a Reason.

Return Reason *

- Remark: Adding a remark is not mandatory but if you want you can do so.

Remark

- After selecting and entering the relevant details you can do so by selecting the return button as shown below,

Cheque Clearing Authorize

[Login](#) > [Payment Management](#) > [Cheque Clearing](#) > [Cheque Clearing Authorize](#)

- The Cheque Clearing Authorize sub-module automates the process of authorizing cheque clearances, enabling swift and efficient processing of cheque payments.
- By leveraging predefined criteria and validation checks, it ensures accuracy and compliance with banking protocols.

\$	Cheque Clearing Authorize
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After selecting the Cheque Clearing Authorize button, you will be directed to the user interface below,

Bank	Branch	Cheque No.	Amount	Account Number	Customer	Status	Authorize	Reject
NTB	NTB Maharagama	2124	2,000.00	10004634200017	Kizhlu Perera	Realization requested	Authorize	Reject
NTB	NTB Maharagama	329734	5,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	249272	5,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	132343	5,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	318278	4,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	113413	5,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	123123	4,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	123312	6,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	124232	5,000.00	80000000000001		Realization requested	Authorize	Reject
NTB	NTB Maharagama	122343	4,300.00	1000113100035	kamal huwan perera	Realization requested	Authorize	Reject
NTB	NTB Maharagama	1454	2,000.00	1000113100034	Viduranga Perera	Realization requested	Authorize	Reject

- Bank Code: Enter code.

Bank Code

- Branch Code: Enter code.

Branch Code

- Clearing Bank Account: Select an account.

Clearing Bank Account

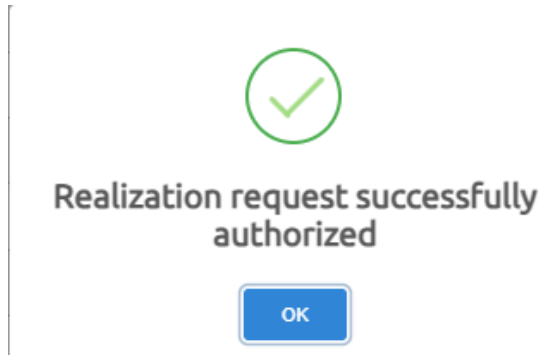
---- ALL ----

- ALL ----
- Bank : 7010 Account : 1010500
- Bank : 1001 Account : 10011005200
- Bank : 1010 Account : 1010456789526
- Bank : 7162 Account : 826987441
- Bank : 8110 Account : 1290876

- After selecting and entering the relevant details you can proceed by selecting the search button.

- After selecting the search button, the results related to the relevant details will be shown.
- If you want to authorize a realization request you can do so by selecting the authorize button as shown below,

- Once you select the authorize button a message will be shown which states that the request is successful.



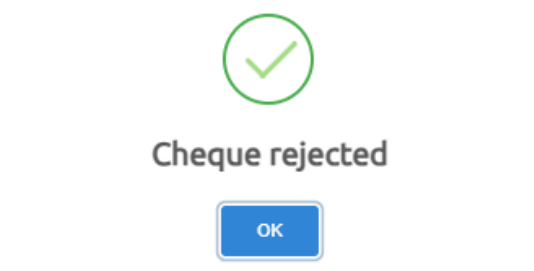
- If you want to reject a realization request you can do so by selecting the reject button as shown below,



- Then a confirmation message will pop up,
Are you sure you want to reject this cheque



- Once you select OK you will get a message stating that the cheque has been rejected as shown below,



Cheque Clearing Methods

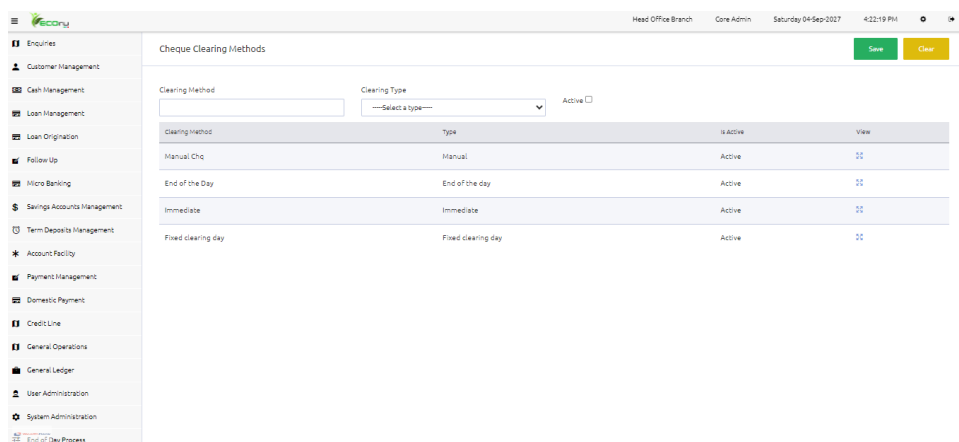
[Login](#) > [Payment Management](#) > [Cheque Clearing](#) > [Cheque Clearing Methods](#)

- The Cheque Clearing Methods sub-module automates the clearing process by efficiently managing the submission and processing of cheque payments.

- This automation significantly reduces manual intervention, leading to faster clearance times and improved operational efficiency.
- Users can choose from a variety of clearing methods tailored to their specific needs.



- After selecting the Cheque Clearing Methods button, you will be directed to the user interface below,



- Clearing Method: Enter clearing method.

Clearing Method

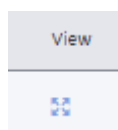
- Clearing Type: Select type.

Clearing Type

----Select a type----

- Select a type----
- Immediate
- End of the day
- Own cheque
- Fixed clearing day
- Manual

- If you want to view a clearing method you can do so by selecting the view button shown below,



- Then the details will be loaded in the text boxes.
- If you want to do any changes you can select the view button then do the change and select the below shown update button,



- Once you select the update button after doing the changes you will get a message saying that the cheque clearing method is saved,



Cheque clearing method saved



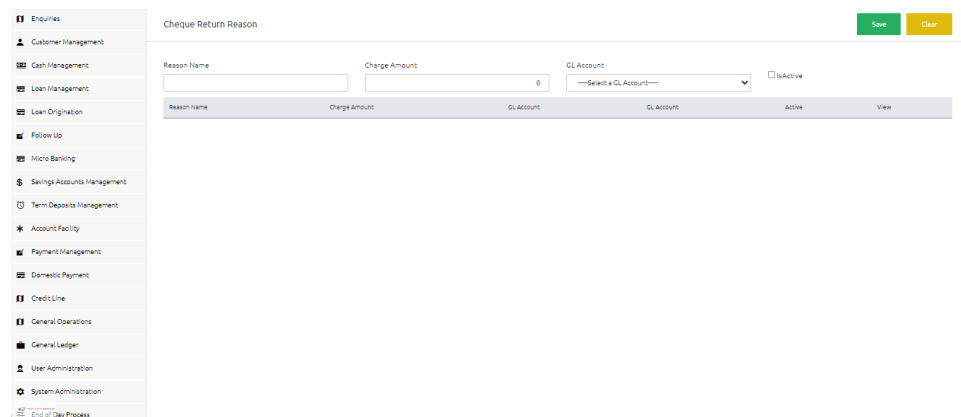
Cheque Return Reasons

Login > Payment Management > Cheque Clearing > Cheque Return Reasons

- This sub-module provides clear and concise reasons for cheque clearing delays or rejections, helping both customers and bank staff understand the specific issues causing delays in processing cheque payments.



- After selecting the Cheque Return Reasons button, you will be directed to the user interface below,



- Reason Name: Enter reason name

Reason Name

- Charge Amount: Enter an amount.

Charge Amount

- GL Account: Select a GL Account

GL Account IsActive

-----Select a GL Account-----

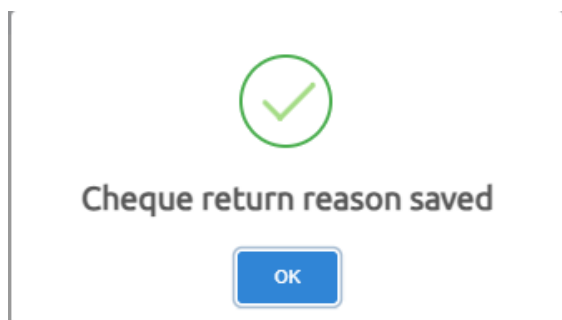
-----Select a GL Account-----

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent
- 3415 - Advance- Legal Expenses
- 3416 - Advance- Minor Sales Promotion
- 3414 - Advance- Motor Bike Maintenance
- 3409 - Advance- Name Board
- 3417 - Advance- New Year Gift
- 3408 - Advance- Office Equipment
- 3418 - Advance- Opening Expenses 1
- 3419 - Advance- Opening Expenses 2
- 3413 - Advance- Other
- 3411 - Advance- Sales Promotion
- 3407 - Advance- Special Project
- 3410 - Advance- Stationary
- 3404 - Advance- Uniform
- 2201 - Allowances- Attendance

- After entering and selecting the details you can proceed further by selecting the below shown save button,



- Once you select the save button you will get a message stating that the cheque return reason is saved as shown below,



- As you can see the reasons can be seen under a table shown below,

Reason Name	Charge Amount	GL Account	GL Account	Active	View
Insufficient Funds	1,000.00	399	2282 Expenses-Tax	Active	

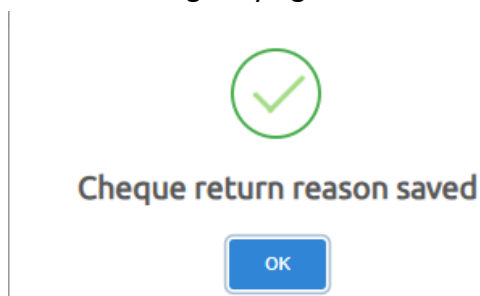
- If you want to view a return reason you can do so by selecting the view button shown below,



- Then the details will be loaded in the text boxes.
- If you want to do any changes you can select the view button then do the change and select the below shown update button,



- Once you select the update button after doing the changes you will get a message saying that the cheque return reason is saved,



Cheque Assign to Branch

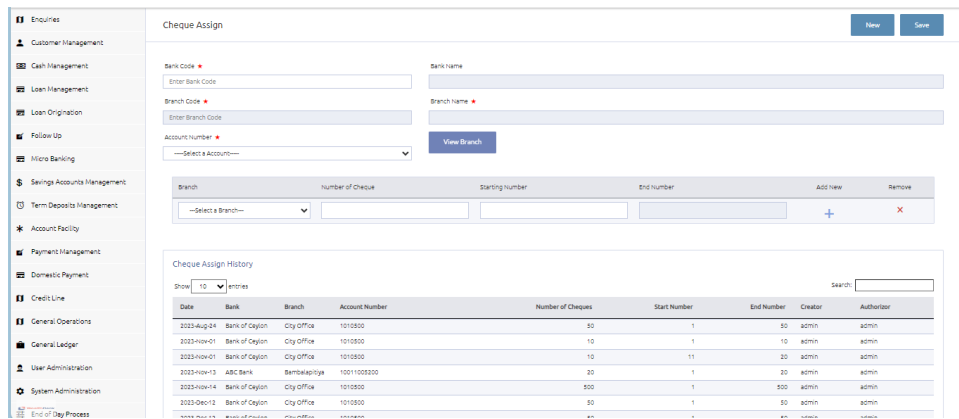
Cheque Assign to Branch

[Login](#) > [Payment Management](#) > [Cheque Assign to Branch](#) > [Cheque Assign to Branch](#)

- The sub-module enables seamless allocation of incoming cheques to specific branches, streamlining the process of distributing payment instruments across the banking network.
- Users can assign cheques to designated branches directly within the system, ensuring proper handling and processing while maintaining centralized oversight of cheque transactions.



- After selecting the Cheque Return Reasons button, you will be directed to the user interface below,



- Bank Code: Enter a code.

Bank Code ★

- Branch Code: Enter a code.

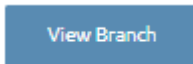
Branch Code ★

- Account Number: Select an Account.

Account Number ★

- Select a Account----
- 1010500

- After entering the above codes, you will be able to see the accounts relevant to the branch.
- If you want to further view branches you can do so by selecting on the below shown View Branch button,



- After selecting the view button, you will be navigated to the below shown interface,

Branch	
Branch	Delete
AGALAWATHTHA BRANCH	✕
BERUWALA	✕
COLOMBO BRANCH	✕
Calle	✕
Canemulla	✕
Head Office	✕
HORANA BRANCH	✕
INGIRIYA BRANCH	✕
KA-002	✕
KALUTARA BRANCH	✕

Showing 1 to 10 of 16 entries

Previous 1 2 Next

Close

- If you want to map a branch you can do so by selecting and entering the relevant details shown below,

- Branch: Select a branch.

Branch

---Select a Branch---

- Select a Branch---
- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Calle
- Canemulla
- Head Office
- HORANA BRANCH
- INGIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- MATHUGAMA BRANCH
- NAGODA BRANCH
- PADUKKA
- PANADURA
- WADDUWA BRANCH
- Wellawatta

- Number of Cheque: Enter a number.

Number of Cheque

0

- Starting Number: Enter a number

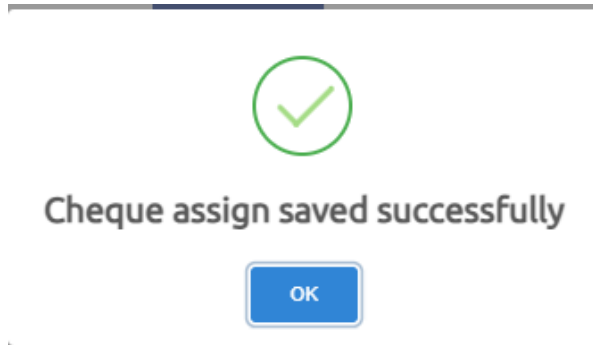
Starting Number

1

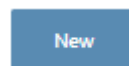
- After entering and selecting the relevant details you can do so by selecting the save button shown below,



- Once you select the save button you will get a message that states the Assigned cheque is saved successfully.



- If you want to assign another cheque you can do so by selecting the New button shown below,



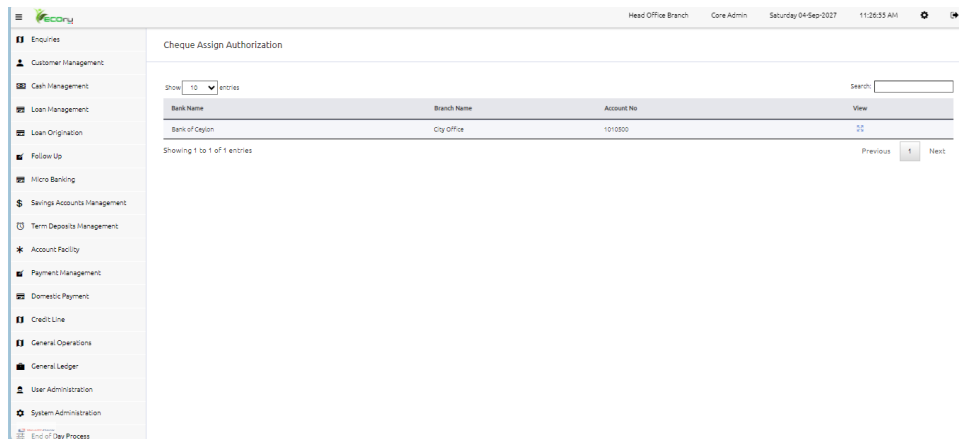
Cheque Assign to Branch Authorization

[Login > Payment Management > Cheque Assign to Branch > Cheque Assign to Branch Authorization](#)

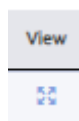
- The sub-module facilitates a streamlined authorization process for assigning cheques to branches.
- Authorized personnel can quickly review and approve cheque assignments, ensuring swift allocation of funds and minimizing delays in cheque processing.



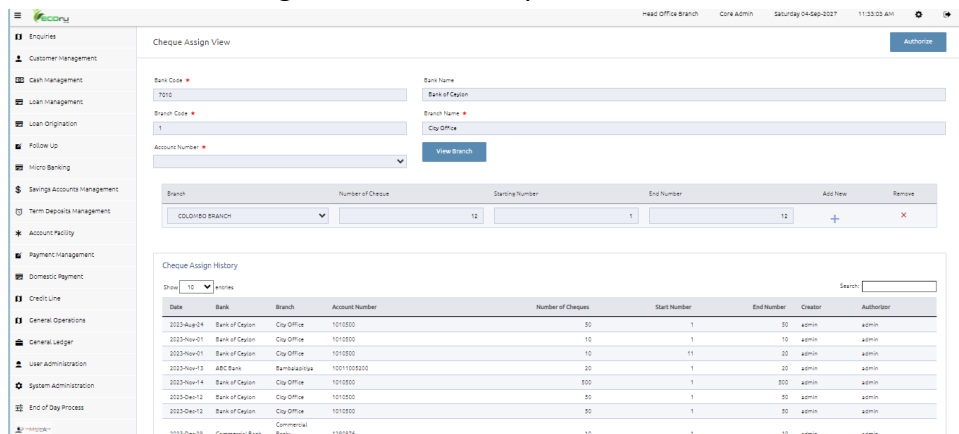
- After selecting the Cheque Assign to Branch Authorization button, you will be directed to the user interface below,



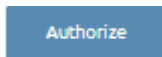
- In here you can authorize a cheque by selecting the below shown view button,



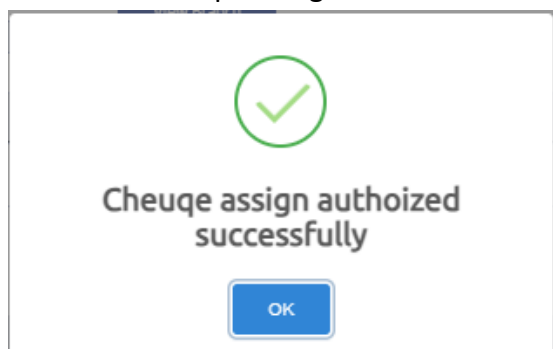
- After selecting the view button, you will be directed to the interface below.



- After checking whether the details are correct you can proceed further by selecting the below shown authorize button,



- Once you select the authorize button you will get a message which states that the Cheque assign authorized is successful as shown below,



- After that, you can see in the cheque assigned history table that it is at the bottom of the records.

Cheque Assign History

Show 10 entries Search:

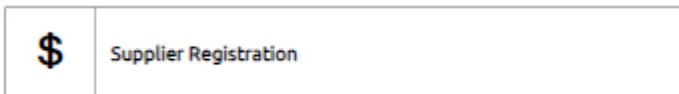
Date	Bank	Branch	Account Number	Number of Cheques	Start Number	End Number	Creator	Authorizer
2023-Aug-24	Bank of Ceylon	City Office	1010900	50	1	50	admin	admin
2023-Nov-01	Bank of Ceylon	City Office	1010900	10	1	10	admin	admin
2023-Nov-01	Bank of Ceylon	City Office	1010900	10	11	20	admin	admin
2023-Nov-13	ABC Bank	Bambalapaya	10011005200	20	1	20	admin	admin
2023-Nov-14	Bank of Ceylon	City Office	1010900	200	1	500	admin	admin
2023-Dec-12	Bank of Ceylon	City Office	1010900	50	1	50	admin	admin
2023-Dec-12	Bank of Ceylon	City Office	1010900	50	1	50	admin	admin
2023-Dec-09	Commercial Bank	Banki Haripassama	1390876	10	1	10	admin	admin
2024-Feb-14	Bank of Ceylon	City Office	1010900	12	1	12	admin	admin

Supplier

Supplier Registration

Login > Payment Management > Supplier > Supplier Registration

- The Supplier Registration sub-module simplifies the supplier onboarding process by providing a user-friendly interface for submitting necessary information and documentation.
- Suppliers can easily register their details, streamlining the overall payment management workflow.



- After selecting the Supplier Registration button, you will be directed to the user interface below,

The screenshot shows the 'Supplier Registration' form in the Ecoru system. It includes a sidebar with navigation options like 'Customer Management', 'Cash Management', and 'Supplier Registration'. The main form is divided into two sections: 'Supplier Details' and 'Bank Details'. Below the form is a table listing existing suppliers with columns for Supplier Code, Supplier Name, Address, Contact No, Bank Name, Branch Name, Beneficiary Account Name, Beneficiary Account Number, Status, and View/Edit.

Supplier Code	Supplier Name	Address	Contact No	Bank Name	Branch Name	Beneficiary Account Name	Beneficiary Account Number	Status	View/Edit
1001	Nimal	21, Panadura	0712284478	7010-Bank of Ceylon	1-City Office	savings	12121212	Active	👁️
1002	Kamal	no23, Katuwa	0712284475	7010-Bank of Ceylon	1-City Office	savings	324034	Active	👁️
1012	Water Board	no23, colombo	0712285867	7010-Bank of Ceylon	1-City Office	Water Board en Lanka	1230	Active	👁️
1003	Electrical bill	Colombo	0778945978	7010-Bank of Ceylon	1-City Office	Current	98477055	Active	👁️

- In here first you will have fill in the supplier details after that you can proceed further by selecting the supplier’s bank details.
- Supplier Code: Enter a code.

Supplier Code *

- Supplier Name: Enter supplier's name.

Supplier Name *

- Contact Person and Address: Enter the name of the contacted and the address.

Contact Person & Address *

- Contact No.: Enter the Contact's number.

Contact No *

- Email: Enter an email.

Email *

- Business Registration Number: Enter the Registration Number.

Business Registration Number *

- Debit GL Account: Select a GL Account

Debit GL Account

----Select Debit GL Account----

---Select Debit GL Account---

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent

- After you finish completing the supplier's details you can proceed further by completing the supplier's bank details as shown below,

Bank Name: Select a bank.

Bank Name *

----Select a Bank----

----Select a Bank----

- 7010 - Bank of Ceylon
- 7038 - Standard Chartered Bank
- 7047 - Citi bank N. A.
- 7056 - Commercial Bank OF Ceylon PLC
- 7074 - Habib Bank Limited
- 7083 - Hatton National Bank PLC
- 7092 - Hongkong and Shanghai Banking Corporation
- 7108 - Indian Bank
- 7117 - Indian Overseas Bank
- 7135 - People's Bank
- 7144 - State Bank of India
- 7162 - Nations Trust Bank PLC
- 7205 - Deutsche Bank AG
- 7214 - National Development Bank PLC
- 7269 - MCB Bank Limited

- Once you select a bank, the bank code will be generated related to the selected bank.
- Branch Name: Select a Branch.

Branch Name *

----Select a Branch----

----Select a Branch----

- 1 - City Office
- 2 - Kandy
- 3 - Calle Fort
- 4 - Pettah
- 5 - Jaffna
- 6 - Trincomalee
- 7 - Panadura
- 9 - Kurunegala
- 11 - Badulla
- 12 - Batticaloa
- 15 - Central Office
- 16 - Kalutara S/G
- 18 - Negombo
- 20 - Chilaw
- 21 - Ampara
- 22 - Anuradhapura
- 23 - Wellawatte
- 24 - Matara
- 26 - Main Street

- Once you select a branch, the branch code will be generated related to the branch.
- Beneficiary Account Name: Enter the name of the beneficiary.

Beneficiary Account Name *

- Beneficiary Account Number: Enter the number of the beneficiary's account.

Beneficiary Account Number *

- Account Type: Select the type.

Account Type *

----Select a Account Type----

----Select a Account Type----

Savings

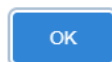
Current

- Once you select and enter the details this is how the interface going to look,
- After selecting and entering all the relevant details, you can proceed further by selecting the save button as shown below,

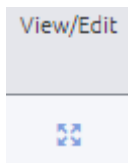
- Once you select the save button you will get a message stating that the Supplier is saved successfully as shown below,



Supplier saved successfully.

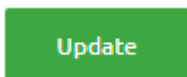


- If you want to edit or view the details of a supplier, you can do so by selecting the below shown edit/view button.



- Once you select the view/edit button as you can see the details will be loaded to the relevant fields as shown below,

- Once you do the necessary changes you can select the update button as shown below,



- Once you select, the update button you will get a message stating that the supplier is saved successfully as shown below,



Supplier saved successfully.

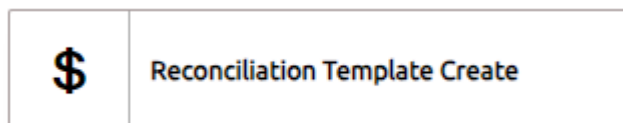


Reconciliation

Reconciliation Template Create

Login > Payment Management > Reconciliation > Reconciliation Template Create

- The Reconciliation Template Create sub-module provides users with a user-friendly interface to effortlessly generate reconciliation templates.
- Users can easily define reconciliation criteria, specify data sources, and customize matching rules according to their specific reconciliation requirements.



- After selecting the Reconciliation Template Create button, you will be directed to the user interface below,

- **Template Name:** Enter the name of the template.

Template Name ★

- **Bank:** Select a bank.

Bank ★

----Select a bank----

----Select a bank----

All

7010 - Bank of Ceylon

7038 - Standard Chartered Bank

7047 - Citi bank N. A.

7056 - Commercial Bank Of Ceylon PLC

7074 - Habib Bank Limited

7083 - Hatton National Bank PLC

7092 - Hongkong and Shanghai Banking Corporation

7108 - Indian Bank

7117 - Indian Overseas Bank

7135 - People's Bank

7144 - State Bank of India

7162 - Nations Trust Bank PLC

7205 - Deutsche Bank AG

7214 - National Development Bank PLC

7269 - MCB Bank Limited

7278 - Sampath Bank PLC

7287 - Seylan Bank PLC

7296 - Public Bank Berhad

- Template Type: Select a Type

Template Type ★

----Select a template type----

----Select a template type----

From Template

From File Template

- File Type: Select a Type

File Type ★

----Select a file type----

----Select a file type----

Excel

CSV

- Table Starting Cell: In here it is important to enter the starting cell number of the table.

Table Starting Cell ★

- Cheque No. Matching Pattern: Enter cheque no.

Cheque No Matching Pattern

- Date Time Culture Info: Select a Format.

Date Time Culture Infor ★

----Select a date time format----

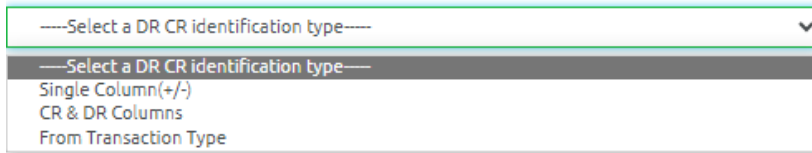
----Select a date time format----

en-gb (dd-mm-yy)

en-us (mm-dd-yy)

- DR CR Identification Type: Select a type.

DR CR Identification Type ★



----Select a DR CR identification type----

----Select a DR CR identification type----

- Single Column(+/-)
- CR & DR Columns
- From Transaction Type

- Column Index: Enter the no. of the column.

Column Index ★

- Column Name: Enter the name of the column.

Column Name ★

- Column Definition: Enter the definition of the column.

Column Definition

- Matching Column: If the column matches you can select the matching column check box.

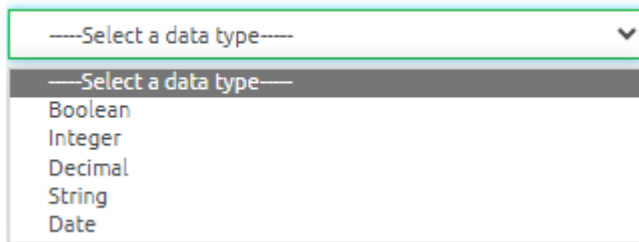
 Matching Column

- Active/Inactive: Select the checkbox.

 Active/Inactive

- Column Type: Select a type for the column.

Column Type ★



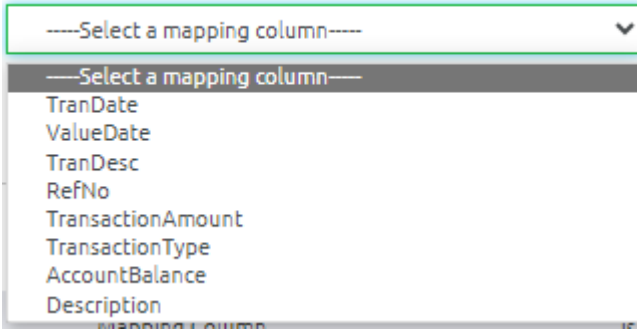
----Select a data type----

----Select a data type----

- Boolean
- Integer
- Decimal
- String
- Date

- Template Mapping Column: Select the mapping column.

Template Mapping Column ★



- Once you enter and select the relevant details you can proceed further by selecting the add button shown below,

Add

- After adding all the columns that are necessary in comparison with the excel sheet you can go further by selecting the save button.

Save

- Once you select the save button you will get a message stating that the Reconciliation Template is saved successfully.



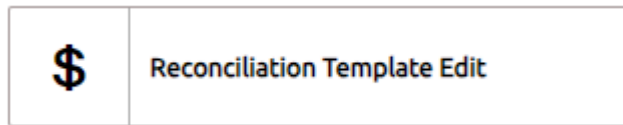
Reconciliation template saved
successfully.

OK

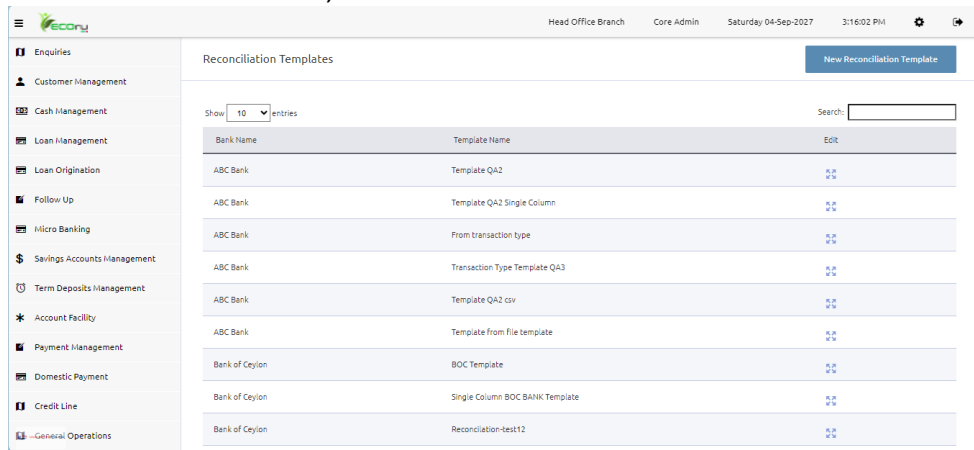
Reconciliation Template Edit

[Login](#) > [Payment Management](#) > [Reconciliation](#) > [Reconciliation Template Edit](#)

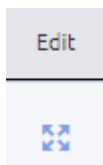
- The Reconciliation Template edit sub-module allows users to customize reconciliation templates according to their specific requirements.
- This feature enables banks to tailor templates based on unique reconciliation needs, such as adjusting fields, adding custom labels, or incorporating additional validation rules.



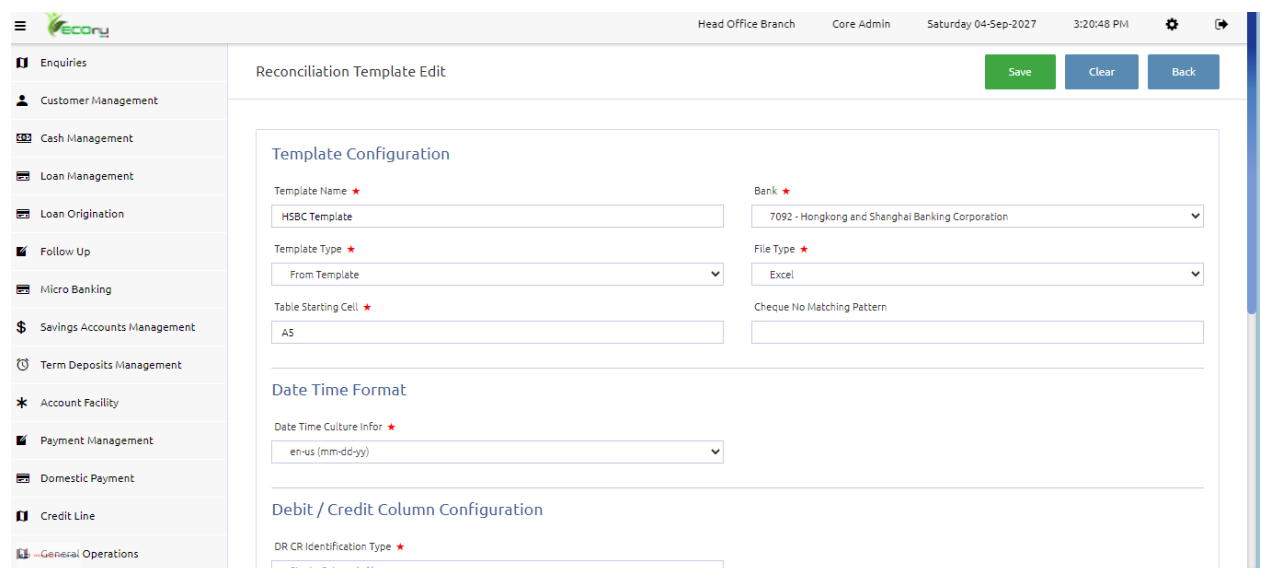
- After selecting the Reconciliation Template Edit button, you will be directed to the user interface below,



- If you want to edit a template you can do so by selecting the below shown edit button,



- Next to the name of each template this button can be found.

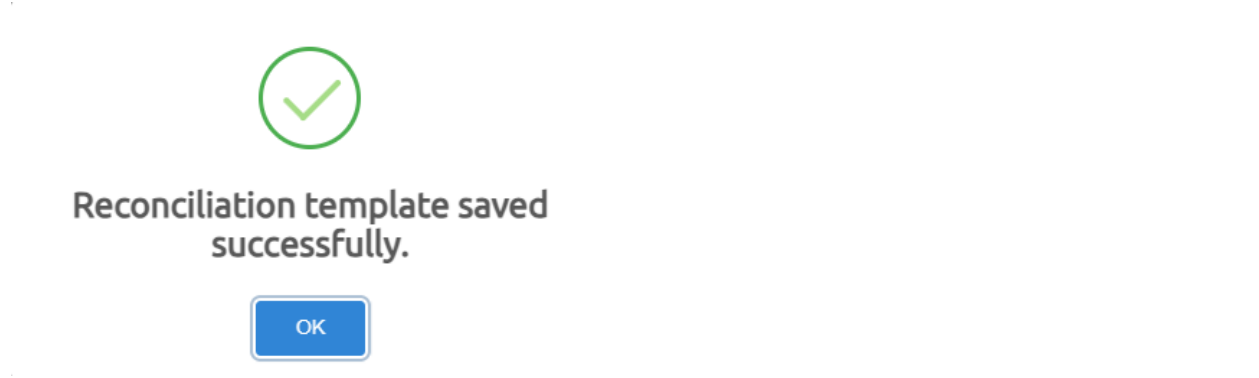


- Once you select the view button you will be directed to the below shown interface,
- In here you will be able to see the details related to the selected template.

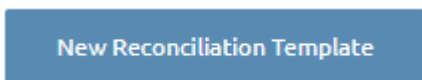
- If there are any changes need to be done you can do so and select the below shown save button,



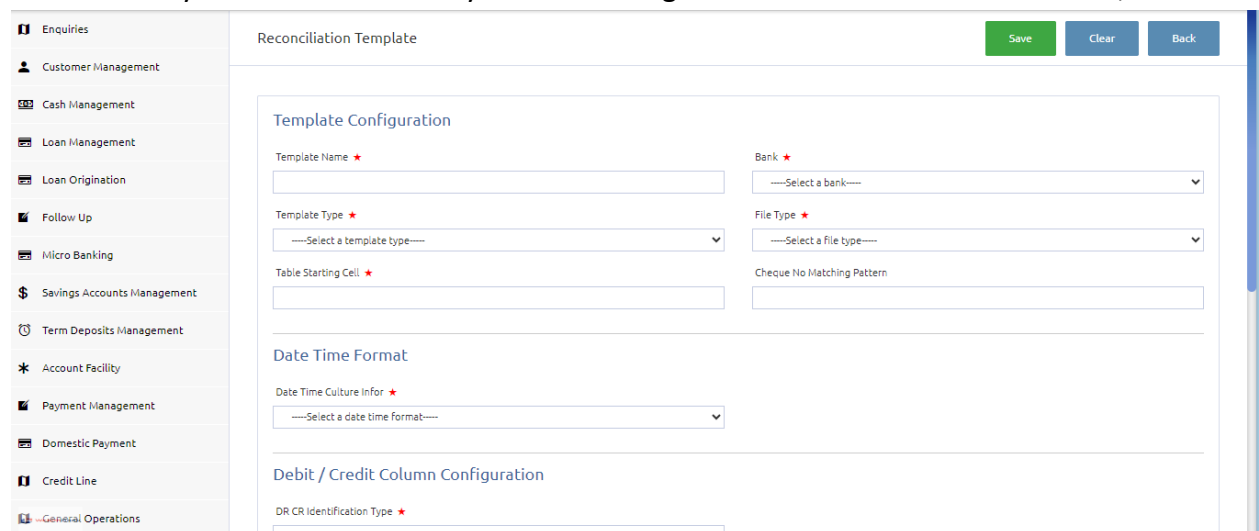
- After selecting the save button you will get a message stating that the reconciliation template was saved successfully.



- Also, if you want to create a new reconciliation template you can do so by selecting the below shown button,



- Once you select this button you will be navigated to the below shown interface,



- Template Name: Enter the name of the template.

Template Name ★

- Bank: Select a bank.

Bank ★

-----Select a bank-----

-----Select a bank-----

All

7010 - Bank of Ceylon

7038 - Standard Chartered Bank

7047 - Citi bank N. A.

7056 - Commercial Bank Of Ceylon PLC

7074 - Habib Bank Limited

7083 - Hatton National Bank PLC

7092 - Hongkong and Shanghai Banking Corporation

7108 - Indian Bank

7117 - Indian Overseas Bank

7135 - People's Bank

7144 - State Bank of India

7162 - Nations Trust Bank PLC

7205 - Deutsche Bank AG

7214 - National Development Bank PLC

7269 - MCB Bank Limited

7278 - Sampath Bank PLC

7287 - Seylan Bank PLC

7296 - Public Bank Berhad

- Template Type: Select a Type

Template Type ★

-----Select a template type-----

-----Select a template type-----

From Template

From File Template

- File Type: Select a Type

File Type ★

-----Select a file type-----

-----Select a file type-----

Excel

CSV

- Table Starting Cell: In here it is important to enter the starting cell number of the table.

Table Starting Cell ★

- Cheque No. Matching Pattern: Enter cheque no.

Cheque No Matching Pattern

- Date Time Culture Info: Select a Format.

Date Time Culture Infor ★

----Select a date time format----

en-gb (dd-mm-yy)
en-us (mm-dd-yy)

- DR CR Identification Type: Select a type.

DR CR Identification Type ★

----Select a DR CR identification type----

Single Column(+/-)
CR & DR Columns
From Transaction Type

- Column Index: Enter the no. of the column.

Column Index ★

0

- Column Name: Enter the name of the column.

Column Name ★

- Column Definition: Enter the definition of the column.

Column Definition

- Matching Column: If the column matches you can select the matching column check box.

Matching Column

- Active/Inactive: Select the checkbox.

Active/Inactive

- Column Type: Select a type for the column.

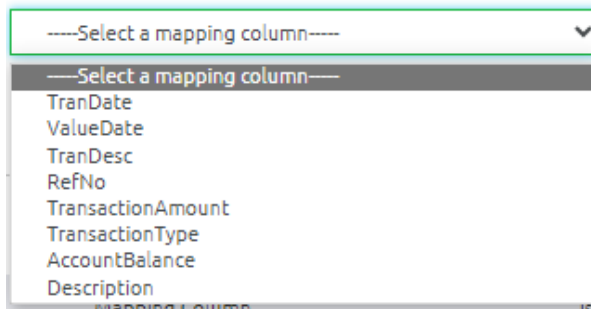
Column Type ★

----Select a data type----

Boolean
Integer
Decimal
String
Date

- Template Mapping Column: Select the mapping column.

Template Mapping Column ★



The screenshot shows a dropdown menu with the following options:

- Select a mapping column----
- TranDate
- ValueDate
- TranDesc
- RefNo
- TransactionAmount
- TransactionType
- AccountBalance
- Description

- Once you enter and select the relevant details you can proceed further by selecting the add button shown below,

Add

- After adding all the columns that are necessary in comparison with the excel sheet you can go further by selecting the save button.

Save

- Once you select the save button you will get a message stating that the Reconciliation Template is saved successfully.



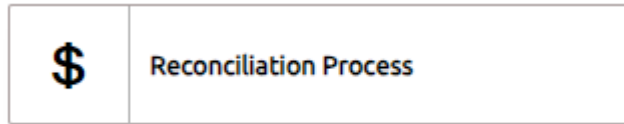
**Reconciliation template saved
successfully.**

OK

Reconciliation Process

Login > Payment Management > Reconciliation > Reconciliation Process

- The Reconciliation Process sub-module automates the matching of financial transactions, systematically comparing records from different sources to identify discrepancies and ensure accuracy in financial reporting.



- After selecting the Reconciliation Process button, you will be directed to the user interface below,

- Bank: Select a Bank.

- Bank Branch Account: Once you select the relevant bank the accounts related to the bank will be shown here, you can proceed further by selecting a bank branch account.

- From Date: Select a Date.

From Date ★

- To Date: Select a Date.

To Date ★

- Bank Statement: You can upload the bank statement document.

Bank Statement ★

 No file chosen

Max size is 1mb. file types are csv, xls andxlsx

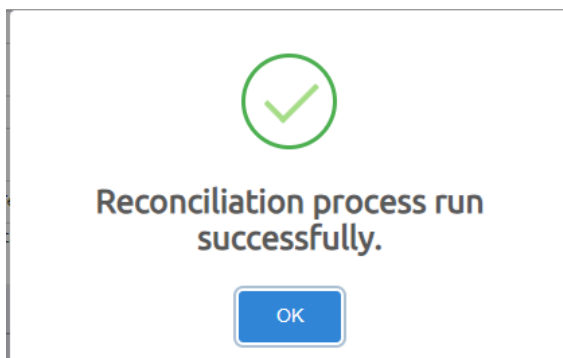
- Reconciliation Template: Select the relevant template.

Reconciliation Template ★

- Select a template----
- BOC Template
- Single Column BOC BANK Template
- Reconciliation-test12
- CreditDebit-single-column-Template
- CreditDebit-single-column-Template
- CreditDebit-single-column-Template
- BOC (Single Testing)

- After you enter and select the relevant details you can start the reconciliation process by selecting the run reconciliation button shown below,

- Once you select the run reconciliation button once it has run successfully you will get the message shown below stating that the process ran successfully.



