Great Lakes Human Resources System

Our Human Resources

This is an integrated **Great Lakes Human Resources** system, which provides management with vital information for productive, efficient and effective business control. Not only is it a **Human Resources** software with proven excellence, but also it combines the features of a powerful, comprehensive system while maintaining a user-friendly interface. On-going development and customization of the product ensures that **The Great Lakes Human Resources System** combines usability, security and reliability to ensure that the products maintain leadership in financial solutions.

Note that this manual is written with the knowledge that the end user knows how to operate a computer. It guides the user on how to use the system database.

The Great Lakes Human Resources system is a dynamic system that manages, controls the database and keeps track on all the transactions done.

User Login

Enter your user identification and then enter your password. Upon accepting your password, the system authenticates it and if invalid, an "**invalid password**" message will appear at the bottom of the login box. When acknowledged, the user is prompted for **user id**.

Once this is done correctly a menu bar will appear with programs and reports for different users depending on their different tasks. Your password will not be on the screen since you should be the only one who knows your password.

The system is integrated using a common database **IBM Informix** ensuring integrity of data from all modules.

Overview

Security

Security plays a vital role in the system and there are various levels of passwords. This means that confidential management information about your company will not be available to just anybody and you decide what your staff can access in the system. You are also able to keep track of all the changes done by your staff. Details about who is logged onto the machine and at what time are also recorded.

Standard Features

The system is specifically designed for the East African market. It uses all data collected to aid the process of decision-making. Comparisons can be used with history data for making informed computerized decisions. The system has:

- User friendly Menu System
- Unlimited users, using Windows or Linux PCs, networked using LANs,
- User defined password control
- Industry standard database
- 4GL programming allowing rapid development, customization and maintenance using Case Tools
- High level of security incorporated in the menu system
- Multi user; many users on connected to one machine

Other Features

The **Human Resources** system has been developed to meet local market requirement. It comprises the following system features:

- Maintenance of all employee information.
- Generation of online pay slips
- Maintenance of employee history information
- Data integrity
- Restart facilities incorporated in reports.
- Multi-currency features

The computer department supports the day-to-day operations of the computer users. The user should be able to distinguish the kind of problem he or she is having. There is either a hardware or software problem. A hardware problem can be defined as any defect with a computer related physical device and these include;

- The printer refuses to print
- The printer is unable to distinguish paper margins whilst in any other printer is prints properly.
- The Computer refuses to power up.
- The user is unable to see the network.
- The terminal refuses to power up

A software problem can be defined as any defect related to the application or program that you are using. These problems include;

- When a user runs a program and the program terminates.
- When a program does not give you the desired results e.g. the total sum of the report does not get printed whereas it's supposed to.

In this respect the two kinds of problem are solved by two different kinds of people in the computer department. For the hardware problem the technical section handles this issues. Any software related problems are directed to the system analyst programmer who is in charge of the program.

Any new user has to have a user account to be able to access the system. And the procedure followed is usually the manager in charge of the user requesting the manager IT for user privileges. Passwords are usually recommended to be a mix of alphabets and numerals and new users are requested to avoid the birthdays and their names or names of their relatives so as to tighten security.

The Menu System

Navigation within **the Human Resources system** is achieved using and integrated menu systems, which groups similar activities together so as to make operation easy and intuitive. The menu structure is hieratical with some menu selections having as many as five submenus. The menu system is designed to achieve common tasks with as little movement between menus and sub- menus as possible. Within a given menu, the **up & down** arrow keys are used to cursor, while highlighting the current selection. Pressing **Enter** selects the current menu item and either reveals a submenu or a screen or report. **Escape** key takes you to the previous menu.

System security is enforced at menu level and users may access menu options only if the relevant security is granted to the particular user. Each menu has one of the following recommended levels of security

Low	Allow everybody
Medium	Restricted User Access
High	Privileged Users
Very High	System Administrator

This section is a broad overview on how the menu system is nested together and is designed to assist the user to take the shortest possible route to perform desired tasks

Main Menu Guide
Programs
These are transaction processing and file maintenance administration. This is where editing, deleting and sometimes printing are done to adjust the information about the member. The member register is the most common used.

Reports
These include Invoices, statements, and Management Reporting administration. These have common lookups for system users. These are recommended at the point of need.