- If you want to get a print of the process you can do so by selecting the print button shown below,

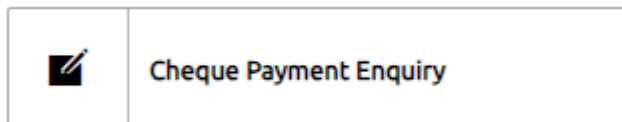


Payment Enquiry

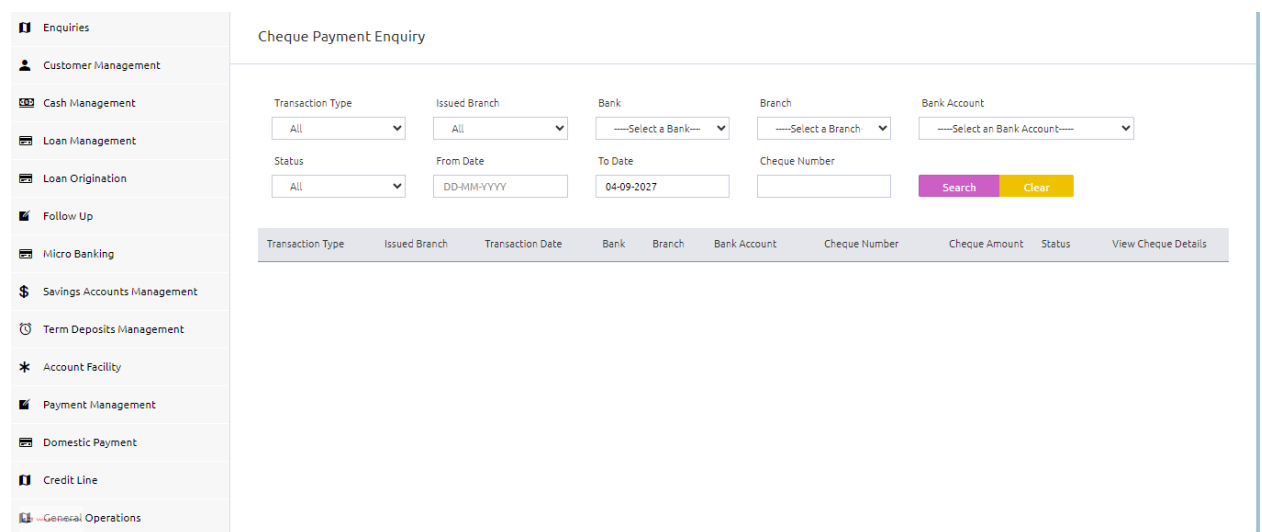
Cheque Payment Enquiry

Login > Payment Management > Payment Enquiry > Cheque Payment Enquiry

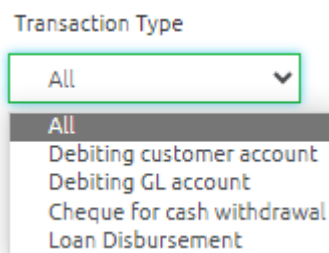
- In this sub module, users can easily inquire about the status of cheque payments, including whether they have been issued, cleared, or are pending, providing transparency and clarity regarding payment transactions.



- After selecting the Cheque Payment Enquiry button, you will be directed to the user interface below,



- Transaction Type: Select a transaction type.



- Issued Branch: Select a branch.

Issued Branch

- Bank: Select a Bank.

Bank

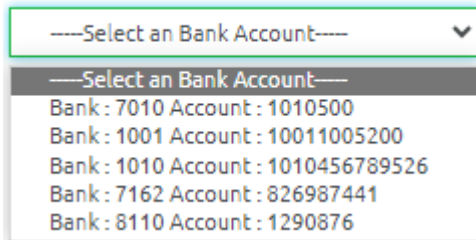
- Branch: Select a Branch.

Branch

- In here, once a relevant bank is selected you will be able to see the branches relevant to the selected bank.

- Bank Account: Select an Account

Bank Account



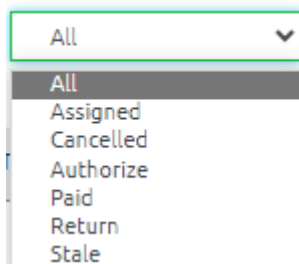
---Select an Bank Account---

---Select an Bank Account---

- Bank : 7010 Account : 1010500
- Bank : 1001 Account : 10011005200
- Bank : 1010 Account : 1010456789526
- Bank : 7162 Account : 826987441
- Bank : 8110 Account : 1290876

- Status: Select a Status.

Status



All

All

- Assigned
- Cancelled
- Authorize
- Paid
- Return
- Stale

- From Date: Select a Date.

From Date

- To Date: Select a Date.

To Date

- Cheque Number: Enter Cheque Number

Cheque Number

- After selecting and entering the relevant details you can proceed further by selecting the search button shown below,

Search

- After selecting the search button, you will be able to see the details under the table shown below,

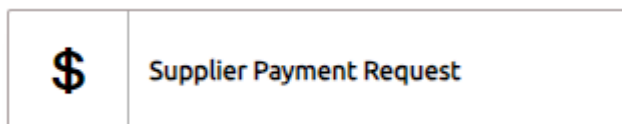
Transaction Type	Issued Branch	Transaction Date	Bank	Branch	Bank Account	Cheque Number	Cheque Amount	Status	View Cheque Details
------------------	---------------	------------------	------	--------	--------------	---------------	---------------	--------	---------------------

Domestic Payment

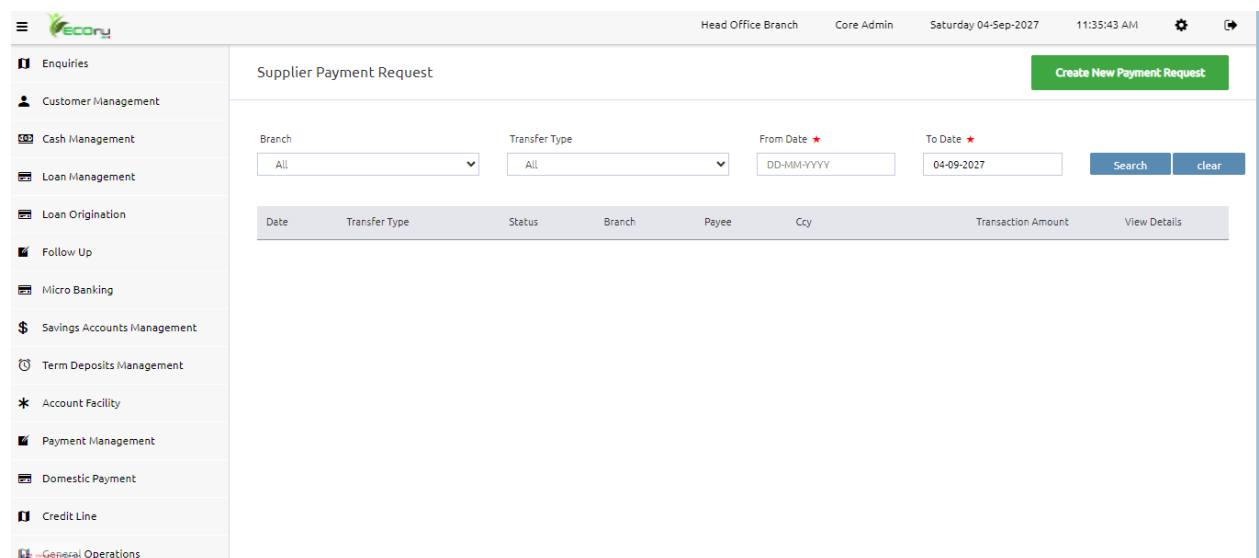
Supplier Payment Request

[Login](#) > [Payment Management](#) > [Domestic Payment](#) > [Supplier Payment Request](#)

- The sub-module streamlines the process of requesting payments to suppliers by providing a user-friendly interface where users can easily input and submit payment requests.
- This simplifies the workflow and reduces manual effort, ensuring timely and accurate payments to suppliers.



- After selecting the Supplier Payment Request button, you will be directed to the user interface below,



- Branch: Select a Branch.

Branch

All

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- Transfer Type: Select a type. *

Transfer Type

All

All

SLIPS

CEFT

SWIFT

RTGS

- From Date: Select a Date

From Date *

DD-MM-YYYY

- To Date: Select a Date

To Date *

04-09-2027

- After entering and selecting the relevant details you can proceed further by selecting the Search button shown below,

Search

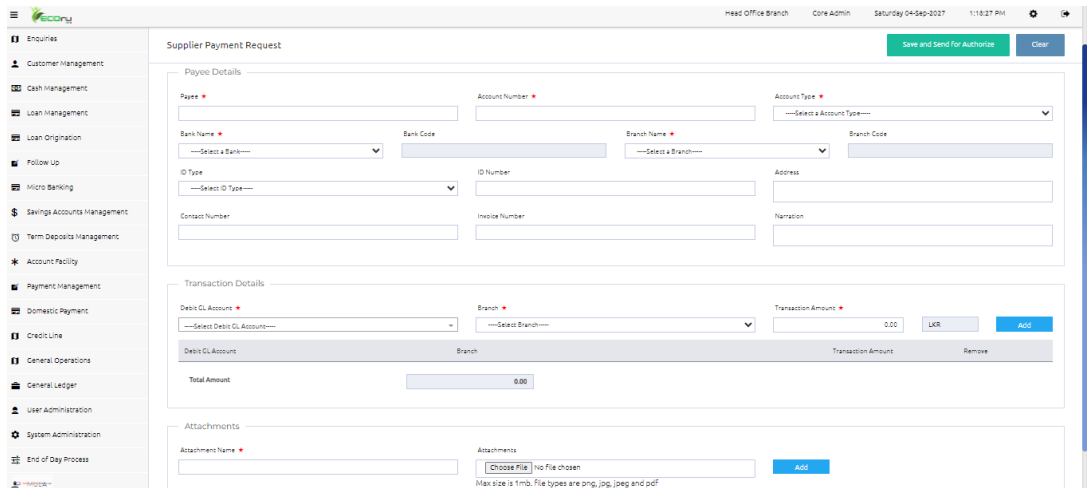
- After selecting on the search button, you will get the details under this table shown below,

Date	Transfer Type	Status	Branch	Payee	Ccy	Transaction Amount	View Details
------	---------------	--------	--------	-------	-----	--------------------	--------------

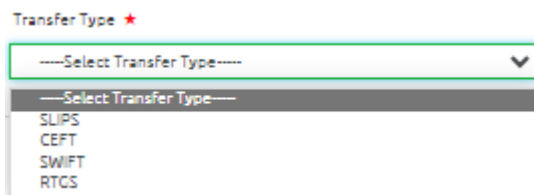
- If you want to create a new payment request, you can select the Create New Payment Request Button shown below,

Create New Payment Request

- After selecting the Create New Payment request button you will be directed to the interface shown below,



- Transfer Type: Select a type.



- Payee: Enter the payee's name.

Payee *

- Account Number: Enter the payee's account number.

Account Number *

- Account Type: Select an account type.



- Bank Name: Select a Bank.

Bank Name *

----Select a Bank----

----Select a Bank----

7010 - Bank of Ceylon
 7038 - Standard Chartered Bank
 7047 - Citi bank N. A.
 7056 - Commercial Bank Of Ceylon PLC
 7074 - Habib Bank Limited
 7083 - Hatton National Bank PLC
 7092 - Hongkong and Shanghai Banking Corporation
 7108 - Indian Bank
 7117 - Indian Overseas Bank
 7135 - People's Bank
 7144 - State Bank of India
 7162 - Nations Trust Bank PLC
 7205 - Deutsche Bank AG
 7214 - National Development Bank PLC
 7269 - MCB Bank Limited
 7278 - Sampath Bank PLC
 7287 - Seylan Bank PLC
 7296 - Public Bank Berhad
 7302 - Union Bank Of Colombo PLC

- Branch Name: The branch details will be shown according to the selected bank.

Branch Name *

----Select a Branch----

----Select a Branch----

1 - City Office
 2 - Kandy
 3 - Galle Fort
 4 - Pettah
 5 - Jaffna
 6 - Trincomalee
 7 - Panadura
 9 - Kurunegala
 11 - Badulla
 12 - Batticaloa
 15 - Central Office
 16 - Kalutara S/C
 18 - Negombo
 20 - Chilaw
 21 - Ampara
 22 - Anuradhapura
 23 - Wellawatte
 24 - Matara
 26 - Main Street

- ID Type: Select a type.

ID Type

----Select ID Type----

----Select ID Type----

NIC
 Passport
 Driving License
 Business Registration Number
 Senior Citizen
 Birth Certificate

- ID Number: Enter ID number.

ID Number

- Address: Enter address.

Address

- Contact Number: Enter contact number.

Contact Number

- Invoice Number: Enter invoice number.

Invoice Number

- Narration: Enter a narration.

Narration

- After completing the Payee Details, you can proceed further with the transaction details shown below,

- Debit GL Account: Select a correct GL Account.

Debit GL Account *

----Select Debit GL Account----

----Select Debit GL Account----

392001 - Advance Payment

3412 - Advance- Advertising

3420 - Advance- Anniversary

3406 - Advance- Head Office

3405 - Advance- House Rent

- Branch: Select a branch.

Branch *

----Select Branch----

----Select Branch----

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Canemulla

- Transaction Amount: Enter the transaction amount.

Transaction Amount *

- After entering and selecting the details you can save them by selecting the below shown add button,

- After selecting the add button the saved details will be shown below,

Debit CL Account	Branch	Transaction Amount	Remove
392001 - Advance Payment	Head Office	15,000.00	
Total Amount		15,000.00	

- After completing the transaction details, you can proceed by completing the attachment details shown below,
- Attachment Name: Enter the name of the attachment.

Attachment Name *

- Attachments: Choose the necessary files / upload the necessary files here,

Attachments

 No file chosen

Max size is 1mb. file types are png, jpg, jpeg and pdf

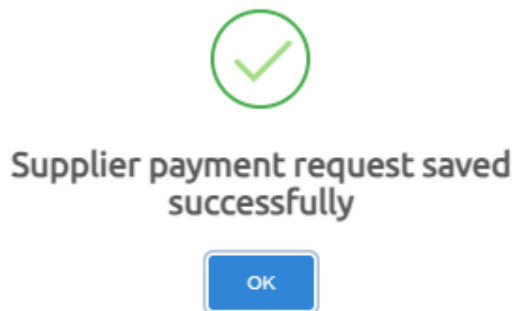
- After you finish completing the attachment details you can save it by selecting the below shown add button,

- After selecting the add button the saved details will be shown below,

Document Name	Attachment	View	Delete
Invoice	Invoice 0475.jpeg		

- Once all the details are completed you can proceed further by selecting the save and send for authorize button shown below,

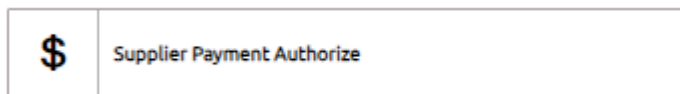
- Once you select the above button you will get a message stating that the supplier payment request is saved successfully as shown below,



Supplier Payment Authorize

Login > Payment Management > Domestic Payment > Supplier Payment Authorize

- The sub-module facilitates a simplified and efficient process for authorizing supplier payment requests.
- Users can quickly review and approve payment requests, reducing delays and ensuring timely disbursement of funds to suppliers.



- After selecting the Supplier Payment Authorize button, you will be directed to the user interface below,

Date	Transfer Type	Status	Branch	Payee	Cur	Transaction Amount	View Details
04-09-2027	SLPS	New	Head Office	Namal Fernando	LKR	15,000.00	View Details

- Branch: Select a Branch.

Branch

All

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Transfer Type: Select a type.

Transfer Type

All

- All
- SLIPS
- CEFT
- SWIFT
- RTGS

- From Date: Select a Date

From Date ★

DD-MM-YYYY

- To Date: Select a Date

To Date ★

04-09-2027

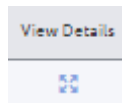
- After entering and selecting the relevant details you can proceed further by selecting the Search button shown below,

Search

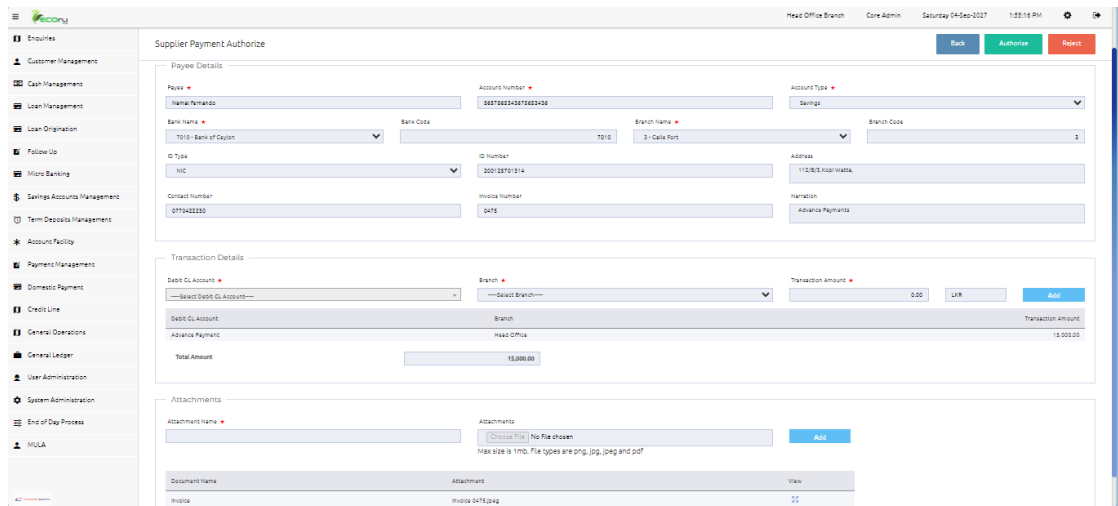
- After selecting on the search button, you will get the details under this table shown below,

Date	Transfer Type	Status	Branch	Payee	Co	Transaction Amount	View Details
04-09-2027	SLIPS	New	Head Office	Namali Fernando	LKR	15,000.00	View Details

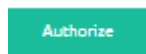
- If you want to authorize a request you can do so by selecting the below shown view button,



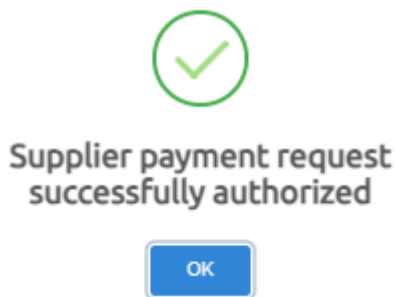
- Once you select the View Details button you will be navigated to the below shown interface,



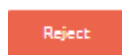
- After checking whether the details are correct you can proceed further by selecting the authorize button shown below,



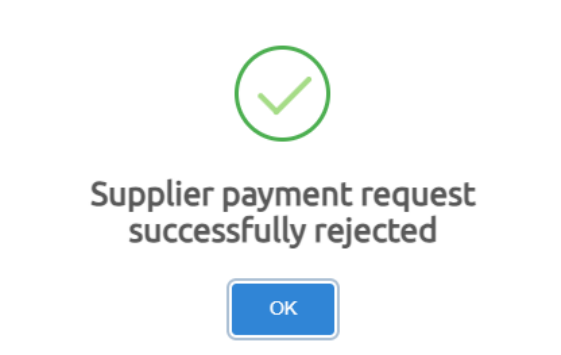
- After selecting the authorize button you will get a message stating that the supplier payment request is authorized successfully as shown below,



- If you find out that the details are incorrect you can proceed further by selecting the reject button shown below,



- After selecting the reject button, you will get a message stating that the supplier payment request is rejected successfully as shown below,



Domestic Payment

Domestic Payment

Domestic payments are the fund transfer that be among the system registered account and the external bank account. Such transactions will proceed through this module.

Domestic Payment ✕

\$ Domestic Payment Batch Create	\$ Domestic Payment Batch Edit	\$ Domestic Payment Batch Authorize
\$ Domestic Payment Execute Batch Files	\$ Domestic Payment Fees & Charges	\$ Domestic Payment Batch Details
\$ Domestic Payment Transaction Details	\$ Domestic Payment Transaction Edit	\$ Domestic Payment Transaction Authorize
\$ Domestic Payment Batch Control Limit		

Domestic Payment Batch Create

This sub module is use to proceed several payments at a time as a batch.

Domestic Payment Batch Create - Outward
View Transaction
Save Batch
Send For Authorize

Batch Reference	Maximum Batch Amount	Ccy	Total Batch Amount
<input style="width: 95%;" type="text"/>	0.00	<input style="width: 95%;" type="text"/>	0.00

Transfer Type *	Originated Source *	Originated Branch *	Originated Centre *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Originated Group *			
<input style="width: 95%;" type="text"/>			
Process Type *	Our Bank *	Our Bank Account *	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

- **Batch Reference:** This will generate by the system after the batch creation.
- **Maximum Batch Amount:** These limitations are set from [Domestic Payment > Domestic Payment Batch Control Limit](#)
- **Ccy:** Currency
- **Total Batch Amount:** Total batch payment amount will display here

Transfer Type * Originated Source * Originated Branch * Originated Centre *

-----Select Transfer Type----- -----Select Originated Source----- -----Select Branches----- -----Select Centres-----

Originated Group *

-----Select Groups-----

Process Type * Our Bank * Our Bank Account *

-----Select Process Type----- -----Select Bank----- -----Select Bank Branch Account-----

- Transfer Type: Select the transfer type from the four options. The currently implemented type is SLIPS.

Transfer Type *

-----Select Transfer Type-----

-----Select Transfer Type-----

SLIPS
CEFT
SWIFT
RTGS

- SLIPS - Sri Lanka Interbank Payment System
- CEFT - Common Electronic Fund Transfer
- SWIFT - Society for Worldwide Interbank Financial Telecommunication
- RTGS - Real-time gross settlement

- Originated Source: domestic payment originated from

Originated Source *

-----Select Originated Source-----

-----Select Originated Source-----

All
Loan Module
Term Deposit Module
Payment Management

Loan Module

Loan Management > Loan Disbursement > Loan Disbursement Request > Set the disbursement type as other bank transfer

Disbursement Type *

-----Select Payout Type-----

-----Select Payout Type-----

Cash
Cheque
Account
Other Bank Transfer

- After selecting the disbursement type, necessary to select the transfer type.

[View Receiver Bank Details](#)

Transfer Type *

Fees & Charges

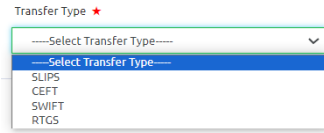
-----Select Transfer Type-----

-----Select Transfer Type-----

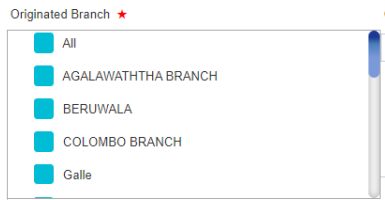
SLIPS
CEFT
SWIFT
RTGS

Payment Management

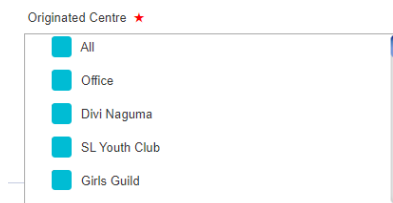
Payment Management > Domestic Payment > Supplier Payment Request > Create New Payment Request > Select any transfer type from the filtration



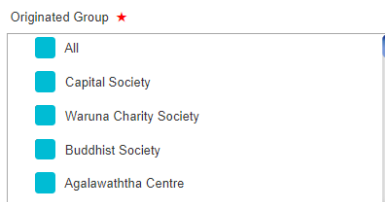
- Originated Branch: Select the payment-initiated branch and click ok.



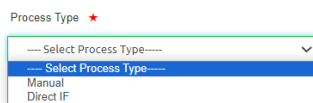
- Originated Centre: Select the center. This field is mainly developed for the micro banking sector companies.



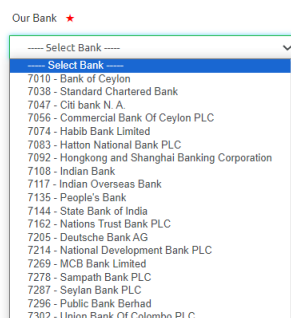
- Originated Group: Select the relevant group. This field is mainly developed for the micro banking sector companies.



- Process Type: Select the type to proceed the batch.



- Our Bank: This is the sending bank which payment will debit from.



- Our Bank Account: Select the account which filter-out according to the selected bank.

Our Bank Account *

---- Select Bank Branch Account ----

---- Select Bank Branch Account ----

1010500 - Savings Account

- View Transaction Button: list-out the transactions according to the given inputs.

Originated Date	Tran Ref Number	Originated Source	Originated Branch	Originated Centre	Originated Group	Transaction Amount	Ccy	View Details	Select All
2024-06-20	65	Loan Disbursement	INGIRIYA BRANCH			149,000.00	LKR		<input checked="" type="checkbox"/>
2025-01-26	109	Loan Disbursement	Head Office	Danuma Progress	Danuma Progress	5,000.00	LKR		<input checked="" type="checkbox"/>
2025-11-07	142	Loan Disbursement	Head Office	Danuma Coop	Danuma Coop	5,000.00	LKR		<input checked="" type="checkbox"/>
2025-11-07	142	Loan Disbursement	Head Office	Danuma Coop	Danuma Coop	5,000.00	LKR		<input checked="" type="checkbox"/>
2024-07-27	301	Term Deposit	Head Office			0.00	LKR		<input checked="" type="checkbox"/>
2023-11-27	96	Term Deposit	Head Office			30.25	LKR		<input checked="" type="checkbox"/>
2024-02-27	259	Term Deposit	Head Office			0.00	LKR		<input checked="" type="checkbox"/>
2023-09-26	104	Term Deposit	Head Office			21.92	LKR		<input checked="" type="checkbox"/>
2023-10-26	106	Term Deposit	Head Office			0.00	LKR		<input checked="" type="checkbox"/>
2023-09-27	86	Term Deposit	Head Office			5.46	LKR		<input checked="" type="checkbox"/>
2023-10-27	92	Term Deposit	Head Office			16.39	LKR		<input checked="" type="checkbox"/>
2024-02-27	262	Term Deposit	Head Office			0.00	LKR		<input checked="" type="checkbox"/>
2023-11-27	99	Term Deposit	Head Office			16.39	LKR		<input checked="" type="checkbox"/>
2023-12-27	232	Term Deposit	Head Office			0.00	LKR		<input checked="" type="checkbox"/>

Click on View Details option for further information on the transaction.

Originated Date	Tran Ref Number	Originated Source	Originated Branch	Originated Centre	Originated Group	Transaction Amount	Ccy	View Details	Select All
2024-06-20	65	Loan Disbursement	INGIRIYA BRANCH			150,000.00	LKR		<input checked="" type="checkbox"/>

Transaction Details
Press esc key to exit

Transaction Details Audits

Transaction Reference Number	Batch Reference	Transfer Type	Process Type
65		SLIPS	
Branch	Centre	Group	Debit Account Number
INGIRIYA BRANCH			752841
Debit Account Name	Debit Account Type	Debit Amount	
Deepika	Saving	149,000.00	

Beneficiary Details

Beneficiary Bank	Beneficiary Branch	Beneficiary Account Number	Beneficiary Account Name
Commercial Bank Of Ceylon PLC	Katunayake FTZ	752841	Deepika
Beneficiary Account Type			
Saving			

Sending Bank Details

Bank	Branch	Account Number	Account Name
Account Type			

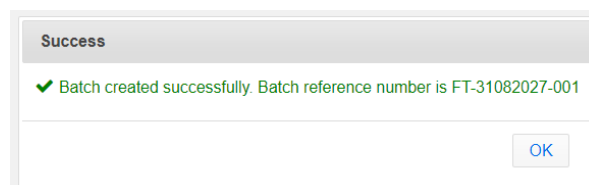
- Transaction Details: Details about the payment.
- Beneficiary Details: The receiver bank and the branch details.

- Sending Bank Details: Debiting bank details.
- Transaction Charges: Details about the charges.

Select the needed records for the batch payment.

- Save Batch Button: Save the selected batch payment.
- Send for Authorize: send the batch for the approval.

Successfully saved batch will receive the batch reference numb



Domestic Payment Batch Edit

Saved batch of transactions will load into this screen.

Domestic Payment Batch Edit

Created Date	Created By	Batch Reference	Total Number of Transactions	Total Batch Value	Number of Edit Transactions	Transfer Type	Originated Source	View Details
31-08-2027	admin	FT-31082027-001	3	15,000.00	0	SLIPS		
31-08-2027	admin	FT-31082027-002	3	2,465.00	0	SLIPS		
31-08-2027	admin	FT-31082027-003	1	150,000.00	0	CEFT	Loan Module	

Click on View Details



Domestic Payment Batch Edit

Send for Authorize

Batch Reference	Maximum Batch Amount	Ccy	Total Batch Amount
FT-31082027-003	500,000.00	LKR	150,000.00

Transfer Type *	Originated Source *	Originated Branch *	Originated Centre *
CEFT	Loan Module	All	All
Originated Group *	Process Type *	Our Bank *	Our Bank Account *
All	Manual	7010 - Bank of Ceylon	1010500 - Savings Account

Originated Date	Tran Ref Number	Originated Source	Originated Branch	Originated Centre	Originated Group	Transaction Amount	Ccy	View Details	Remove
2027-08-31	65	Loan Disbursement	INGIRIYA BRANCH			149,000.00	LKR		

Details will load into the fields as above. User can either send the batch for the authorization or remove from the further process.

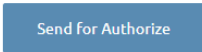
- View Details - Recheck the details before sending for the authorization.



- Remove - Remove the transaction from the further process.



- Send for Authorize Button: Send the batch for the authorization.



Domestic Payment Batch Authorize

Created and sent for authorize domestic payment batches will display here.

Domestic Payment Batch Authorize

Created Date	Created By	Batch Reference	Total Number of Transactions	Total Batch Value	Number of Edit Transactions	Transfer Type	Originated Source	View Details
28-12-2026	admin	FT-28122026-002	1	5,000.00	0	CEFT	Payment Management	
31-08-2027	admin	FT-31082027-003	1	150,000.00	0	CEFT	Loan Module	

Click on View Details



Domestic Payment Batch Authorize



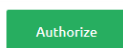
Batch Reference	Maximum Batch Amount	Ccy	Total Batch Amount
FT-31082027-003	500,000.00	LKR	150,000.00

Transfer Type *	Originated Source *	Originated Branch *	Originated Centre *
CEFT	Loan Module	All	All
Originated Group *	Process Type *	Our Bank *	Our Bank Account *
All	Manual	7010 - Bank of Ceylon	1010500 - Savings Account

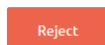
Originated Date	Tran Ref Number	Originated Source	Originated Branch	Originated Centre	Originated Group	Transaction Amount	Ccy	View Details
2027-08-31	65	Loan Disbursement	INGIRIYA BRANCH			149,000.00	LKR	

Details will load into the fields and user can either Authorize or Reject the payment batch after checking the details.

- Authorize Button: Approve the batch payment.



- Reject Button: Reject the payment.



Domestic Payment Execute Batch Files

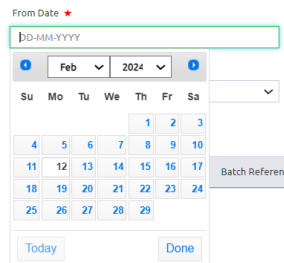
Domestic Payment Execute Batch Files

From Date * To Date * Processed Type * Transaction Type *

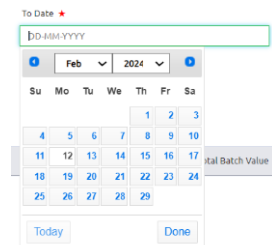
Originated Source *

Created Date & Time	Created By	Batch Reference	Total Number of Transactions	Total Batch Value	Number of Edit Transactions	Transfer Type	Originated Source	View Details	Format	Execute
---------------------	------------	-----------------	------------------------------	-------------------	-----------------------------	---------------	-------------------	--------------	--------	---------

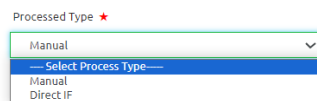
- From Date: give the starting date of the period.



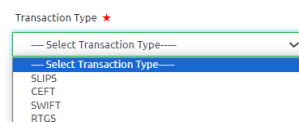
- To Date: Give the end date of the searching period.



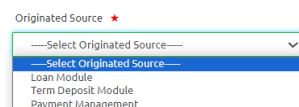
- Processed Type: Select the processed type.



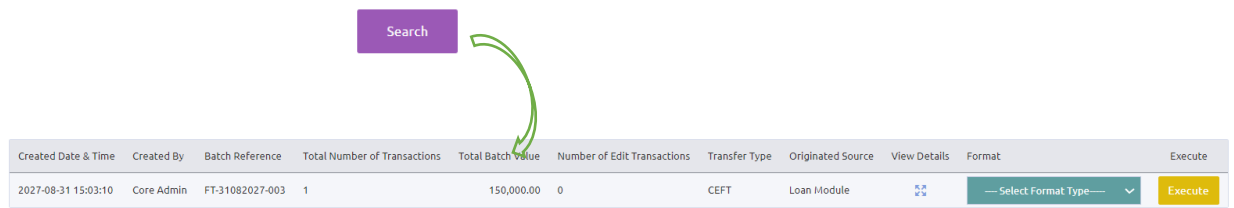
- Transaction Type: Select the transaction type.



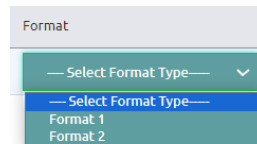
- Originated Source: Select the originated source.



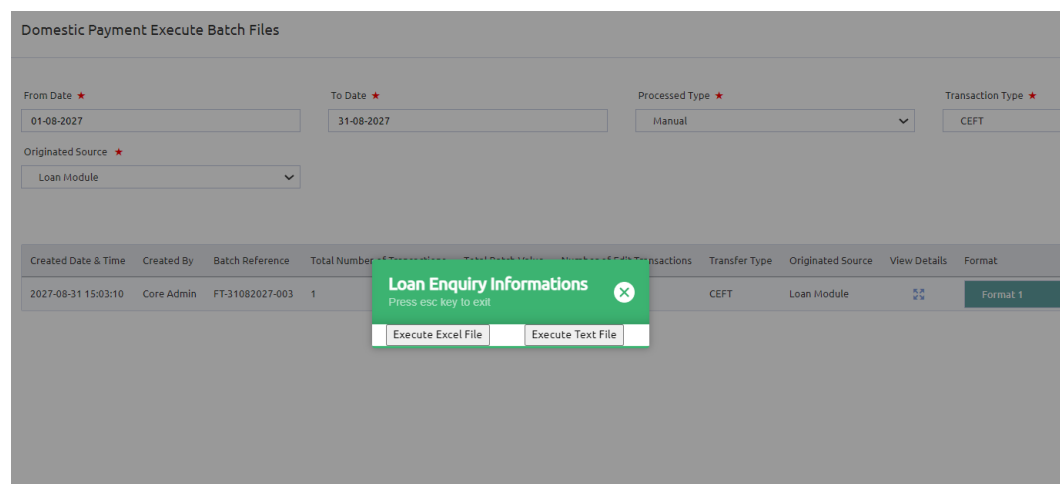
- Search Button: Search-out the transaction according to the provided data inputs.



- Format: Select the format for the execution of the batch file.



- Execute Button: Execute the batch file.



Click on the Execute Excel File Button. Then excel will download into the device.

DomesticPaymentBatchFile

2/12/2024 4:16 PM

Domestic Payment Fees and Charges

Domestic Payment Configure Fees & Charges

Transfer Type * -----Select Transfer Type-----	Charge Name * _____	Charge Amount * _____ 0.00
GL Account * -----Select a GL Code-----	Add	

Transfer Type	Charge Name	Charge Amount	GL Account
---------------	-------------	---------------	------------

- Transfer type: Select the transfer type.
- Charge Name: Give the charge name.
- Charge Amount: Enter the amount that charge.
- GL Account: Select the GL account that affect.
- Add Button: Add the charge.

Domestic Payment Batch Details

View Batch Details

From * DD-MM-YYYY	To * DD-MM-YYYY
Process Type * ----- Select Process Type -----	Transaction Type * -----Select Transfer Type-----

[Search](#)

Created Date & Time	Created By	Batch Reference	Total Number of Transactions	Total Batch Value	Number of Edit Transactions	Transfer Type	View Details
---------------------	------------	-----------------	------------------------------	-------------------	-----------------------------	---------------	--------------

- From: Select the from date for the time period.

From * DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Process Type: Select the process type.

Process Type *

---Select Process Type---

---Select Process Type---

All

Manual

Direct IF

- To: Select the to date for the time period.

To *

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Today Done

- Transaction Type: Select the transaction type.

Transaction Type *

---Select Transfer Type---

---Select Transfer Type---

All

SLIPS

CEFT

SWIFT

RTGS

- Search Button: Search-out the batch details according to the data input by the user.

View Batch Details

From * To *

Process Type * Transaction Type *

[Search](#)

Created Date & Time	Created By	Batch Reference	Total Number of Transactions	Total Batch Value	Number of Edit Transactions	Transfer Type	View Details
2027-08-31 15:03:10	admin	FT-31082027-003	1	150,000.00	0	CEFT	View Details

Click on View Details



Batch Details ✕

View Batch Details

Batch Details

Bank	Account Type	Process type
Bank of Ceylon	Savings Account	Manual
Batch Number	Created Date	Batch Verifier
FT31082027-003	31-08-2027	Core Admin
Total Number of Requests in the Batch		
1		

Transaction Details

Originated Date	Transaction ID	Originated Source	Sender	Receiver	Receiver Bank	Ccy	Transaction Amount	View Details
31-08-2027	65	Loan Disbursement		Deepika Munasinghe	Commercial Bank Of Ceylon PLC	LKR	150,000.00	

Domestic Payment Transaction Details

View Transaction Details

Transaction Type *	<input type="text" value="----Select Transfer Type----"/>	To *	<input type="text" value="DD-MM-YYYY"/>
From *	<input type="text" value="DD-MM-YYYY"/>	Receiver Name	<input type="text"/>
Sender Name	<input type="text"/>	Receiver Bank *	<input type="text" value="---- Select Bank ----"/>
Sender Bank *	<input type="text" value="---- Select Bank ----"/>	Transaction Amount	<input type="text"/>

Originated Date	Transaction ID	Originated Source	Sender	Receiver	Receiver Bank	Ccy	Transaction Amount	View Details

Fill-out the mandatory fields to search out the transactions.

- Transaction Type: Select the transaction type.
- From: Select the from date
- To: Select the to date.
- Sender Name: Enter the sender name here.
- Sender Bank: Enter the sender's bank that proceed the transaction from.
- Receiver Name: Enter the receiver name here

- Receiver Bank: Enter the bank receives the transaction.
- Transaction Amount: Enter the amount of the transaction.

View Transaction Details

Transaction Type *	<input type="text" value="SLIPS"/>	To *	<input type="text" value="31-08-2027"/>
From *	<input type="text" value="01-02-2026"/>	Receiver Name	<input type="text"/>
Sender Name	<input type="text"/>	Receiver Bank *	<input type="text" value="7010 - 7010 - Bank of Ceylon"/>
Sender Bank *	<input type="text" value="7010 - 7010 - Bank of Ceylon"/>	Transaction Amount	<input type="text"/>

Originated Date	Transaction ID	Originated Source	Sender	Receiver	Receiver Bank	Ccy	Transaction Amount	View Details
11-06-2025	29	Loan Disbursement	Harini Weerasinghe	Harini Weerasinghe	56687	LKR	162.00	
11-06-2025	29	Loan Disbursement	Harini Weerasinghe	Harini Weerasinghe	56687	LKR	81.00	
11-06-2025	29	Loan Disbursement	Harini Weerasinghe	Harini Weerasinghe	56687	LKR	2,222.00	

Click on View Details



Transaction Details 🔄 ✕

Press esc key to exit

Transaction Details | Audits | Fees & Charges

Status

Loan Account	Originated Date	Originated Source	Originated User
<input type="text" value="10004654230016"/>	<input type="text" value="14/08/2026"/>	<input type="text" value="Loan Disbursement"/>	<input type="text" value="admin"/>
Sender Name	Originating Bank /Institute	Originators Bank	Transaction ID
<input type="text" value="admin"/>	<input type="text"/>	<input type="text" value="Wealth Micro"/>	<input type="text" value="181"/>
Sender Bank	Transfer Type	Transaction Status	Transaction Currency
<input type="text" value="181"/>	<input type="text"/>	<input type="text" value="N/A"/>	<input type="text" value="LKR"/>
Transaction Amount	<input type="button" value="View Fees & Charges"/>		
<input type="text" value="5,000.00"/>			

Sender Details

Sender Bank	Sender Bank Code	Sender Branch	Sender Branch Code
<input type="text" value="Nations Trust Bank PLC"/>	<input type="text" value="7162"/>	<input type="text" value="Rajagiriya"/>	<input type="text" value="68"/>
Sender Account Name	Sender Account Number	Sender Account Type	
<input type="text" value="V.Siriwardhane"/>	<input type="text" value="45769"/>	<input type="text" value="Saving"/>	

Receiver Details

Receiver Bank	Receiver Bank Code	Receiver Branch	Receiver Branch Code
<input type="text" value="Nations Trust Bank PLC"/>	<input type="text" value="7162"/>	<input type="text" value="Rajagiriya"/>	<input type="text" value="68"/>

Domestic Payment Transaction Edit

Domestic payment transactions will display on this screen and user can edit and manage the transaction details from this stage.

Edit Transaction

Transaction Type *	-----Select Transfer Type-----	To *	DD-MM-YYYY
From *	DD-MM-YYYY	Receiver Name	
Sender Name		Receiver Bank *	----- Select Bank -----
Sender Bank *	----- Select Bank -----	Transaction Amount	

[Search](#)

Originated Date	Transaction ID	Originated Source	Sender	Receiver	Receiver Bank	Ccy	Transaction Amount	View Details
								View Details

Fill-out the mandatory fields to search out the transactions.

- Transaction Type: Select the transaction type.
- From: Select the from date.
- To: Select the to date.
- Sender Name: Enter the sender name here.
- Sender Bank: Enter the sender's bank that proceed the transaction from.
- Receiver Name: Enter the receiver name here
- Receiver Bank: Enter the bank receives the transaction.
- Transaction Amount: Enter the amount of the transaction.

Domestic Payment Transaction Authorize

Changed and updated transactions will display on this screen for the approval.

Domestic Payment Batch Control Limit

Set the limitations for the transaction process. Customer cannot exceed the limit that setup for the transfer types.

Domestic Payment Batch Control Limits

Transfer Type ★ Currency ★ Minimum Batch Amount

Maximum Batch Amount ★

Date	User	Transfer Type	Ccy	Minimum Batch Amount	Maximum Batch Amount	Remove
2023-02-17 09:32:52	Core Admin	SLIPS	LKR	0.00	80,000.00	<input type="button" value="⊖"/>
2023-04-27 12:35:59	Core Admin	CEFT	LKR	0.00	500,000.00	<input type="button" value="⊖"/>

- Transfer Type: Select the transfer type

Transfer Type ★

----Select a Transfer Type----

----Select a Transfer Type----

SLIPS

CEFT

SWIFT

RTGS

- Currency: Select the currency that transactions will proceed

Currency ★

----Select a Currency----

----Select a Currency----

LKR

USD

AUD

FJD

- Minimum Batch Amount: Give the minimum amount that can proceed at a time from the selected transaction type.

Minimum Batch Amount

- Maximum Batch Amount: Give the maximum amount that can proceed at a time from the selected transaction type.

Maximum Batch Amount ★

- Add Button: Add the transaction limit in to the system as a record.

Added records will display as bellow.

Date	User	Transfer Type	Ccy	Minimum Batch Amount	Maximum Batch Amount	Remove
2023-02-17 09:32:52	Core Admin	SLIPS	LKR	0.00	80,000.00	
2023-04-27 12:35:59	Core Admin	CEFT	LKR	0.00	500,000.00	
2027-09-03 10:41:04	Core Admin	SWIFT	LKR	0.00	1,000,000.00	

- **Remove** - Remove the limit set ups on the transaction types.



General Operations

There is only one sub-module in General Operations Module. By using this module, user can manage the officers.



Officer Management

Assign Officers

This function is used to assign officers.

- **Branch:** Select the branch.

- **Product Category:** Select the product category.

If user selecting Loans as product Category, Loan Number field will be appeared.

Product Category ★ Loan Number

Loans

Q

If user selecting Savings as product Category, Account Number field will be appeared.

Product Category ★ Account Number

Savings

Q

If user selecting Loans as product Category, Loan Number field will be appeared.

Product Category ★ Account Number

Term Deposits

Q

- **Officer Type:** Select the officer type.

Product Category ★ Officer Type ★

Loans

-----Select a Officer Type-----

-----Select a Officer Type-----

Loan Officer

Recovery Officer

Collection Officer

Account Manager

- **Officer:** Select the officer.

Officer

-----Select a Officer-----

-----Select a Officer-----

admin

00000646

00000999

00000184

mhiraj184

00000998

admin123

wbf1000

00000260

sudeeptha

Lakmalif

TharinduR

HeadOfficeCreator

Loan Officer

Credit Manager

Head of Operation

Creator-HeadOffice

Verifier-HeadOffice

Recomender-HeadOffic

- **Product:** Select the product.

Product

-----Select a Product-----

- Select a Product-----
- 30 Days Mature
- 30 Days Mature - Notification
- 30 Days Mature - Notification QA2
- 30 Days Mature - Notification QA3
- 30 Days Mature - Notification QA3-1
- 6 month new FD
- CAPITAL INVESTMENTS M
- CAPITAL INVESTMENTS NM
- Capitalize1m
- Capitalize1W
- Capitalize2m
- Capitalize3W
- Case 01 FD
- Case1-FD
- Case2-FD
- Case3-FD
- case4-FD-6months
- chalanka
- DECTest1

- Account Status: Select the account status.