Operations

Menu Options setup

Add

To insert new information into the system uses the **Add** button. To highlight the **Add** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **A** on your keyboard. An empty screen will appear and you will be prompted to insert data into the system.

Find

To search for already existing information, use the **Find** button. To highlight the **Find** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **F** on your keyboard. A screen with data will appear.

Update

To change alreading existing information the **Update** button is used. First, the **Find** option is used to select the already existing information. Once you get the already existing information, use the **Update** option. To highlight the **Update** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **U** on your keyboard. You are able to navigate the cursor to the option you want to update.

Delete

To delete already existing data, the **Delete** button is used. . First, the **Find** option is used to select the already existing information. Once you get the already existing information, use the **Delete** option. To highlight the **Delete** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **D** on your keyboard. The data you want to delete will then be deleted.

Cancel

To cancel already existing data, the **Cancel** button is used. . First, the **Find** option is used to select the already existing information. Once you get the already existing information, use the **Cancel** option. To highlight the **Cancel** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **C** on your keyboard. The data you want to cancel will then be canceled. The **Cancel** option will only cancel that document but the information still remains in the system unlike delete.

Next

The **Next** option takes you to the next document from the one on the screen. To highlight the **Next** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **N** on your keyboard. The next document will be displayed on the screen.

Back

The **Back** option takes you to the previous document. To highlight the **Back** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **B** on your keyboard. The previous document will be displayed on the screen.

Quit

The **Quit** option exits you from the screen and returns you to the menu option. To highlight the **Quit** button use the right and left arrow keys, then press **Enter**. Alternatively you can type **Q** on your keyboard. You are immediately taken to the menu option.

Quick keys function

F1

Allows one to zoom in codes when you are adding a new document thus you don't have to remember any code.

F12

Cancels or terminates a document without saving it.

Esc

The escape key is used to save a document.

Ctrl + C

This will cancel or terminate a process without saving

Brief explanation of important features

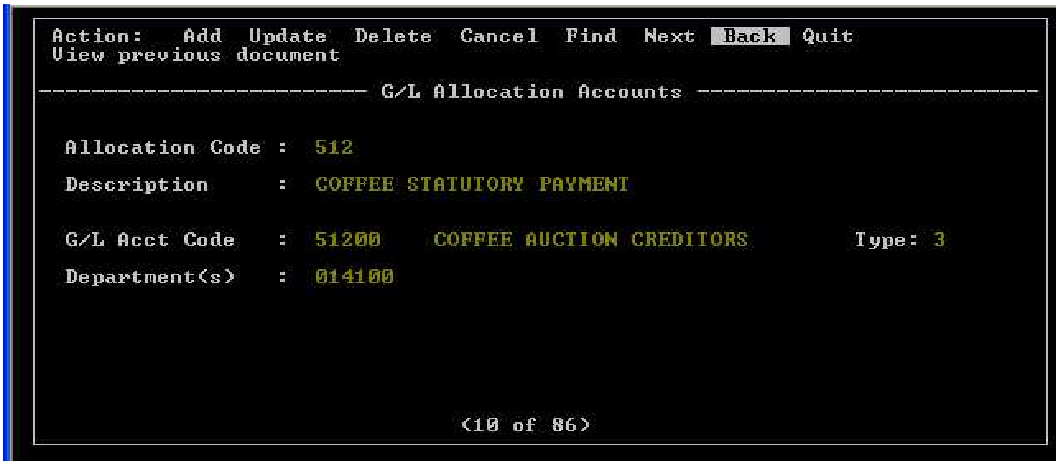
Backup

The practice of keeping a regular backup of the modules is strongly recommended on a daily basis. The system automatically backs up the entire information-entered daily at mid night, and then the company’s system administrator backs up all the modules to the external drive.

Current Date/Time

The current date and time is very important for tracking down all the transactions entered into the system. Enter the current date and time. Note that a correct date and time is important for the fixed asset module to function correctly. Most of the data entry screen dates are defaulted to the current day (today).

This is an example of a screen that is used by the modules and is set up in the General Ledger. The screen is connected to the modules in the entire system.



A brief description of some of the fields used in this screen follows.

Allocation Code

This is the code set up by the user to quickly identify the general ledger account

Description

This column allows the user to type the description of the allocation code entered above

G/L Account Code

This is an actual unique general ledger account code

Department

This column allows the user to key in the department code related to the account code

For you to run the Great Lakes Supplies Systems, you need to have either a Linux server, a window based machine, network connection, teraterm software, a windows interface user login and password.