Account Status

--Select a Status---

- Select a Status---
- New
- Active
- Cancel
- Stop
- Dormant
- Authorize
- Mature
- Uplifted
- Suspended
- Closed

- Show Button: By using Show Button, user can load the Assign Details in below.

Assign Officer

Branch *	Product Category *	Officer Type *	Officer
<input type="text"/>	Loans	Loan Officer	admin
Product	Account Status	Assign Status	Loan Number
CAPITAL INVESTMENTS M	Active	All	10002121240049 <input type="button" value="Q"/>
<input type="button" value="Show"/>			

Assign Details

No of Accounts	<input type="button" value="VIEW"/>	Total Amount	Assign Product Category	Assign Officer Type	Officer
<input type="text"/>		<input type="text"/>	Loans	-----Select a Officer	-----Select a Office

- Reset Button: By using Reset Button, user can reset the screen.
- Assign & Save Button: By using the Assign & Save Button, user can save the relevant officer to the EORu system.

Steps

1. Click on the “Assign Officers” function.
2. Fill in the fields.
3. Click “Assign & Save” button to assign an officer.

General Ledger

General Ledger module is consisting of below captured foremost functions. It is used for operations of general ledger.

Journal Entries

Create

Login > General Ledger > Journal Entries > Create

- The Create sub-module offers a user-friendly interface that simplifies the process of creating journal entries.
- Users can quickly input transaction details, including accounts, amounts, and descriptions, ensuring accurate and timely recording of financial transactions.



After selecting the Create button, you will be directed to the user interface below,

The screenshot shows the 'Create Journal Entry' form in the Ecoru system. The form is divided into two main sections: 'Header Details' and 'GL Entries'.

Header Details:

- Reference Number:
- Transaction Date:
- Status:
- Effective Date:
- Financial Year:
- Period:
- Currency:
- Description:
- Total Debit Amount:
- Total Credit Amount:
- Tag Loan to GL Entry:
- Tag Account to GL Entry:

GL Entries:

File No File chosen

Max size is 1mb. File types are csv, xsl and xlsx

Line	Branch	Product	GL Account	Currency	Debit Amount	Credit Amount	Remark	Add New	Remove
1	<input type="text" value="---Select a Branch---"/>	<input type="text" value="---Select a Product---"/>	<input type="text" value="---Select a GL Code---"/>	LKR	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		<input type="button" value="+"/>	<input type="button" value="X"/>
Total					0.00	0.00			

- Effective Date: Select a Date.

Effective Date ★

- Description: Enter a description.

Description

- Tag Loan to GL Entry: Enter loan number.

Tag Loan to GL Entry

- Tag Account to GL Entry: Enter account number.

Tag Account to GL Entry

Once the header details are selected and entered correctly, you can proceed further by filling in the GL Entry Details.

- File: Choose the correct attachment.

The sample format can be accessed via the download template button.

File ★

Max size is 1 mb. file types are csv, xls and xlsx

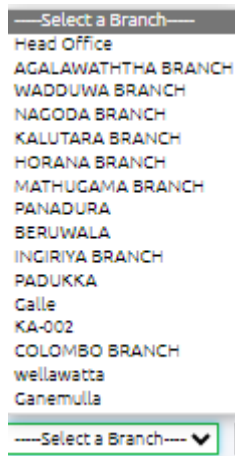
Once you are done choosing your attachment you can proceed further by selecting the upload button shown below,

The download template button is used to download the standard template of a GL Entry.

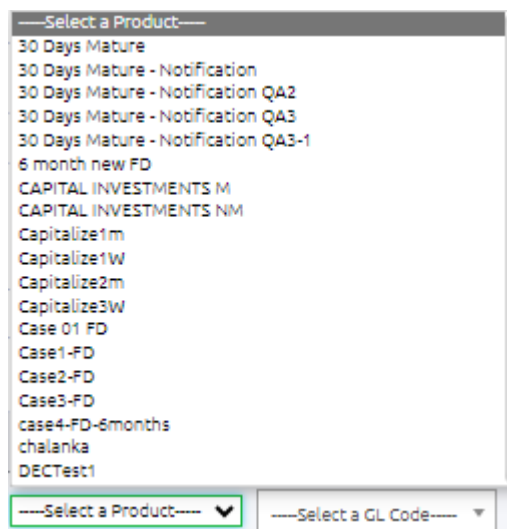
Further, it is important to complete the details below,

Line	Branch	Product	GL Account	Currency	Debit Amount	Credit Amount	Remark	Add New	Remove
1	---Select a Branch---	---Select a Product---	---Select a GL Code---	LKR	0.00	0.00		+	×
Total					0.00	0.00			

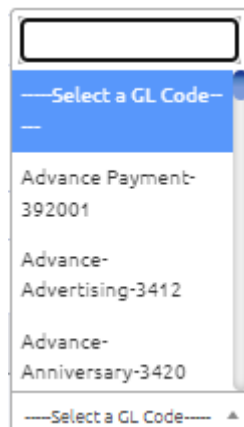
- Branch - Select branch.



- Product: Select Product



- GL Code: Select a GL Code.




- Debit Amount: Enter an amount

Debit Amount
0.00

- Credit Amount: Enter an amount

Credit Amount
0.00


- Remark: If you want to add a remark you can select the button shown below,

Remark



After selecting the above button, you will be navigated to the interface,

Remark
Press esc key to exit
Remark
<input type="text"/>

If you want to add another entry you can do so by selecting the Add New button,

Add New


If you don't want an entry, you can remove it by selecting the remove button shown below,

Remove


Below is a similar example of how the entries should be,

Line	Branch	Product	GL Account	Currency	Debit Amount	Credit Amount	Remark	Add New	Remove
1	NAGODA BRANCH	CAPITAL INVESTMENTS	Advance Payment-39...	LKR	1,000.00	0.00		+	×
2	NAGODA BRANCH	CAPITAL INVESTMENTS	Advance Payment-39...	LKR	0.00	1,000.00		+	×
Total					1,000.00	1,000.00			

Also, it is important to add at least 2 entries.

After adding the entries, you can proceed further by selecting the below-shown save button,



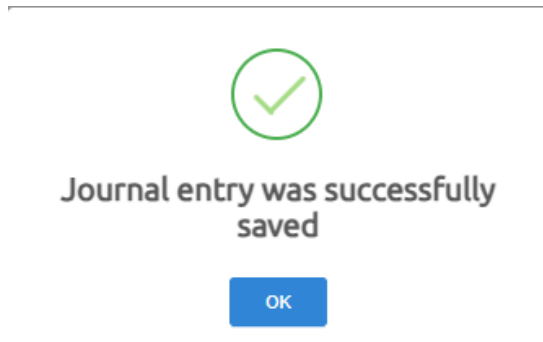
Once you select the save button you will get a confirmation message stating that you are sure to post this journal.

Confirm✕

Are you sure to post this journal?

OK
Cancel

Once you select OK you will get a message stating that the journal entry was successfully saved,



Also, as you can see you will get a reference number for the posted journal entry as shown below,

Success

✔ New Journal Entry Reference Number: JRNL-11

OK

Edit

Login > General Ledger > Journal Entries > Edit

- The Edit sub-module allows users to quickly and accurately modify existing journal entries within the general ledger.
- With intuitive editing features, users can easily update transaction details, such as accounts, amounts, and descriptions, ensuring data accuracy and compliance with accounting standards.



- After selecting the Edit button, you will be directed to the user interface below,

Head Office Branch Core Admin Saturday 04-Sep-2027 9:02:33 PM

Edit Journal Entry

Reference Number: Post Date: Effective Date:

Reference Number	Transaction Date	Effective Date	Current Status	Last Modified By	Last Modified Date	Select
JRNL11	04-09-2027	04-09-2027	New	admin	04-09-2027	<input type="button" value="⋮"/>

- Reference Number: Enter the reference number.

Reference Number

- Post Date: Select the date.

Post Date

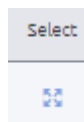
- Effective Date: Select the date.

Effective Date

- Once you are done filling in and selecting the details you can check the entry by selecting the search button shown below,



- If you want to edit an entry you can do so by selecting the select button shown below,



- After selecting the select button you will be directed to the interface shown below,

- After changing the entries, you can proceed further by selecting the below-shown save button,



- Once you select the save button you will get a confirmation message stating that you are sure to post this journal.

- Once you select OK you will get a message stating that the journal entry was successfully saved,



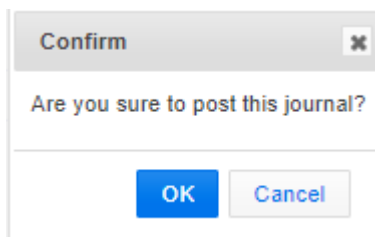
Journal entry was successfully saved

OK

- After the changes are saved successfully you proceed further by selecting the complete button by sending the created journal entry for authorization.

Complete

- Once you select the save button you will get a confirmation message stating that you are sure to post this journal.



- Once you select OK, you will get a message stating the journal entry was completed and sent for authorization as shown below,



Journal entry was successfully completed and sent for authorization

OK

Authorize

[Login](#) > [General Ledger](#) > [Journal Entries](#) > [Authorize](#)

The Authorize sub-module facilitates a structured authorization workflow for journal entries, ensuring that all financial transactions undergo appropriate review and approval before being posted to the general ledger.



After selecting the Authorize button, you will be directed to the user interface below,

The screenshot shows the 'Authorize Journal Entry' page in the Ecoru system. The sidebar on the left lists various modules such as Enquiries, Customer Management, Cash Management, Loan Management, and more. The main content area has a header with 'Head Office Branch', 'Core Admin', and the date 'Saturday 04-Sep-2027'. Below the header are three input fields: 'Reference Number', 'Post Date' (with a date picker icon), and 'Effective Date' (with a date picker icon). A purple 'Search' button is located to the right of these fields. Below the search fields is a table with the following data:

Reference Number	Transaction Date	Effective Date	Current Status	Last Modified By	Last Modified Date	Select
JRNL-11	04-09-2027	04-09-2027	Complete	admin	04-09-2027	⌵

- Reference Number: Enter the reference number.

Reference Number

- Post Date: Select the date.

Post Date

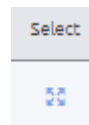
- Effective Date: Select the date.

Effective Date

Once you are done filling in and selecting the details you can check the entry by selecting the search button shown below,



If you want to authorize an entry you can do so by selecting the select button shown below,



After selecting the select button you will be directed to the interface shown below,

Header Details

Reference Number	Transaction Date	Status	
JRNLC11	04-09-2027	Complete	
Effective Date	Financial Year	Period	
04-09-2027	2027	2023-June	
Currency	Description	Total Debit Amount	Total Credit Amount
LKR	Loan Charges	1,000.00	1,000.00
Tag Loan to GL Entry	Tag Account to GL Entry		

GL Entries

Max size is 1mb. File types are csv, xsl and xlsx

Line	Branch	Product	GL Account	Currency	Debit Amount	Credit Amount	Remark
1	NACODA BRANCH	CAPITAL INVESTMENTS M	Advance Payment-39...	LKR	1,000.00	0.00	
2	NACODA BRANCH	CAPITAL INVESTMENTS NM	Advance Payment-39...	LKR	0.00	1,000.00	
Total					1,000.00	1,000.00	

After checking the details, if the details are correct you can go ahead by selecting the authorize button shown below,



Once you select the authorize button you will get a confirmation message stating that you are sure to authorize this journal.

Confirm ✕

Are you sure to authorize this journal?

OK **Cancel**

Once you select OK you will get a message stating that the entry was successfully authorized.



Journal entry was successfully
authorized



If the details are incorrect, you can proceed further by selecting the reject button shown below,



Reverse

[Login > General Ledger > Journal Entries > Reverse](#)

The Reverse sub-module simplifies the process of correcting errors or reversing transactions recorded in the general ledger.

With just a few clicks, users can swiftly undo journal entries, saving time and minimizing the impact of erroneous postings.



After selecting the Reverse button, you will be directed to the user interface below,

The screenshot shows the Ecoru user interface for the 'Reverse Journal Entry' module. The top navigation bar includes the Ecoru logo, user information (Head Office Branch, Core Admin), and the date/time (Saturday 04-Sep-2027, 9:30:18 PM). The left sidebar lists various system modules, with 'General Ledger' selected. The main content area is titled 'Reverse Journal Entry' and contains three input fields: 'Reference Number', 'Post Date' (with a DD-MM-YYYY format hint), and 'Effective Date' (with a DD-MM-YYYY format hint). A purple 'Search' button is located to the right of the Effective Date field.

- Reference Number: Enter the reference number.

Reference Number

- Post Date: Select the date.

Post Date

- Effective Date: Select the date.

Effective Date

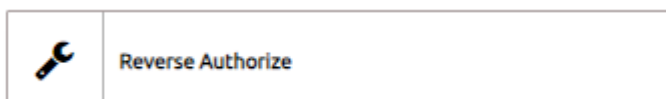
Once you are done filling in and selecting the details you can check the entry by selecting the search button shown below,



Reverse Authorize

[Login](#) > [General Ledger](#) > [Journal Entries](#) > [Reverse Authorize](#)

This sub-module allows authorized users to reverse journal entries swiftly and securely. With a few clicks, users can undo previously authorized transactions, correcting errors or adjusting entries as needed.



After selecting the Reverse Authorize button, you will be directed to the user interface below,

The screenshot shows the Ecoru system interface. The top navigation bar includes the Ecoru logo, user information (Head Office Branch, Core Admin), and the date/time (Saturday 04-Sep-2017, 9:33:05 PM). A sidebar on the left lists various menu items: Enquiries, Customer Management, Cash Management, Loan Management, Loan Origination, Follow Up, Micro Banking, Savings Accounts Management, Term Deposits Management, Account Facility, Payment Management, Domestic Payment, Credit Line, General Operations, General Ledger, User Administration, System Administration, and End of Day Process. The main content area is titled 'Authorize Reversed Journal Entry' and contains three input fields: 'Reference Number', 'Post Date' (with a date mask 'DD-MM-YYYY'), and 'Effective Date' (with a date mask 'DD-MM-YYYY'). A purple 'Search' button is located to the right of the Effective Date field.

- Reference Number: Enter the reference number.

Reference Number

- Post Date: Select the date.

Post Date

- Effective Date: Select the date.

Effective Date

Once you are done filling in and selecting the details you can check the entry by selecting the search button shown below,

Customer Account Journal Entries

Create

Login > General Ledger > Customer Account Journal Entries > Create

The sub-module simplifies the process of creating journal entries for customer accounts by providing a user-friendly interface where users can input transaction details quickly and accurately.

Upon entry creation, the sub-module automatically posts journal entries to the general ledger and performs validation checks to ensure data integrity, reducing the risk of errors and discrepancies in financial records.



After selecting the Create button, you will be directed to the user interface below,

Shown above is also the interface when you select the Customer Account Debit Option.

You can fill in the below-shown debit customer account details as shown below,

Account Number *

Once you enter the account number of a customer other details related to the customer will be generated in the relevant fields.

- Debit Amount: Enter the Debit Amount

Debit Amount

- Remark: Enter a Remark

Remark ★

After completing the debit customer account details, you can proceed further by filling in the below-shown credit GL account details,

- GL Account: Select GL Account

GL Account ★

----Select an Account----

----Select an Account----

- Cash In Hand-311 003
- Deposit Member Normal Savings-4000
- Expenses- Minor Accounts
- Sales Promotion-2289
- Income- Stationary-1201

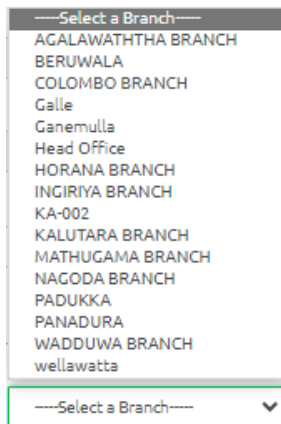
- Product: Select a Product

----Select a Product----

- Default Product
- LOAN SECURITY DEPOSIT
- MUTHU KEKULU
- PRAGATHI
- RAN WASANA
- SUPER SENIOR SAVING
- FD 20 X 20
- FDM1YEAR
- FDM3MONTH
- FDM6MONTH
- Wealth Avurudu Thilina Wasana
- DIRIYATA SAVIYAK WANITHA
- DOUBLE FIVE
- LALITHYA NM
- Member Shares
- Mubarak children Savings
- SUMUDU
- THIRASARA
- NORMAL SAVINGS M

----Select a Product---- ----Select a Branch----

- Branch: Select a branch.



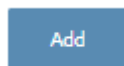
- Amount: Enter an amount.

Amount *

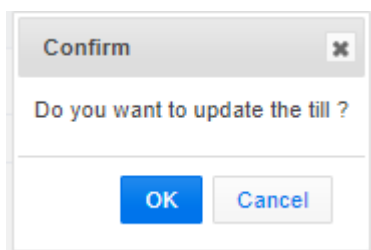
- Narration: Enter a narration.

Narration

After entering all the details, you can select the add button shown below to save the details,



Once you select the add button you will get a confirmation message stating whether do you want to update the till.



Once you select OK as you can see the details will be shown under the table which is shown below,

CL Account	Product	Branch	Amount	Narration	Remove
Cash In Hand-311003	Fd Against Loans - Test	Head Office	1200	Cash Deposit	

Below is a sample format of how it's going to look once the details are filled in the relevant fields,

Customer Account Journal Entry Clear Save

Customer Account Debit
 Customer Account Credit
 Update Till

Till Effect *
 Currency *
 Till User *

Debit Customer Account Details

Account Number *
 Name

Product
 Branch
 Currency
 Available Balance

Status
 Debit Amount
 Remark *

Credit GL Account Details

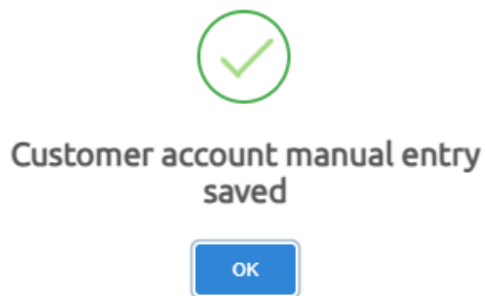
GL Account *
 Product *
 Branch *
 Amount *
 Narration
Add

GL Account	Product	Branch	Amount	Narration	Remove
Cash In Hand-311003	FD Against Loans - Test	Head Office	1200	Cash Deposit	●

After selecting and entering the relevant details you can proceed further by selecting the save button shown below,



Once you select the save button you will get a message stating that the customer account manual entry is saved as shown below,



This is how the interface looks when you select customer account credit as shown below,

If you wish to update the till button you can do so by selecting the Update Till check box as shown below,

Update Till

- Till Effect: Select an Effect.

Till Effect ★

--Select a Till--

- Select a Till--
- Add to Till
- Deduct from Till

- Till User: Select a user.

Till User ★

--Select a Teller--

- Select a Teller--
- 00000011 - Web
- 00000004 - Web
- 00000001 - Web
- 00000646 - Web
- malingaperera - Web
- nipunatha - Web
- harshikaLT - Web
- anujisen - Web
- UdariSharmila - Mobile
- mindiperera - Web
- admin - Web
- admin - Mobile

You can fill in the below-shown debit customer account details as shown below, Once you enter the account number of a customer other details related to the customer will be generated in the relevant fields.

Credit Amount: Enter Credit Amount

Credit Amount

Remark: Enter a Remark

Remark ★

After completing the debit customer account details, you can proceed further by filling in the below-shown credit GL account details,

- GL Account: Select GL Account

GL Account ★

----Select an Account----

----Select an Account----

- Cash In Hand-311003
- Deposit Member Normal Savings-4000
- Expenses- Minor Accounts
- Sales Promotion-2289
- Income- Stationary-1201

- Product: Select a Product

----Select a Product----

- Default Product
- LOAN SECURITY DEPOSIT
- MUTHU KEKULU
- PRAGATHI
- RAN WASANA
- SUPER SENIOR SAVING
- FD 20 X 20
- FDM1YEAR
- FDM3MONTH
- FDM6MONTH
- Wealth Avurudu Thilina Wasana
- DIRIYATA SAVIYAK WANITHA
- DOUBLE FIVE
- LALITHYA NM
- Member Shares
- Mubarak children Savings
- SUMUDU
- THIRASARA
- NORMAL SAVINGS M

----Select a Product---- ----Select a Branch----

- Branch: Select a branch.

- Amount: Enter an amount.

Amount ★

- Narration: Enter a narration.

Narration

After entering all the details, you can select the add button shown below to save the details,

Once you select the add button you will get a confirmation message stating whether do you want to update the till.

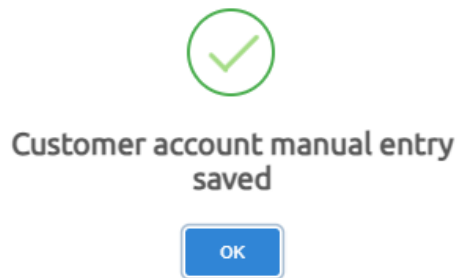
Once you select OK as you can see the details will be shown under the table which is shown below,

CU Account	Product	Branch	Amount	Narration	Remove
Cash In Hand-311003	FD Against Loans - Test	Head Office	12000	Cash Deposit	●

After selecting and entering the relevant details you can proceed further by selecting the save button shown below,



Once you select the save button you will get a message stating that the customer account manual entry is saved as shown below,



Authorize

[Login](#) > [General Ledger](#) > [Customer Account Journal Entries](#) > [Authorize](#)

The Authorize sub-module provides a simple and intuitive interface for users to review and authorize customer account journal entries swiftly.

With clear summaries and easy-to-understand transaction details, users can efficiently verify entries for accuracy and compliance before approval.



After selecting the Authorize button, you will be directed to the user interface below,

Head Office Branch Core Admin Saturday 04-Sep-2027 9:01:15 AM

Authorize Customer Account Journal Entry

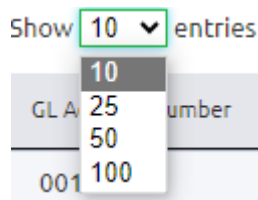
Branch Name
Head Office

Show 10 entries Search:

Account Number	Full Name	Entry Type	Amount	Created By	Deposit Date	View
1000112100141	Kichmin Silva	Debit	1,200.00	Core Admin	16-02-2024	View
1000112100141	Mahel Perera	Debit	1,200.00	Core Admin	16-02-2024	View
1000112100141	Malika Jayamaha	Debit	1,200.00	Core Admin	16-02-2024	View
1000112100141	Udani Sharmila Wijmauni	Debit	1,200.00	Core Admin	16-02-2024	View
1000112100144	Navindu Perera	Credit	12,000.00	Core Admin	16-02-2024	View

Showing 1 to 5 of 5 entries Previous 1 Next

- Show Entries: You can select the number of entries to view on a page.



- Search: You can search for a GL account's name or ID.

Search:

If you want to authorize a created journal entry you can do so by selecting the view button shown below,

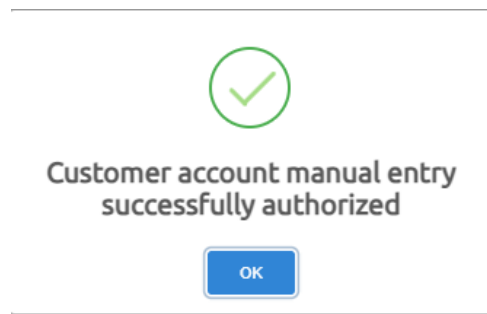


After selecting the view button, you will be navigated to the interface shown below,

In here once you check whether the details are correct you can proceed further by selecting the authorize button shown below,



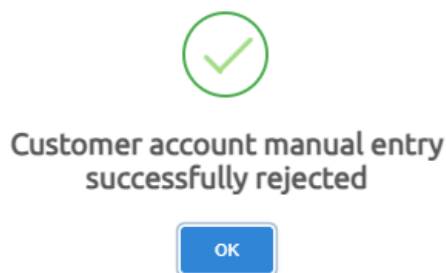
Once you select the authorize button you will get a message stating that the customer account manual entry is authorized successfully as shown below,



Next, if the details are incorrect, you can proceed further by selecting the reject button shown below,



Once you select the reject button you will get a message stating that the customer account manual entry is rejected successfully as shown below,



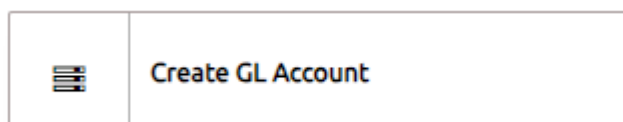
GL Setup

Create GL Account

[Login](#) > [General Ledger](#) > [GL Setup](#) > [Create GL Account](#)

This sub-module offers a user-friendly interface for effortlessly creating new General Ledger accounts.

Users can input essential account details such as account code, name, type, and currency, streamlining the setup process.



After selecting the Create GL Account button, you will be directed to the user interface below,

- GL Account Category 01: Select a Category.

GL Account Category 01 ★

- GL Account Category 02: Select a Category

GL Account Category 02 ★

- GL Account Category 03: Select a Category

GL Account Category 03 ★

- GL Account Number: Enter a number.

GL Account Number ★

- GL Account Name: Enter a name.

GL Account Name ★

In the branch information tab, you can select the relevant branch.

Branch Information
☰

If you want the GL Account to be available in all the branches you can do so by selecting all branches check box shown below,

 All Branches

If you want the GL account to be shown in a specific branch or branch, you can add each branch individually.

—Select a Branch—

- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

—Select a Branch—
 ▼

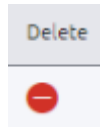
After selecting a branch, you will have to select the add button to save them,

Add Branch

Once the branches you need are added they will be shown under the branch table shown below,

Branch	Delete
Head Office	⊖
HORANA BRANCH	⊖

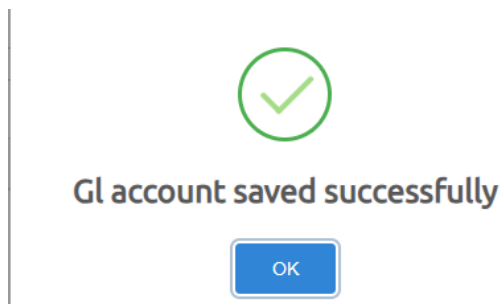
If you want to delete a branch you can do so by selecting the delete button shown below,



After filling in and selecting all the details you need you can proceed further by selecting the save button shown below,



After selecting the save button shown below you will get a message stating that the GL account has been saved successfully,

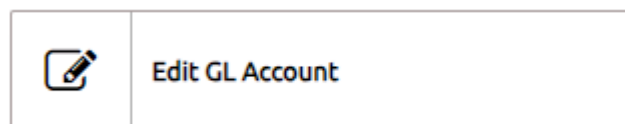


Edit GL Account

[Login >General Ledger > GL Setup > Edit GL Account](#)

In this sub-module, users can easily modify the details of existing general ledger (GL) accounts, such as account name, description, and classification, through a user-friendly interface.

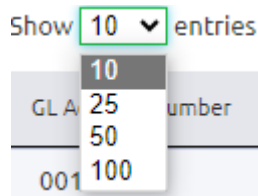
This functionality ensures that account information remains accurate and up-to-date, reflecting any changes in the organization's financial structure or reporting requirements.



After selecting the Edit GL Account button, you will be directed to the user interface below,

GL Account Number	GL Account Name	GL Category 01	GL Category 02	GL Category 03	Edit
001	Product GL Account-001	Income	Other Income	Control Accounts	
1000	Income- Daily Loan Interest-1000	Income	Received Loan Interest	Received Loan Interest	
1001	Income- Instant Loan Interest-1001	Income	Received Loan Interest	Received Loan Interest	
1002	Income- Project Loan Interest-1002	Income	Received Loan Interest	Received Loan Interest	
1003	Income- Property Loan Interest-1003	Income	Received Loan Interest	Received Loan Interest	
1004	Income- Motor Bike Loan Interest-1004	Income	Received Loan Interest	Received Loan Interest	
1005	Income- Diriyata Savvyak Wanikha Loan Interest-1005	Income	Received Loan Interest	Received Loan Interest	
1006	Income- Instant Athahiltha Loan Interest-1006	Income	Received Loan Interest	Received Loan Interest	
1007	Income- Educational Loan Interest-1007	Income	Received Loan Interest	Received Loan Interest	

- Show Entries: You can select the number of entries to view on a page.



- Search: You can search for a GL account's name or ID.

Search:

The below example shows how the search option can be used effectively,

GL Account Number	GL Account Name	GL Category 01	GL Category 02	GL Category 03	Edit
2949	Server Maintenance Expenses-2949	Expenses	Other Expenses	Other Expenses	

If you want to edit a GL Account, you can do so by selecting the edit button shown below,



After selecting the edit button, you will be directed to the interface, Here once you make the relevant changes that need to be done you can select the below-shown save button,

Save

Once you select the save button you will get a message stating that the GL Account is saved successfully as shown below,



Gl account saved successfully

OK

GL Reports

User can generate the reports which are related to the general ledger in here.

GL Reports

Trial Balance	Balance Sheet	Income Statement
GL Account Listing	GL Account Statement	Journal Entry Report
General Ledger Entries	GL Reconciliation Report	Bank Currency Position
Comparison Balance Sheet	Comparison Income Statement	Cash Transfer Report
Cash Transfer - GL Accounts Report		

Trial Balance

Trial Balance Report generates all the trial balances for the as at date.

Trial Balance Show Report

As At Date ★ Branch ★ Currency Without Zero Balances

Search for...

- As At Date: Select As At Date.

As At Date ★

03-09-2027

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Branch: Select the branch.

Branch ★

--Select Branch--

--Select Branch--

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Currency: Currency will be displayed as default.

Currency

LKR

- Without Zero Balances Checkbox: If user put a tick on the Without Zero Balances, the report will be generated without zero balances. If not, It will be generated with zero balances.

 Without Zero Balances

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the trial balance based on the applied filters.

Trial Balance

Show Report

As At Date * 03-09-2027 Branch * Head Office Currency LKR Without Zero Balances

Search for...

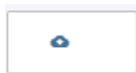
Wealth Micro

GENERAL LEDGER TRIAL BALANCE

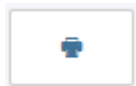
AS AT : 03-09-2027 BRANCH : Head Office CURRENCY : LKR

GL CODE	GL ACCOUNT NAME	DEBIT	CREDIT
001	PRODUCT GL ACCOUNT	0.00	1,124,516.91
1000	INCOME- DAILY LOAN INTEREST	0.00	23,587.30
1002	INCOME- PROJECT LOAN INTEREST	0.00	13,649,236.02
1013	INCOME- VEHICLE LOAN(REDUCEING BALANCE) INTEREST	0.00	139,166.32
1050	INCOME- BANK SAVINGS INTEREST	0.00	17.26
1207	INCOME- POSTAL CHARGES	0.00	41,200.00
1209	INCOME- OTHER	0.00	1,005.29
2005	INTEREST PAYABLE DEPOSITS	0.00	238,231.74
2018	SUSPENSE ACCOUNT	75,696.61	0.00

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “Trial Balance” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Balance Sheet

Balance Sheet Report generates all the balances for the as at date.

Balance Sheet Show Report

As At Date ★ Branch ★ Currency Detail Summary

Search for...

- As At Date: Select As At Date.

As At Date ★

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Branch: Select the branch.

Branch ★

--Select Branch--

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

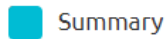
- Currency: Currency will be displayed as default.

Currency

- **Detail Checkbox:** If user need to generate the detailed report of the balance sheet, put a tick on Detail Checkbox.



- **Summary Checkbox:** If user need to generate the summarised report of the balance sheet, put a tick on Summary Checkbox.



- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the balance sheet based on the applied filters.

Balance Sheet Show Report

As At Date * Branch * Currency Detail Summary

Search for... 1 / 2

Wealth Micro

STATEMENT OF FINANCIAL POSITION-DETAIL

AS AT : 03-09-2027 BRANCH : Head Office CURRENCY : LKR

ASSETS

CASH & CASH EQUIVALENTS	
BANK CASH WITHDRAWALS	45,400.00
CASH IN HAND	34,957,353.73
INVESTMENTS	
PEOPLES BANK FIXED DEPOSIT	-509,300.00
LOANS	
DAILY LOAN	210,000.00
PROJECT LOAN	14,298,704.79
SPECIAL PROJECT LOAN	157,200.00

Balance Sheet Show Report

As At Date * Branch * Currency Detail Summary

Search for... 1 / 1

Wealth Micro

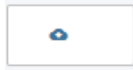
STATEMENT OF FINANCIAL POSITION-SUMMARY

AS AT : 03-09-2027 BRANCH : Head Office CURRENCY : LKR

ASSETS

INVESTMENTS	-509,300.00
CASH & CASH EQUIVALENTS	35,002,753.73
LOANS	21,353,862.03
LOANS & ADVANCES	10,381,235.79
OTHER ASSETS	659,049.80
TOTAL ASSETS	66,887,601.35
EQUITY	

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Balance Sheet” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Income Statement

Income Statement Report generates all the income details within a time period.

Income Statement Show Report

Branch ★ From Date ★ To Date ★ Detail Summary

Search for...

- Branch: Select the branch.

Branch ★

--Select Branch--

--Select Branch--

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- From Date: Select From Date.

From Date ★

03-09-2027

⏪

Sep ▼

2027 ▼

⏩

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today
Done

- To Date: Select To Date.

To Date ★

03-09-2027

⏪

Sep ▼

2027 ▼

⏩

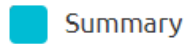
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today
Done

- Detail Checkbox: If user need to generate the detailed report of the balance sheet, put a tick on Detail Checkbox.

Detail

- **Summary Checkbox:** If user need to generate the summarised report of the balance sheet, put a tick on Summary Checkbox.



- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the income statement based on the applied filters.

Income Statement Show Report

Branch ★ From Date ★ To Date ★ Detail Summary

Search for... ⏪ < 1 / 1 > ⏩

STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED 01-01-2024 TO 03-09-2027

TYPE : DETAIL BRANCH : HEAD OFFICE CURRENCY : LKR

INCOME

OTHER INCOME

INCOME- OTHER	1,000.00
INCOME- POSTAL CHARGES	41,200.00

RECEIVED LOAN INTEREST

INCOME- DAILY LOAN INTEREST	8,376.58
INCOME- VEHICLE LOAN(REDUING BALANCE) INTEREST	125,013.94
INCOME- PROJECT LOAN INTEREST	13,646,039.55

Income Statement Show Report

Branch ★ From Date ★ To Date ★ Detail Summary

Search for... ⏪ < 1 / 1 > ⏩

WEALTH MICRO

STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED 01-01-2024 TO 03-09-2027

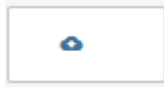
TYPE : SUMMARY BRANCH : HEAD OFFICE CURRENCY : LKR

INCOME

OTHER INCOME	42,200.00
RECEIVED LOAN INTEREST	125,013.94
RECEIVED LOAN INTEREST	13,654,416.13
TOTAL INCOME	13,821,630.07

EXPENSES

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.

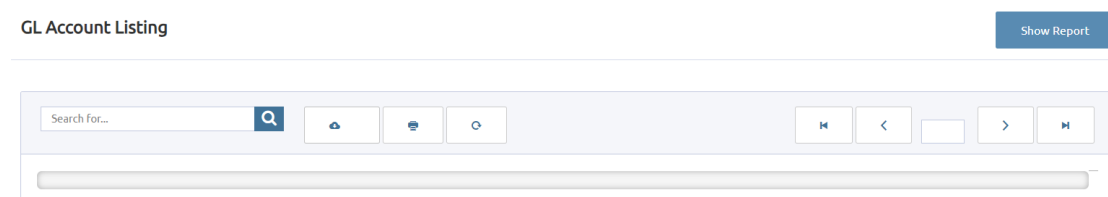


Steps

1. Click on the “Income Statement” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

GL Account Listing

GL Account Listing Report generates list of all the GL accounts.



- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the GL account listing based on the applied filters.

GL Account Listing

Show Report

Search for...

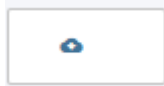
1 / 1

FINAP First Micro Bank

GL ACCOUNTS

GL CODE	GL ACCOUNT NAME	TYPE	SUB TYPE	GL ACCOUNT TYPE CHILD NAME	STATUS	MANUAL ENTRY	CREATED DATE	LAST MODIFIED	CREATED
001	PRODUCT GL ACCOUNT	INCOME	OTHER INCOME	CONTROL ACCOUNTS	ACTIVE	No	2018-08-27	N/A	ADMIN
1000	INCOME- DAILY LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN
1001	INCOME- INSTANT LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN
1002	INCOME- PROJECT LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN
1003	INCOME- PROPERTY LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN
1004	INCOME- MOTOR BIKE LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN
1005	INCOME- DIRIYATA SAVIYAK WANITHA LOAN INTEREST	INCOME	RECEIVED LOAN INTEREST	RECEIVED LOAN INTEREST	ACTIVE	No	2023-01-11	N/A	ADMIN

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- **Refresh Button:** Refresh the report.



Steps

1. Click on the “GL Account Listing” report.
2. Click “Show Report” to generate the report.
3. To export, print or refresh the report, use the relevant buttons.

GL Account Statement

GL Account Statement Report generates GL account statements under the selected criteria.

GL Account Statement

Show Report

- Branch: Select the branch.

Branch

- Product Type: Select the product type.

Product Type

- Product: Select the product.

According to the product type, products will be displayed in the dropdown.

- GL Code: Select the GL code.

GL Code

----Select a GL Account----

----Select a GL Account----

392001 - Advance Payment

3412 - Advance- Advertising

3420 - Advance- Anniversary

3406 - Advance- Head Office

3405 - Advance- House Rent

3415 - Advance- Legal Expenses

- From Date: Select From Date.

From Date ★

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Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- To Date: Select To Date.

To Date ★

DD-MM-YYYY

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11	12	13	14	15	16	17
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25	26	27	28	29		

Today
Done

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the GL account statement based on the applied filters.

GL Account Statement

Show Report

Branch: All | Product Type: ALL | Product: All

CL Code: 392001 - Advance Payment | From Date: 01-01-2024 | To Date: 29-08-2027

Search For...

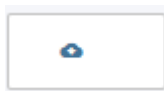
Wealth Micro

GENERAL LEDGER ACCOUNT STATEMENT--

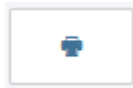
BRANCH : ALL PRODUCT : ALL FROM DATE : 01-01-2024 TO DATE : 29-08-2027

TRANSACTION DATE	EFFECTIVE DATE	TRAN REF	DESCRIPTION	CROSS GL ACCOUNT	ACCOUNT NO	CUSTOMER NO	BRANCH	PRODUCT	CCY	REMARK	DEBIT	CREDIT	RUI
Acc B/F Balance											1,859,517.34	1,859,517.34	
2023-07-12	2024-03-06	ICAP043684	INTEREST CAPITALIZATION				Head Office	CASE2-FD	LKR		0.00	5,250.00	
2023-07-12	2024-03-06	TDITD000048	TERM DEPOSIT INTEREST TRANSFER DEBIT				Head Office	CASE2-FD	LKR	FO Interest Transfer Debit	0.00	5,250.00	
2023-07-12	2024-03-06	ICAP043686	INTEREST CAPITALIZATION				Head Office	CASE2-FD	LKR		0.00	8,400.00	
2023-07-12	2024-03-06	TDITD000049	TERM DEPOSIT INTEREST TRANSFER DEBIT				Head Office	CASE2-FD	LKR	FO Interest Transfer Debit	0.00	8,400.00	

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “GL Account Statement” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Journal Entry Report

Journal Entry Report generates all the journal entry details.

Journal Entry Report Show Report

Date ★

Branch ★

- **Date:** Select the date.

Date ★

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12	13	14	15	16	17	18
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26	27	28	29	30		

- **Branch:** Select the branch.

Branch ★

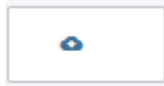
--Select Branch--

- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the journal entry based on the applied filters.

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Journal Entry” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

General Ledger Entries

General Ledger Entries Report generates all the GL entry details.

General Ledger Entries Show Report

From Date ★

To Date ★

Branch ★

Search for...

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- From Date: Select From Date.

From Date ★

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- To Date: Select To Date.

To Date ★

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- Branch: Select the branch.

Branch ★

---Select Branch---

---Select Branch---

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the general ledger entries based on the applied filters.

General Ledger Entries Show Report

From Date ★

To Date ★

Branch ★

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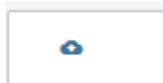
Wealth Micro

GENERATED GL ENTRIES

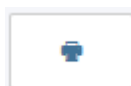
FROM DATE : 01-01-2024 TO DATE: 06-04-2027 BRANCH: ALL

BRANCH	PRODUCT	GL CODE	BATCH ID	GL DESCRIPTION	TRAN TYPE	ACCOUNT	CUSTOMER	LOAN	INTER BRANCH NAME	REMARK	CCY	DEBIT	CREDIT
1000	2133	5101	470127	INTEREST EXPENSE DEPOSITS	Account Daily Interest Accrual	1000213300001	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA			Daily Interest Accrual	LKR	2.74	
1000	2133	2005	470127	INTEREST PAYABLE DEPOSITS	Account Daily Interest Accrual	1000213300001	PETHTHAKUTTIGE DANUSHKA MADUSHANKA DE SILVA			Daily Interest Accrual	LKR	0.00	

- **Export Button:** Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- **Print Button:** Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “General Ledger Entries” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

GL Reconciliation Report

GL Reconciliation Report generates details of GL reconciliation.

GL Reconciliation Report [View](#) [Print](#)

Date *

Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand

Loan Accounts			
Loan Accounts Balance	GL Balance	Status	Difference
0.00	0.00		0.00

Savings Accounts			
Savings Accounts Balance	GL Balance	Status	Difference
0.00	0.00		0.00

Term Accounts			
Term Accounts Balance	GL Balance	Status	Difference
0.00	0.00		0.00

Cash In Hand			
Teller Till Balance	GL Balance	Status	Difference
0.00	0.00		0.00

- Date: Select the date.

Date ★

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today
Done

- **Summary Radio Button:** Click on the Summary Radio Button to generate a summarised report.

View
Print

GL Reconciliation Report

Week ▼

29-08-2027

Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand

Loan Accounts			
Loan Accounts Balance	GL Balance	Status	Difference
0.00	0.00	Not Tally	0.00
Savings Accounts			
Savings Accounts Balance	GL Balance	Status	Difference
0.00	0.00	Not Tally	0.00
Term Accounts			
Term Accounts Balance	GL Balance	Status	Difference
0.00	0.00	Not Tally	0.00
Cash In Hand			
Teller Till Balance	GL Balance	Status	Difference
0.00	0.00	Not Tally	0.00

- **Loan Accounts Radio Button:** Click on the Loan Accounts Radio Button. Then will be displayed two radio buttons as By Product and By Branch.

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Product Name	Portfolio Balance	GL Balance	Status	Difference
DEL	0.00	0.00	Not Tally	0.00
DEL-01	0.00	0.00	Not Tally	0.00
Digi Rounded loan	0.00	0.00	Not Tally	0.00
Fd Against Loans - Test	0.00	0.00	Not Tally	0.00
Fixed Continuation Loan	0.00	0.00	Tally	0.00
fixed load at 20	0.00	0.00	Tally	0.00
Fixed Tenure to Loan	0.00	0.00	Not Tally	0.00
Group loan	0.00	0.00	Not Tally	0.00
Group Loan Product Edof	0.00	0.00	Not Tally	0.00
HeadOffice Loan	0.00	0.00	Not Tally	0.00
INT	0.00	0.00	Not Tally	0.00
Lanka Loans	0.00	0.00	Not Tally	0.00
Loan Tenure to Loan	0.00	0.00	Not Tally	0.00
Manual other settlement	0.00	0.00	Not Tally	0.00
Manual saving settlement	0.00	0.00	Not Tally	0.00
HTLD1	0.00	0.00	Not Tally	0.00

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Branch Name	Portfolio Balance	GL Balance	Status	Difference
AGALAWATHHA BRANCH	0.00	0.00	Not Tally	0.00
BERUWALA	0.00	0.00	Tally	0.00
COLOMBO BRANCH	0.00	0.00	Not Tally	0.00
Galle	0.00	0.00	Tally	0.00
Ganemulla	0.00	0.00	Tally	0.00
pekids	0.00	0.00	Tally	0.00
Head Office	0.00	0.00	Not Tally	0.00
HORANA BRANCH	0.00	0.00	Not Tally	0.00
INGIRYA BRANCH	0.00	0.00	Not Tally	0.00
KA-002	0.00	0.00	Tally	0.00
KALUTARA BRANCH	0.00	0.00	Not Tally	0.00

- Savings Accounts Radio Button: Click on the Savings Accounts Radio Button. Then will be displayed two radio buttons as By Product and By Branch.