The General Ledger

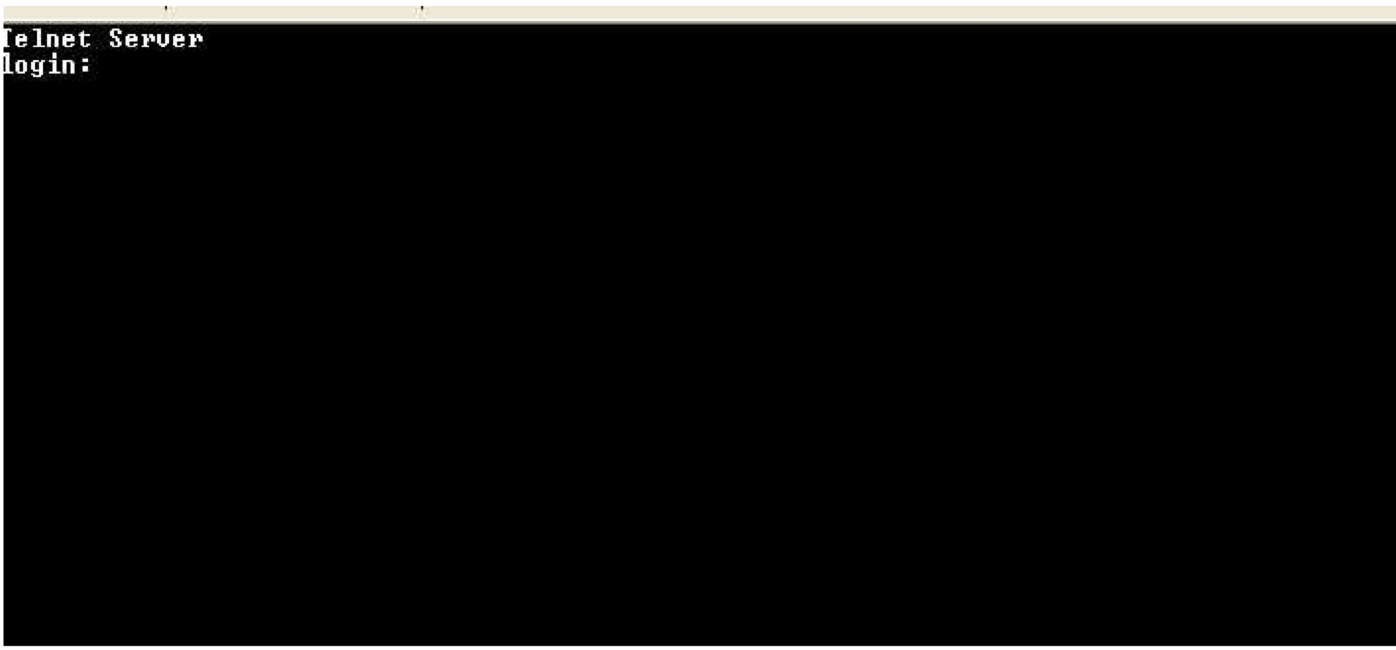
The general ledger is the most important module in any system. In addition to being integrated to all subsidiary ledgers, it facilitates the merging and consolidating of accounts from different companies and departments. This facilitates the company's wide data and avoids any tedious manual procedures. The general ledger has facilities for multi period processing and contains a flexible report writer to allow for production of customized financial statements. It is important to note that the modules in the system should be integrated to the general ledger. This ensures that there is no duplication of effort involved when processing data. It is used to set up the period, the budget and integrating the entire system.

The objectives of the general ledger are;

- To allow grouping by departments
- To allow importation of general ledger accounts and departments
- To allow integration of all the modules in the system
- To allow monthly, quarterly or annual reporting
- To allow retention of account balances over a given period
- To allow forward and backwards posting
- To provide flexibility in report writing
- To allow online posting
- To allow batch posting
- To allow for balancing controls to support double entry accounting.
- To control the posting of transaction journals before printing

Getting Started

Enter your user identification and then enter your password. Upon accepting your password, the system authenticates it and if invalid, an "**invalid password**" message will appear at the bottom of the login box. When acknowledged a menu bar will appear with programs and reports for different users depending on their different tasks. Your password will not be displayed on the screen since you should be the only one who knows your password. To run the General Ledger Module simply double click the Tera Term icon on the desktop. When you double click this icon a login menu appears



If you have successfully logged into the system, depending with your permissions and rights you will only get the menu options you are allowed to use. When you login, a menu appears **below is an example of the menu of the General Ledger module**

General Ledger

1. **Setup Company**
2. **Reports**
3. **Backup**

1. Setup Company.
These are screens that are used to setup the company information which include company details, account codes, company codes and other vital company information.