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Product Name	Portfolio Balance	GL Balance	Status	Difference
ANU saving	0.00	0.00	Tally	0.00
CAPITAL INVESTMENTS M	0.00	0.00	Not Tally	0.00
CAPITAL INVESTMENTS NM	0.00	0.00	Not Tally	0.00
Capitalize1m	0.00	0.00	Tally	0.00
Capitalize1W	0.00	0.00	Tally	0.00
Capitalize2m	0.00	0.00	Tally	0.00
Capitalize3W	0.00	0.00	Tally	0.00
DECTest1	0.00	0.00	Tally	0.00
dfsdfdsd	0.00	0.00	Tally	0.00
DIRIYATA SAVIYAK WANITHA	0.00	0.00	Not Tally	0.00
dormant	0.00	0.00	Tally	0.00

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Branch Name	Portfolio Balance	GL Balance	Status	Difference
AGALAWATHHA BRANCH	0.00	0.00	Not Tally	0.00
BERUWALA	0.00	0.00	Not Tally	0.00
COLOMBO BRANCH	0.00	0.00	Tally	0.00
Galle	0.00	0.00	Tally	0.00
Ganemulla	0.00	0.00	Tally	0.00
gekids	0.00	0.00	Tally	0.00
Head Office	0.00	0.00	Not Tally	0.00
HORANA BRANCH	0.00	0.00	Not Tally	0.00
INGIRIYA BRANCH	0.00	0.00	Not Tally	0.00
KA-002	0.00	0.00	Tally	0.00
KALUTARA BRANCH	0.00	0.00	Not Tally	0.00

- **Term Accounts Radio Button:** Click on the Term Accounts Radio Button. Then will be displayed two radio buttons as By Product and By Branch.

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Product Name	Portfolio Balance	GL Balance	Status	Difference
30 Days Mature	0.00	0.00	Not Tally	0.00
30 Days Mature - Notification	0.00	0.00	Tally	0.00
30 Days Mature - Notification QA2	0.00	0.00	Tally	0.00
30 Days Mature - Notification QA3	0.00	0.00	Tally	0.00
30 Days Mature - Notification QA3-1	0.00	0.00	Tally	0.00
6 month new FD	0.00	0.00	Tally	0.00
Case 01 FD	0.00	0.00	Tally	0.00
Case1-FD	0.00	0.00	Tally	0.00
Case2-FD	0.00	0.00	Not Tally	0.00

GL Reconciliation Report

[View](#) [Print](#)

Date *

29-08-2027

- Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand
- By Product
 By Branch

Branch Name	Portfolio Balance	GL Balance	Status	Difference
AGALAWATHHA BRANCH	0.00	0.00	Not Tally	0.00
BERUWALA	0.00	0.00	Tally	0.00
COLOMBO BRANCH	0.00	0.00	Tally	0.00
Galle	0.00	0.00	Tally	0.00
Ganemulla	0.00	0.00	Tally	0.00
gekids	0.00	0.00	Tally	0.00
Head Office	0.00	0.00	Not Tally	0.00
HORANA BRANCH	0.00	0.00	Not Tally	0.00
INGIRIYA BRANCH	0.00	0.00	Tally	0.00
KA-002	0.00	0.00	Tally	0.00
KALUTARA BRANCH	0.00	0.00	Not Tally	0.00
MATHUGAMA BRANCH	0.00	0.00	Not Tally	0.00

- **Cash in Hand Radio Button:** Click on the Cash in Hand Radio Button. Then will be displayed two radio buttons as By Currency and By Branch & Currency.

GL Reconciliation Report [View](#) [Print](#)

Date *

Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand

By Currency
 By Branch & Currency

Currency	Portfolio Balance	GL Balance	Status	Difference
AUD	0.00	0.00	Tally	0.00
FJD	0.00	0.00	Tally	0.00
LKR	0.00	0.00	Not Tally	0.00
USD	0.00	0.00	Tally	0.00

[View](#) [Print](#)

GL Reconciliation Report [View](#) [Print](#)

Date *

Summary
 Loan Accounts
 Savings Accounts
 Term Accounts
 Cash In Hand

By Currency
 By Branch & Currency

Branch & Currency	Portfolio Balance	GL Balance	Status	Difference
AGALAWATHA BRANCH - LKR	0.00	0.00	Not Tally	0.00
BERUHALA - LKR	0.00	0.00	Not Tally	0.00
COLOMBO BRANCH - LKR	0.00	0.00	Not Tally	0.00
Head Office - LKR	0.00	0.00	Not Tally	0.00
HORANA BRANCH - LKR	0.00	0.00	Not Tally	0.00
INGIRIYA BRANCH - LKR	0.00	0.00	Not Tally	0.00
KALUTARA BRANCH - LKR	0.00	0.00	Not Tally	0.00
MATHUGAMA BRANCH - LKR	0.00	0.00	Not Tally	0.00
NAGODA BRANCH - LKR	0.00	0.00	Not Tally	0.00
PADUKKA - LKR	0.00	0.00	Not Tally	0.00
PANADURA - LKR	0.00	0.00	Not Tally	0.00
WADDUWA BRANCH - LKR	0.00	0.00	Not Tally	0.00

- **View Button:** By using View Button, user can view the report.
- **Print Button:** By using Print Button, user can print the report. Then the system will provide a detailed report of the GL reconciliation based on the applied filters.

Steps

1. Click on the “GL Reconciliation” report.
2. Select the date and Click on the relevant radio button/buttons.
3. Click “View” to generate the report and use the “Print” button to print the generated report.

Bank Currency Position

Bank Currency Position Report generates details of bank currency position.

Bank Currency Position Show Report

Branch Name

--Select Branch--

Currency

LKR

Date *

DD-MM-YYYY

Detail Report Summary Report

Search for...

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- Branch Name: Select the branch.

Branch Name

--Select Branch--

- All
- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Galle
- Ganemulla
- Head Office
- HORANA BRANCH
- INGIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- MATHUGAMA BRANCH
- NAGODA BRANCH
- PADUKKA
- PANADURA
- WADDUWA BRANCH
- wellawatta

- Currency: Currency will be displayed as default.

Currency

LKR

- Date: Select the date.

Date *

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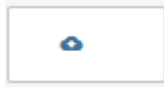
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18	19	20	21	22	23	24
25	26	27	28	29		

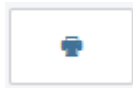
Today
Done

- Detail Report Checkbox: If user need to generate the detailed report of the bank currency position, put a tick on Detail Report Checkbox.

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Bank Currency Position” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Comparison Balance Sheet

Comparison Balance Sheet Report generates comparison of GL balances.

Comparison Balance Sheet Show Report

As At Date * Comparison Date * Branch * Currency

Detail Summary

Search for...

- As At Date: Select As At Date.

As At Date *

03-09-2027

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Comparison Date: Select the comparison date.

Comparison Date *

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Branch: Select the branch.

Branch *

--Select Branch--

- Select Branch--
- All
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- Currency: Currency will be displayed as default.

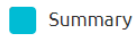
Currency

LKR

- Detail Checkbox: If user need to generate the detailed report of the comparison balance sheet, put a tick on Detail Checkbox.

Detail

- **Summary Checkbox:** If user need to generate the summarised report of the comparison balance sheet, put a tick on Summary Checkbox.



- **Show Report Button:** Click “Show Report” button, to view the report.

The system will provide a detailed report of the comparison balance sheet based on the applied filters.

Comparison Balance Sheet Show Report

As At Date * Comparison Date * Branch * Currency

Detail Summary

Search for... ⏪ < 1 / 1 > ⏩

Wealth Micro

STATEMENT OF FINANCIAL POSITION-DETAIL

BRANCH : ALL CURRENCY : LKR

	AS AT 04-09-2027 PREVIOUS MONTH	AS AT 04-09-2027 CUMULATIVE
ASSETS		
ADVANCE PAYMENT		
PAID IN ADVANCE- HOUSE RENT	600,000.00	600,000.00
BASE CONTROL ACCOUNT		
HEAD OFFICE BANK ACCOUNT	1,000,000.00	1,000,000.00

Comparison Balance Sheet Show Report

As At Date * Comparison Date * Branch * Currency

Detail Summary

Search for... ⏪ < 1 / 2 > ⏩

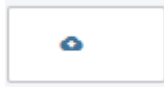
Wealth Micro

STATEMENT OF FINANCIAL POSITION-SUMMARY

BRANCH : ALL CURRENCY : LKR

	AS AT 04-09-2027 PREVIOUS MONTH	AS AT 04-09-2027 CUMULATIVE
ASSETS		
ADVANCE PAYMENT		
PAID IN ADVANCE- HOUSE RENT	600,000.00	600,000.00
BASE CONTROL ACCOUNT		
HEAD OFFICE BANK ACCOUNT	1,000,000.00	1,000,000.00
BASE CONTROL ACCOUNT	2,500,000.00	1,000,000.00
BASE CONTROL ACCOUNT	4,300,000.00	1,000,000.00

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Comparison Balance Sheet” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Comparison Income Statement

Comparison Income Statement Report generates comparison of the income statement.

Comparison Income Statement Show Report

Branch * From Date * To Date * Comparison From Date * Comparison To Date *

Detail Summary

Search for...

- Branch: Select the branch.

Branch ★

--Select Branch--

--Select Branch--

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- From Date: Select From Date.

From Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- To Date: Select To Date.

To Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Comparison From Date:

Comparison From Date ★ C

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Comparison To Date:

Comparison To Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Detail Checkbox: If user need to generate the detailed report of the comparison income statement, put a tick on Detail Checkbox.

Detail

- Summary Checkbox: If user need to generate the summarised report of the comparison income statement, put a tick on Summary Checkbox.

Summary

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the comparison income statement based on the applied filters.

Comparison Income Statement

Show Report

Branch * From Date * To Date * Comparison From Date * Comparison To Date *

Detail Summary

Search for...

WEALTH MICRO

COMPARISON INCOME STATEMENT

TYPE : DETAIL BRANCH : ALL CURRENCY : LKR

	Date Period From: 01-01-2024 To 04-09-2027	Date Period From: 01-01-2024 To 04-09-2027
INCOME		
OTHER INCOME		
INCOME- OTHER	1,000.00	1,000.00
INCOME- POSTAL CHARGES	41,200.00	41,200.00
RECEIVED LOAN INTEREST		
INCOME- DAILY LOAN INTEREST	8,376.58	8,376.58
INCOME- PROJECT LOAN INTEREST	13,652,367.41	13,652,367.41

Comparison Income Statement

Show Report

Branch * From Date * To Date * Comparison From Date * Comparison To Date *

Detail Summary

Search for...

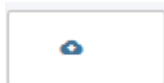
WEALTH MICRO

COMPARISON INCOME STATEMENT

TYPE : SUMMARY BRANCH : ALL CURRENCY : LKR

	Date Period From: 01-01-2024 To 04-09-2027	Date Period From: 01-01-2024 To 04-09-2027
INCOME		
OTHER INCOME		
OTHER INCOME	42,200.00	42,200.00
RECEIVED LOAN INTEREST	163,394.94	163,394.94
RECEIVED LOAN INTEREST	13,660,743.99	13,660,743.99
TOTAL INCOME	13,866,338.93	13,866,338.93
EXPENSES		

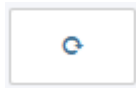
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Comparison Income Statement” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Cash Transfer Report

Cash Transfer Report generates cash transaction details of within a selected time period.

Cash Transfer Report Show Report

Branch ★ From Date ★ To Date ★ Detail Summary

Search for...

- Branch: Select the branch.

Branch ★

--Select Branch--

--Select Branch--

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- From Date: Select From Date.

From Date *

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- To Date: Select To Date.

To Date *

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- Detail Checkbox: If user need to generate the detailed report of the cash transfer, put a tick on Detail Checkbox.

Detail

- Summary Checkbox: If user need to generate the summarised report of the cash transfer, put a tick on Summary Checkbox.

Summary

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the cash transfer based on the applied filters.

Cash Transfer Report

Show Report

Branch * From Date * To Date *

All Detail Summary

Search for... 1 /867

Wealth Micro
CASH AND TRANSFER - DETAIL

BRANCH : ALL FROM DATE : 01-01-2024 TO DATE : 04-09-2027

GL ACCOUNT	TRANSACTION	DATE	TIME	USER	CASH		TRANSFER		TOTAL	
					DR	CR	DR	CR	DR	CR
Advance- Advertising	1000126500003- Interest Capitalization	2024-03-06	09:24	Core	0.00	0.00	8,400.00	0.00	8,400.00	0.00
	1000126500001- Interest Capitalization	2024-03-06	09:24	Core	0.00	0.00	5,250.00	0.00	5,250.00	0.00
	1000707000001- Cash Deposit	2024-06-20	10:53	Core	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	1000707000002- Cash Deposit	2024-06-20	12:01	Core	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	1000707000003- Cash Deposit	2024-06-21	12:50	Core	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	1000707000004- Cash Deposit	2024-06-21	14:16	Core	0.00	10,000.00	0.00	0.00	0.00	10,000.00
	1000707000007- Cash Deposit	2024-06-21	20:32	Core	0.00	10,000.00	0.00	0.00	0.00	10,000.00

Cash Transfer Report

Show Report

Branch * From Date * To Date *

All Detail Summary

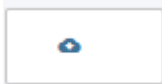
Search for... 1 /2

Wealth Micro
CASH AND TRANSFER - SUMMARY

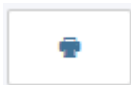
BRANCH : ALL FROM DATE : 01-01-2024 TO DATE : 04-09-2027

GL ACCOUNT	CASH		TRANSFER		TOTAL	
	DR	CR	DR	CR	DR	CR
Advance Payment	0.00	785,000.00	1,038,533.32	2,020,238.37	1,038,533.32	2,805,238.37
Advance- Advertising	0.00	180,000.00	374,414.38	528,039.94	374,414.38	708,039.94
Advance- Anniversary	0.00	0.00	0.00	3,800.00	0.00	3,800.00
Advance- Head Office	1,000.00	2,012,000.00	0.00	84,800.00	1,000.00	2,096,800.00
Advance- House Rent	0.00	0.00	0.00	2,000.00	0.00	2,000.00
Advance- Name Board	0.00	0.00	0.00	1,999.98	0.00	1,999.98
Advance- New Year Gift	5,000.00	0.00	1,800.00	0.00	6,800.00	0.00
Advance- Opening Expenses 1	0.00	0.00	0.00	700.00	0.00	700.00
Advance- Other	0.00	0.00	1,999.98	0.00	1,999.98	0.00

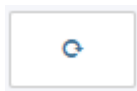
- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps

1. Click on the “Cash Transfer” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

Cash Transfer – GL Accounts Report

Cash Transfer – GL Accounts Report generates cash transaction details of within a selected time period for a respective GL account.

Cash Transfer - GL Accounts Report Show Report

Branch ★ From Date ★ To Date ★ GL Account ★

--Select Branch--

Search for...

- Branch: Select the branch.

Branch ★

--Select Branch--

--Select Branch--

All

Head Office

AGALAWATHTHA BRANCH

WADDUWA BRANCH

NAGODA BRANCH

KALUTARA BRANCH

HORANA BRANCH

MATHUGAMA BRANCH

PANADURA

BERUWALA

INGIRIYA BRANCH

PADUKKA

Galle

KA-002

COLOMBO BRANCH

wellawatta

Ganemulla

- From Date: Select From Date.

From Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- To Date: Select To Date.

To Date ★

04-09-2027

Sep 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Today Done

- GL Account: Select the GL Account.

GL Account ★

--Select GL Account--

--Select GL Account--

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent
- 3415 - Advance- Legal Expenses

- Show Report Button: Click “Show Report” button, to view the report.

The system will provide a detailed report of the cash transfer – GL accounts based on the applied filters.

Cash Transfer - GL Accounts Report

Show Report

Branch * From Date * To Date * GL Account *

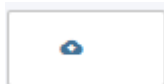
Search for... /

Wealth Micro
CASH TRANSFER GL ACCOUNTS REPORT

BRANCH : Head Office FROM DATE : 01-01-2024 TO DATE : 29-08-2027

GL ACCOUNT	TRANSACTION	DATE	TIME	USER	CASH		TRANSFER		TOTAL	
					DR	CR	DR	CR	DR	CR
Advance Payment	1000126500001- Interest Capitalization	2023-07-12	09:24	Core	0.00	0.00	5,250.00	0.00	5,250.00	0.00
	1000126500001- Term Deposit Interest Transfer Debit	2023-07-12	09:24	Core	0.00	0.00	0.00	0.00	0.00	0.00
	1000126500003- Interest Capitalization	2023-07-12	09:24	Core	0.00	0.00	8,400.00	0.00	8,400.00	0.00
	1000126500003- Term Deposit Interest Transfer Debit	2023-07-12	09:24	Core	0.00	0.00	0.00	0.00	0.00	0.00
	1000202000001- Cash Deposit	2023-07-12	09:34	Core	60,000.00	0.00	0.00	0.00	60,000.00	0.00

- Export Button: Export / Download report in the format of CSV, Excel, MHTML, PDF, TIFF File, Word and XML.



- Print Button: Print the report.



- Refresh Button: Refresh the report.



Steps







1. Click on the “Cash Transfer – GL Account” report.
2. Fill in the fields.
3. Click “Show Report” to generate the report.
4. To export, print or refresh the report, use the relevant buttons.

User Administration

User Administration modules contain sub modules that function the user-based features of the system. This module is important as this is the stage where the users can be created from. User Details management and permissions also can be managed by this module.

User management

User Management





 User Creation	 User Edit	 User Authorization
 User In-Activation	 User Re-Activation	 User Unlock

User Creation

The creation of a user will demonstrate here.

User Details

User Details

First Name *	Last Name *	Employee Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name *	Password * 	Confirm Password *
<input type="text"/>	<input type="password"/>	<input type="password"/>
Mobile Number	Email Address	Primary Branch *
<input type="text"/>	<input type="text"/>	----Select a Branch----- 
Limit Template	Credit Authority Level	
----Select a Template----- 	----Select a Credit Authority Level----- 	
<input type="checkbox"/> Password Expiry Enable <input type="checkbox"/> Teller	<input type="checkbox"/> Account Manager <input type="checkbox"/> Account Officer	<input type="checkbox"/> Marketing Officer <input type="checkbox"/> Concurrent Login Enabled

- First Name: Enter the first name of the user.

First Name *

- Last Name: Enter the last name of the user.

Last Name *

- Employee Number: Give the employee number here.

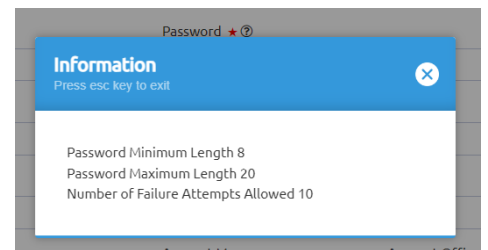
Employee Number

- User Name: Give the username

User Name *

- Password: Type the password according to the information provided. (Click on the question mark icon)

Password * ?



- Confirm Password: Re-enter the password here.

Confirm Password *

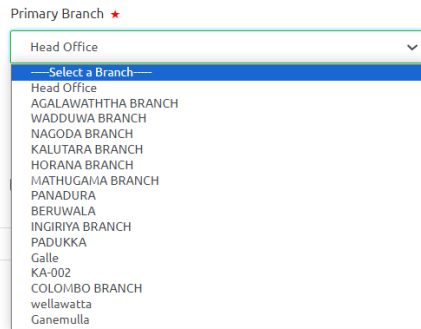
- Mobile Number: Enter the contact number of the user.

Mobile Number

- Email Address: Enter the email address

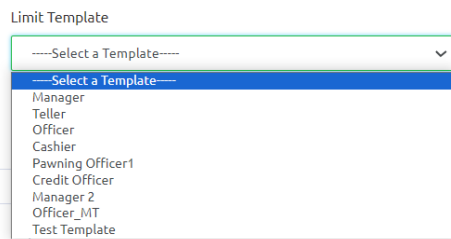
Email Address

- Primary Branch: Select the branch of the user from the drop down



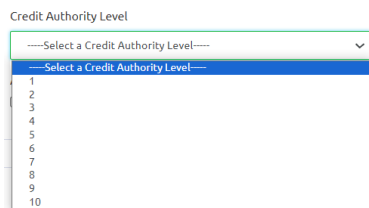
- Branches can be created and managed by [System Administration > Bank & branch > Bank Branch Create](#)

- Limit Template: Set the limit template for the user.



- Limit Templates can be created through [User Administration > Transaction Template](#)

- Credit Authority Level: Set the authority level.



Other features and Options

- Can Select more than one.



- Password Expiry Enable: by selecting this option password need to be re changed after the first login as it expires.
- Teller: select and make the user as a teller. After you select the feature can either mark the teller as

- ◆ Branch Teller – Manage the till of the branch
- ◆ Mobile teller – Mange the till in the MULA app

Branch Teller	Mobile Teller
<input type="checkbox"/>	<input type="checkbox"/>

- Account Manager: Select the user as an account manager
- Account Officer: Select the user as an account officer
- Marketing Officer: Select the user as a marketing officer
- Concurrent Login Enabled: Can login to the system from several devices.

Supervisor Details

Supervisor Details

Supervisor

--Select a Supervisor--

▼

Add Supervisor

Supervisor	Remove
------------	--------

- Supervisor: Set the supervisor for the user. Users that exist in the system displays here.

Supervisor

--Select a Supervisor--

--Select a Supervisor--

admin
00000646
00000999
00000184
mhiraj184
00000998
admin123
wbf1000
00000260
sudeeptha
LakmaliF
TharinduR
HeadOfficeCreator
Loan Officer
Credit Manager
Head of Operation
Creator-HeadOffice
Verifier-HeadOffice
Recomender-HeadOffic

- Add Supervisor Button: Add the supervisor record for the system.

Add Supervisor

Supervisor	Remove
admin	×

Assign Roles

Can select one or more roles for the user. The roles will display here according to the roles which have been created within the system.

Assign Roles *

Manager BDO Director officer1 Officer 2 System Admin BDO 01

Roles can be created from

[User Administration](#) > [Role](#) > [Role Creation](#)

User Branches

Set the user access for the branches.

User Branches

Only Primary All Branches Selected Branches Selected Regions

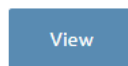
- **Only Primary:** Only for the early assigned branch
 - Only Primary
- **All Branches:** For all the branches
 - All Branches
- **Selected Branches:** For selected branches only. Select the relevant branch and add the record to the system.
 - Selected Branches

Ex:-

- Selected Regions: for the selected regions only.

Selected Regions

- View Button: Can view the details of the selected branches or regions if user selects the Selected either Branches or Selected Region options.



User Groups

User groups can be created by the feature which is available on [System Administration > User Group Management > User Group](#)

- User Group: the group which the user related to.



- Add Button: Add the User Group record for the system.



User Group	Delete
Create 01	

Steps:

1. Fill the mandatory data and necessary fields.
2. Click on Save Button



3. User will create successfully.



User created successfully



User Edit

Created and Authorized users will display in this screen. Can Select the record of the existing users and able to do changes and save again.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name
Last Name
User Name

Show lines Search From Results

User Name	First Name	Last Name	Status	Action
00000646	ROHANI	DHANUSHIKA MADANASIN	Password to be changed	
00000007	VIDUSHANI LAKSHIKA	YAPA BANDARA	Active	
00000009	SATHSARA	SANDEEPANI WIMALARAT	Active	
00000004	SAHAN	CHAMIKA	Active	
00000011	YASASHI	NIMASHA	Active	
00000002	GESHA	RAVISHANI	Active	
00000006	NIRUSHIKA	DILSHANI	Active	

User Edit

User Edit Update Back

User Details

First Name *	Last Name *	Employee Number
<input type="text" value="Mindi"/>	<input type="text" value="Perera"/>	<input type="text" value="3254"/>
User Name *	Mobile Number	Email Address
<input type="text" value="mindiperera"/>	<input type="text" value="0779245172"/>	<input type="text" value="mindi@gmail.com"/>
Primary Branch *	Limit Template	Credit Authority Level
<input type="text" value="Head Office"/>	<input type="text" value="Officer_JMT"/>	<input type="text" value="1"/>

Password Expiry Enable
 Is Teller
 Is Account Manager
 Account Officer
 Marketing Officer
 Concurrent Login Enabled

Branch Teller
 Mobile Teller

Supervisor Details

Supervisor

Add Supervisor

Remove

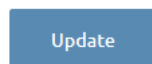
- Update Button: Save the changes made and send for the authorize.
- Back Button: Move for the User Search Screen.

Steps:

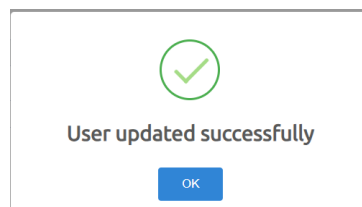
1. Search-out the User from the search options.
2. Click on the Action Icon of the user record.



3. Make the changes and click on Update Button.



4. Then User will update successfully and will move for the authorization.



User Authorization

Created or edited and yet to authorize users will display in this screen. Can Select the record of the existing users and able to authorize them.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name
Last Name
User Name

Show lines

Search From Results

User Name	First Name	Last Name	Status	Action
lakesham	Lakesha	Mayomi	New	⚙️
mindiperera	Mindi	Perera	Edit	⚙️
sunimalp	Sunimal	Piyadasa	New	⚙️

Showing 1 to 3 of top 3 lines

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

User Authorize

Data cannot be edited, can either Authorize or Reject.

User Authorize

Authorize
Reject
Back

User Details

First Name * <input type="text" value="Sunimal"/>	Last Name * <input type="text" value="Piyadasa"/>	Employee Number <input type="text" value="53"/>
User Name * <input type="text" value="sunimalp"/>	Mobile Number <input type="text" value="0764352623"/>	Email Address <input type="text" value="sunimal123@gmail.com"/>
Primary Branch * <input type="text" value="Head Office"/>	Limit Template <input type="text" value="Teller"/>	Credit Authority Level <input type="text" value="10"/>
Password Expiry Enable <input type="checkbox"/>	Is Teller <input checked="" type="checkbox"/>	Is Account Manager <input checked="" type="checkbox"/>
Branch Teller <input checked="" type="checkbox"/>	Is Account Officer <input checked="" type="checkbox"/>	Marketing Officer <input type="checkbox"/>
Mobile Teller <input checked="" type="checkbox"/>	Concurrent Login Enabled <input checked="" type="checkbox"/>	

Supervisor Details

Supervisor

Supervisor

- **Authorize Button:** Authorize the saved users or edited users.
- **Reject Button:** Reject the user.
- **Back Button:** redirect to User Search Screen.

Steps:

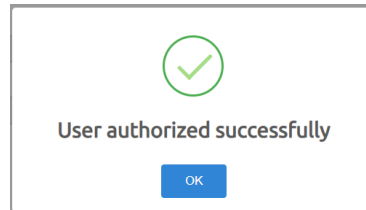
1. Search-out the User from the search options.
2. Click on the Action Icon of the user record.



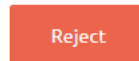
3. Check the details and Click on the Authorize Button.



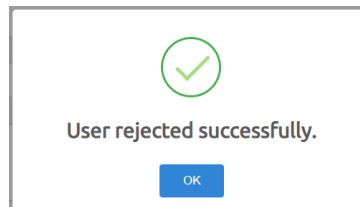
4. Then User will authorize successfully.



5. Otherwise can reject the user if any detail is incorrect.



6. Then user will successfully reject from the authorization. And the user will move for the User Edit Screen.



User In-Activation

Users can be inactivated from this screen.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name Last Name User Name

Show lines

Search From Results

User Name	First Name	Last Name	Status	Action
00000646	ROHANI	DHANUSHIKA MADANASIN	Password to be changed	
00000007	VIDUSHANI LAKSHIKA	YAPA BANDARA	Active	
00000009	SATHSARA	SANDEEPANI WIMALARAT	Active	
00000004	SAHAN	CHAMIKA	Active	
00000011	YASAMI	NIMASHA	Active	
00000002	GESHA	RAVISHANI	Active	
00000006	NIRUSHIKA	DILSHANI	Active	

User Inactivate

User Inactivate

First Name Last Name Employee Number

User Name Mobile Number Email

Primary Branch Limit Template Credit Authority Level

Remarks

Teller Account Manager Marketing Officer Concurrent Login Enabled

Branch Teller Mobile Teller

Supervisor Details

Supervisors
admin

- **Inactivate Button:** Can inactivate the relevant user. The inactivated users cannot log into the system and will display in the User Re-Reactivation screen.

Steps:

1. Search-out the User from the search options.
2. Click on the Action Icon of the user record.



- Fill out the remark field by providing the reason for the user inactivation.

Remarks *

- Check the user and Click on the Inactivate Button.

Inactivate

- Then User will inactivate from the system successfully.

User Inactivate Inactivate

UM782-User inactivated successfully

First Name	Last Name	Employee Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Name	Mobile Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Branch	Limit Template	Credit Authority Level
<input type="text"/>	<input type="text"/>	0
Remarks *		
<input type="text"/>		
Teller	Account Manager	Marketing Officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Branch Teller	Mobile Teller	Concurrent Login Enabled
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Supervisor Details		
<input type="text"/>		

User Re-Activation

Inactivated users can be reactivated from this screen.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name Last Name User Name

Show lines

Search From Results

User Name	First Name	Last Name	Status	Action
00000005	THIWANKA	LAKSHAN	Inactive	
0718170134	CHATHURI	RAJAPAKSHA	Inactive	
1026temp	1026temp	temp	Inactive	
00000081	RAVINDI	YASHODINI	Inactive	

Showing 1 to 4 of top 4 lines

First Previous Next Last

User Inactivate

User Activate

First Name Last Name Employee Number

User Name Mobile Number Email

Primary Branch Limit Template Credit Authority Level

Remarks

Teller Account Manager Marketing Officer Concurrent Login Enabled

Supervisor Details

Supervisors

admin

User Roles

- **Activate Button:** Activate the relevant user.

Steps:

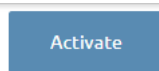
1. Search-out the User from the search options.
2. Click on the Action Icon of the user record.



3. Fill out the remark field by providing the reason for the user re-activation.

Remarks

4. Check the user and Click on the Activate Button.



6. Then User will re-activate in the system successfully.

User Activate Activate

UI4783-User activated successfully x

First Name <input type="text"/>	Last Name <input type="text"/>	Employee Number <input type="text"/>
User Name <input type="text"/>	Mobile Number <input type="text"/>	Email <input type="text"/>
Primary Branch <input type="text"/>	Limit Template <input type="text"/>	Credit Authority Level <input type="text" value="0"/>
Remarks * <input type="text"/>		
Teller <input type="checkbox"/>	Account Manager <input type="checkbox"/>	Marketing Officer <input type="checkbox"/>
Concurrent Login Enabled <input type="checkbox"/>		
Supervisor Details <input type="text"/>		

User Unlock

Locked users will display here and able to unlock them.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name <input type="text"/>	Last Name <input type="text"/>	User Name <input type="text"/>	<input type="button" value="QSearch"/>
------------------------------------	-----------------------------------	-----------------------------------	--

Show linesSearch From Results

User Name	First Name	Last Name	Status	Action
No Results Found For The Search Criteria				

First Previous Next Last

Password Change

User password management is the main facility provides by these sub modules.

Password Change

 Change Password by Admin	 Change Password
--	---

Change Password by Admin

Can change the password of the users from this screen.

User Search

Can search out the users from the given data fields.

- First Name: Enter the first name of the user for the search purpose.
- Last Name: Enter the last name of the user to search.
- User Name: Type by the user name of the user.
- Search Button: Search out according to the given inputs.
- Search from Results: Search out the records.

User Search

First Name Last Name User Name

Show lines

Search From Results

User Name	First Name	Last Name	Status	Action
00000646	ROHANI	DHANUSHIKA MADANASIN	Password to be changed	
00000007	VIDUSHANI LAKSHIKA	YAPA BANDARA	Active	
00000009	SATHSARA	SANDEEPANI WIMALARAT	Active	
00000004	SAHAN	CHAMIKA	Active	
00000011	YASASMI	NIMASHA	Active	
00000002	GESHA	RAVISHANI	Active	
00000006	NIRUSHIKA	DILSHANI	Active	

Change Password by Admin

Change Password by Admin

First Name Last Name Employee Number

User Name Mobile Number Email

Primary Branch Limit Template Credit Authority Level

Password Expiry Teller Account Manager Concurrent Login Enabled

Remarks New Password Confirm Password

Supervisor Details

Supervisors
admin

- Remark: Note the reason for the password.

Remarks

- New Password: Type the new password here. Please refer the information provided.

New Password

- Confirm Password: retype the new password.

Confirm Password

- Save Button: Save the password and the record.



Steps:

1. Search-out the User from the search options.

2. Click on the Action Icon of the user record.



3. Fill out the mandatory Fields.

4. Check the password and Click on the Save Button.



5. Then User password will change successfully.

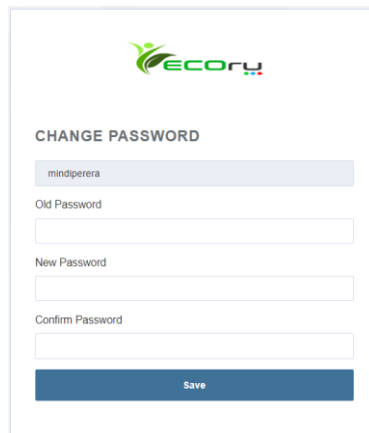
Change Password by Admin Save

UM70-Password changing is successfull ×

First Name <input type="text"/>	Last Name <input type="text"/>	Employee Number <input type="text"/>
User Name <input type="text"/>	Mobile Number <input type="text"/>	Email <input type="text"/>
Primary Branch <input type="text"/>	Limit Template <input type="text"/>	Credit Authority Level <input type="text" value="0"/>
Password Expiry <input type="checkbox"/> Teller <input type="checkbox"/>	Account Manager <input type="checkbox"/>	Concurrent Login Enabled <input type="checkbox"/>
Remarks ★ <input type="text"/>	New Password ★ 🔒 <input type="text" value="Password"/>	Confirm Password ★ <input type="text" value="Confirm Password"/>
Supervisor Details <input type="text" value="Supervisors"/>		

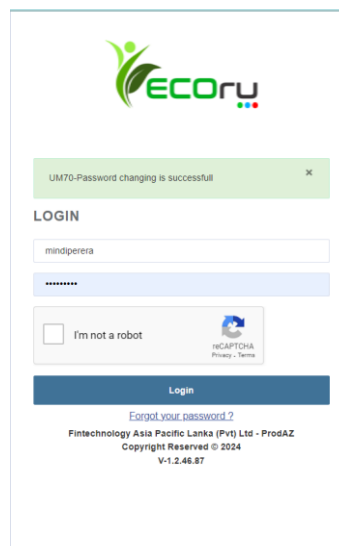
Change Password

When user click on the change password feature, user will receive this template for the change password process.



- User's name will display from the top
- Old Password: Type the current password that used to log in to the system.
- New Password: Type the changed Password.
- Confirm Password: Retype the entered Password for the confirmation.
- Save Button: Save the new password.

User can log in to the system after the password renew process



Role

Role



Role Creation

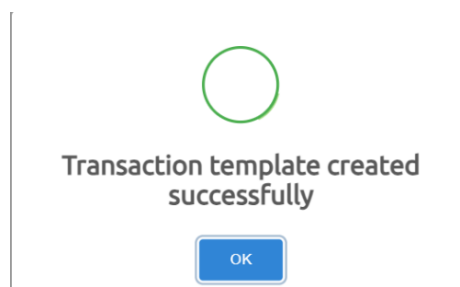
Already created roles will display here as bellow.

Name	Status	Edit
BDO	Active	
Director	Active	
officer1	Active	
System Admin	Active	
BDO 01	Active	

- **Create New Role Button:** lead to the screen to create a new role.

Role Creation	Save
Role Name * <input type="text"/> <input checked="" type="checkbox"/> Active	

- **Role Name:** Give a name for the role that need to create.
- **Active Checkbox:** Click the checkbox to activate the role.
- **Save Button:** Create the role.



Role Permissions

Users can manage the role permissions from this screen. Note that the currently logged in user can manage all other roles permissions but not his/ her assigned role’s permission as user do not have authority to manage his/her own role permissions.

Ex:- Currently logged into the system from core admin. Core admin’s assigned role state as **System Admin**. Can check the user details from, [User Administration > User Management > User Edit > select the user to view the details.](#)

Assign Roles * Manager BDO Director officer1 Officer 2 System Admin BDO 01 Mobile Teller

Core admin user cannot manage the role that have been assigned. Hence, within the roles display in Role Permissions screen, System Admin role won’t exist for the permission handling.

Role Permission

Name	Status	Permission
Manager	Active	
BDO	Active	
Director	Active	
officer1	Active	
Officer 2	Active	
BDO 01	Active	
Mobile Teller	Active	

Click on the roles to see the permission.

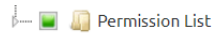
Role Permission Maintenance

Back Submit Collapse All Expand All

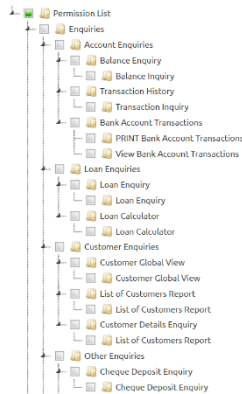
- Permission List
 - Enquiries
 - Account Enquiries
 - Balance Enquiry
 - Balance Inquiry
 - Transaction History
 - Transaction Inquiry
 - Bank Account Transactions
 - PRINT Bank Account Transactions
 - View Bank Account Transactions
 - Loan Enquiries
 - Loan Enquiry
 - Loan Enquiry
 - Loan Calculator
 - Loan Calculator
 - Customer Enquiries
 - Customer Global View
 - Customer Global View
 - List of Customers Report
 - List of Customers Report
 - Customer Details Enquiry
 - List of Customers Report
 - Other Enquiries
 - Cheque Deposit Enquiry
 - Cheque Deposit Enquiry

Select the feature and functions that accessible for the specific role.

- Back Button: Lead back to the roles listed screen
- Submit Button: Save the changes committed to the role.
- Collapse All Button: minimize the feature expansion. Easy for the searching purpose.



- Expand All Button: Expand the each and every feature/ function in sub paths.



User Sessions

User sessions are the sessions which user logged in to the system at the current time.









User Sessions



User Sessions

Current sessions will display in the list with the logged in user's name. User can logout the users from the system by this function.

User Sessions

User Name	First Name	Last Name	Status	Action
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	
admin	Core	Admin	Active	

- User Name: Enter the user name here
- First Name: Enter the user's first name
- Last Name: Enter the user's last name
- Search Button: Search-out the user record according to the data input for the search.

Click on action icon of the user record.



Logout User

Can log out the user from the session.

Logout User	Back	Logout
User Name		
admin		
First Name		
Core		
Last Name		
Admin		

- Back Button: Lead to the user sessions displayed screen
- Logout Button: Logout the user from this relevant session.

Transaction Template

Transaction Template

Transaction Template

Transaction template

Limit templates can be created from this stage. Limit templates are required to assign when the user creation process. Existing limit templates will be listed down on this screen.

Transaction Limit Template

Create

Name	Select
Manager	<input type="checkbox"/>
Teller	<input type="checkbox"/>
Officer	<input type="checkbox"/>
Cashier	<input type="checkbox"/>
Pawning Officer1	<input type="checkbox"/>
Credit Officer	<input type="checkbox"/>
Manager 2	<input type="checkbox"/>
Officer_JAT	<input type="checkbox"/>
Test Template	<input type="checkbox"/>

Transaction Limit Template Creation

Save

Template Name *

Name	Minimum Amount	Maximum Amount
Cash Deposit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cash Withdrawal	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cheque Deposit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Teller Till Cash Transfer	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Foreign Currency Buy Cash In	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Foreign Currency Sell Cash Out	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Foreign Currency Buy Account Credit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Foreign Currency Sell Account Debit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Foreign Currency Buy - Cash Out	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

- Create Button: to create a new limit template.
- Template Name: Give a name for the template need to create.

- Set the limitation for the listed transaction process by mentioning the minimum and maximum amount.
- Save Button: Save the new transaction limit template.

User Profile

User Profile




User Profile

User Profile

Save

User Name	First Name	Last Name
mindiperera	Mindi	Perera

User Image



+ Select Image

+ Use Web Cam

Clear

Max size is 1mb. file types are png, gif, jpg and jpeg

User Settings





Activate Denomination Allow Inter Branch GL entries

- System will display the logged in user's User Name, First Name, Last Name.
- User Image: Add a image using the existing images in the device or by using the web cam. Please not to consider the supporting file formats and the size of the image mentioned.
- User Settings: Set the other functional settings.
 - Activate Denomination
 - Allow Inter Branch GL entries.
- Save Button: Save the changes done for the user profile.





System Administration

This module is an important as it consist of the system's core sections. It is necessary to set the basic components which the system needs. System administration is the module where user can setup the systematic features and the facilities from.





Savings products ✕

 Create/ Edit	 Authorize	 In-Activation
 Re-Activation		

Term deposit products

 Create/ Edit	 Authorize	 In-Activation
 Re-activation		

Loan Products





 Create/ Edit	 Authorize	 In-Activation
 Re-activation		

Report Designer

Savings products

Savings accounts base on the savings product. As it is the structure for the accounts. From this sub module user can create new savings products.

Savings products

 Create/ Edit	 Authorize	 In-Activation
 Re-Activation		

Create/ Edit

Existing Savings Products will display on this screen. Can edit and manage them on this stage. Also, User can create new savings products.

Savings Products

Create New Savings Product

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
1121	CAPITAL INVESTMENTS M	Savings Account	LKR	Deposit Member Capital Investment	Active	Edit Authorize	⌘
1131	CAPITAL INVESTMENTS NM	Savings Account	LKR	Deposit Non Member Capital Investment	Active	Edit Authorize	⌘
P005	Capitalize1m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P008	Capitalize1W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P006	Capitalize2m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P007	Capitalize3W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
T001	DECTest1	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
SFSD	dfsdfdsd	Savings Account	LKR	Advance Payment	New	Edit	⌘
1291	DIRIYATA SAVIYAK WANITHA	Savings Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⌘
D123	dormant	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘

Showing 1 to 10 of top 39 lines First Previous **1** 2 3 4 Next Last

Savings Product Create

Click on the Create New Savings Product Tab.

Create New Savings Product

Savings Product Creation Back Save

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code ★ <input type="text"/>	Product Name ★ <input type="text"/>	Currency ★ <input type="text" value="----Select a Currency----"/>	Minimum Age Limit ★ <input type="text" value="Minimum Age"/>	Maximum Age Limit ★ <input type="text" value="Maximum Age"/>	<input type="checkbox"/> Passbook	<input type="checkbox"/> Required Source of Fund

Basic Details

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code ★ <input type="text"/>	Product Name ★ <input type="text"/>	Currency ★ <input type="text" value="----Select a Currency----"/>	Minimum Age Limit ★ <input type="text" value="Minimum Age"/>	Maximum Age Limit ★ <input type="text" value="Maximum Age"/>	<input type="checkbox"/> Passbook	<input type="checkbox"/> Required Source of Fund

- Product Code: Give the savings product a code with 4 digits.

Product Code ★

- **Product Name:** Enter the name for the new product.

Product Name *

- **Currency:** Selects the applicable currency for the product.

Currency *

- Select a Currency----
- Sri Lankan Rupees
- United States Dollar
- Australian Dollar
- Fiji Dollar

- **Minimum Age Limit:** State the minimum age to use this product for account opening

Minimum Age Limit *

- **Maximum Age Limit:** State the maximum age that can use this product.

Maximum Age Limit *

Ex:- For minor savings product can set the age limit as 1 – 18. For normal savings age limit as 18 – 80

- **Passbook:** Allocate the passbook availability for the product.

 Passbook

- **Required Source of Fund:** It's necessary to give the fund gaining source of the customer who opens a savings account from this product.

GL Code

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product GL Account * <input type="text" value="----Select a GL Account----"/>		Interest Payable Account * <input type="text" value="----Select a GL Account----"/>		Interest Expense Account * <input type="text" value="----Select a GL Account----"/>		

Set the GL Account for the following requirements.

- Product GL Account
- Interest Payable Account
- Interest Expense Account

Ex:-

Product GL Account * Interest Payable Account * Interest Expense Account *

Interest Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Interest Capitalization *						
<input checked="" type="radio"/> Daily Interest Calculation <input type="radio"/> Periodic Interest Calculation						
Interest Calculation Type * <input type="text" value="----Select a Interest Calculation Type----"/>						
Day Basis *	Dormant Count *	Min Balance to Earn Interest *	Initial Deposit *			
<input type="text" value="----Select a Day Basis----"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Interest Calculation Start *	Interest Capitalization Frequency *	Every	Interest Capitalization Process Run *			
<input type="text" value="----Select a Interest Cal Start----"/>	<input type="text" value="----Select a Interest Capitalization Frequency----"/>	<input type="text"/>	<input type="text" value="----Select a Interest Capitalization Process----"/>			
Interest Accrual Entry Posting to GL *	<input type="text" value="----Select a Interest Capitalization Process----"/>					

Interest Capitalization: Select the method as the way to capitalize the interest of the savings.

- Daily Interest Calculation
 - Daily Interest Calculation
- Periodic Interest Calculation
 - Periodic Interest Calculation

Interest Capitalization as **Daily**

Select the Daily Interest Calculation radio button. Interest will calculate daily.

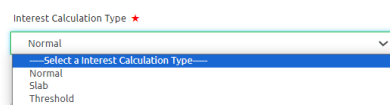
Interest Capitalization *

Daily Interest Calculation Periodic Interest Calculation

Interest Calculation Type *

Day Basis *	Dormant Count *	Min Balance to Earn Interest *	Initial Deposit *
<input type="text" value="----Select a Day Basis----"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Interest Calculation Start *	Interest Capitalization Frequency *	Every	Interest Capitalization Process Run *
<input type="text" value="----Select a Interest Cal Start----"/>	<input type="text" value="----Select a Interest Capitalization Frequency----"/>	<input type="text"/>	<input type="text" value="----Select a Interest Capitalization Process----"/>
Interest Accrual Entry Posting to GL *	<input type="text" value="----Select a Interest Capitalization Process----"/>		

- Interest Calculation Type: Select the way to calculate the interest for the savings amount.



- Interest Calculation as Normal – Interest calculates for the amount available in the account

Interest Calculation Type ★ Interest Rate ★

- Interest Rate: Give the interest rate applicable for the saving product.

➤ Interest Calculation as Slab – Interest calculation can sector for several levels of amounts.

Interest Calculation Type ★

From Amount	To Amount	Rate	Delete
0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="button" value="✖"/>

- To amount: Enter the starting amount that interest accrue.
- Rate: Enter the rate accrue for the selected amount range.
- Delete: Can remove the interest level.
- Add New Interest Button: Open to add new interest level.

Ex:

Interest Calculation Type ★

From Amount	To Amount	Rate	Delete
0.00	<input type="text" value="1,000.00"/>	<input type="text" value="1.00"/>	<input type="button" value="✖"/>
<input type="text" value="1,001.00"/>	<input type="text" value="20,000.00"/>	<input type="text" value="2.00"/>	<input type="button" value="✖"/>
<input type="text" value="20,001.00"/>	<input type="text" value="100,000.00"/>	<input type="text" value="3.00"/>	<input type="button" value="✖"/>

- Day Basis: Select the basis of the days.

Day Basis ★

- Select a Day Basis---
- 365
- 366

- Dormant Count: Set the day count that a account can be dormant by the system. Account will dormant from a system if there’s no activity seen for a certain time period.

Dormant Count ★

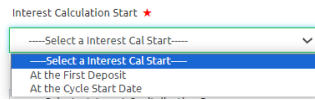
- Min Balance to Earn Interest: Enter the starting value that interest is applicable.

Min Balance to Earn Interest ★

- Initial Deposit: Enter the amount that required as a deposit to open a saving account from this product.

Initial Deposit ★

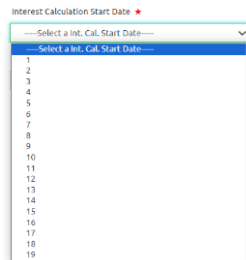
- Interest Calculation Start: Select the interest calculation strat stage either from the first deposit for the savings or at the cycle start date.



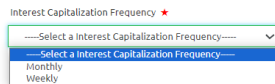
➤ Interest Calculation Start stage as **At the Cycle Start Date**



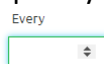
- Interest Calculation Start Date: Select the date as the the starting day of the interest calculation cycle.



- Interest Capitalization frequency: Select the capitalization frequency as monthly or weekly.



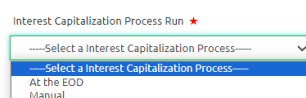
- Interest Capitalization frequency can further set accordingly.



Ex:- If the interest calculation need to do for every 2 months. Select the capitalization frequency as weekly and give the number 2 to get the week count set.



- Interest Capitalization Process Run: Select the method to run the interest capitalization. Is it either from EOD process or interest capitalize by manual.



- Interest Accrual Entry Posting to GL: Select yes if need to pass the interest accrual entry for the GL.

Interest Accrual Entry Posting to GL *

Yes ▾

----Select a Interest Capitalization Process----

Yes

No

Interest Capitalization as **Periodic** Interest will calculate according to the given time period.

Select the Periodic Interest Calculation radio button.

Interest Capitalization *

- Daily Interest Calculation Periodic Interest Calculation

Interest Calculation Type * Interest Rate * 0.00

Normal ▾

Day Basis * Dormant Count *

----Select a Day Basis---- ▾ Initial Deposit * 0.00

Interest Calculation Frequency Interest Calculation Start Date *

Months Every

Interest Capitalization Process Run * Interest Capitalization Frequency * Monthly

----Select a Interest Capitalization Process---- ▾ Every

- Interest Calculation Type: for the periodic type the calculations are go with normal type.

Interest Calculation Type *

Normal ▾

- Interest Rate: Give the rate of the interest.

Interest Rate *

0.00

- Day Basis: Select the basis of the days.

Day Basis *

----Select a Day Basis---- ▾

----Select a Day Basis----

365

366

- Dormant Count: Set the day count that a account can be dormant by the system. Account will dormant from a system if there’s no activity seen for a certain time period.

Dormant Count *

- Initial Deposit: Enter the amount that required as a deposit to open a saving account from this product.

Initial Deposit ★

- Interest Calculation Start Date: Select the date as the the starting day of the interest calculation cycle.

Interest Calculation Start Date ★

---Select a Int. Cal. Start Date---

---Select a Int. Cal. Start Date---

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

- Interest Calculation frequency: Interest capitalization will done monthly

Interest Calculation Frequency

- Set the frequency by the count of months

Every

Ex:-

Interest Calculation Frequency

Every

Every 2 Months

- Interest Capitalization frequency: Interest capitalization will done monthly

Interest Capitalization Frequency ★

- Set the frequency by the count of months

Every

Ex:-

Interest Capitalization Frequency ★

Every

Every 2 Months

- Interest Capitalization Process Run: Select the method to run the interest capitalization. Is it either from EOD process or interest capitalize by manual.

Interest Capitalization Process Run *

----Select a Interest Capitalization Process----

----Select a Interest Capitalization Process----

At the EOD

Manual

Charge Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
<p>Charge Type</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> <p>----Select a Charge Type----</p> </div>						

- Charge Type: Select the savings charge type.

Charge Type

----Select a Charge Type----

----Select a Charge Type----

Transaction Charge

Event Charge

- Charge Type as **Transaction Charge**: charges related to the transaction process.

- Transaction Type: Select transaction type to allocate the charge.

Transaction Type

----Select a Transaction Type----

- Charge Type as **Event Charge**: Charges applicable for the event accordingly.

- Event Type: Select the type of the events includes.

Event

Account Closure Charge

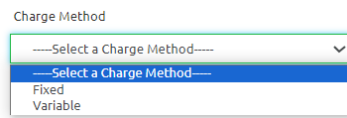
<p>Charge Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>Charge Method</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>----Select a Charge Method----</p> </div>	<p>GL Account</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>----Select a GL Account----</p> </div>
---	---	---

Add Charge

- Charge Name: Give a name for the charge that create.

Charge Name

- Charge Method: Set the charge method either as fixed or variable.



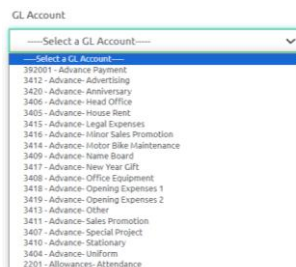
- Charge method as **Fixed type**: Required to give the charge amount for the field provided.

Charge Method: Fixed | Amount: 0.00

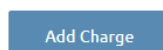
- Charge method as **Variable type**: Required to enter the rate acuire for the charge and need to set the minimum and the maximum amount for the charge range.

Charge Method: Variable | Rate: 0.00
 Minimum: 0.00 | Maximum: 0.00

- GL Account: Set the GL account that charge related.



- Add Charge: Save the charge record



Checklist Information

Allocate the required documents for the savings account creation.

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Checklist Item		Select				
NIC		<input type="checkbox"/>				
Driving License		<input type="checkbox"/>				
Passport		<input type="checkbox"/>				
Business Registration No.		<input type="checkbox"/>				
Voter Registration Card		<input type="checkbox"/>				
Birth Certificate		<input type="checkbox"/>				
FD Certificate		<input type="checkbox"/>				
Legal Document		<input type="checkbox"/>				
NIC		<input type="checkbox"/>				
Birth Certificate		<input type="checkbox"/>				
Shramadhana List		<input type="checkbox"/>				
Test 01		<input type="checkbox"/>				
Test 02		<input type="checkbox"/>				
Legal Document 1		<input type="checkbox"/>				
Birth Certificate		<input type="checkbox"/>				
Registration Doc		<input type="checkbox"/>				

Click on the check box of the required document for the selection.

Checklist Item	Select
NIC	<input checked="" type="checkbox"/>
Driving License	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Business Registration No.	<input type="checkbox"/>
Voter Registration Card	<input type="checkbox"/>
Birth Certificate	<input checked="" type="checkbox"/>

Branch Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
<input checked="" type="checkbox"/> All Branches						
Branch -----Select a Branch----- <input type="button" value="Add Branch"/>						

Click on All Branch check box to set the product for all the branches.

All Branches

To add the branches separately, select the branches and add.

Branch
 -----Select a Branch-----

-----Select a Branch-----

- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Calfe
- Ganemulla
- Head Office
- HORANA BRANCH
- INCIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- HATHUGAMA BRANCH
- MAGODA BRANCH
- PADUKKA
- PANADURU
- WAGODIYA BRANCH
- wellawatta

Product Tag

Create a tag for the saving product that creates.

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
<p>Tag Name *</p> <input type="text"/> <input type="button" value="Add"/>						

- Tag Name: Enter the tag name.
- Add Button: Create the tag name.

After Filling out the details on the product. User can either save or cancel the product creation.

- Back Button: Lead to the savings product listed screen.

Back

- Save Button: Create the savings product.

Save

Savings Product Edit

To edit savings product, click on the  icon of the specific savings product record.

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
1121	CAPITAL INVESTMENTS M	Savings Account	LKR	Deposit Member Capital Investment	Active	Edit Authorize	
1131	CAPITAL INVESTMENTS NM	Savings Account	LKR	Deposit Non Member Capital Investment	Active	Edit Authorize	
P005	Capitalize1m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	
P008	Capitalize1W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	
P006	Capitalize2m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	
P007	Capitalize3W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	
T001	DECTest1	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	
SFSD	dfsdfdsd	Savings Account	LKR	Advance Payment	New	Edit	
1291	DIRIYATA SAVIYAK WANITHA	Savings Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	
D123	dormant	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	

Showing 1 to 10 of top 39 lines First Previous **1** 2 3 4 Next Last

Savings Product Edit Back Save

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code * 1121	Product Name * CAPITAL INVESTMENTS.M	Currency * Sri Lankan Rupees	Minimum Age Limit * 18	Maximum Age Limit * 85	<input checked="" type="checkbox"/> Passbook	
<input type="checkbox"/> Required Source of Fund						

- Details fields are editable.
- Back Button: Lead to the savings product
- Save Button: Commit the changes.

User can make any changes for the savings product and Save from this stage.

Authorize

Savings product that are in Edit stage will display on this screen. Created and yet to authorize products also will include for the list.


Savings Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Authorize
SFSD	dfsdfdsd	Savings Account	LKR	Advance Payment	New	Edit	⌘
1291	DIRIYATA SAVIYAK WANITHA	Savings Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⌘
1191	DOUBLE FIVE	Savings Account	LKR	Deposit Double Five Savings	Active	Edit	⌘
1151	LALITHYA NM	Savings Account	LKR	Deposit Non Member Lalithya	Active	Edit	⌘
0911	M Savings	Savings Account	LKR	Deposit Member Capital Investment	Active	Edit	⌘
1321	Member Shares	Savings Account	LKR	Member Shares	Active	Edit	⌘
1281	Mubarak children Savings	Savings Account	LKR	Mubarak children Savings	Active	Edit	⌘
2342	Saving Rancasi product	Savings Account	LKR	Advance Payment	New	Edit	⌘
1181	SUMUDU	Savings Account	LKR	Deposit Sumudu Savings	Active	Edit	⌘
7890	test134	Savings Account	LKR	Advance Payment	New	Edit	⌘

Showing 1 to 10 of top 11 lines First Previous 2 Next Last

Search-out the relevant savings products from the list and click on authorize option on the record.

Click on Authorize  Details



Savings Product Authorization [Back](#) [Authorize](#)

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code * SFSD	Product Name * dfsdfdsd	Currency * Sri Lankan Rupees	Minimum Age Limit 18	Maximum Age Limit 100	<input type="checkbox"/> Passbook	
<input type="checkbox"/> Required Source of Fund						

Details cannot be edited. User can recheck and give the approval for the product from this stage.

- Back Button: Lead to Savings product List screen.
- Authorize Button: Authorize the savings product.

In-Activation

Savings product will be listed down in this screen as bellow. User can in-activate any savings product in this stage. Users cannot open savings accounts from the inactivated products.

Savings Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Inactivate
1012	ANU saving	Savings Account	LKR	Advance Payment	Active	Edit Authorize	⌘
1121	CAPITAL INVESTMENTS M	Savings Account	LKR	Deposit Member Capital Investment	Active	Edit Authorize	⌘
1131	CAPITAL INVESTMENTS NM	Savings Account	LKR	Deposit Non Member Capital Investment	Active	Edit Authorize	⌘
P005	Capitalize1m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P008	Capitalize1W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P006	Capitalize2m	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
P007	Capitalize3W	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
T001	DECTest1	Savings Account	LKR	Deposit Member Capital Investment	Active	Authorize	⌘
SFSD	dfsdfdsd	Savings Account	LKR	Advance Payment	New	Edit	⌘
1291	DIRIYATA SAVIYAK WANITHA	Savings Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⌘

Showing 1 to 10 of top 41 lines First Previous 2 3 4 5 Next Last

Click on Inactivate Option 



Savings Product Inactivation

[Back](#) [Inactivate](#)

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code *	Product Name *		Currency *			
1121	CAPITAL INVESTMENTS M		Sri Lankan Rupees			
Minimum Age Limit	Maximum Age Limit		<input checked="" type="checkbox"/> Passbook			
18	85					
<input type="checkbox"/> Required Source of Fund						


- Details cannot be edited.
- Back button: Lead to the savings product listed screen.
- Inactivate Button: Inactive the selected savings product from the system.

Re-Activation

Inactivated products can be re activated from this.

Savings Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Activate
0911	M Savings	Savings Account	LKR	Deposit Member Capital Investment	Inactive	Inactive	

Showing 1 to 1 of top 1 lines First Previous **1** Next Last

Click on Activate Option 



Savings Product Re-activation

[Back](#) [Activate](#)

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag
Product Code *	Product Name *		Currency *			
0911	M Savings		Sri Lankan Rupees			
Minimum Age Limit	Maximum Age Limit		<input checked="" type="checkbox"/> Passbook			
18	80					
<input type="checkbox"/> Required Source of Fund						

- Details cannot be edited.
- Back button: Lead to the inactivated savings product listed screen.

- Inactivate Button: Reactivate the selected savings product from the system.

Term deposit products

Term deposits are also known as FD s. Term deposits can be based on the term deposit product. This module provides the facility to create new term deposit products and manage them.

Term deposit products

Create/Edit

Authorize

In-Activation

Re-activation

Create/ Edit

Existing Term deposit Products will display on this screen. Can edit and manage them on this stage. Also, User can create new term deposit products.

Term Deposit Products

[Create New Term Deposit Product](#)

Show lines

Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
9091	30 Days Mature	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	
1416	30 Days Mature - Notification	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	
1516	30 Days Mature - Notification QA2	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	
5690	30 Days Mature - Notification QA3	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	New	Edit	
4576	30 Days Mature - Notification QA3-1	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Authorize	
9314	6 month new FD	Term Deposit Account	LKR	Advance- Head Office	Active	Authorize	
1333	Case 01 FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	
4525	Case1-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit Authorize	
1265	Case2-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	
2124	Case3-FD	Term Deposit Account	LKR	Advance- Name Board	Active	Authorize	

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First Previous **1** 2 3 4 5 6 Next Last

Term Deposit Product Create

Click on the Create New Term Deposit Product Tab.

[Create New Term Deposit Product](#)

Term Deposit Product Creation

Back

Save

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
Product Code ★ <input type="text"/>							
Minimum Age Limit <input type="text"/>							
Term Deposit Certificate Type ★ <input type="text"/>							
							<input type="checkbox"/> Required Source of Fund

Basic Details

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
Product Code ★ <input type="text"/>							
Minimum Age Limit <input type="text"/>							
Term Deposit Certificate Type ★ <input type="text"/>							
							<input type="checkbox"/> Required Source of Fund

- Product Code: Give the savings product a code with 4 digits.

Product Code ★

- Product Name: Enter the name for the new product.

Product Name ★

- Currency: Selects the applicable currency for the product.

Currency ★

- Select a Currency-----
- Select a Currency-----
- Sri Lankan Rupees
- United States Dollar
- Australian Dollar
- Fiji Dollar

- Minimum Age Limit: State the minimum age to use this product for account openings.

Minimum Age Limit ★

- Maximum Age Limit: State the maximum age that can use this product.

Maximum Age Limit ★

- Required Source of Fund: It's necessary to give the fund gaining source of the customer who opens a term deposit account from this product.
- Term Deposit Certificate Type: Select the relevant certificate for this product.

Term Deposit Certificate Type *

----Select a Certificate Type----

----Select a Certificate Type----

FD Certificate 1

FD Certificate 2

GL Code

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
Product GL Account *	Interest Payable Account *	Interest Expense Account *					
----Select a GL Account----	----Select a GL Account----	----Select a GL Account----					

Set the GL Account for the following requirements.

- Product GL Account
- Interest Payable Account
- Interest Expense Account

Ex:-

Product GL Account *	Interest Payable Account *	Interest Expense Account *
4005 - Deposit Diriyata Saviyak Wanitha	2005 - Interest Payable Deposits	S101 - Interest Expense Deposits

Interest Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
		Minimum Amount	Maximum Amount	Term Type		Term	
		Interest Payout	Rate	Add New Interest			
		Interest Accrual Type *	Dormant Count *				
		Pre-Mature Interest Rate					

User can set several interest rates for the product which specified for the fund amount. Hence, Customers can select the interest rates accordingly when the account opening.

- Minimum Amount: Enter the minimum amount applicable for this term deposit interest rate.

Minimum Amount

- **Maximum Amount:** Enter the maximum amount applicable for this term deposit interest rate.

Maximum Amount

- **Term Type:** Select the term type either as days or months.

Term Type
 -----Select a Term Type-----
 -----Select a Term Type-----
 In Days
 In Months

- **Term:** Give the count of the measure that selected as the term type.

Term

Ex:- If the term is 3 months for this rate. Enter 3 (If the type is in Days), 90 (If the count is in Months)

- **Interest Payout:** Select the stage that customer receives the interest of the term deposit.

Interest Payout
 -----Select a Interest Calculation Type-----
 -----Select a Interest Calculation Type-----
 At Maturity
 Monthly
 Daily

- Interest Payout as **At Maturity:** The interest will receive at the fund matured date.
- Interest Payout as **Monthly**

Interest Payout Rate
 Monthly 0.00

- **Rate:** Give the monthly apply rate.

- Interest Payout as **Daily**

Interest Payout Interest Payout in Days Rate
 Daily 0.00

- **Interest Payout in Days:** Enter the correct time period by days.
- **Rate:** Enter the applied rate.
- **Add New Interest:** Add the interest rate details as a record.

Add New Interest

Ex:- Successfully added interest rate will display as below. User can set several interest rates for the product from this level.

Minimum Amount Maximum Amount Term Type Term

Interest Payout Rate

Term Type	Terms	Interest Payout	Payout In Days	Minimum Amount	Maximum Amount	Rate(%)	View/Edit Interest Info	Delete
In Days	90	At Maturity		1,000.00	1,000,000.00	0.00		

User can set the added interest rate in slab wise. Click on the **View/Edit Interest Info** option in the added new interest record.

Variable Interest Rate Addition

Range (Minimum) Range (Maximum) Rate (%)

Range (Minimum)	Range (Maximum)	Rate (%)	Delete
1,000.00	200,000.00	9.00	
200,001.00	500,000.00	10.00	

- Range (Minimum): Enter the minimum value that this interest rate applicable.
- Range (Maximum): Enter the maximum value that this interest rate applicable.
- Rate (%): Enter the rate for the selected amount range.
- Add Button: Add the interest range set up.
- Add Rates: Add the rates for the added interest.
- Interest Accrual Type: Select the interest hit basis for the product.

Interest Accrual Type *

Day Basis

Monthly Basis

- Interest Accrual Type as **Day Basis**: Interest will accrue daily for the FD.

If user selects day basis for the interest rate. Required to fillout the day count displays bellow.

Interest Accrual Type * Day Basis *

Day Basis ----Select a Day Basis----

- Day Basis: Select the day basis applicable, either as 365 or 366.

Day Basis *

----Select a Day Basis----

----Select a Day Basis----

365

366

- Interest Accrual Type as **Monthly Basis**: Interest will hit monthly for the FD.

- Dormant Count: Enter the count for the accounts to be dormant from the system.

Dormant Count *

- Pre-Mature Interest Rate: Enter the apply interest rate when customer performs withdrawals for the term deposit before the maturity.

Pre-Mature Interest Rate

Charge Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
---------------	----------	----------------------	---------------------	-----------------------	--------------------	-------------	---------------

Charge Type

----Select a Charge Type----

Charge Type: Select the savings charge type.

Charge Type

----Select a Charge Type----

----Select a Charge Type----

Transaction Charge

Event Charge

- Charge Type as **Transaction Charge**: charges related to the transaction process.

- Transaction Type: Select transaction type to allocate the charge.

Transaction Type

----Select a Transaction Type----

- Charge Type as **Event Charge**: Charges applicable for the event accordingly.

- Event Type: Select the type of the events includes.

Event

Account Closure Charge

Charge Name

Charge Method

GL Account

Add Charge

- Charge Name: Give a name for the charge that create.

Charge Name

- Charge Method: Set the charge method either as fixed or variable.

Charge Method

Fixed

Variable

- Charge method as **Fixed type**: Required to give the charge amount for the field provided.

Charge Method

Amount

Fixed

0.00

- Charge method as **Variable type**: Required to enter the rate acuire for the charge and need to set the minimum and the maximum amount for the charge range.

Charge Method

Rate

Variable

0.00

Minimum

Maximum

0.00

0.00

- GL Account: Set the GL account that charge related.

GL Account

352001 - Advance Payment

3412 - Advance Advertising

3420 - Advance Anniversary

3406 - Advance Head Office

3405 - Advance House Rent

3415 - Advance Legal Expenses

3416 - Advance Motor Sales Promotion

3414 - Advance Motor Bike Maintenance

3409 - Advance Name Board

3417 - Advance New Year Gift

3408 - Advance Office Equipment

3418 - Advance Opening Expenses 1

3419 - Advance Opening Expenses 2

3413 - Advance Other

3411 - Advance Sales Promotion

3407 - Advance Special Project

3410 - Advance Stationary

3404 - Advance Uniform

2201 - Allowances-Attendance

- Add Charge: Save the charge record

Add Charge

Checklist Information

Allocate the required documents for the term deposit account creation.

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications																											
				<table border="1"> <thead> <tr> <th>Checklist Item</th> <th>Select</th> </tr> </thead> <tbody> <tr><td>NIC</td><td><input type="checkbox"/></td></tr> <tr><td>Driving License</td><td><input type="checkbox"/></td></tr> <tr><td>Passport</td><td><input type="checkbox"/></td></tr> <tr><td>Bussiness Registration No.</td><td><input type="checkbox"/></td></tr> <tr><td>Voter Registration Card</td><td><input type="checkbox"/></td></tr> <tr><td>Birth Certificate</td><td><input type="checkbox"/></td></tr> <tr><td>FD Certificate</td><td><input type="checkbox"/></td></tr> <tr><td>Legal Document</td><td><input type="checkbox"/></td></tr> <tr><td>NIC</td><td><input type="checkbox"/></td></tr> <tr><td>Birth Certificate</td><td><input type="checkbox"/></td></tr> <tr><td>Shramadhana List</td><td><input type="checkbox"/></td></tr> <tr><td>Test 01</td><td><input type="checkbox"/></td></tr> </tbody> </table>	Checklist Item	Select	NIC	<input type="checkbox"/>	Driving License	<input type="checkbox"/>	Passport	<input type="checkbox"/>	Bussiness Registration No.	<input type="checkbox"/>	Voter Registration Card	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	FD Certificate	<input type="checkbox"/>	Legal Document	<input type="checkbox"/>	NIC	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Shramadhana List	<input type="checkbox"/>	Test 01	<input type="checkbox"/>				
Checklist Item	Select																																	
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Driving License	<input type="checkbox"/>																																	
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Bussiness Registration No.	<input type="checkbox"/>																																	
Voter Registration Card	<input type="checkbox"/>																																	
Birth Certificate	<input type="checkbox"/>																																	
FD Certificate	<input type="checkbox"/>																																	
Legal Document	<input type="checkbox"/>																																	
NIC	<input type="checkbox"/>																																	
Birth Certificate	<input type="checkbox"/>																																	
Shramadhana List	<input type="checkbox"/>																																	
Test 01	<input type="checkbox"/>																																	

Click on the check box of the required document for the selection.

Checklist Item	Select
NIC	<input checked="" type="checkbox"/>
Driving License	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Bussiness Registration No.	<input type="checkbox"/>
Voter Registration Card	<input type="checkbox"/>
Birth Certificate	<input checked="" type="checkbox"/>

Branch Information

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
				<input checked="" type="checkbox"/> All Branches			
				Branch <input type="text" value="---Select a Branch---"/>	<input type="button" value="Add Branch"/>		

Click on All Branch check box to set the product for all the branches.

All Branches

To add the branches separately, select the branches and add.

Branch <input type="text" value="---Select a Branch---"/>	<input type="button" value="Add Branch"/>																	
<div style="border: 1px solid gray; padding: 5px;"> <table border="0"> <tr><td>---Select a Branch---</td></tr> <tr><td>AGALAWATHA BRANCH</td></tr> <tr><td>BERUWALA</td></tr> <tr><td>COLOMBO BRANCH</td></tr> <tr><td>Calla</td></tr> <tr><td>Ganemulla</td></tr> <tr><td>Head Office</td></tr> <tr><td>HORANA BRANCH</td></tr> <tr><td>INGIRIYA BRANCH</td></tr> <tr><td>KA-02</td></tr> <tr><td>KALUTARA BRANCH</td></tr> <tr><td>HATHUGAMA BRANCH</td></tr> <tr><td>NAGODA BRANCH</td></tr> <tr><td>PADUKKA</td></tr> <tr><td>PANADURU</td></tr> <tr><td>WARDUWA BRANCH</td></tr> <tr><td>wellawatta</td></tr> </table> </div>		---Select a Branch---	AGALAWATHA BRANCH	BERUWALA	COLOMBO BRANCH	Calla	Ganemulla	Head Office	HORANA BRANCH	INGIRIYA BRANCH	KA-02	KALUTARA BRANCH	HATHUGAMA BRANCH	NAGODA BRANCH	PADUKKA	PANADURU	WARDUWA BRANCH	wellawatta
---Select a Branch---																		
AGALAWATHA BRANCH																		
BERUWALA																		
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HATHUGAMA BRANCH																		
NAGODA BRANCH																		
PADUKKA																		
PANADURU																		
WARDUWA BRANCH																		
wellawatta																		

Product Tag

Create a tag for the term deposit product that creates.

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
---------------	----------	----------------------	---------------------	-----------------------	--------------------	-------------	---------------

Tag Name *

- Tag Name: Enter the tag name.
- Add Button: Create the tag name.

Notifications

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
---------------	----------	----------------------	---------------------	-----------------------	--------------------	-------------	---------------

Notification Management

Notification Type	Required	On TRN Date	Before TRN Date	Days Gap
Pre-Mature Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Term deposit rollover Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Account Opening Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Account Deposit Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Account Withdrawal Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Account Closure Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Interest Capitalize Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Account Dormant Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Notification Management: Select the message receiving method for the user about the term deposit account actions.

After Filling out the details on the product. User can either save or cancel the product creation.

- Back Button: Lead to the term deposit product listed screen.



- Save Button: Create the term deposit product.



Term Deposit Product Edit



To edit term deposit product, click on the icon of the specific term deposit product record.

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
9091	30 Days Mature	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⌘
1416	30 Days Mature - Notification	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	⌘
1516	30 Days Mature - Notification QA2	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	⌘
5690	30 Days Mature - Notification QA3	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	New	Edit	⌘
4576	30 Days Mature - Notification QA3-1	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Authorize	⌘
9314	6 month new FD	Term Deposit Account	LKR	Advance- Head Office	Active	Authorize	⌘
1333	Case 01 FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⌘
4525	Case1-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit Authorize	⌘
1265	Case2-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⌘
2124	Case3-FD	Term Deposit Account	LKR	Advance- Name Board	Active	Authorize	⌘

Showing 1 to 10 of top 56 lines First Previous 2 3 4 5 6 Next Last

Term Deposit Product Edit

Basic Details
GL Codes
Interest Information
Charges Information
Checklist Information
Branch Information
Product Tag
Notifications

Product Code *

Product Name *

Currency *

Minimum Age Limit

Maximum Age Limit

Required Source of Fund

Term Deposit Certificate Type *

- Details fields are editable.
- Back Button: Lead to the term deposit product
- Save Button: Commit the changes.

User can make any changes for the term deposit product and save from this stage.

Authorize

Term deposit products that are in Edit stage will display on this screen. Created and yet to authorize products also will include for the list.

Term Deposit Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Authorize
9091	30 Days Mature	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⚡
5690	30 Days Mature - Notification QA3	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	New	Edit	⚡
1333	Case 01 FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⚡
1265	Case2-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⚡
9092	FD Supiri	Term Deposit Account	LKR	Deposit Supiri FD	Active	Edit	⚡
1801	FD-180days	Term Deposit Account	LKR	Deposit Member Fixed Deposit	New	Edit	⚡
1215	FD-Daily90-Days	Term Deposit Account	LKR	Deposit Member Capital Investment	Active	Edit	⚡
0232	nae	Term Deposit Account	LKR	Advance Payment	New	Edit	⚡
7829	new test456	Term Deposit Account	LKR	Advance Payment	New	Edit	⚡
0152	tddpp	Term Deposit Account	LKR	Advance Payment	New	Edit	⚡

Showing 1 to 10 of top 13 lines First Previous 2 Next Last

Search-out the relevant term deposit products from the list and click on authorize option on the record.

Click on View Details



Term Deposit Product Authorization

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
Product Code * <input type="text" value="9091"/>				Product Name * <input type="text" value="30 Days Mature"/>			Currency * <input type="text" value="Sri Lankan Rupees"/>
Minimum Age Limit <input type="text" value="19"/>				Maximum Age Limit <input type="text" value="90"/>			<input checked="" type="checkbox"/> Required Source of Fund
Term Deposit Certificate Type * <input type="text" value="FD Certificate 1"/>							

Details cannot be edited. User can recheck and give the approval for the product from this stage.

- Back Button: Lead to term deposit product List screen.
- Authorize Button: Authorize the term deposit product.

In-Activation

Term deposit product will be listed down in this screen as bellow. User can in-activate any savings product in this stage. Users cannot open term deposit accounts from the inactivated products.

Term Deposit Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Inactivate
9091	30 Days Mature	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit	⌘
1416	30 Days Mature - Notification	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	⌘
1516	30 Days Mature - Notification QA2	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Edit Authorize	⌘
5690	30 Days Mature - Notification QA3	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	New	Edit	⌘
4576	30 Days Mature - Notification QA3-1	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Active	Authorize	⌘
9314	6 month new FD	Term Deposit Account	LKR	Advance- Head Office	Active	Authorize	⌘
1333	Case 01 FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⌘
4525	Case1-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit Authorize	⌘
1265	Case2-FD	Term Deposit Account	LKR	Deposit Member Fixed Deposit	Active	Edit	⌘
2124	Case3-FD	Term Deposit Account	LKR	Advance- Name Board	Active	Authorize	⌘

Showing 1 to 10 of top 56 lines First Previous 2 3 4 5 6 Next Last

Click on Inactivate Option



Term Deposit Product Inactivation

Basic Details | GL Codes | Interest Information | Charges Information | Checklist Information | Branch Information | Product Tag | Notifications

Product Code Product Name Currency

Minimum Age Limit Maximum Age Limit Required Source of Fund

Term Deposit Certificate Type

- Details cannot be edited.
- Back button: Lead to the term deposit product listed screen.
- Inactivate Button: Inactive the selected term deposit product from the system.

Re-Activation

Inactivated products can be re activated from this screen.

Term Deposit Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Activate
9091	30 Days Mature	Term Deposit Account	LKR	Deposit Diriyata Saviyak Wanitha	Inactive	Inactive	⚙️

Showing 1 to 1 of top 1 lines First Previous **1** Next Last

Click on Activate Option



Term Deposit Product Re-activation

[Back](#) [Activate](#)

Basic Details	GL Codes	Interest Information	Charges Information	Checklist Information	Branch Information	Product Tag	Notifications
<p>Product Code *</p> <input type="text" value="9091"/>							
<p>Product Name *</p> <input type="text" value="30 Days Mature"/>							
<p>Minimum Age Limit</p> <input type="text" value="19"/>							
<p>Maximum Age Limit</p> <input type="text" value="90"/>							
<p>Term Deposit Certificate Type *</p> <input type="text" value="FD Certificate 1"/>							
							<p>Currency *</p> <input type="text" value="Sri Lankan Rupees"/>
							<input checked="" type="checkbox"/> Required Source of Fund

- Details cannot be edited.
- Back button: Lead to the inactivated term deposit product listed screen.
- Inactivate Button: Reactivate the selected term deposit product from the system.

Product Reminder

A system or feature designed to remind customers about various financial products and services offered. System can send personalized alerts to customers based on their transaction history, account activity, or specific financial needs.

Product Reminder

\$	Loan Reminder	📄	Reminder Dashbord
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Loan Reminder

Reminders regarding the loan facility. Designed to remind borrowers about their upcoming loan payments. it contributes to better financial management, reduces the risk of missed payments, and maintains a positive relationship between the customer and the bank.

Reminder Setup Back Save

Loan Product:
 Reminder Type:
 Reminding Category:
 Release Type:

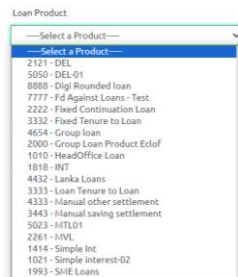
Notification Method: SMS Letter Email

Reminder Format:
 -- Select Report Subtype --
 -- Select Report Subtype --

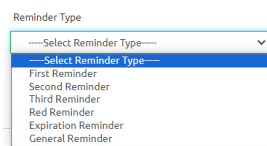
Receivers: Main Borrower
 Joint Borrower
 Guarantors
 Group President
 Group Secretary
 Group Treasurer

Ref No	Loan Product	Reminder Type	Reminding Category	Receiver	Notification Method	Edit	Remove
09042027-001	DEL	First Reminder	Arrears In Days	Main Borrower	Letter		

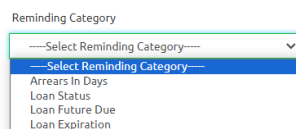
- Loan Product: Select the loan product from the dropdown.



- Reminder Type: Select the reminder type according to the importance.



- Reminder Category: Select the category on base the reminder reason.



- Reminder Category as **Arrears In Days**: set the reminder on the arrears days.

Reminding Category: Arrears In Days
 Arrears In Days:

- Arrears In Days: Enter the day count to set up the arrears day limit.
- Reminder Category as **Loan Status**: Select the loans current status and filter the loans.

Reminding Category: Loan Status
 Loan Status:
 Loan Status dropdown menu:
 ---Select Loan Status---
 ---Select Loan Status---
 Performing
 Non-Performing
 New
 Authorize
 Completed

Loan Status: Select the loan status relevant.

- Reminder Category as **Loan Future Due**: send a reminder for the customer before the loan due.

Reminding Category: Loan Future Due
 Before Due Days:

- Before Due Days: Set the day count that reminder will send before the loan due.
- Reminder Category as **Loan Expiration**: Can send the reminder before or after the loan expiration.

Reminding Category: Loan Expiration
 Event:
 Event dropdown menu:
 ---Select Event---
 ---Select Event---
 Before
 After
 Number of Days:

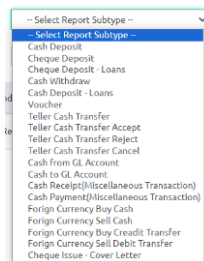
- Event: Set the reminder either before or after the expiration.
 - Number of days: Reminder will reach to the customer by how many days. Give the day count.
- Release Type: Select the reminder sending type either as automatically or manually.

Release Type dropdown menu:
 ---Select Release Type---
 ---Select Release Type---
 Automatic
 Manual

Reminder Setup

Notification Method	Reminder Format	Receivers
<input type="checkbox"/> SMS	<input type="text"/>	<input type="checkbox"/> Main Borrower
<input type="checkbox"/> Letter	-- Select Report Subtype --	<input type="checkbox"/> Joint Borrower
<input type="checkbox"/> Email	-- Select Report Subtype --	<input type="checkbox"/> Guarantors
		<input type="checkbox"/> Group President
		<input type="checkbox"/> Group Secretary
		<input type="checkbox"/> Group Treasurer

- Notification Method: Select the source either by SMS, Letter or Email.
- Reminder Format
 - For SMS – Type the message in the given text box.
 - For Letter & Email – Select the report subtype from the dropdown.



- Receivers: Select type of the receiver from the loan applied customer parties.

Existing reminder setups will display bellow the input fields as follow. Also, User can further edit or delete the reminders from this screen.

Ref No	Loan Product	Reminder Type	Reminding Category	Receiver	Notification Method	Edit	Remove
09042027-001	DEL	First Reminder	Arrears In Days	Main Borrower	Letter		
07092027	MTL01	First Reminder	Loan Expiration	Main Borrower,Joint Borrower	SMS,Letter,Email		

- Click on action icon of the reminder record to edit and update the details.
- Click on action icon of the reminder record to delete the record.
- Back Button: Lead to the System Administration main screen.
- Save Button: Save the reminder in the system successfully.

Reminder Dashboard

In Reminder Dashboard function, user can search reminders which was setup in Reminder Setup Function.

Reminder Dashboard View Release Selected Items

Module:
 Product:
 Branch:
 Reminder Type:
 Reminding Category:

From Date:
 To Date:
 Notification Method:
 Status:
 Customer Number *

Ref No	Task Date	Reminder Type	Reminding Category	Notification Method	Product	Customer	Account	Status	Select All	Change Status	Release
									<input checked="" type="checkbox"/>		

- **Module:** Module is already displaying as Loan (Default).

Module

- **Product:** Select the loan product.

Product

Select ▼

- Select
- 2121 - DEL
- 5050 - DEL-01
- 8888 - Digi Rounded loan
- 7777 - Fd Against Loans - Test
- 2222 - Fixed Continuation Loan
- 3332 - Fixed Tenure to Loan
- 4654 - Group loan
- 2000 - Group Loan Product Eclof
- 1010 - HeadOffice Loan
- 1818 - INT
- 4432 - Lanka Loans
- 3333 - Loan Tenure to Loan
- 4333 - Manual other settlement
- 3443 - Manual saving settlement
- 5023 - MTL01
- 2261 - MVL
- 1414 - Simple Int
- 1021 - Simple interest-02
- 1993 - SME Loans

- **Branch:** Select the branch.

Branch

A dropdown menu for selecting a branch. The menu is open, showing a list of branches. The top item is 'Select' with a downward arrow. Below it is another 'Select' item, followed by: AGALAWATHTHA BRANCH, BERUWALA, Colombo 01 Branch, COLOMBO BRANCH, Galle, Ganemulla, Head Office, HORANA BRANCH, INGIRIYA BRANCH, KA-002, KALUTARA BRANCH, MATHUGAMA BRANCH, NAGODA BRANCH, PADUKKA, PANADURA, WADDUWA BRANCH, and wellawatta.

- **Reminder Type:** Select the reminder type.

Reminder Type

A dropdown menu for selecting a reminder type. The menu is open, showing a list of reminder types. The top item is 'Select' with a downward arrow. Below it is another 'Select' item, followed by: First Reminder, Second Reminder, Third Reminder, Red Reminder, Expiration Reminder, and General Reminder.

- **Reminding Category:** Select the reminding category.

Reminding Category

A dropdown menu for selecting a reminding category. The menu is open, showing a list of reminding categories. The top item is 'Select' with a downward arrow. Below it is another 'Select' item, followed by: Arrears In Days, Loan Status, Loan Future Due, and Loan Expiration.

- **From Date:** Select From Date.

From Date

A date picker interface. At the top, there is a text input field with the placeholder 'DD-MM-YYYY'. Below it, there are two dropdown menus for selecting the month ('Feb') and the year ('2024'). Below these are navigation arrows. The main part of the interface is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 29. At the bottom, there are two buttons: 'Today' and 'Done'.

- To Date: Select To Date.

To Date

DD-MM-YYYY

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Notification Method: Select the notification method.

Notification Method

Select

- Select
- SMS
- Letter
- Email

- Status: Select the status.

Status

Select

- Select
- Waiting for verification
- Cancel
- Sent
- Failed

- Customer Number: User can enter / search particular customer number via this field. User can search a customer by using Customer Name, ID Number, Customer Number, Branch, Center and Group.

Customer Search

Customer Name: I

ID Number:

Customer Number:

Branch: --All Branch--

Center: --All Center--

Group: --All Group--

Search Clear

- View Button: After filling the field/fields, user can view the set-up reminders according to the searching criteria by using View Button.

Reminder Dashboard View Release Selected Items

Module:
 Product:
 Branch:
 Reminder Type:
 Reminding Category:

From Date:
 To Date:
 Notification Method:
 Status:
 Customer Number *

Ref No	Task Date	Reminder Type	Reminding Category	Notification Method	Product	Customer	Account	Status	Select All	Change Status	Release
09042027-001	24-01-2024	First Reminder	Arrears In Days	Letter	DEL	Sandun Jayarathne	10002121240029	Waiting for Verification	<input type="checkbox"/>	<input type="button" value="Cancel"/>	<input type="button" value="Release"/>
09042027-001	24-01-2024	First Reminder	Arrears In Days	Letter	DEL	Sandun Jayarathne	10002121240029	Waiting for Verification	<input type="checkbox"/>	<input type="button" value="Cancel"/>	<input type="button" value="Release"/>
09042027-002	24-01-2024	First Reminder	Arrears In Days	Letter	DEL	Sandun Jayarathne	10002121240029	Waiting for Verification	<input type="checkbox"/>	<input type="button" value="Cancel"/>	<input type="button" value="Release"/>

- **Select Checkbox:** By using Select Checkbox, user can select the relevant reminder/reminders.
- **Select All Checkbox:** By using Select All Checkbox, user can select all the reminders.
- **Cancel Button:** By using Cancel Button, user can remove a respective reminder.
- **Release Button:** By using Release Button, user can release a respective reminder.
- **Release Selected Items Button:** By using Release Selected Items Button, user can release selected reminders.

Loan Products

Loan facility is the main component of the system. Loans can be created by the loan products. This sub module will give the access for the new loan product creation and manage.

Loan Products

Create/ Edit

Authorize

In-Activation

Re-activation

Create/ Edit

Existing Loan Products will display on this screen. Can edit and manage them on this stage. Also, User can create new loan products.

Loan Products

Create New Loan Product

Show 10 lines

Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
2121	DEL	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
5050	DEL-01	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
8888	Digi Rounded loan	Facility Account	LKR	Daily Loan	Active	Edit Authorize	⌘
7777	Fd Against Loans - Test	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
2222	Fixed Continuation Loan	Facility Account	LKR	Project Loan	Active	Edit	⌘
1020	fixed load at 20	Facility Account	LKR	Advance Payment	New	Edit	⌘
3332	Fixed Tenure to Loan	Facility Account	LKR	Project Loan	Active	Authorize	⌘
4654	Group loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
2000	Group Loan Product Eclof	Facility Account	LKR	Vehicle Loan (Reducing Balance)	Active	Authorize	⌘
1010	HeadOffice Loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘

Showing 1 to 10 of top 26 lines

First Previous 1 2 3 Next Last

Loan Product Create

Click on the Create New Loan Product Tab.

Create New Loan Product

Loan Product Creation

Back New Product Save

Basic Details GL Codes Loan Types & Interest Rates General Information Recovery Information Classification/ Provisioning Information Loan Charges Checklist Information Branch Information

Sector Information Collateral

Product Code * Product Name * Currency * Day Basis *

Print loan balance in the customer receipt as * Minimum Age Limit Maximum Age Limit

Total Due Minimum Age Maximum Age

Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow

FD Against Loan

Early Payment Settlement

Book to the Advance Payment Account
 Settle from Future Installments

Basic Details

Basic Details GL Codes Loan Types & Interest Rates General Information Recovery Information Classification/ Provisioning Information Loan Charges Checklist Information Branch Information

Sector Information Collateral

Product Code * Product Name * Currency * Day Basis *

Print loan balance in the customer receipt as * Minimum Age Limit Maximum Age Limit

Total Due Minimum Age Maximum Age

Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow

FD Against Loan

Early Payment Settlement

Book to the Advance Payment Account
 Settle from Future Installments

- **Product Code:** Give the savings product a code with 4 digits.

Product Code *

- **Product Name:** Enter the name for the new product.

Product Name *

- **Currency:** Selects the applicable currency for the product.

Currency *

- Select a Currency----
- Select a Currency----
- Sri Lankan Rupees
- United States Dollar
- Australian Dollar
- Fiji Dollar

- **Day Basis:** Select the day basis for the loan product.

Day Basis *

- Select a Day Basis----
- Select a Day Basis----
- 365
- 366

- **Minimum Age Limit:** State the minimum age to use this product for account opening

Minimum Age Limit *

- **Maximum Age Limit:** State the maximum age that can use this product.

Maximum Age Limit *

Ex:- For minor savings product can set the age limit as 1 – 18. For normal savings age limit as 18 – 80

Select the options required to be activate.

- Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow
- FD Against Loan

- **Group Loan:** the product applicable for the group loan facility.
- **Recovery Account:** Set the requirement of the recovery account for the loans.
- **Passbook:** Allocate the passbook availability for the product.

- Route Required: Set the requirement of the route selection.
- Use Workflow: loans can approve through the process of workflows.
- FD Against Loan: product is applicable for the FD against loans.

GL Code

Basic Details		GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information	Collateral								
Performing Loans *	Non Performing Loans *	Interest Receivable *	Interest Income *						
-----Select a GL Account-----	-----Select a GL Account-----	-----Select a GL Account-----	-----Select a GL Account-----						
Provisioning *	Impairment Losses *	Interest In Suspense *	Loan Payable *						
-----Select a GL Account-----	-----Select a GL Account-----	-----Select a GL Account-----	-----Select a GL Account-----						
Penalty Charges Receivable *	Penalty Charges *								
-----Select a GL Account-----	-----Select a GL Account-----								

Set the GL Account for the following requirements.

- Performing Loans
- Non Performing Loans
- Interest Receivable
- Interest Income
- Provisioning
- Impairment Losses
- Interest In Suspense
- Loan Payable
- Penalty Charges Receivable
- Penalty Charges

Ex:-

Performing Loans *	Non Performing Loans *	Interest Receivable *	Interest Income *
3202 - Project Loan	3202 - Project Loan	3459 - Receivable- Project Loan Interest	1002 - Income- Project Loan Interest
Provisioning *	Impairment Losses *	Interest In Suspense *	Loan Payable *
3202 - Project Loan	3202 - Project Loan	1002 - Income- Project Loan Interest	3202 - Project Loan
Penalty Charges Receivable *	Penalty Charges *		
3202 - Project Loan	3202 - Project Loan		

Loan Types & Interest Rates

Basic Details | GL Codes | **Loan Types & Interest Rates** | General Information | Recovery Information | Classification/ Provisioning Information | Loan Charges | Checklist Information | Branch Information

Sector Information | Collateral

Loan Types

- Equal Installments
- Monthly Flat Rate
- Flat Rate For Loan Amount
- Simple Interest
- Reducing Balance-Equal Principal
- Flat Rate By Period
- Daily Flat Rate
- Daily Flat Rate For Loan Amount
- Interest Only
- Single Payment
- Reducing EMI

Rounding Types

Rounding *

--Select a Rounding Type--

Interest Rates

Fixed Rate Use Base Interest Rate Accrue Interest After Maturity

Base Interest Rate * Interest Rate (%)

--Select an interest rate-- 0.00

Loan Types

Select the interest according to the loan types.

- Equal Installments
- Reducing Balance-Equal Principal
- Interest Only
- Monthly Flat Rate
- Flat Rate By Period
- Single Payment
- Flat Rate For Loan Amount
- Daily Flat Rate: Required to set the shedule type either as standard or extend.

Shedule Types

- Standard Extend

- Reducing EMI
- Simple Interest
- Daily Flat Rate For Loan Amount

Rounding Types

Rounding: Select the amount round up method accept for the product.

Rounding *

--Select a Rounding Type--

- Select a Rounding Type--
- Round Off (Up/Down)
- Ceiling (Round-Up)
- Floor (Round Down)
- None

Interest Rates

Interest Rates

Fixed Rate
 Use Base Interest Rate
 Accrue Interest After Maturity

Base Interest Rate ★
 Interest Rate (%) M

Select as the interest goes by fixed rate or use base.

➤ Interest rate as **Fixed Rate**

Fixed Rate
 Use Base Interest Rate
 Accrue Interest After Maturity

Base Interest Rate ★
 Interest Rate (%) M

- Base Interest Rate field will be unavailable.
- Interest Rate: Enter the interest rate applicable for the loans that create from the loan product.

➤ Interest rate as **Use Base Interest Rate**

Fixed Rate
 Use Base Interest Rate
 Accrue Interest After Maturity

Base Interest Rate ★
 Interest Rate (%) M

- Base Interest Rate: Select the already setted up interest rates.

The Interest rates will automatically load according to the selected base interest rates.

Ex:-

Base Interest Rate ★
 Interest Rate (%)

- Accrue Interest After Maturity check box: The interest applicable for the loans will accrue after the maturity of the loan.

Accrue Interest After Maturity

General Information

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information	Collateral							

	Min	Default	Max
Loan Amount *	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Term *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grace Period *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grace Period Type *	Grace Period Tenure Type *		Calculate Loan Schedule Based On *
<input type="text" value="Interest Only"/>	<input type="text" value="Extend The Loan Tenure"/>		<input type="text" value="Total Loan Amount"/>

Repayment Frequency

Daily
 Weekly
 Bi-Weekly
 Monthly
 Monthly Last

This screen is needed to specify the loan product further. Set the limit values for the required mandatory fields.

	Min	Default	Max
Loan Amount *	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Term *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grace Period *	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Loan Amount:** Enter the minimum loan amount and the maximum amount or set a default value in case.
- **Term:** Set the time period for the loans created by the product. Enter the minimum, default value, maximum term in the given fields.
- **Grace Period:** This is a set length of time after the due date during which payment may be made without penalty. Set the period range by using the fields.
- **Grace Period Type:** Select the grace period type as it for the interest of the loan or customer is relifed from the loan repayment.

Grace Period Type *

- Interest Only
- Nothing To Pay

- **Grace Period Tenure Type:** Select the grace period tenure as loan tenure extendment or installment amount adjustment.

Grace Period Tenure Type *

- Extend The Loan Tenure
- Adjust The Installment Amount

- Calculate Loan Schedule Based on: The schedule will generate either for the total amount of the loan or disbursed amount.

Calculate Loan Schedule Based On *

Total Loan Amount

Total Loan Amount

Payout Amount

Repayment Frequency

Select one or several repayment methods for the loans created by this loan product.

Repayment Frequency

- Daily
 Weekly
 Bi-Weekly
 Monthly
 Monthly Last

A collection plan will display to specify the repayment frequency for the relevant loan product's facilities.

Collection Plan

Select Non Collection Day/Days

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Sunday

[Apply](#)

Apply Button: Apply the selected details and display the following form.

Selected Non Collection Day/Days ×

Tuesday
 Wednesday

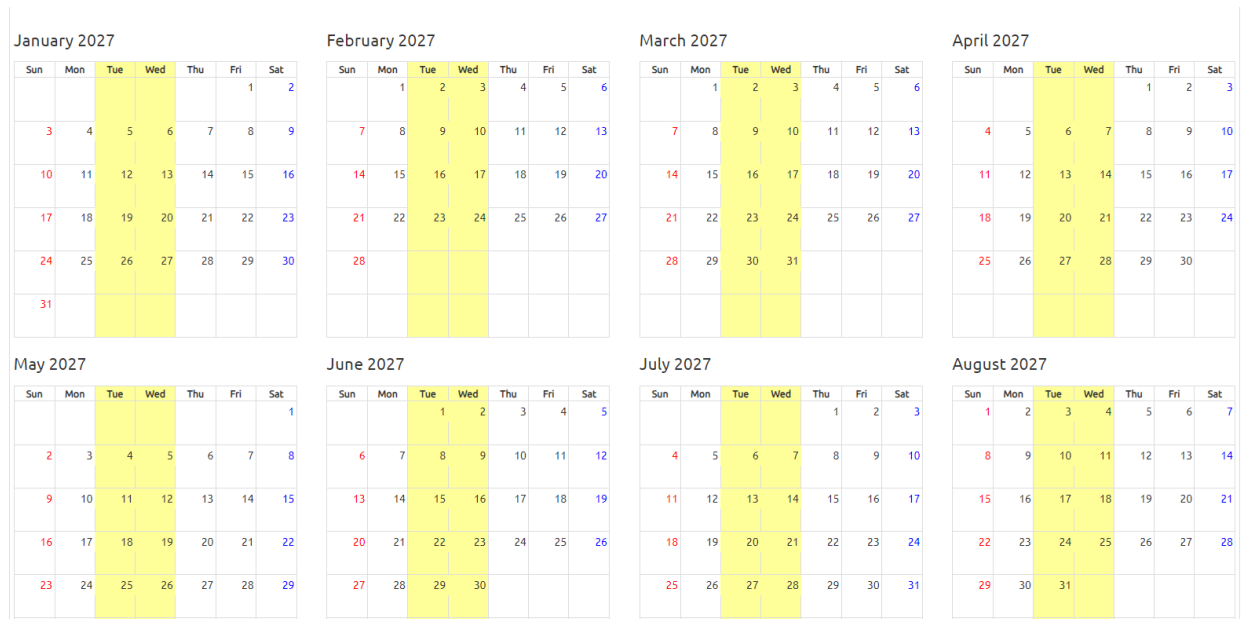
Remark

[Add](#)
[Remove](#)

[Close](#)

- Remark: Keep a note for the select dates.
- Add Button: Add the dates selected.
- Remove Button: Clear the selection of the collection dates.

After the date setup for the collection, schedule will visualize on the system as bellow.



Recovery Information

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						

Vertical method Horizontal method

Parameter Name	Recovery Order
Principal	<input type="text"/>
Interest	<input type="text"/>
Late Payment Fee - Variable	<input type="text"/>
Late Payment Fee - Fixed	<input type="text"/>
Other Charges	<input type="text"/>

Late Payment Penalty Imposed On ★

Late Payment Fee - Variable %

Late Payment Fee - Fixed

The method of settling the loan can arrange from this screen. User can apply layers for the loan recovery. As is it recovers the principal of the loan from the repayments done by the customer.

Can order-up the pattern of recuperation of the loan.

Vertical method Horizontal method

Parameter Name	Recovery Order
Principal	<input type="text"/>
Interest	<input type="text"/>
Late Payment Fee - Variable	<input type="text"/>
Late Payment Fee - Fixed	<input type="text"/>
Other Charges	<input type="text"/>

Number and order the displayed parameters.

Ex:-

Vertical method Horizontal method

Parameter Name	Recovery Order
Principal	1
Interest	2
Late Payment Fee - Variable	3
Late Payment Fee - Fixed	4
Other Charges	5

- Late Payment Penalty Imposed On: Select the sectors that penalty applies for.

Late Payment Penalty Imposed On ★

Capital Due ▼

Capital Due

Total Outstanding Amount

Capital Due + Interest Due

Total Due

- Late Payment Fee - Variable %: Set the fee applies for the lat payment on loans. This value may be change.
- Late Payment Fee - Fixed: Enter the fixed amount as the late payment fee.

Classification/ Provisioning Information

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						
From <input type="text" value="1"/>		To ★ <input type="text" value="2"/>		Non Performing Start (Days) ★ <input type="text"/>		Move To Performing After (Days) ★ <input type="text" value="0"/>		
Classification Type ★ <input type="text" value="----Select a classification type----"/>		<input type="button" value="Add"/>		Interest In Suspense Start (Days) ★ <input type="text"/>				

Classification Type: Select the relevant type from the dropdown values.

Classification Type ★

----Select a classification type---- ▼

----Select a classification type----

Pass

Special Mention

Substandard

Doubtful

Loss

Loan Charges

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						
Event <input type="text" value="----Select a Event----"/>	Charge Name <input type="text"/>	Charge Method <input type="text" value="----Select a Charge Method----"/>	GL Account <input type="text" value="----Select a GL Account----"/>					
Charge Paying Option <input type="text" value="----Select a Charge Paying Option----"/>	Event Charge Based On <input type="text" value="----Select a Event Charge Based On----"/>		<input type="button" value="Add Charge"/>					

User can add several charges related for the loan product.

- Event: Select the main events that charges will connects with.

Event

----Select a Event----

----Select a Event----

After Loan Authorization

At Loan Manual Payment

At Disbursement

- Charge Name: Give a name for the charge that create.

Charge Name

- Charge Method: Set the charge method either as fixed or variable.

Charge Method

----Select a Charge Method----

----Select a Charge Method----

Fixed

Variable

- Charge method as **Fixed type**: Required to give the charge amount for the field provided.

Charge Method	Amount
<input style="width: 90%; height: 20px;" type="text" value="Fixed"/>	<input style="width: 90%; height: 20px;" type="text" value="0.00"/>

- Charge method as **Variable type**: Required to enter the minimum and the maximum amount for the charge range.

Minimum Charge Amount	Maximum Charge Amount
<input style="width: 90%; height: 20px;" type="text" value="0.00"/>	<input style="width: 90%; height: 20px;" type="text" value="0.00"/>

- GL Account: Set the GL account that charge related.

GL Account

----Select a GL Account----

----Select a GL Account----

392001 - Advance Payment

3412 - Advance- Advertising

3420 - Advance- Anniversary

3406 - Advance- Head Office

3405 - Advance- House Rent

3415 - Advance- Legal Expenses

3416 - Advance- Minor Sales Promotion

3414 - Advance- Motor Bike Maintenance

3409 - Advance- Name Board

3417 - Advance- New Year Gift

3408 - Advance- Office Equipment

3418 - Advance- Opening Expenses 1

3419 - Advance- Opening Expenses 2

3413 - Advance- Other

3411 - Advance- Sales Promotion

3407 - Advance- Special Project

3410 - Advance- Stationary

3404 - Advance- Uniform

2201 - Allowances- Attendance

- Charge Paying Option: Select the way to pay the charge.

Charge Paying Option

----Select a Charge Paying Option----

- Event Charge Based On: Select the charge as it based on either on loan amount or the disbursed amount.

Event Charge Based On
 ----Select a Event Charge Based On-----

- Add Charge Button: Save the charge information.

Add Charge

Checklist Information

Product Checklist Item	Select	Disbursement Checklist Item	Select
NIC	<input type="checkbox"/>	Legal Document	<input type="checkbox"/>
Driving License	<input type="checkbox"/>	Legal Document 1	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>		
Marriage Certificate	<input type="checkbox"/>		

Select the required documents for the relevant loan product.

Branch Information

Sector Information		Collateral
<input type="checkbox"/> All Branches	Branch	<input type="button" value="Add Branch"/>
	----Select a Branch-----	

Click on All Branch check box to set the product for all the branches.

All Branches

To add the branches separately, select the branches and add.

Branch

----Select a Branch-----

- AGALAWATHTHA BRANCH
- BERUWALA
- COLOMBO BRANCH
- Calte
- Ganemulla
- Head Office
- HORANA BRANCH
- INCIRIYA BRANCH
- KA-002
- KALUTARA BRANCH
- HATHUGAMA BRANCH
- NACODA BRANCH
- PADUKKA
- PANADURIA
- WADDUWA BRANCH
- welilawatta

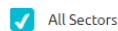
Sector Information

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						

All Sectors

Sector

Click on All Sectors check box to set the product for all the sectors.



To set the sectors separately, select the sector and add.

Sector

- Select a Sector----
- Agriculture
- Banking & Finance
- Building & Constructions
- Education
- Energy
- Health
- Home & Residence
- Insurance
- Manufacturing
- Real Estate
- Sales 1

Collateral

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						

Collateral

- Collateral: Select the type of collateral from the dropdown.

Collateral

- Select a Collateral----
- Land & Building
- Deposit Account
- Vehicle
- Guarantor
- Other

➤ Collateral as Guarantor

Collateral:
 Guarantor type ★:
 Minimum Guarantors ★:
 Maximum Guarantor ★:

- Guarantor type: Select the type of the guarantor.

Guarantor type ★

- Select a Guarantor Type----
- Family Members
- Society Members
- Others

- Minimum Guarantors: Enter the minimum count.

Minimum Guarantors ★

- **Maximum Guarantor:** Enter the maximum number of guarantors that can be valid.

Maximum Guarantor *

- **Add Button:** Add the guarantors details.

Add

Back New Product Save

- **Back Button:** Cancel the loan product creation process and lead to the loan product listed screen.
- **New Product Button:** Cancel the current loan product and user can start new product creation again.
- **Save Button:** Save the loan product.

Loan Product Edit

To edit loan product, click on the icon of the specific loan product record.

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Edit
2121	DEL	Facility Account	LKR	Project Loan	Active	Edit Authorize	
5050	DEL-01	Facility Account	LKR	Project Loan	Active	Edit Authorize	
8888	Digi Rounded loan	Facility Account	LKR	Daily Loan	Active	Edit Authorize	
7777	Fd Against Loans - Test	Facility Account	LKR	Project Loan	Active	Edit Authorize	
2222	Fixed Continuation Loan	Facility Account	LKR	Project Loan	Active	Edit	
1020	fixed load at 20	Facility Account	LKR	Advance Payment	New	Edit	
3332	Fixed Tenure to Loan	Facility Account	LKR	Project Loan	Active	Authorize	
4654	Group loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	
2000	Group Loan Product Eclof	Facility Account	LKR	Vehicle Loan (Reducing Balance)	Active	Authorize	
1010	HeadOffice Loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	

Showing 1 to 10 of top 26 lines First Previous **1** 2 3 Next Last

Loan Product Edit Back Save

Basic Details | GL Codes | Loan Types & Interest Rates | General Information | Recovery Information | Classification/ Provisioning Information | Loan Charges | Checklist Information | Branch Information

Sector Information | Collateral

Product Code * 5050 Product Name * DEL-01 Currency * Sri Lankan Rupees Day Basis * 365

Print loan balance in the customer receipt as * Total Due Minimum Age Limit 18 Maximum Age Limit 80

Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow

FD Against Loan
 Workflow: -----Select Workflow Type----- Add

Workflow	Delete
Ecoru Testing Workflow	✖

Early Payment Settlement

Book to the Advance Payment Account

Settle from Future Installments

- Details fields are editable.
- Back Button: Lead to the loan products listed screen.
- Save Button: Commit the changes.

User can make any changes for the loan product and save from this stage.

Authorize

Loan products that are in Edit stage will display on this screen. Created and yet to authorize products also will include for the list.


Loan Products


Show 10 lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Authorize
2222	Fixed Continuation Loan	Facility Account	LKR	Project Loan	Active	Edit	⚡
1020	fixed load at 20	Facility Account	LKR	Advance Payment	New	Edit	⚡

Showing 1 to 2 of top 2 lines First Previous 1 Next Last

Search-out the relevant loan products from the list and click on authorize option on the record.

Click on Authorize  Details



Loan Product Authorization

Product Code *
 Product Name *
 Currency *
 Day Basis *

Print loan balance in the customer receipt as *
 Minimum Age Limit
 Maximum Age Limit

Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow

FD Against Loan

Early Payment Settlement

Book to the Advance Payment Account

Settle from Future Installments

Details cannot be edited. User can recheck and give the approval for the product from this stage.

- Back Button: Lead to term loan product list screen.
- Authorize Button: Authorize the loan product.

In-Activation

Loan products will be listed down in this screen as bellow. User can in-activate any savings product in this stage. Users cannot open term deposit accounts from the inactivated products.

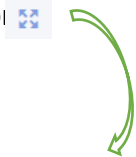
Loan Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Inactivate
2121	DEL	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
5050	DEL-01	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
8888	Digi Rounded loan	Facility Account	LKR	Daily Loan	Active	Edit Authorize	⌘
7777	Fd Against Loans - Test	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
2222	Fixed Continuation Loan	Facility Account	LKR	Project Loan	Active	Edit	⌘
1020	fixed load at 20	Facility Account	LKR	Advance Payment	New	Edit	⌘
3332	Fixed Tenure to Loan	Facility Account	LKR	Project Loan	Active	Authorize	⌘
4654	Group loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘
2000	Group Loan Product Eclof	Facility Account	LKR	Vehicle Loan (Reducing Balance)	Active	Authorize	⌘
1010	HeadOffice Loan	Facility Account	LKR	Project Loan	Active	Edit Authorize	⌘

Showing 1 to 10 of top 26 lines First Previous 2 3 Next Last

Click on Inactivate Option



Loan Product Inactivation

Product Code *
 Product Name *
 Currency *
 Day Basis *

Print loan balance in the customer receipt as *
 Minimum Age Limit
 Maximum Age Limit

Group Loan
 Recovery Account
 Passbook
 Route Required
 Use Workflow

FD Against Loan
 Workflow

Early Payment Settlement

Book to the Advance Payment Account
 Settle from Future Installments

Workflow	Delete
New Work Flow 1	✕
Test 0001	✕
Test Work Flow	✕
Ecoru Testing Workflow	✕

- Details cannot be edited.
- Back button: Lead to the loan product listed screen.
- Inactivate Button: Inactive the selected loan product from the system.

Re-Activation

Inactivated products can be re activated from this screen.

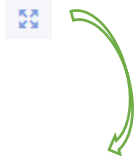
Loan Products

Show lines Search From Results

Product Code	Product Description	Product Type	Currency	GL Account	Status	Action	Activate
1020	fixed load at 20	Facility Account	LKR	Advance Payment	Inactive	Inactive	⚙️

Showing 1 to 1 of top 1 lines First Previous Next Last

Click on Activate Option



Loan Product Re-activation Back Activate

Basic Details	GL Codes	Loan Types & Interest Rates	General Information	Recovery Information	Classification/ Provisioning Information	Loan Charges	Checklist Information	Branch Information
Sector Information		Collateral						
Product Code *	Product Name *	Currency *	Day Basis *					
1020	fixed load at 20	Sri Lankan Rupees	365					
Print loan balance in the customer receipt as *	Minimum Age Limit	Maximum Age Limit						
Total Due	18	21						
<input type="checkbox"/> Group Loan	<input type="checkbox"/> Recovery Account	<input checked="" type="checkbox"/> Passbook	<input type="checkbox"/> Route Required	<input type="checkbox"/> Use Workflow				
<input type="checkbox"/> FD Against Loan								

Early Payment Settlement

Book to the Advance Payment Account

Settle from Future Installments

- Details cannot be edited.
- Back button: Lead to the inactivated loan product listed screen.
- Inactivate Button: Reactivate the selected loan product from the system.

Report Designer

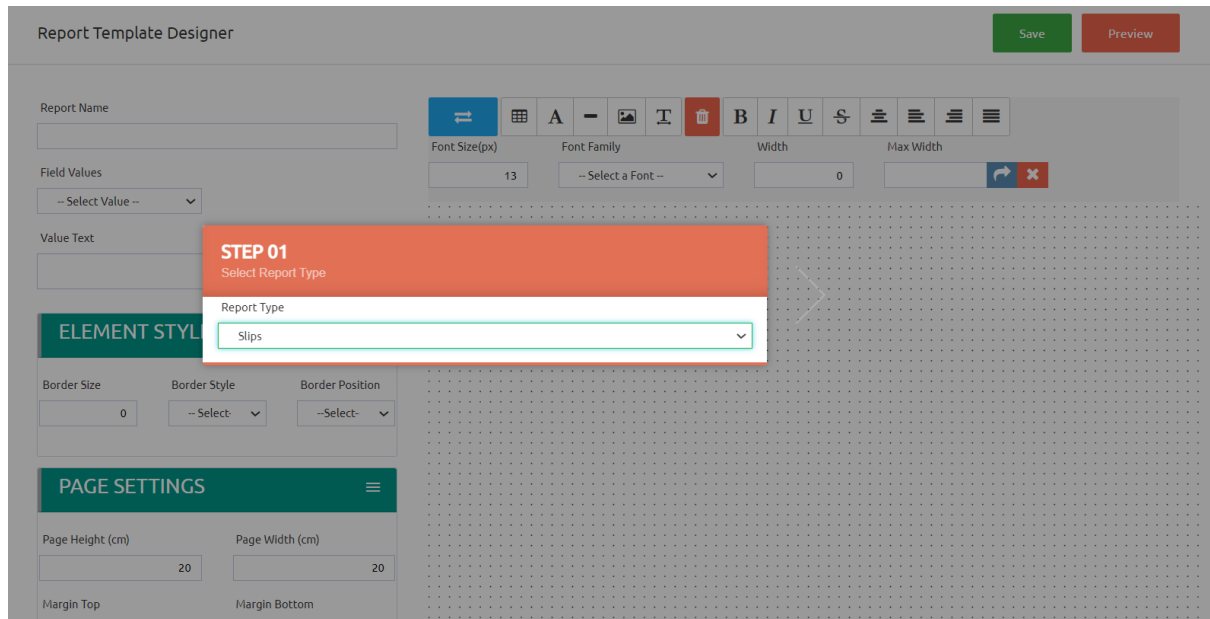
In Report Designer sub-module, user can design report templates.

Report Template Designer

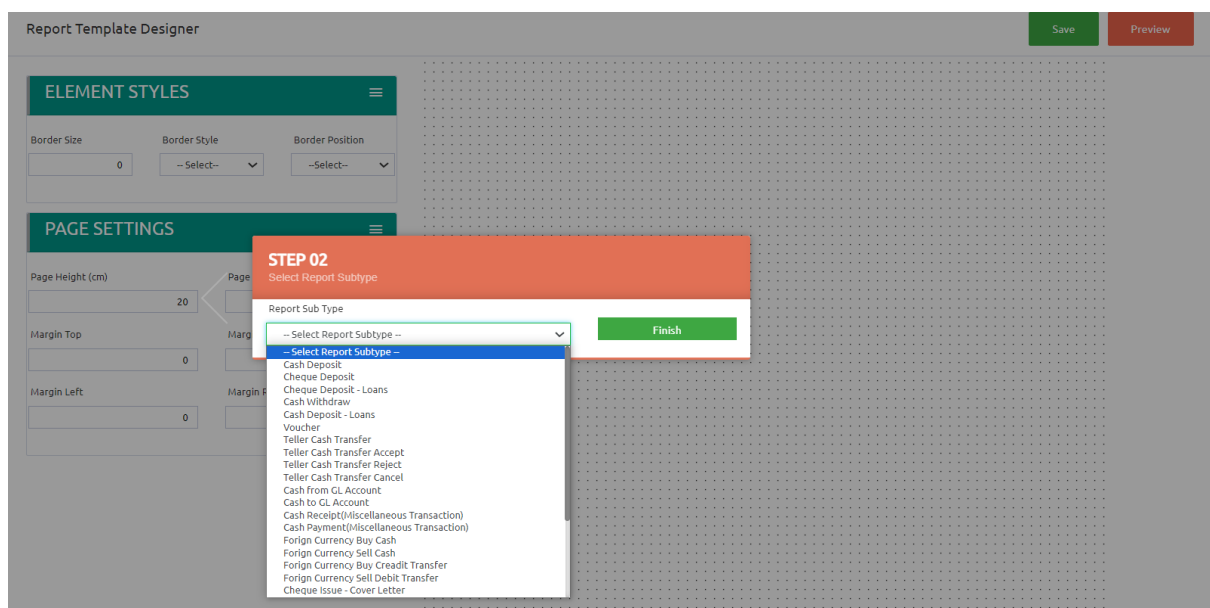
When clicking on the Report Template Function, user can see the below screen.

According to the selected report type, report sub type dropdown (step 02) will be loaded.

➤ Slips as the Report Type



After selecting a relevant report type, user should click on the right arrow head to go to the next step. If user need to go to the previous step, user should click on the left arrow head.



- **Finish Button:** By using the Finish Button, user can finish the selections of step 01 and step 02.

According to the selections, the below details will be displayed. User can customize the template by selecting field values, adjusting element styles and page settings.

Report Template Designer Save Preview

Report Name
Cash deposit

Field Values
-- Select Value --

Value Text

ELEMENT STYLES

Border Size: Border Style: --Select-- Border Position: --Select--

PAGE SETTINGS

Page Height (cm): Page Width (cm):

Margin Top: Margin Bottom:

Margin Left: Margin Right:

Cash Deposit Date & Time

Transaction Reference-

RefNo:

Branch:

Account Number

Customer Name:

Transaction Amount Currency

Teller:

- Save Button: By using the Finish Button, user can save the created template.
- Preview Button: By using the Finish Button, user can preview the printout of the relevant report which has been created according to the designed template.

❖ **Note: User can design report templates of Slips, Cheques and FD Certificates in here.**

Bank & Branches

In Bank & Branches sub-module, user can create and edit bank and branches.

Bank Create

In here, user can create a bank.

Bank Creation New Save

Bank Code *

Bank Name *

Bank Address

Contact No

Active

- Bank Code: Enter the bank code.
- Bank Name: Enter the bank name.
- Bank Address: Enter the bank address.

- Contact No: Enter the contact number.
- Save Button: By using Save Button, user can save the entered details to create the respective bank.
- New Button: By using New Button, user can add a new bank.

Bank Edit

In here, user can select and edit the respective bank.

Bank Edit

Show entries Search:

Bank Code	Bank Name	Address	View	Edit
101	101 - SHID		⌵	✎
1001	1001 - ABC Bank	Head Office, BoC, Colombo	⌵	✎
1010	1010 - NTB		⌵	✎
1025	1025 - WADDUWA BRANCH	GALLE RAOD WADDUWA	⌵	✎
1026	1026 - NAGODA BRANCH	NAGODA,KALUTHARA	⌵	✎
1027	1027 - KALUTHARA BRANCH	KALUTHARA	⌵	✎
1029	1029 - MATHUGAJIA BRANCH	MATHUGAJIA,KALUTARA	⌵	✎
1030	1030 - PANADURA	PANADURA	⌵	✎
1155	1155 - Sampath Bank	No 21, Highlevel Road, Nugegoda	⌵	✎
1230	1230 - Pan Asia Bank	Baseline Road, Colombo	⌵	✎

- View Button: By using View Button, user can view the filled fields for the respective bank.

Bank Edit Back

Bank Code *	Bank Name *
<input type="text" value="1230"/>	<input type="text" value="Pan Asia Bank"/>
Bank Address	Contact No
<input type="text" value="Baseline Road, Colombo"/>	<input type="text" value="0112346700"/>
<input checked="" type="checkbox"/> Active	

- Edit Button: By using Edit Button, user can edit the fields and save for the respective bank.

Bank Edit Save Back

Bank Code *	Bank Name *
<input type="text" value="1230"/>	<input type="text" value="Pan Asia Bank"/>
Bank Address	Contact No
<input type="text" value="Baseline Road, Colombo"/>	<input type="text" value="0112346700"/>
<input checked="" type="checkbox"/> Active	

Bank Branch Create

In here, user can create a bank branch.

Bank Branch Creation [New](#) [Save](#)

Bank Code * Bank Name Active

Branch Code * Branch Name *

Branch Address SWIFT Code

Contact Name Contact Number

Our Bank Branch Accounts

Account Name * Account Number *

Account Type * Customer Suppliers Active

GL Account * All Branches [Add Branch](#) [Add](#)

Account Name	Account Type	Account Number	GL Account	Customer	Supplier	Status	View Branches	Edit/View	Delete
--------------	--------------	----------------	------------	----------	----------	--------	---------------	-----------	--------

- Bank Code: Enter the bank code. After entering the bank code, bank name will be auto-filled.
- Active Checkbox: By clicking on Active Checkbox, user can active the relevant bank branch.
- Branch Code: Enter the branch code.
- Branch Name: Enter the branch name.
- Branch Address: Enter the branch address.
- SWIFT Code: Enter the SWIFT code.
- Contact Name: Enter the contact name.
- Contact Number: Enter the contact number.

➤ Our Bank Branch Accounts

- Account Name: Enter the account name.
- Account Number: Enter the account number.
- Account Type: Select the account type.

Account Type *

----Select a Account Type----

----Select a Account Type----

Savings

Current

- **Customer Checkbox:** By clicking on Customer Checkbox, user can create a bank branch account for a customer.
- **Supplier Checkbox:** By clicking on Supplier Checkbox, user can create a bank branch account for a supplier.
- **Active Checkbox:** By clicking on Active Checkbox, user can active the relevant bank branch account.
- **All Branches Checkbox:** By clicking on All Branches Checkbox, the bank branch account will be added to the all branches. Therefore, Add Branch Button will be not supported in here.
- **Select GL Type:** Select the GL type.
- **Add Branch Button:** By using Add Branch Button, user can add the relevant branch.

Branch x

Branch *

----Select a Branch----

Add

Branch	Delete

Close

- **Add Button:** By using Add Button, user can add the entered details as given below.

Account Name	Account Type	Account Number	GL Account	Customer	Supplier	Status	View Branches	Edit/View	Delete
M M PERERA	Current	12316424	Advance Payment-392001	Allowed	Not Allowed	Active			

- **View Branches Button:** By using View Branches Button, user can view branches which have been added under the Add Branch Button.
- **Edit/View Button:** By using Edit/View Button, user can view and edit the filled fields.
- **Delete Button:** By using Delete Button, user can delete the respective record.

Bank Branch Edit

In here, user can select and edit the respective bank branch.

Bank Branch Edit

Show entriesSearch:

Bank Code	Bank Name	Branch Code	Branch Name	View	Edit
101	SMD	1	Colombo		
1001	ABC Bank	000	Bambalapitiya		
1010	NTB	10	Gampaha		
1010	NTB	9	NTB Maharagama		
1010	NTB	109	Maharagama		
1010	NTB	869	test		
1696	Amana Bank	696	Wellawatta		
5050	FTC	50	Colombo		
7010	Bank of Ceylon	1	City Office		
7010	Bank of Ceylon	2	Kandy		

- **View Button:** By using View Button, user can view the filled fields for the respective bank branch.
- **Edit Button:** By using Edit Button, user can edit the fields and save for the respective bank branch.

Our Branches

Create

[Login](#) > [System Administration](#) > [Our Branches](#) > [Create](#)

The Create sub-module simplifies the process of establishing new branches within our system.

Administrators can quickly input essential branch details, such as location, contact information, and operational parameters, streamlining the setup process and ensuring consistent data entry standards across branches.



After selecting the above loan follow-up button, you will be directed to the user interface below,

- Branch Code: Enter code.

Branch Code ★

- Branch Name: Enter name.

Branch Name ★

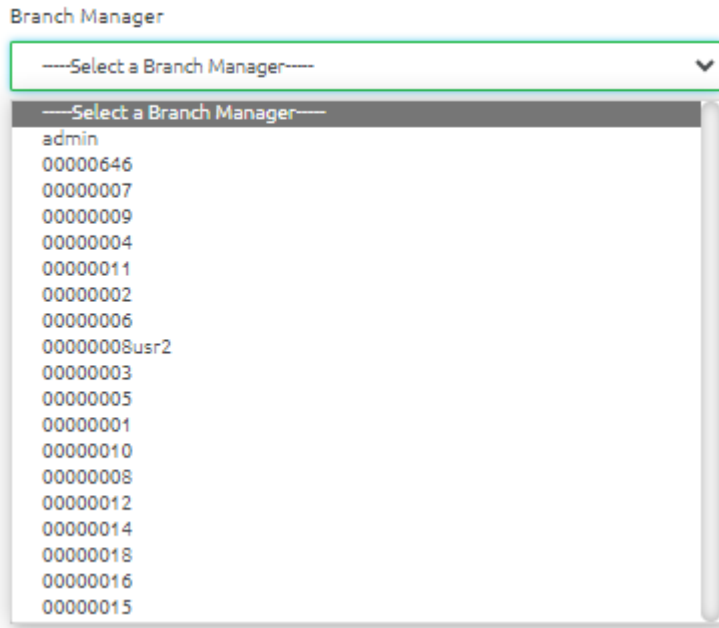
- Branch Address: Enter address.

Branch Address ★

- Contact No.: Enter contact no.

Contact No ★

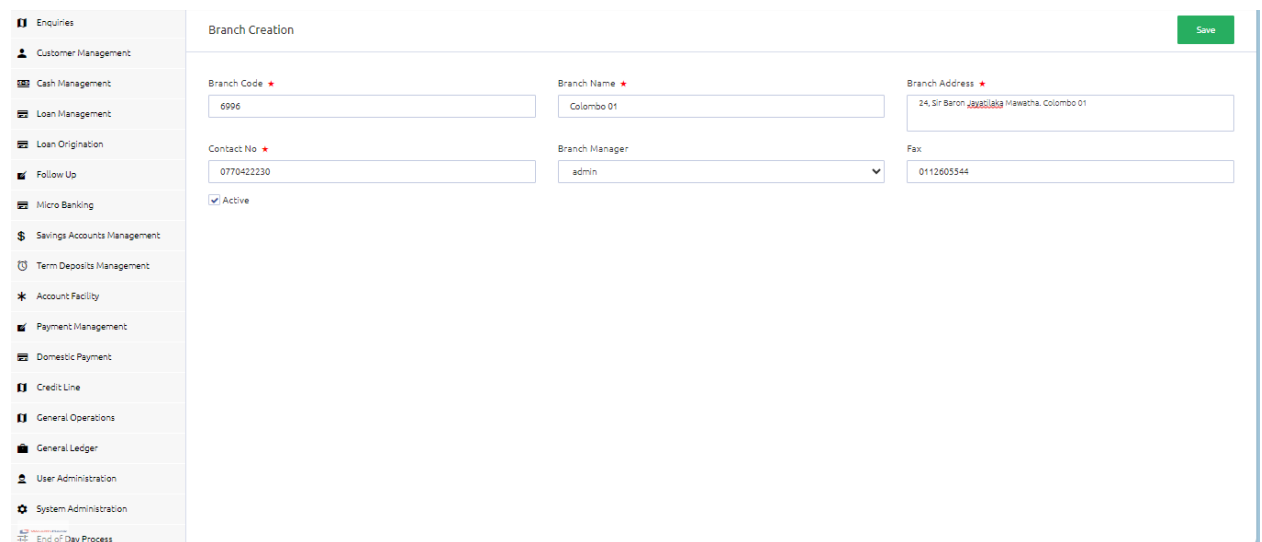
- Branch Manager: Select a manager.



- Fax Number: Enter Number.

Fax

As shown, below is an example of how the fields should be filled,



After filling in all the details to save them you can proceed further by selecting the save button shown below,



Once you select the save button you will get a message stating that the branch data has been saved successfully as shown below,



Branch data saved successfully!



Edit

[Login](#) > [System Administration](#) > [Our Branches](#) > [Edit](#)

This sub-module allows administrators to easily update and maintain essential information about branch locations, such as contact details, operating hours, and address changes, ensuring accuracy and consistency across the system.



After selecting the above Edit button, you will be directed to the user interface below,

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Day Process

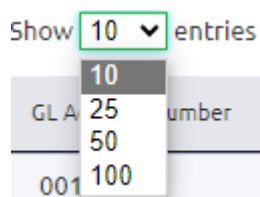
Branch Edit

Show 10 entries Search:

Branch Code	Branch Name	Address	Contact No	Branch Manager	Edit
1000	Head Office	Colombo	+94 112 795 253	admin	⋮
1010	Ganemulla	Kadawatha rd, Ganemulla	0764796573	admin	⋮
1024	AGALAWATHA BRANCH	AGALAWATHA	0777701589	admin	⋮
1025	WADDUWA BRANCH	GALLE ROAD WADDUWA	0117111175	admin	⋮
1026	NAGODA BRANCH	NAGODA,KALUTHARA	0777777777	admin	⋮
1027	KALUTARA BRANCH	KALUTARA	0777777777	admin	⋮
1028	HORANA BRANCH	HORANA	0777701651	admin	⋮
1029	MATHUGAMA BRANCH	MATHUGAMA,KALUTARA	0710000000		⋮
1030	PANADURA	PANADURA	0701111111	admin	⋮
1031	BERUWALA	BERUWALA	0411111110	admin	⋮

Showing 1 to 10 of 17 entries Previous 1 2 Next

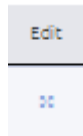
- **Show Entries:** You can select the number of entries to view on a page.



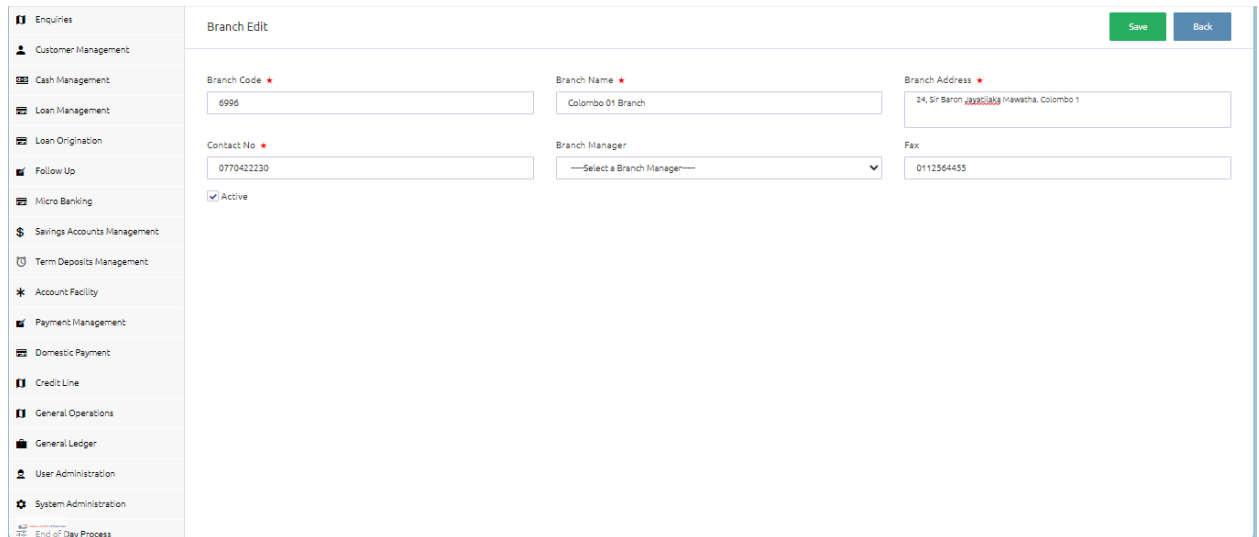
- Search: You can search for the name of a branch or an ID of a branch.

Search:

If you want to edit the details of a branch you can do so by selecting the edit button shown below,



Once you select the edit button you will be directed to the user interface shown below,

A screenshot of the "Branch Edit" user interface. On the left is a vertical sidebar menu with various system management options. The main area contains a form with fields for Branch Code (6996), Branch Name (Colombo 01 Branch), Branch Address (24, Sir Baron Jayasinghe Mawatha, Colombo 1), Contact No (0770422230), Branch Manager (a dropdown menu), and Fax (0112564455). There is also a checkbox for "Active" which is checked. At the top right of the form are "Save" and "Back" buttons.

After making the relevant changes to the branch details you can proceed further by selecting the save button shown below,



Once you select the save button you will get a message stating that the branch data has been saved successfully as shown below,



Branch data saved successfully!



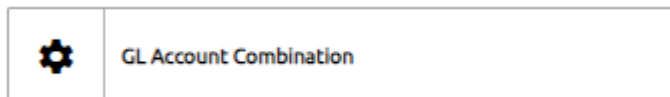
General Ledger

GL Account Combination

[Login](#) > [System Administration](#) > [General ledger](#) > [GL Account Combination](#)

The GL Account Combination sub-module allows system administrators to easily configure and manage combinations of general ledger (GL) accounts.

Administrators can define rules and parameters governing how GL accounts are combined, providing flexibility and control over financial transactions.



After selecting the above GL Account Combination button, you will be directed to the user interface below,

Module	Length	Required	Default Value
Branch Code	4	<input checked="" type="checkbox"/>	0000
Currency Code	3	<input checked="" type="checkbox"/>	000
GL Code	4	<input checked="" type="checkbox"/>	0000
Product Code	4	<input checked="" type="checkbox"/>	0000
Profit Center	2	<input type="checkbox"/>	00
Credit Line	2	<input type="checkbox"/>	00

In this module, you can edit the required fields, the length of the modules as well as the default values.

To make a module required you can go ahead and select the check box in the Required Column shown below,

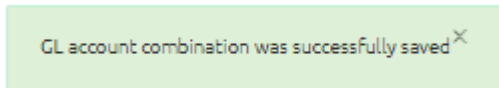
Required
<input checked="" type="checkbox"/>

Also, the default value can be changed according to the selected length of each module.

Once you make the changes you can proceed further by selecting the save button shown below,



Once you select the save button you will get a message stating that the GL Account Combination was saved successfully as shown below,



GL Account Categorization

[Login](#) > [System Administration](#) > [General ledger](#) > [GL Account Categorization](#)

The GL Account Categorization sub-module automates the process of categorizing general ledger accounts, simplifying data management for system administrators.

Using predefined rules and algorithms, it assigns appropriate categories to accounts based on their attributes, streamlining financial reporting and analysis.



After selecting the above GL Account Categorization button, you will be directed to the user interface below,

The screenshot shows the 'GL Account Categorization' interface. On the left is a navigation menu with various system administration options. The main area contains a table with columns for Account Type, Account Subtype, Description, and View. The table lists various account categories such as Expenses, Income, Liabilities, and Income, each with a corresponding subcategory and description. A search bar is located at the top right of the table area.

Account Type	Account Subtype	Description	View
Expenses	Other Expenses	Test	⌵
Income	Interest Income	test	⌵
Liabilities	Other Funds & Reserves	Other Funds & Reserves	⌵
Liabilities	Statutory Reserves	Residual Profits	⌵
Liabilities	Statutory Reserves	Statutory Reserves	⌵
Liabilities	Member Shares	Provisions for Depreciation of Fixed Assets	⌵
Liabilities	Non Member Deposit-Interest Provisioning	Various Responsibilities	⌵
Liabilities	Non Member Deposit-Interest Provisioning	Various Responsibilities	⌵
Liabilities	Non Member Deposit-Interest Provisioning	Various Responsibilities	⌵
Liabilities	Non Member Deposit-Interest Provisioning	Non Member Deposit-Interest Provisioning	⌵
Liabilities	External Debt	Member Deposit-Interest Provisioning	⌵
Liabilities	External Debt	External Debt	⌵
Liabilities	Children Deposit	Co-operative Fund	⌵
Income	Other Income	Other Income	⌵

- Account Type: Select a type.

Account Type *

- Income
- Expenses
- Assets
- Liabilities
- Equity
- Net Income

- Account Subtype: Select a subtype.

Account Subtype *

- Bad and Uncertain Debt
- Cost of Staff
- Financial Expenses
- Impairment Losses
- Interest Expenses
- Maha Sabha Expenses
- Other Expenses
- Provisions
- Tax Expenses

- Description: Enter a Description.

Description *

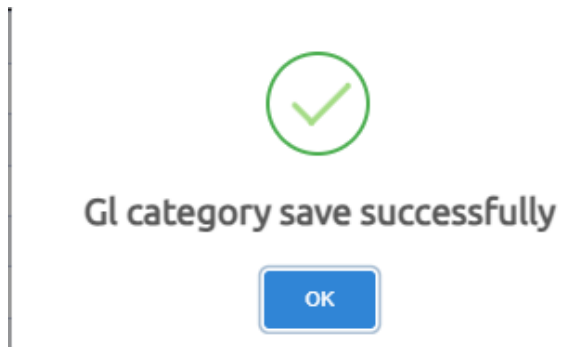
The below example shows how it looks after filling in the details,

GL Account Categorization

Account Type * Account Subtype * Description *

After selecting and entering the relevant details you can proceed further by selecting the save button shown below,

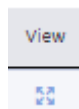
Once you select the save button you will get a messaging stating that the GL Category is saved successfully as shown below,



Once you select the save button as you can see the details will be shown below,

Account Type	Account Subtype	Description	View
Expenses	Other Expenses	Sever Maintenance Expenses	

If you want to edit a GL Category you can do so by selecting the shown view button below,



After selecting the view button, the details will be generated automatically to the fields as shown below,

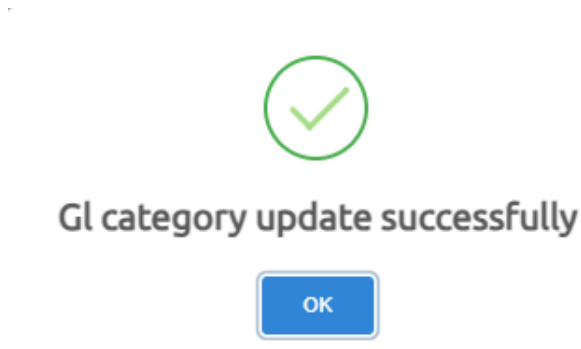
GL Account Categorization

Account Type *
Account Subtype *
Description *

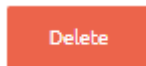
After making the relevant changes you can select the update button shown below,



Once you select the update button after making the relevant changes you will get a message stating that the GL Category is updated Successfully,



If you want to delete a GL entry, you can do so by selecting the delete button as shown below,



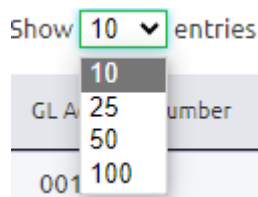
Once you select the delete button you will get a message stating that the GL Category is successfully deleted as shown below,



Gl category delete successfully



- **Show Entries:** You can select the number of entries to view on a page.



- **Search:** You can search descriptions, subtypes, and account types.

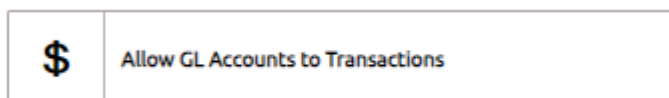
Search:

Allow GL Accounts to Transactions

[Login](#) > [System Administration](#) > [General ledger](#) > [Allow GL Accounts to Transactions](#)

This sub-module allows system administrators to seamlessly link general ledger (GL) accounts to specific transactions, streamlining the recording process.

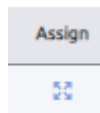
This simplifies accounting tasks by ensuring accurate allocation of transactions to appropriate GL accounts, reducing errors and enhancing financial reporting accuracy.



After selecting the above Allow GL Accounts to Transactions button, you will be directed to the user interface below,

Allow GL Accounts to Transactions	
	Assign
CL Module - Journal Entries	Assign
CL Module - Customer Manual Entries	Assign
Teller - CL Transactions	Assign
Payment Module - Check Payments	Assign
Teller - CL Entries for Customer	Assign
Mobile	Assign

After selecting the relevant transaction if you wish to assign it you can do so by selecting the Assign button shown below,



After you select the assign button you will be navigated to the below shown interface,

Allow GL Accounts to Transactions ✕

Press esc key to exit

GL Account: Add

GL Code	GL Account	Remove

- GL Account: Select a GL Account.

GL Account	Advance Payment-392001
GL Code	<input type="text"/>
392001	Advance Payment-392001
	Advance- Advertising-3412
	Advance- Anniversary-3420
	Advance- Head Office-3406
	Advance- House Rent -3405
	Advance- Legal Expenses-3415

After selecting the GL Account, you can proceed by selecting the add button shown below,



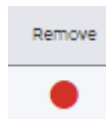
Once you select the Add button, you will get a message stating that the GL Account has been added successfully.



Successfully added gl account

OK

If you wish to remove the added GL Account, you can do so by selecting the remove button shown below,



Once you select the remove button you will get a message stating that the GL Account is saved successfully as shown below,



Gl account successfully removed

OK

Loans and Advances

Sector

[Login > System Administration > Loans and Advances > Sector](#)

This sub-module allows system administrators to efficiently manage sector classifications for loans and advances.

Administrators can easily add, edit, or remove sector categories, ensuring accurate classification of loans based on industry types such as agriculture, manufacturing, services, etc.



After selecting the above Sector button, you will be directed to the user interface below,

Sector Name	Status	Edit
Agriculture	<input checked="" type="checkbox"/>	⋮
Banking & Finance	<input type="checkbox"/>	⋮
Building & Constructions	<input checked="" type="checkbox"/>	⋮
Education	<input checked="" type="checkbox"/>	⋮
Health	<input checked="" type="checkbox"/>	⋮
Home & Residence	<input checked="" type="checkbox"/>	⋮
Insurance	<input checked="" type="checkbox"/>	⋮
Manufacturing	<input checked="" type="checkbox"/>	⋮
Real Estate	<input checked="" type="checkbox"/>	⋮
Sales 1	<input type="checkbox"/>	⋮

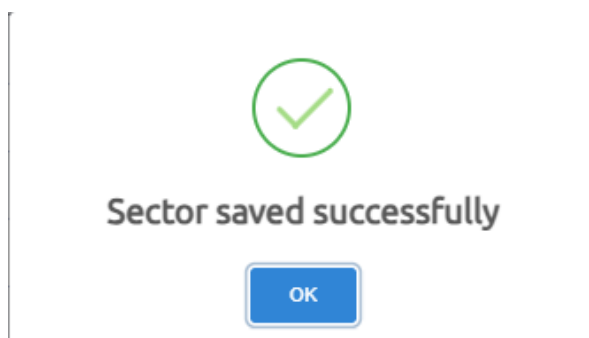
- Sector Name: Enter a name.

Sector Name

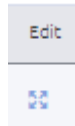
After entering the name of the sector and selecting the active check box you can proceed by selecting the Save button shown below,



After selecting the save button you will get a message stating that the sector is saved successfully as shown below,



If you want to edit a sector you can do so by selecting the below shown edit button,



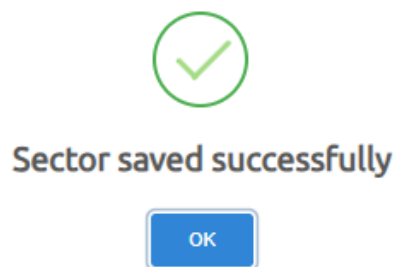
When you select the edit button the details will be shown in the relevant field as shown below,

Sector Name

After making the relevant changes you can proceed further by selecting the below shown save button,



After selecting the save button you will get a message stating that the sector is saved successfully as shown below,



If you want to add a new sector you can do so by selecting the add new button shown below,



Purpose

Login > System Administration > Loans and Advances > Purpose

The Purpose sub-module allows administrators to define and manage various loan purposes or categories, enabling standardized classification of loan applications based on their intended use.

This feature ensures consistency in reporting and analysis while facilitating better tracking of loan distribution across different purposes.



After selecting the above Purpose button, you will be directed to the user interface below,

Purpose Description	Status	Edit
Personal Commitment	<input type="checkbox"/>	⋮
Farming	<input checked="" type="checkbox"/>	⋮
Home Construction	<input checked="" type="checkbox"/>	⋮
Medical Bills	<input checked="" type="checkbox"/>	⋮
Wedding	<input checked="" type="checkbox"/>	⋮
Educational	<input checked="" type="checkbox"/>	⋮
Land Purchase	<input checked="" type="checkbox"/>	⋮

After entering the name of the purpose and selecting the active check box you can proceed by selecting the Save button shown below,



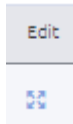
After selecting the save button you will get a message stating that the purpose is saved successfully as shown below,



Purpose saved successfully



If you want to edit a purpose you can do so by selecting the below shown edit button,



When you select the edit button the details will be shown in the relevant field as shown below,

Purpose Description

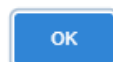
After making the relevant changes you can proceed further by selecting the below shown save button,



After selecting the save button you will get a message stating that the purpose is saved successfully as shown below,



Purpose saved successfully



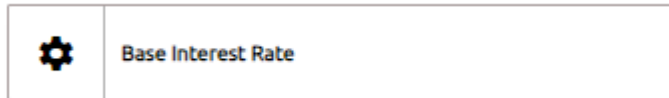
If you want to add a new purpose you can do so by selecting the add new button shown below,



Base Interest Rate

Login > System Administration > Loans and Advances > Base Interest Rate

The Base Interest Rate sub-module employs advanced algorithms to dynamically calculate interest rates based on real-time market conditions and predefined parameters, ensuring accurate and competitive rates for loan products.



After selecting the above base interest rate button, you will be directed to the user interface below,

 A screenshot of the "Edit Base Interest Rates" user interface. On the left is a navigation menu with items like "Enquiries", "Customer Management", "Cash Management", "Loan Management", "Loan Origination", "Follow Up", "Micro Banking", "Savings Accounts Management", "Term Deposits Management", "Account Facility", "Payment Management", "Domestic Payment", "Credit Line", "General Operations", "General Ledger", "User Administration", "System Administration", and "End of Day Process". The main area is titled "Edit Base Interest Rates" and contains:

- Input fields for "Base Interest Rate Code" and "Base Interest Rate Name".
- An input field for "Rate" and a checkbox for "Active".
- A table with columns: Product Type, Base Interest Rate Code, Base Interest Rate Name, Rate, Status, Edit, and View History.

 The table contains two rows:

Product Type	Base Interest Rate Code	Base Interest Rate Name	Rate	Status	Edit	View History
Facility Account	001	Pension Plus	15.00	<input type="checkbox"/>	⌵ ⌶	⌵ ⌶
Facility Account	002	ABC	18.00	<input type="checkbox"/>	⌵ ⌶	⌵ ⌶

- Base Interest Rate Code: Enter a code.

Base Interest Rate Code

- Base Interest Rate Name: Enter a name.

Base Interest Rate Name

- Rate: Enter a rate.

Rate

- Active: Select on the checkbox.

Active

Below is an example of how to add a base interest rate,

Edit Base Interest Rates Save New

Base Interest Rate Code:

Base Interest Rate Name:

Rate:

Active

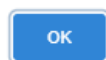
As shown above, once you have filled in the details you proceed further by selecting the below-shown save button,



Once you select the save button you will get a message stating that the base interest rate is saved successfully,



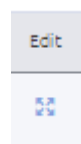
Base interest rate saved successfully



As you can see in the table below you can see the saved details,

Product Type	Base Interest Rate Code	Base Interest Rate Name	Rate	Status	Edit	View History
Facility Account	001	Pension Plus	16.00	<input checked="" type="checkbox"/>		
Facility Account	002	ABC	18.00	<input type="checkbox"/>		
Facility Account	003	Fixed Interest Rate	7.90	<input checked="" type="checkbox"/>		

If you want to edit a saved base interest rate you can do so by selecting the edit button shown below,



After you select the edit button the details will be shown in the relevant fields as shown below,

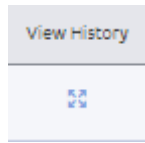
Base Interest Rate Code:

Base Interest Rate Name:

Rate:

Active

If you want to view the history of a base interest rate you can do so by selecting the below shown view history button,



If you want to add a new base interest rate you can do so by selecting the New button shown below,



Holiday

[Login > System Administration > Loans and Advances > Holiday](#)

The Holiday sub-module allows administrators to effortlessly manage and update the list of holidays observed by the loan system, ensuring accurate scheduling and processing of loan activities around public holidays.



After selecting the above holiday button, you will be directed to the user interface below,

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Day Process

Holiday Creation

Year: 2024

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- Print PDF Process
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration

Holiday Creation

21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

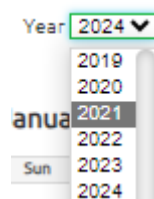
November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Year: Select a Year.



Next, select a date,

September 2027

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

After you select a date, you will be directed to the interface,

- **Holiday Description:** Enter a description.

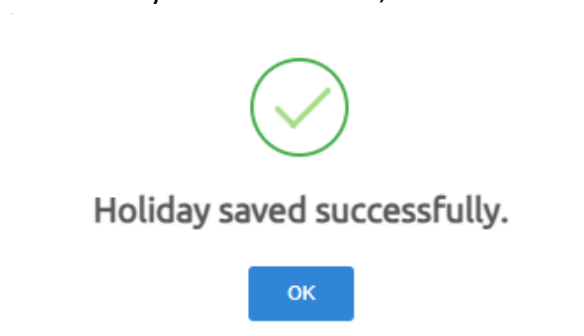
Holiday Description *

- **Recursive Holiday:** This checkbox can be selected for holidays like Christmas, Easter, New Year's Eve and Day, Thanksgiving, Hanukkah, and Diwali.

Recursive holiday

After selecting and entering the details you can proceed further by selecting the save button shown below,

After selecting the save button you will get a message stating that the holiday is saved successfully as shown below,



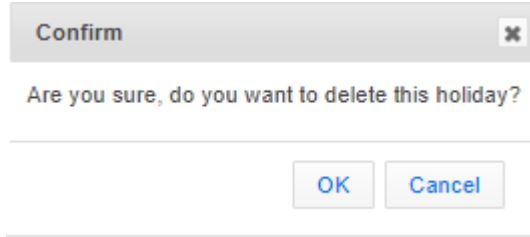
As you can see the holiday will be shown in the table below,

Holiday Date	Holiday Description	Recursive Holiday	
2027-09-23	International Day of Sign Languages	False	

If you wish to remove an added holiday you can do so by selecting the button shown below,



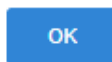
Once you select the button you will get a confirmation message shown below



When you select okay you will get a message stating that the holiday has been deleted successfully as shown below,



Holiday deleted successfully.



Checklist Item

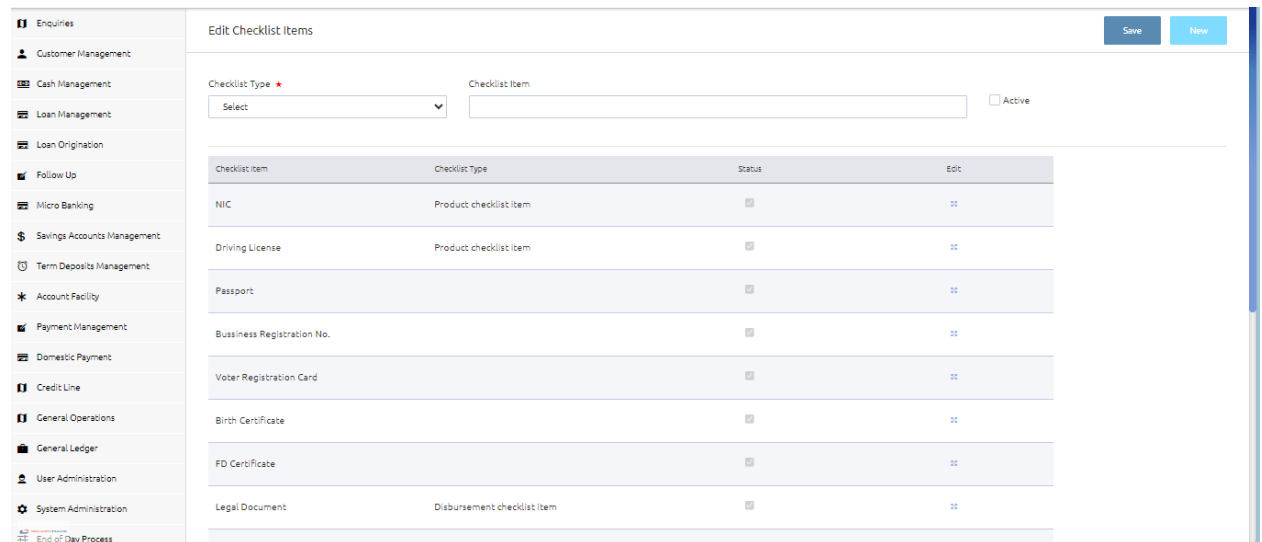
[Login > System Administration > Loans and Advances > Checklist Item](#)

Ensure that supporting documentation, such as identification proofs and income statements, are attached as per the checklist.

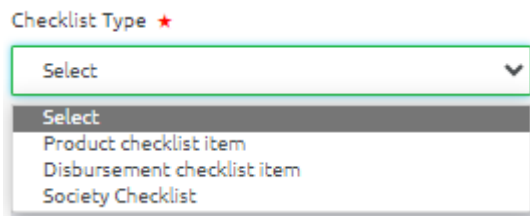
Cross-check applicant information against internal databases for accuracy and consistency.



After selecting the above checklist item button, you will be directed to the user interface below,



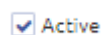
- Checklist Type: Select a type.



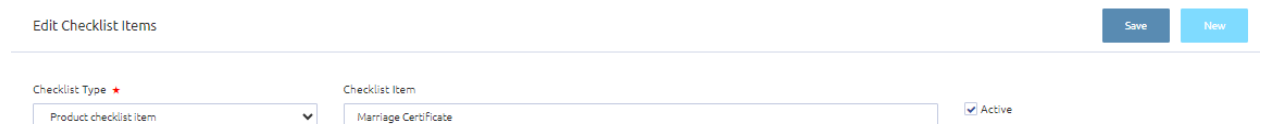
- Checklist Item: Enter the name of the item.



- Active: Select the checkbox.



Below is an example of how it's going to look after filling in the details,



After filling in the details you can proceed by selecting the save button shown below,



After you select the save button you will get a message stating that the checklist item is saved successfully as shown below,



Checklist item saved successfully

OK

To edit a checklist item, you can do so by selecting the below-shown edit button,



When you select the edit button with the relevant item the details will be shown in the fields as you can see below,

Edit Checklist Items Save New

Checklist Type * Checklist Item Active

After you finish doing the changes you can save the details by selecting the save button shown below,

Save

After you select the save button you will get a message stating that the checklist item is saved successfully as shown below,



Checklist item saved successfully

OK

If you want to create a new checklist item you can do so by selecting the New button shown below,

New

Currencies

[Login](#) > [System Administration](#) > [Loans and Advances](#) > [Currencies](#)

The Currencies sub-module enables seamless management of loans and advances in multiple currencies, allowing for efficient handling of diverse international transactions.

Users can easily configure and update exchange rates within the sub-module, ensuring accurate currency conversions and facilitating precise accounting for loan transactions.



After selecting the above currencies button, you will be directed to the user interface below,

- **Currency Code:** Enter a code.

Currency Code

- **Currency Name:** Enter a name.

Currency Name

- **Decimal Places:** Enter decimal places if needed.

Decimal Places

- Cash in Hand GL Account: Select GL Account.

Cash In Hand GL Account ★

----- Select Cash In Hand GL Account -----

----- Select Cash In Hand GL Account -----

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent

- Currency Position GL Account: Select a GL Account.

Currency Position GL Account ★

----- Select Currency Position GL Account-----

----- Select Currency Position GL Account-----

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent

- Base Equivalent Account: Select a GL Account.

Base Equivalent GL Account ★

----- Select Base Equivalent GL Account-----

----- Select Base Equivalent GL Account-----

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent

After completing the currency details, you can proceed further by filling in the denominations,

Display Name	Value	Cents Allowed	Remove
--------------	-------	---------------	--------

- **Display Name:** Enter the name to be displayed.

Display Name

- **Value:** Enter a value.

Value

- **Cents Allowed:** Select this if you need to add cents.

Cents Allowed

After completing the details, you can select the below shown add button to save them,

After filling in the details, you can proceed further by selecting the save button shown below,

Once you select the save button you will get a message stating that the currency is saved successfully as shown below,



Vehicle Make

[Login](#) > [System Administration](#) > [Loans and Advances](#) > [Vehicle Make](#)

Users can swiftly input vehicle make details, minimizing manual effort and enhancing data accuracy for streamlined loan processing.

The sub-module offers a comprehensive repository of vehicle manufacturers, simplifying selection and ensuring standardized data entry across loan applications.



After selecting the above vehicle make button, you will be directed to the user interface below,

Vehicle Make Name	Status	Edit
Acura	<input checked="" type="checkbox"/>	+
Alfa Romeo	<input checked="" type="checkbox"/>	+
AMC	<input checked="" type="checkbox"/>	+
Aston Martin	<input checked="" type="checkbox"/>	+
Audi	<input checked="" type="checkbox"/>	+
Avanti	<input checked="" type="checkbox"/>	+
Toyota	<input checked="" type="checkbox"/>	+
Honda	<input checked="" type="checkbox"/>	+
BMW	<input checked="" type="checkbox"/>	+
Vezel	<input type="checkbox"/>	+

- **Vehicle Make Name:** Enter a name.

Vehicle Make Name

- **Active:** Select on the checkbox.

Active

Below is an example showing how to fill in the details,

Mercedes-Benz Active

After you finish entering the details you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the Vehicle has been saved successfully as shown below,



Vehicle make saved successfully



If you want to edit you can do so by selecting the below shown edit button,



After selecting the button, the details will be shown like this,

Vehicle Make Name Active

Once the changes are done you can proceed further by selecting the save button shown below,



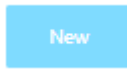
After selecting the save button you will get a message stating that the Vehicle has been saved successfully as shown below,



Vehicle make saved successfully



If you want to add a new vehicle you can do so by selecting the New button shown below,



Vehicle Model

Login > System Administration > Loans and Advances > Vehicle Model

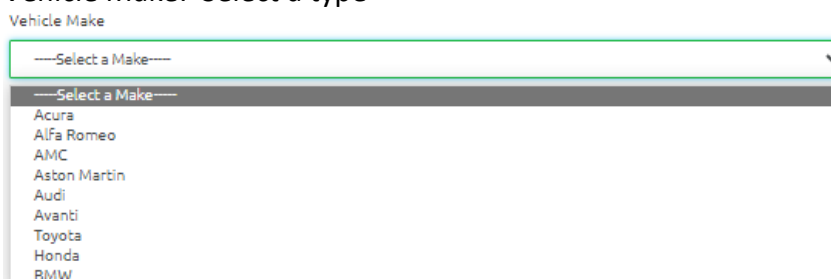
This sub-module facilitates the systematic organization and maintenance of vehicle models within the loan management system, ensuring accurate and up-to-date information for loan application processing.



After selecting the above vehicle model button, you will be directed to the user interface below,

Vehicle Make	Article Type	Model Code	Vehicle Model	Status	Edic
Acura	Car/Jeep	CL_MODELS	CL Models (4)	<input checked="" type="checkbox"/>	+
Acura	Car/Jeep	2.2CL	-2.2CL	<input checked="" type="checkbox"/>	+
Acura	Car/Jeep	2.3CL	-2.3CL	<input checked="" type="checkbox"/>	+
Honda	Car/Jeep	Sedan	Civic	<input checked="" type="checkbox"/>	+
BMW	Car/Jeep	Sedan	M3	<input checked="" type="checkbox"/>	+
Toyota	Car/Jeep	1211	CHR	<input checked="" type="checkbox"/>	+
Toyota	Car/Jeep	1010	Premio 2013	<input checked="" type="checkbox"/>	+

- Vehicle Make: Select a type



- Article Type: Select a type.

Article Type

---Select a Article Type---

---Select a Article Type---

Car/Jeep

Van

Three-wheeler

Motorbike

- Vehicle Model Code: Enter code.

Vehicle Model Code

- Vehicle Model: Enter Model

Vehicle Model

- Active: Select on the checkbox.

 Active

Below is an example of how the details can be filled in,

Edit Vehicle Model Save New

Vehicle Make Article Type

Vehicle Model Code Vehicle Model

Active

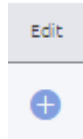
After filling in all the details, you can select the below shown save button,

After selecting the save button you will get a message stating that the model is saved successfully as shown below,



Vehicle model saved successfully

If you want to edit a vehicle model you can do so by selecting the below shown edit button,



After selecting the edit button, as you can see below the details will be shown in the relevant fields,

Edit Vehicle Model [Save](#) [New](#)

Vehicle Make	Article Type
<input type="text" value="BMW"/>	<input type="text" value="Car/Jeep"/>
Vehicle Model Code	Vehicle Model
<input type="text" value="C11"/>	<input type="text" value="BMW 7 Series"/>
<input checked="" type="checkbox"/> Active	

After making the relevant changes, you can select the below shown save button,



After selecting the save button you will get a message stating that the model is saved successfully as shown below,



Vehicle model saved successfully



If you want to add a new vehicle model you can do so by selecting the New button shown below,



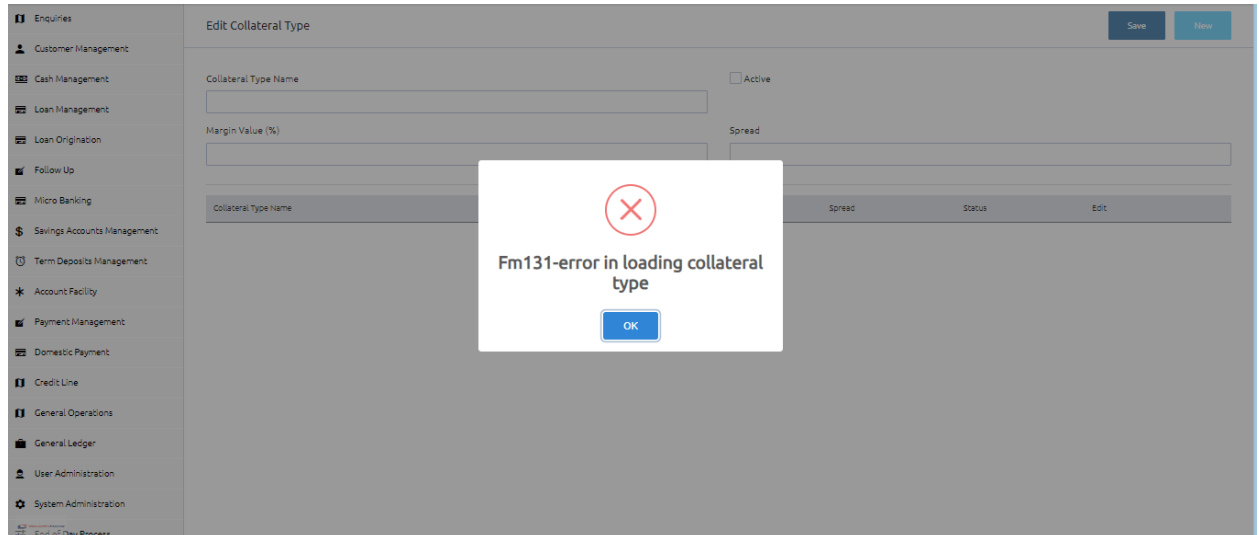
Collateral Type

[Login](#) > [System Administration](#) > [Loans and Advances](#) > [Collateral Type](#)

The Collateral Type sub-module allows administrators to define and categorize various types of collateral assets, providing flexibility to adapt to diverse lending scenarios and regulatory requirements.



After selecting the above collateral type button, you will be directed to the user interface below,



Industry

[Login > System Administration > Loans and Advances > Industry](#)

The sub-module allows administrators to classify industries based on predefined categories, facilitating accurate assessment of loan applications tailored to specific industry segments.



After selecting the above industry button, you will be directed to the user interface below,

The screenshot shows the 'Edit Industry' form. On the left is a sidebar menu with options like Enquiries, Customer Management, Cash Management, Loan Management, Loan Origination, Follow Up, Micro Banking, Savings Accounts Management, Term Deposits Management, Account Facility, Payment Management, Domestic Payment, Credit Line, General Operations, General Ledger, User Administration, System Administration, and End of Day Process. The main form area has a title 'Edit Industry' and 'Save' and 'New' buttons. Below the title is an 'Industry Name' input field and an 'Active' checkbox. A table lists existing industries with their status and edit options.

Industry Name	Status	Edit
Telecommunications	<input checked="" type="checkbox"/>	+
Farm & Agriculture	<input checked="" type="checkbox"/>	+
Technology	<input checked="" type="checkbox"/>	+
Consumer Services	<input checked="" type="checkbox"/>	+
Educational	<input checked="" type="checkbox"/>	+
Healthcare	<input checked="" type="checkbox"/>	+

- Industry Name: Enter a name.

Industry Name

- Active: Select on the checkbox.

Active

Below is an example showing how to fill in the details,

This screenshot shows the 'Edit Industry' form with the 'Industry Name' field containing the text 'Energy and Utilities' and the 'Active' checkbox checked. The 'Save' and 'New' buttons are visible in the top right corner.

After you finish entering the details you can proceed further by selecting the save button shown below,

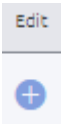
After selecting the save button you will get a message stating that the industry is saved successfully as shown below,



Industry saved successfully

OK

If you want to edit you can do so by selecting the below shown edit button,



After selecting the button, the details will be shown like this,

Industry Name Active

Once the changes are done you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the industry is saved successfully as shown below,



Industry saved successfully

OK

If you want to add a new industry you can do so by selecting the New button shown below,



Profit Center

[Login](#) > [System Administration](#) > [Loans and Advances](#) > [Profit Center](#)

The Profit Center sub-module automates the tracking of profits generated from loans and advances, providing real-time insights into revenue streams and performance metrics.



After selecting the above Profit Center button, you will be directed to the user interface below,

Profit Center Code	Profit Center Name	Status	Edit
P01	Profit Center01	<input checked="" type="checkbox"/>	+
P02	Profit Center02	<input type="checkbox"/>	+
P03	Profit Center03	<input checked="" type="checkbox"/>	+

- Profit Center Code: Enter Code.

Profit Center Code

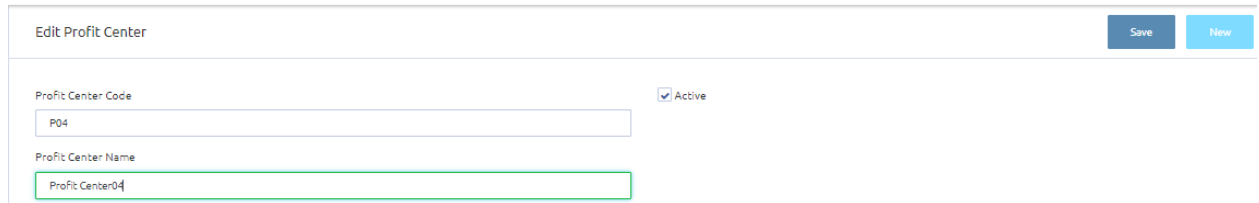
- Profit Center Name: Enter Name.

Profit Center Name

- Active: Select on the checkbox.

Active

Below is an example showing how to fill in the details,



Edit Profit Center

Save New

Profit Center Code Active

P04

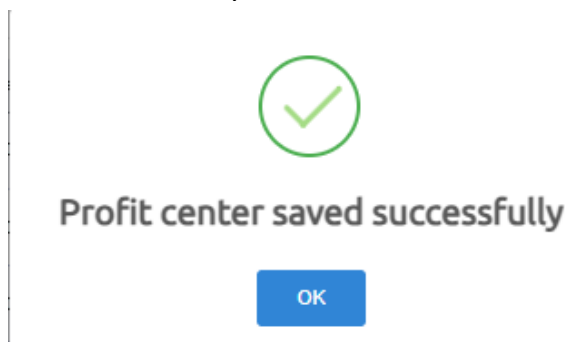
Profit Center Name

Profit Center04

After you finish entering the details you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the profit center is saved successfully as shown below,



If you want to edit you can do so by selecting the below shown edit button,



After selecting the button, the details will be shown like this,



Profit Center Code Active

P04

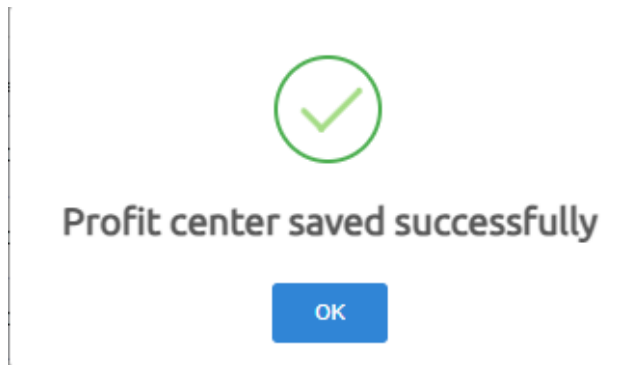
Profit Center Name

Profit Center04

Once the changes are done you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the profit center is saved successfully as shown below,



If you want to add a new profit center you can do so by selecting the New button shown below,



External Officers

[Login](#) > [System Administration](#) > [Loans and Advances](#) > [External Officers](#)

The sub-module allows system administrators to efficiently manage external officers' access and permissions, ensuring secure collaboration and adherence to organizational policies.



After selecting the above External Officers button, you will be directed to the user interface below,

- Enquiries
- Customer Management
- Cash Management
- Loan Management
- Loan Origination
- Follow Up
- Micro Banking
- Savings Accounts Management
- Term Deposits Management
- Account Facility
- Payment Management
- Domestic Payment
- Credit Line
- General Operations
- General Ledger
- User Administration
- System Administration
- End of Day Process

Add New External Officers

Officer Name Active

Officer Name	Status	Edit
Gihan Gamage	<input type="checkbox"/>	⋮
Janaka Herath	<input checked="" type="checkbox"/>	⋮
Kamal Silva	<input type="checkbox"/>	⋮
Kapila Yapa	<input checked="" type="checkbox"/>	⋮
Mr. Saman Aththanayaka	<input checked="" type="checkbox"/>	⋮
nimal	<input type="checkbox"/>	⋮
Perera	<input checked="" type="checkbox"/>	⋮
saman	<input type="checkbox"/>	⋮
sdgs	<input type="checkbox"/>	⋮

- Officer Name: Enter the name.

Officer Name

- Active: Select on the checkbox.

 Active

Below is an example showing how to fill in the details,

Add New External Officers Save Add New

Officer Name Active

Jane Peters

After you finish entering the details you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the external officer is saved successfully as shown below,



External officer saved successfully



If you want to edit you can do so by selecting the below shown edit button,

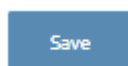


After selecting the button, the details will be shown like this,

Officer Name Active

Janaka Herath

Once the changes are done you can proceed further by selecting the save button shown below,



After selecting the save button you will get a message stating that the industry is saved successfully as shown below,



External officer saved successfully

OK

If you want to add a new external officer you can do so by selecting the New button shown below,

New

Financial Year

Financial Year setup can be done from this module.

Financial Year



Financial year Closure

The records of the financial years will list here and can view the details and year closure can be done from this screen.

Financial Year Maintenance

Show entries

Search:

Name	From	To	Status	View	Close
2023	01-Jan-2023	31-Dec-2023	Open		

Showing 1 to 1 of 1 entries

Previous Next

Click on View  to see the details



Financial Year Maintenance

Name

2023

From Date

01-01-2023

To Date

31-12-2023

User can close the financial year by click on the remove icon.

Financial Year Maintenance

Close

Name

2023

From Date

01-01-2023

To Date

31-12-2023

- Close Button: Close the financial year.

Financial year Setup

The financial year for the company can set up from this screen.

Financial Year Create

Save

Name *

From Date *

01-01-2023

To Date *

DD-MM-YYYY

- Name: Enter the Year to set up.
- From Date: This will generate automatically by getting the last closed financial years date.
- To Date: Enter the End date of the financial year that currently create.
- Save Button: Save the record to the system.


Configuration

System Configuration

In here, user can adjust the system configuration.

System Configuration Back Save

Basic Configuration Details

Company Name *	Contact Number *
<input type="text" value="Wealth Micro"/>	<input type="text" value="0777701631"/>
Company Address *	Upload company image
<input type="text" value="31A, Butthagamuwa Road, Kotuwegoda, Rajagiriya 10107, Sri Lanka"/>	<p>Image size should be 82(width) * 42(height)</p>  <p>Select Image Clear</p> <p>Max size is 1mb. file types are png, gif, jpg and jpeg</p>
Company Registration Number	
<input type="text"/>	
E mail Address	Website
<input type="text"/>	<input type="text"/>

Basic Configuration Details

- Company Name: Edit/change the company name.
- Company Address: Edit/change the company address.
- Contact Number: Edit/change the contact number.
- Company Registration Number: Edit/change the company registration number.
- Email Address: Edit/change the email address of company.
- Upload Company Image
 - Select Image Button: By using Select Image Button, user can upload the company image.
 - Clear Button: By using Clear Button, user can clear the selected image.

Password Policy

Password Policy		
Password Minimum Length *	Password Maximum Length *	Number of Failure Attempts Allowed *
<input type="text" value="8"/>	<input type="text" value="20"/>	<input type="text" value="10"/>
Password Expiry Notification(Days) *	Password Expiry Period *	Password History Check Count *
<input type="text" value="7"/>	<input type="text" value="365"/>	<input type="text" value="7"/>

- Password Minimum Length: Edit/change the minimum length of the password.
- Password Maximum Length: Edit/change the maximum length of the password.
- Number of Failure Attempts Allowed: Edit/change the number of failure attempts.
- Password Expiry Notification (Days): Edit/change the password expiry notification(days).
- Password Expiry Period: Edit/change the password expiry period.
- Password History Check Count: Edit/change the password history check count.

System Parameters

System Parameters		
Default Credit Line *	Default Profit Center *	Override Transaction Timeout Period *
<input type="text" value="Central Bank"/>	<input type="text" value="Profit Center02"/>	<input type="text" value="600"/>
Weekend Days *	Head Office Branch *	Currency *
<input type="text" value="Saturday-Sunday"/>	<input type="text" value="Head Office"/>	<input type="text" value="LKR"/>
Retain Earning *	Financial Year Start *	Financial Year End *
<input type="text" value="----Select a GL Account----"/>	<input type="text" value="01-January"/>	<input type="text" value="31-December"/>

- Default Credit Line: Edit/change the default credit line.

Default Credit Line *

Central Bank	▼
----Select a Credit Line----	
Central Bank	
Asian Development Bank	

- Default Profit Center: Edit/change the default profit center.

Default Profit Center ★

- Override Transaction Timeout Period: Edit/change the override transaction time period.
- Weekend Days: Edit/change the weekend days.

Weekend Days ★

- Head Office Branch: Edit/change the head office branch.

Head Office Branch ★

- Currency: Edit/change the currency.

Currency ★

- Retain Earning: Edit/change the retain earning.

Retain Earning *

----Select a GL Account----

---Select a GL Account---

- 392001 - Advance Payment
- 3412 - Advance- Advertising
- 3420 - Advance- Anniversary
- 3406 - Advance- Head Office
- 3405 - Advance- House Rent
- 3415 - Advance- Legal Expenses
- 3416 - Advance- Minor Sales Promotion
- 3414 - Advance- Motor Bike Maintenance
- 3409 - Advance- Name Board
- 3417 - Advance- New Year Gift
- 3408 - Advance- Office Equipment
- 3418 - Advance- Opening Expenses 1
- 3419 - Advance- Opening Expenses 2
- 3413 - Advance- Other
- 3411 - Advance- Sales Promotion
- 3407 - Advance- Special Project
- 3410 - Advance- Stationary
- 3404 - Advance- Uniform
- 2201 - Allowances- Attendance

- Financial Year Start: Edit/change the financial year start.

Financial Year Start *

DD/MM

Feb

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Today Done

- Financial Year End: Edit/change the financial year start.

Financial Year End *

DD/MM

Dec

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Today Done

Culture Information

Culture Information ☰

Date Format ★ <input type="text" value="DD-MM-YYYY"/>	Date Format Example ★ <input type="text" value="31/01/2018"/>	Country ★ <input type="text" value="Sri Lanka"/>
Time Zone ★ <input type="text" value="Sri Lanka Standard Time(+05:30)"/>		
Decimal Places ★ <input type="text" value="2"/>	Decimal Separator ★ <input type="text" value="."/>	Thousand Separator ★ <input type="text" value=","/>

- **Date Format:** Edit/change the date format.

Date Format ★

- Select a Short Date Format----
- DD-MM-YYYY
- MM-DD-YYYY
- YYYY-MM-DD
- DD-MMM-YYYY
- MMM-DD-YYYY

- **Country:** Edit/change the country.

Country ★

- Select a Country----
- Sri Lanka
- Solomon Island

- **Time Zone:** Edit/change the time zone.

Time Zone ★

- Turkey Standard Time(+03:00)
- Arab Standard Time(+03:00)
- Belarus Standard Time(+03:00)
- Russian Standard Time(+03:00)
- E. Africa Standard Time(+03:00)
- Iran Standard Time(+03:30)
- Arabian Standard Time(+04:00)
- Astrakhan Standard Time(+04:00)
- Azerbaijan Standard Time(+04:00)
- Russia Time Zone 3(+04:00)
- Mauritius Standard Time(+04:00)
- Saratov Standard Time(+04:00)
- Georgian Standard Time(+04:00)
- Caucasus Standard Time(+04:00)
- Afghanistan Standard Time(+04:30)
- West Asia Standard Time(+05:00)
- Ekaterinburg Standard Time(+05:00)
- Pakistan Standard Time(+05:00)
- India Standard Time(+05:30)
- Sri Lanka Standard Time(+05:30)

- **Decimal Separator:** Edit/change the decimal separator.
- **Thousand Separator:** Edit/change the thousand separator.

Pass Book Settings

- Number of Pages: Edit/change the number of pages.
- Number of Lines Per Page: Edit/change the number of lines per page.

Validations

Validate the data inputs for the system. User can select the checkboxes for the system's necessary functions.

- ID Number Validation: When the user provides the customer's ID number, system validates whether ID number is real or not by standard parameters
- Required to Add Relations for Staff Customers: In customer creation, when the customer type as staff system enables the relation adding feature for the relevant customer.
- Required to Upload Customer Image: enables the customer image upload feature.
- Required to Upload Customer Signature: necessary to add the customer signature to the customer account.
- Text Case Validation: Select the type to validate the text.

Test Case Validation *

▼
 Normal
 ---Select Text Case Type---
 Upper Case
 Lower Case
 Normal

- **Maximum Fund Transfer Amount (Per Batch):** Limits the maximum margin for the fund transfers through the system.

Maximum Fund Transfer Amount (Per Batch)

- **Maximum Guarantor Frequency:** Set the maximum guarantor count can be exist in the system.

Maximum Guarantor Frequency *

MULA Validation

MULA Validations

Till Open Automatically

- **Till Open Automatically:** With the validation the mula agents' till will be open.

Domestic Payment Batch File Download Password

Domestic Payment Batch File Download Password

Password *

Vm0wd2QyUXlWw1pPVldoVFYwzFNVRlpzWkcsV1JsbDNXa

- **Password:** Displays the password for the batch file download for the domestic payment.

Teller Cash Transfer

Teller Cash Transfer

Teller Cash Transfer Allow *

Only to assign branches of user

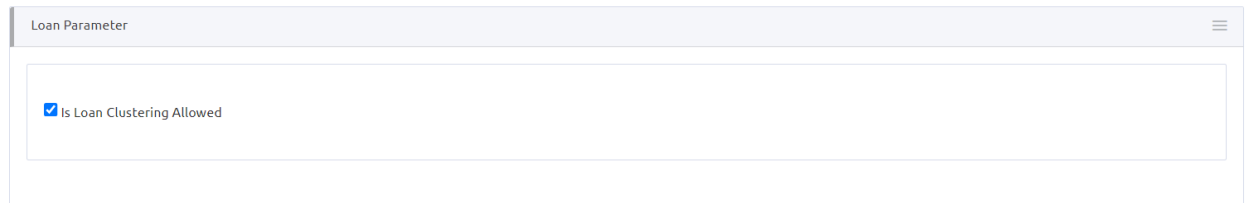
All branches

[Cash Management](#) > [Teller Cash Transfers](#) > [Teller Cash Transfer](#)

Cash Transfers can be possible from the above mention path.

- Teller Cash Transfer Allow: With this condition it enables the cash transfer authority for branch wise or as whole.

Loan Parameter



Loan Parameter

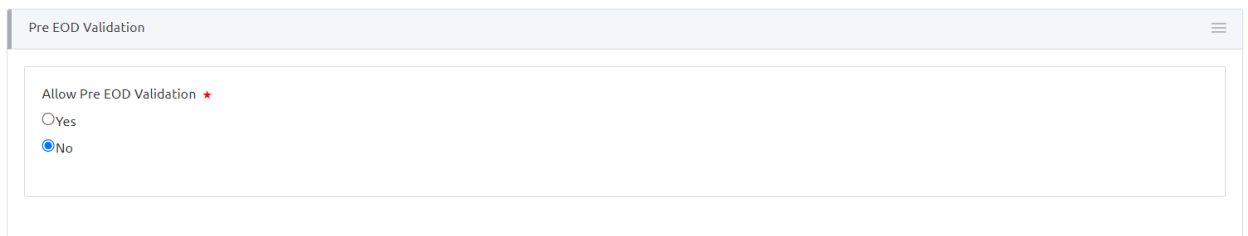
Is Loan Clustering Allowed

Is Loan Clustering Allowed: This option is important for the **group loans**, as it is required to cluster the main loans and link loans separately in micro banking sector loan process. Hence, this feature allows the loan clustering.

[Micro Banking > Loan Clustering > View/ Edit Cluster](#)

The created loans will move for the View/ Edit Cluster Screen and after the clustering the loans will move for the loan authorize process.

Pre EOD Validation



Pre EOD Validation

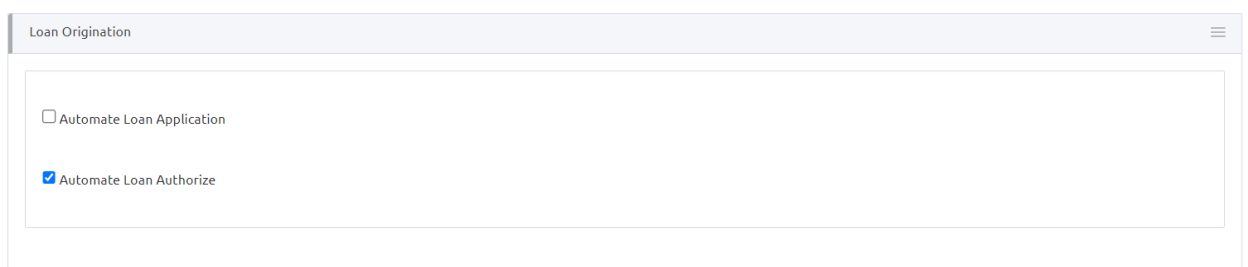
Allow Pre EOD Validation *

Yes

No

Allow Pre EOD Validation: Enabels the validation before the EOD proc

Loan Origination

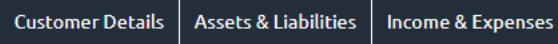


Loan Origination

Automate Loan Application

Automate Loan Authorize

- Automate Loan Application: This option will fill out the fields of the create application process with the existing details of the selected customer. System will fill-out the Customer Details, Assets & Liabilities, Income & Expenses, Documents Tabs' details automatically with the selection of this feature.



- Automate Loan Authorize: As the normal process after the loan creation, created loans will forward for the loan authorization. But with this feature all approved loans will authorize automatically and display on the loan disbursement screen.

Product Type GL Entries

In here, user can setup GL entries.

Product Type

ID	Name	Setup GL Entries
0	Default	K 21 M 21
1	Facility Account	K 21 M 21
2	Savings Account	K 21 M 21
3	Term Deposit Account	K 21 M 21
5	Control Account	K 21 M 21
8	Suspense	K 21 M 21

- Setup GL Entries Button: Click on the Setup GL Entries Button.

After clicking on the Setup GL Entries Button of a selected record in Product Type View Screen, will be able to go to the Product Type Transaction screen as below.

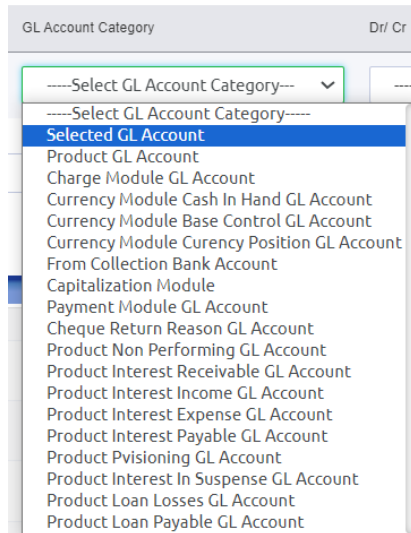
Product Type Transaction Back

Code	Name	Setup GL Entries
TTB	Teller Till Balance	⌵
TBE	Till Balance Excess	⌵
TBS	Till Balance Shortage	⌵
TCT	Teller Till Cash Transfer	⌵
TTA	Teller Till Cash Transfer Accept	⌵
TTR	Teller Till Cash Transfer Reject	⌵
CHR	Charges	⌵
CFB	Cash from Bank	⌵

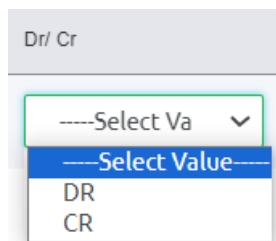
- **Back Button:** By using the Back Button, user can go to the previous screen.
- **Setup GL Entries Button:** By using this button, user can setup GL Entries.

- **Product Category:** Select the product category.

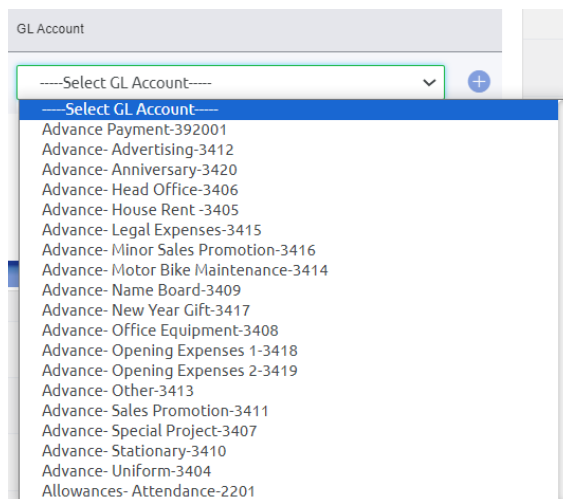
- **GL Account Category:** Select the GL account category.



- Dr/Cr: Select Dr (Debit) or Cr (Credit).



- GL Account: Select the GL account.



- Reverse Transaction Type: Select the reverse transaction type.

Reverse Transaction Type

----Select a Transaction Typ ▾

----Select a Transaction Type----

- Cheque Deposit Reversal
- Account Daily Interest Accrual Reverse
- Facility Provisioning Reversal - Specific
- Facility Provisioning Adjustment Reversal - Specific
- Facility Interest In Suspense Reversal
- Manual Journal Entry -Reverse
- Close Finance Year - Reverse
- Transaction Reversal
- Reverse Facility Capital Settlement - Performing
- Reverse Facility Interest Settlement - Performing
- Reverse Facility Late Payment Fee Fixed Settlement
- Reverse Facility Late Payment Fee Variable Settlement
- Reverse Facility Capital Settlement - Non Performing
- Reverse Facility Other Charge Settlement
- Facility Other Charge Accrual
- Other Charge Waive Off
- Other Charge Capitalization
- Reverse Facility Cash Deposit
- Reverse Facility Cheque Deposit

- Save Button: By using the Save Button, user can save the filled data.
 - ❖ **Note: User should create and authorize GL accounts in [General Ledger > GL Setup > Create GL Account /Edit GL Account.](#)**

Workflow Management

Workflow is normally applying for the loan applications. As the application will flow through several level of acceptance. Workflows can be created and manage by these sub modules.

Workflow Management

Create Workflow	Credit Authority Level	Edit Workflow
-----------------	------------------------	---------------

Create Workflow

Workflows can be created either as Basic or Advanced.

Approval Workflow Save

Basic Workflow Advanced Workflow

Workflow Name:
 Credit Authority Levels:
 Active:

Workflow Sequence ≡

Basic Workflow

- **Workflow Name:** Give a name for the workflow.

Workflow Name:

- **Credit Authority Levels:** Set the credit authority levels for the relevant workflow.

Credit Authority Levels:

- **Active Checkbox:** Activate the workflow and it can usable after the creation.

Active:

- **Workflow Sequence:** Can set up the pattern of the levels. Click on the icon in the conner of the tab.

Workflow Sequence ☰

Workflow Sequence Level	Action	Business Unit	Recommendation Check List
1	Create	---Select a Business Unit---	+
2	Verify	---Select a Business Unit---	+
3	Recommend	---Select a Business Unit---	+
4	Approve	---Select a Business Unit---	+

Workflow levels will generate according to the give credit authority for the workflow.
 Ex:- If user setup credit authority level as 4 the workflow sequence levels also will be generates into 4 levels.

- **Action:** Levels of the actions will display here.

Create

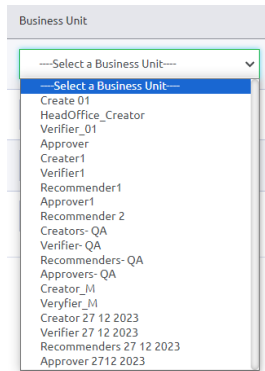
Verify

Recommend

Approve

- Normally the workflow will start with the create role and should end with the approve level completion. In the middle of the process there can be several levels for same role such like two verify levels, 2 recommend levels. This may differ with company to company with their internam workflow processes.

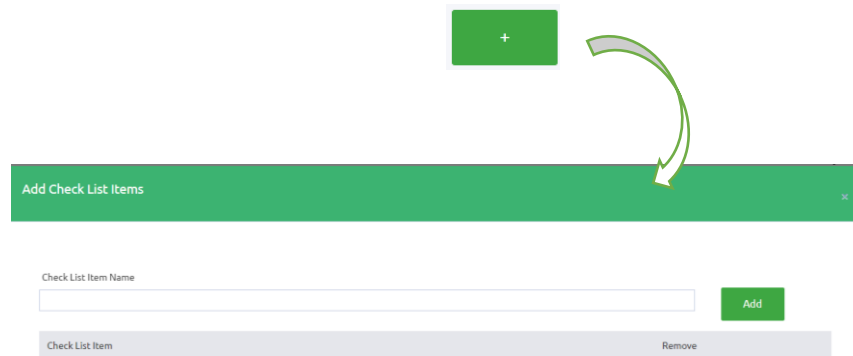
- Business Unit: The user groups will display here.



Can setup the user groups for each level according to the process workflow. User Groups can be created from.

System Administration > User Group Management > User Group

- Recommendation Checklist: Can add the related documents for each level. Click on the + icon.



- Checklist Item Name: Give the document name.
- Add Button: Add the document as the checklist item.

Successfully added checklists will display bellow and can remove or mange the checklists.

Credit Authority Level

Credit Authority Level

Authority Type Name	Minimum Level	Maximum Level	Update
	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="button" value="Update"/>

The Credit authority limitations will set from this screen. Can not exceed the level limit setted when creating any workflow. User can update the authority level count and manage.

Edit Workflow

Already created workflows will display here. User can edit and manage workflow setups from this stage.

Workflows List

Show lines Search From Results

Workflow Name	Workflow Type	Created Date	Edit
LOan	Basic	27-07-2023	
Headoffice_flow	Basic	23-06-2022	
Recommend items flow	Basic	04-05-2023	
New Testing Workflow	Basic	07-07-2024	
New Work Flow 1	Basic	07-07-2024	
Test 0001	Basic	08-06-2025	
Workflow Head Office	Basic	16-09-2023	
Test Work Flow	Basic	16-09-2023	
Ecoru Testing Workflow	Basic	16-09-2023	
Ecoru New	Basic	23-06-2024	

Showing 1 to 10 of top 22 lines First Previous **1** 2 3 Next Last

To edit workflows, click on the edit icon of the specific workflow record.

Approval Workflow

Basic Workflow
 Advanced Workflow

Workflow Name:
 Credit Authority Levels:
 Active:

Workflow Sequence Level	Action	Business Unit	Recommendation Check List
1	<input type="text" value="Create"/>	<input type="text" value="HeadOffice_Creator"/>	<input type="button" value="+"/>
2	<input type="text" value="Verify"/>	<input type="text" value="Verifier_D1"/>	<input type="button" value="+"/>
3	<input type="text" value="Approve"/>	<input type="text" value="Create 01"/>	<input type="button" value="+"/>

- Details fields are editable.
- Save Button: Commit the changes.

User can make any changes for the workflow and save from this stage.

Region Management

Region Management empowers administrators to efficiently oversee and coordinate operations across different geographical areas.

Create Region

In here, user can create and edit a region.

Region Creation [Save](#) [Clear](#)

Region Code ★

Region Name ★

Address ★

Contact No ★

Fax

Regional Manager
 -----Select a Regional Manager----- ▼

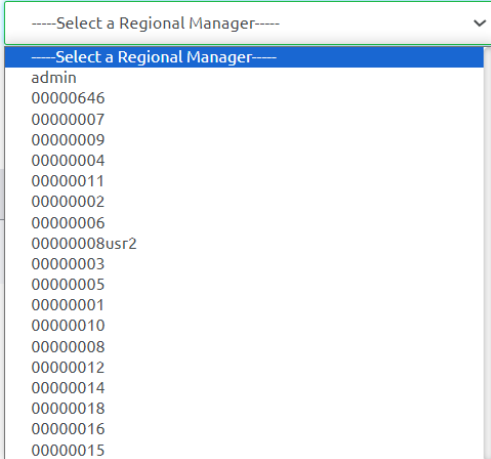
Active

[View Branches](#)

Region Code	Region Name	Address	Contact Number	Active	Region Manager	Edit
3114	geklds	rjs'vs	0771234567	Active	Core Admin	✎

- Region Code: Enter the region code.
- Region Name: Enter the region name.
- Address: Enter the address.
- Contact No: Enter the contact number.
- Fax: Enter the fax.
- Regional Manager: Select the regional manager.

Regional Manager



The screenshot shows a dropdown menu titled "Regional Manager". The menu is open, displaying a list of options. The first option is "----Select a Regional Manager----" with a downward arrow. Below this, the text "----Select a Regional Manager----" is repeated. The list contains the following items: "admin", "00000646", "00000007", "00000009", "00000004", "00000011", "00000002", "00000006", "00000008usr2", "00000003", "00000005", "00000001", "00000010", "00000008", "00000012", "00000014", "00000018", "00000016", and "00000015".

- **Active Checkbox:** By clicking on Active Checkbox, user can active the relevant region.
- **View Branches Button:** By using View Branches Button, user can view and add the bank branches.
- **Save Button:** By using Save Button, user can save the filled data.
- **Clear Button:** By using Clear Button, user can clear the filled data.
- **Edit Button:** By using Edit Button, user can make some edits for the selected region.

User Group management

User groups are differed from the role base and the levels. User groups can be managed and handle from this stage.

User Group Management



The screenshot shows a button with a gear icon on the left and the text "User Group" on the right.

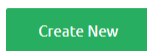
User Group

User Groups Create New

Group Name	Description	Number of Users	Edit
Create 01	Create Application	6	
HeadOffice_Creator		1	
Verifier_01	Verifier01	5	
Approver	Approver	4	
Creator1		4	
Verifier1		1	
Recommender1	Recommender	6	
Approver1		1	
Recommender 2	Recommender	2	

User Group Creation

Click on the Create New Tab.



Create User Group Back Save

Group Name * Description Active

Users in the Group

User

- Group Name: Give a name for the user group.

Group Name *

- Description: Note a description on the user group that creates.

Description

- Active Check Box: Activate the new user group.

Active

Users in the Group

Users in the Group

User

Add User

- User: users can be selected from the filtration and added to the group which creates.
- Add User: Add the user under the group.
- Back Button: Lead to the User Groups listed screen.












Back

- Save Button: Save the created user group and the users.

Save

User Group Edit

To edit user groups, click on the  icon of the specific user group's record.

Group Name	Description	Number of Users	Edit
Create 01	Create Application	6	
HeadOffice_Creator		1	
Verifier_01	Verifier01	5	
Approver	Approver	4	
Creator1		4	
Verifier1		1	
Recommender1	Recommender	6	
Approver1		1	
Recommender 2	Recommender	2	
Creators- QA	Create the loan application	1	
Verifier- QA	Verify the loan application	1	

Edit User Group

Back

Save

Group Name *

Create 01

Description

Create Application






 Active

Users in the Group

User

-----Select a User-----

Add User

User Name	First Name	Last Name	Primary Branch	Delete
00000646	ROHANI	DHANUSHIKA MADANASIN	AGALAWATHTHA BRANCH	
SamPerera	Sam	Perera	Head Office	
mindiperera	Mindi	Perera	Head Office	
harshikaLT	Harshika	LT	Head Office	
sunimalp	Sunimal	Piyadasa	Head Office	
hasitha14	Hasitha	Weerasinghe	Head Office	

- Details fields are editable.
- Back Button: Lead to the user group listed screen.
- Save Button: Commit the changes.

User can make any changes for the user group, the users and Save from this stage.

End of Day Process

This module is used to describe the processes and tasks completed at the end of a workday. It involves a number of tasks intended to close down everyday operations, guarantee correctness in financial transactions, and get ready for the following working day.

End of Day Process ✕

End of Day

Pre EOD Status Dashboard

Interest Calculation

Reports

EOD Errors

End of Day Process

End of Day Process consists the following three functions.

End of Day

This function is used to run EODs and SODs.

End of Day Process Start EOD

EOD Processors

Process Name	Status	Records	Start Time	End Time	Errors	Progress
Save Before EOD Account Balances Process	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Saving Account Interest Accrual	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Interest Capitalization Process	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Account Dormant Process (Savings/Term Deposit)	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Accrue Interest After Maturity Process	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Facility Simple Interest Capitalization	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Facility Due From Amortization Schedule	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Facility Early Payment Due	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%
Update Facility Rates	Not Started	0			0	<div style="width: 0%; height: 10px; background-color: #6c757d;"></div> 0%

- **Start EOD Button:** By using the Start EOD Button, user can run the end of day process.

End of Day Process

Start SOD

EOD Processors						
Process Name	Status	Records	Start Time	End Time	Errors	Progress
Term Deposit Account Interest Accrual	Not Started	0			0	<div style="width: 0%;"></div>
Term Deposit Maturity Process	Not Started	0			0	<div style="width: 0%;"></div>
Follow-Up Task Create	Not Started	0			0	<div style="width: 0%;"></div>
Send SOD Base Account Notifications	Not Started	0			0	<div style="width: 0%;"></div>

- **Start SOD Button:** By using the Start SOD Button, user can run the start of day process.

EOD Statistics					
System Date	03-09-2027	SOD Start		SOD End	
SOD Start Time	13/02/2024 09:28:56	SOD End Time	13/02/2024 09:29:07	EOD Start	No
EOD End	No	EOD Start Time		EOD End Time	

- **EOD Statistics:** After running EOD and SOD, the above details will be displayed under the EOD Statistics.

Steps

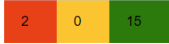
1. Go to the “End of Day” function.
2. Click on the “Start EOD” button to run end of day process.
3. After completing EOD, “Start SOD” button will be displayed in the screen. Click on it to run start of day process.

Pre EOD-Status Dashboard

Pre EOD Status Dashboard

Refresh

EOD Health



Branch

--Select Branch--

Branch wise EOD Health

Branch code	Branch Name	EOD Status	View
1000	Head Office	Green	View
1024	AGALAWATHTHA BRANCH	Green	View
1025	WADDUWA BRANCH	Red	View
1026	NAGODA BRANCH	Green	View
1027	KALUTARA BRANCH	Green	View
1028	HORANA BRANCH	Green	View
1029	MATHUGAMA BRANCH	Green	View

- Branch: Select the branch.

Branch

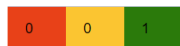
All Branches

--Select Branch--

- All Branches
- Head Office
- AGALAWATHTHA BRANCH
- WADDUWA BRANCH
- NAGODA BRANCH
- KALUTARA BRANCH
- HORANA BRANCH
- MATHUGAMA BRANCH
- PANADURA
- BERUWALA
- INGIRIYA BRANCH
- PADUKKA
- Galle
- KA-002
- COLOMBO BRANCH
- wellawatta
- Ganemulla

- EOD Health: According to selected branch, the EOD Health will be shown in here.

EOD Health



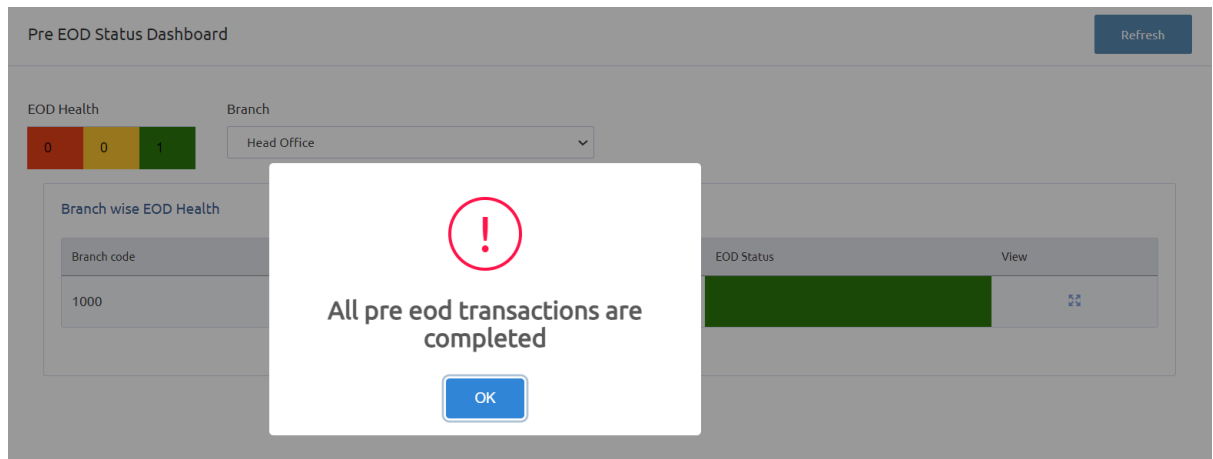
Branch

Head Office

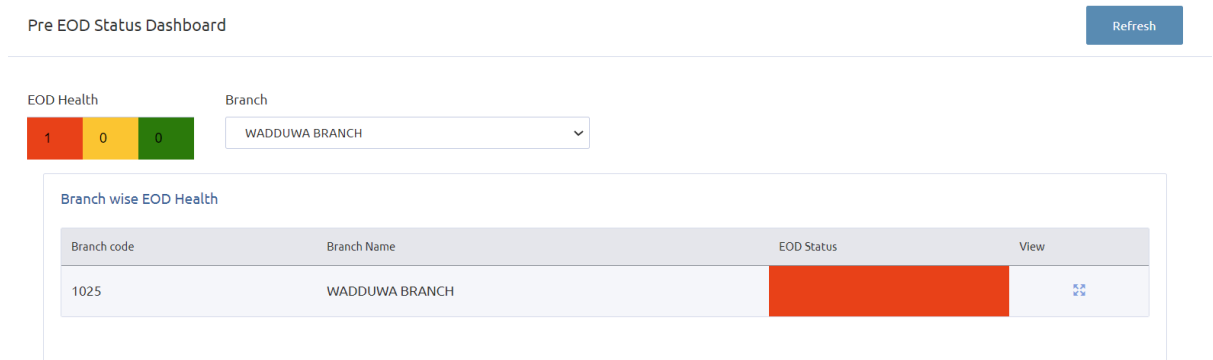
Branch wise EOD Health

Branch code	Branch Name	EOD Status	View
1000	Head Office	Green	View

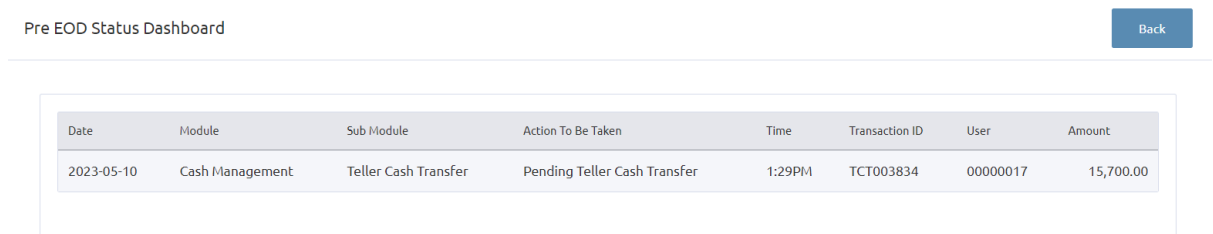
If EOD Status shown in green, it means EOD has been completed successfully. Under this status if user clicks on View Button, the below message will be displayed.



If EOD Status shown in red, it means EOD hasn't been completed successfully.



Under this status if user clicks on View Button, it will navigate to below screen.



- Refresh Button: By using Refresh Button, user can refresh the page.

Interest Calculation

After running SOD process, there could be missed some interest calculation processes, In here, User can run that missed processes related to the interest calculation.

Interest Calculation

Interest Calculation

Processors				
Process Name				
Saving Account Interest Accrual				
Process Name	Status	Start Time	End Time	
Data Validation	Not Started			
Get Saving accounts information	Not Started			
Interest Accrual and GL posting process	Not Started			
Process completion summery	Not Started			
Interest Capitalization Process				
Process Name	Status	Start Time	End Time	
Data Validation	Not Started			
Get Saving accounts information	Not Started			
Interest Capitalization and GL posting process	Not Started			
Process completion summery	Not Started			

MULA

Mula is a mobile application which is developed for field agents. It supports to android systems. By this module, user can manage the below functions.

Device Registration

✕

\$	New Device Registration	\$	Manage Devices
----	-------------------------	----	----------------

Transaction Management

\$	Reverse Transaction	\$	Post Transaction	\$	Error Log
----	---------------------	----	------------------	----	-----------

Till Maintenance

\$	Open Mobile Teller Till	\$	Mobile Teller Till Balancing
----	-------------------------	----	------------------------------

Device Registration

User can register and manage devices by using this Device Registration sub-module.

Device Registration

✕

\$	New Device Registration	\$	Manage Devices
----	-------------------------	----	----------------

New Device Registration

User can register a new device for the MULA app by using this function.

Device Registration

[Back](#) [Save](#)

Device Details

Subscription ★

Branch ★

Unique ID ★

Device Name ★

Device Type ★

Mobile No ★

Device Details

- Subscription: Select the subscription.

Subscription ★

--Select a Subscription--

--Select a Subscription--

ECOru QA Subscription

- Branch: Select the branch.

Branch ★

--Select a Branch--

--Select a Branch--

Head Office
 AGALAWATHTHA BRANCH
 WADDUWA BRANCH
 NAGODA BRANCH
 KALUTARA BRANCH
 HORANA BRANCH
 MATHUGAMA BRANCH
 PANADURA
 BERUWALA
 INGIRIYA BRANCH
 PADUKKA
 Galle
 KA-002
 COLOMBO BRANCH
 wellawatta
 Ganemulla

- Unique ID: Enter the unique ID (Device EMI Number).
- Device Name: Enter the device name.
- Device Type: Select the device type.

Device Type ★

--Select a Device Type--

--Select a Device Type--

Android
 iOS

- Mobile No: Enter the mobile no.

- Device Details: Enter the device details.
- Save Button: By using the Save Button, user can add a new device to MULA.

Manage Devices

User can manage the registered devices by using this function.

Manage Devices

Device ID	Branch	Phone Number	Status	Action
806233322712547	Head Office	0770630175	Active	Assign User Edit Device Temporary Hold User Device History
208612111863602	COLOMBO BRANCH	0715426456	Active	Assign User Edit Device Temporary Hold User Device History
569585111122212	COLOMBO BRANCH	0714520300	Active	Assign User Edit Device Temporary Hold User Device History
692583582627988	COLOMBO BRANCH	0740424283	Active	Assign User Edit Device Temporary Hold User Device History
356975103820240	COLOMBO BRANCH	0752450250	Active	Assign User Edit Device Temporary Hold User Device History

- Search Field and Search Button: User can search a particular device by using the search field and search button.
- Clear Button: User can clear the searched data by using the clear button.
- Assign User Button: By using the Assign User Button, user can assign a user to the respective device.

Assign Device User

Back

Save

Device Details

Assign User *

Existing User

Branch *
Head Office

Unique ID *
000123

Device Name *
Samsung A32

Device Type *
Android

Mobile No *
0712337645

Status
Active

Device Details

42 of 50 licenses available

- Assign User: User can enter / search particular user via this field. User can search a user by using First Name, Last Name and User Name.

User Search

First Name

Last Name

User Name

Search Clear

- Save Button: By using the Save Button, user can add the entered user for the respective device.
- Edit Device Button: By using the Edit Device Button, user can edit the registered device.

Edit Device

Back

New Device Registration

Save

Device Details

Subscription *
Ecoru QA Subscription

Branch *
Head Office

Unique ID *
000123

Device Name *
Samsung A32

Device Type *
Android

Mobile No *
0712337645

Status
Active

Device Details

Remark

42 of 50 licenses available

- **New Device Registration Button:** From here also, user can register a new device by using the New Device Registration button.
- **Save Button:** By using the Save Button, user can save the changes.
- **Temporary Hold User Button:** By using the Temporary Hold User Button, user can hold a respective user temporarily.
- **Hold User Button:** By clicking on the Hold Use Button, user can hold the respective user.

Hold User

YES

- **Save Button:** By using Save Button, user save the hold user. After save the hold user, the user status is moving from active status to hold status.

Hold User Temporary

[Back](#) [Save](#)

Device Details

Hold User NO

Existing User

Branch *

Unique ID *

Device Name *

Device Type *

Mobile No *

Status

Device Details

42 of 50 licenses available

- **Device History Button:** By using the Device History Button, user can view the history of the respective device as given below.

Device History

[Back](#)

Device Details

Registered Date

Branch *

Unique ID *

Device Name *

Device Type *

Mobile No *

Status

Device Details

Device Status History

Show lines Search from Results

Branch	From Date	To Date	Status	Action	Created By
Head Office	15-02-2024 16:14:46		Hold	Holded	Core Admin
Head Office	15-02-2024 16:14:21	15-02-2024 16:14:46	New	Unholded	Core Admin
Head Office	15-02-2024 14:31:12	15-02-2024 16:14:21	Active	Assigned to User	Core Admin
Head Office	15-02-2024 12:15:35	15-02-2024 14:31:12	Active	Assigned to Branch	Core Admin
Head Office	15-02-2024 12:15:35	15-02-2024 12:15:35	Active	Activate	Core Admin
Head Office	15-02-2024 12:15:35	15-02-2024 12:15:35	New	Created	Core Admin

Showing 1 to 6 of top 6 lines First Previous Next Last

Assigned User History

Show lines Search from Results

User Name	Branch	From Date	To Date	Assigned By	Action
CHTHURI RAJAPAKSHA	Head Office	15-02-2024 14:31:12		Core Admin	View Transaction History View Status History View Current Location View Officer Path

Showing 1 to 1 of top 1 lines First Previous Next Last

- **View Transaction History Button:** By using View Transaction History Button, user can view the history of the transactions have been done.
- **View Status History Button:** By using View Status History Button, user can view the details of user status.
- **View Current Location Button:** By using View Current Location Button, user can view the details of user’s live location.

- View Officer Path Button: By using View Officer Path Button, user can view the details of loan collection officer’s travelled history.

Transaction Management

User can manage and view the transactions by using this sub-module.

Transaction Management

\$	Reverse Transaction	\$	Post Transaction	\$	Error Log
----	---------------------	----	------------------	----	-----------

Reverse Transaction

In here, user can reverse the error transactions.

Manage Reverse Requests

From Date <input type="text" value="DD-MM-YYYY"/>	To Date <input type="text" value="DD-MM-YYYY"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

- From Date: Select From Date.

From Date

Feb		2024				
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
<input type="button" value="Today"/>		<input type="button" value="Done"/>				

- To Date: Select To Date.

To Date

Feb		2024				
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
<input type="button" value="Today"/>		<input type="button" value="Done"/>				

After searching the transaction requests for the selected time period will be displayed as below.

Manage Reverse Requests

From Date: To Date:

Show entries Search:

Transaction Date & Time	Reverse Request Date & Time	Transaction ID	Transaction Type	Customer Name	Transaction Amount	Action
07-02-2024 15:13:14	07-02-2024 15:13:11	120	FacilityCashDeposit	Nimal S Perera	2,000.00	

Showing 1 to 1 of 1 entries Previous Next

- **Action Button:** By using Action Button, user can go to the below screen. In here, all the details related to the reverse transaction request for the respective transaction will be displayed.

View Reversed Request Details

Press esc key to exit

Reverse Request Summary

Transaction ID	120
Reverse Requested Date Time	2/7/2024 3:16:15 PM
Requested By	admin
Status	Pending
Reverse Requested Synced Date Time	2/7/2024 3:16:13 PM

Transaction Details

Transaction Date Time	2/7/2024 3:13:14 PM
Transaction ID	119
Transaction Type	FacilityCashDeposit
Transaction Sync Date Time	2/7/2024 3:13:11 PM
Customer Name	Nimal S Perera
Transaction Amount	2,000.00

Device Details

User	admin
Branch	Head Office
Unique ID	806233322712547
Device Name	Sudeeptha
Device Type	Android
Mobile Number	0770630175
Device Details	Sudeeptha
Status	Active
Remark	

Reject
Accept
Back

- **Reject Button:** By using Reject Button, user can reject the reverse transaction request.
- **Accept Button:** By using Accept Button, user can accept the reverse transaction request.

Post Transaction

After doing a transaction by using MULA mobile app, this screen is use to update the transactions from MULA app to Ecoru system. It will be displayed in here under the given time period.

Post Mobile Transactions

From Date To Date User

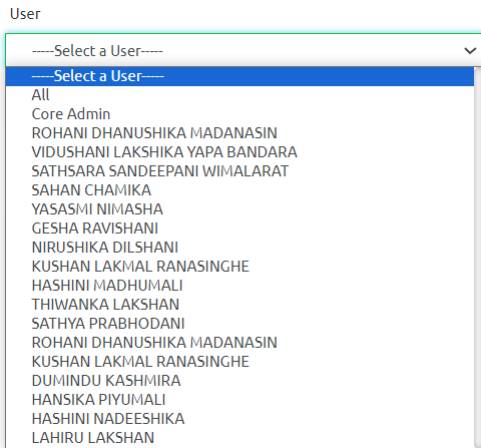
- **From Date: Select From Date.**

From Date

- **To Date: Select To Date.**

To Date

- **User: Select user.**



After searching the transactions for the selected time period will be displayed as below.

Post Mobile Transactions

From Date: 01-01-2024 To Date: 29-08-2027 User: Core Admin

Search [] Clear [] Post []

Total Posted Transactions: 54,500.00
Total Unposted Transactions: 4,500.00

Show 10 entries Search: []

Branch	User	Transaction Date & Time	Transaction Sync Date & Time	Transaction Reference	Transaction Type	Customer Name	Transaction Amount	Select All	View
Head Office	Core Admin	16-02-2024 11:01:54	16-02-2024 11:01:53	240216/1b0f83b90	Accept Teller Transfer		2,000.00	<input type="checkbox"/>	
Head Office	Core Admin	02-02-2024 13:38:48	02-02-2024 13:38:00	240202/12e92cf20	Cash Repayment	Tharind Rewathe	2,000.00	<input type="checkbox"/>	
Head Office	Core Admin	02-02-2024 13:36:47	02-02-2024 13:36:45	240202/101d827f0	Cash Repayment	Harini Weerasinghe	500.00	<input type="checkbox"/>	

Showing 1 to 3 of 3 entries Previous 1 Next

- View Button: By using View Button, user can go to the below screen. In here, all the details related to the transaction for the respective transaction will be displayed.

View Transaction Details ✕

Press esc key to exit

Transaction Details		Device Details	
Transaction Date Time	2024-02-02 13:36:47	User	Core Admin
Transaction ID	117	Branch	Head Office
Transaction Type	Cash Repayment	Unique ID	806233322712547
Transaction Sync Date Time	2024-02-02 13:36:45	Device Name	Sudeeptha
Customer Name	Harini Weerasinghe	Device Type	Android
Transaction Amount	500.00	Mobile Number	0770630175
		Device Details	Sudeeptha
		Status	Active
		Remark	

Accept
Back

- **Accept Button:** By using Accept Button, user can post the respective transaction.
- **Select All Checkbox:** By using Select All Checkbox, user can check all the transaction which are displayed in the screen.
- **Select Checkbox:** By using Select Checkbox, user can check the relevant transaction which is to be posted.
- **Post Button:** After selecting, user can post the transaction/transactions by using the Post Button.

Till Maintenance

Under the Till Maintenance sub-module, user can open and manage a mobile teller till.

Till Maintenance



Open Mobile Teller Till

Before proceed the transactions, its mandatory to open the mobile till. User can open a teller till from here.

Open Teller Till

Name	Currency	Teller
Head Office	--Select a Currency--	--Select an User--

- **Currency:** Select the currency.

Currency

--Select a Currency--

--Select a Currency--

LKR

USD

AUD

FJD

696

- **Teller:** Select the teller.

Teller

--Select an User--
▼

--Select an User--

Core Admin (admin)

ROHANI DHANUSHIKA MADANASIN (00000646)

VIDUSHANI LAKSHIKA YAPA BANDARA (00000007)

SATHSARA SANDEEPANI WIMALARAT (00000009)

SAHAN CHAMIKA (00000004)

YASASMI NIMASHA (00000011)

GESHA RAVISHANI (00000002)

NIRUSHIKA DILSHANI (00000006)

KUSHAN LAKMAL RANASINGHE (00000008usr2)

HASHINI MADHUMALI (00000003)

THIWANKA LAKSHAN (00000005)

SATHYA PRABHODANI (00000001)

ROHANI DHANUSHIKA MADANASIN (00000010)

KUSHAN LAKMAL RANASINGHE (00000008)

DUMINDU KASHMIRA (00000012)

HANSIKA PIYUMALI (00000014)

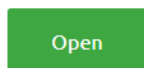
HASHINI NADEESHKA (00000018)

LAHIRU LAKSHAN (00000016)

LAKSHA MADURANGA (00000015)

After selecting a teller, Open Button will be displayed.

- Open Button: By using Open Button, user can open a mobile teller till.



Mobile Teller Till Balancing

If there are any teller till to close, it will be displayed in here as shown below.

Teller Till Balance

Close Till
Print

Currency

LKR
▼

Opened Date

16-02-2024

Cash in Transit - IN

0.00

Opening Balance

5,500.00

Physical Cash Count

0.00

Opened By

admin

Opened System Date

04-09-2027

Cash in Transit - OUT

0.00

Current Balance

1,500.00

Till Cash Difference

0.00

Till Denominations

Value	Count	Amount
5000	0	0.00
2000	0	0.00
1000	0	0.00
500	0	0.00
100	0	0.00
50	0	0.00
20	0	0.00
10	0	0.00
5	0	0.00
2	0	0.00
Coins	0	0.00
Total		0.00

- Close Button: By using Close Button, user can close the teller till.

- **Print Button:** By using Print Button, user can print the relevant teller till.

After closing the teller till to be closed, the screen will be shown as below.

Teller Till Balance

Currency	Opened By
<input type="text"/>	<input type="text"/>
Opened Date	Opened System Date
<input type="text"/>	<input type="text"/>
Cash in Transit - IN	Cash in Transit - OUT
<input type="text"/>	<input type="text"/>
Opening Balance	Current Balance
<input type="text"/>	<input type="text"/>
Physical Cash Count	Till Cash Difference
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>