1. Company setup
- **a. Update Company Details**
- **b. Update Department Codes**
- **c. Update Account Codes**
- **d. Check Account Periods**
- **e. Update Account Periods**
- **f. Update Loan Types**
- **g. Account No. Defaulters**
- **h. List Company Details**
- **i. List Department Codes**
- **j. List Account Codes**

a. Update Company Detail
This is a screen that is used to set up the details for the company. To Add highlight the **Add** button then press enter. The **Add** button is used to insert new company information into the system and the **Update** button is used to update the already existing information in the system. To save press **Esc**. To exit the screen and get back to the menu system, highlight the **Quit** button then press Enter.

b. Update Department Code
This is a screen that is used to set up department codes in the company. To Add highlight the **Add** button then press enter. The **Add** button is used to insert new department codes into the system and the **Update** button is used to update the already existing information in the system. To save press **Esc**. To exit the screen and get back to the menu system, highlight the **Quit** button then press Enter.

c. Update Account Codes
This is a screen that is used to set up account codes in the company. To Add highlight the **Add** button then press enter. The **Add** button is used to insert new account codes into the system and the **Update** button is used to update the already existing information in the system. To save press **Esc**. To exit the screen and get back to the menu system, highlight the **Quit** button then press Enter.

d. Check Account Period
This is a report that lists the account periods. It is classified by the financial period, the start date and the end date and the months from January to December.

e. Post Account Period
This is a report that posts financial accounting periods into the general ledger. Once this is done the general ledger updates the information to the system.

f. Update Loan Types.
This is a screen that is used to set up loan types in the company. To Add highlight the **Add** button then press enter. The **Add** button is used to insert new types into the system and the **Update** button is used to update the already existing information in the system. To save press **Esc**. To exit the screen and get back to the menu system, highlight the **Quit** button then press Enter.

g. List Company Details.
This is a report that gives a listing of all the company details. The company name, the company address, email address, telephone number, Vat number and the fax number are all listed in this report. To run this report, enter the company name then press **Esc.** To return to the menu, type Q on the keyboard.

h. List Department Codes.
This is a report that gives a listing of all the department codes and it is ordered by the department. a list of the department name and the department code is displayed once the report is run. To run this report, enter the department code then press **Esc.** To return to the menu, type **Q** on the keyboard.

i. List Account Codes.
This is a report that gives a listing of all the account codes. This report is ordered by the account number. To run this report, enter the account number then press **Esc.** To return to the menu press **Q** on the keyboard.

2. Reports

2. Reports
a. GL Activities
b. Period Summaries
c. Department Summaries
d. List Summaries
e. Daily Details
f. Monthly Details
g. Quarterly Details
h. Yearly Details

a. Gl Activity.
This is report that gives a listing of all the general ledger activities. To run this report, press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

b. Period Summaries
This is a report that gives summary of the general ledger activities in a specific period. To run this report, enter the financial period from the desired date period, then press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

c. Department Summaries
This is a report that gives a summary of the information in the department in a specified period. To run this report, enter the financial period from the desired date period then press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

d. Daily Details
This is a report that gives a daily listing of all the General Ledger activities. To run this report, enter the current date then press **Esc**. To exit and return to the menu type letter **Q** on the key board.

f. Monthly Details.
This is a report that gives a monthly listing of all the General Ledger activities. To run this report, enter the current month then press **esc**. To exit and return to the menu type letter **Q** on the key board.

g. Quarterly Details.
This is a report that gives a quarterly listing of all the General Ledger activities. To run this report, enter the current quarter then press **Esc**. To exit and return to the menu type letter **Q** on the key board.

h. Yearly Details.
This is a report that gives an annual listing of all the General Ledger activities. To run this report, enter the current year then press **Esc**. To exit and return to the menu type letter **Q** on the key board.

3. Backups.
The system should undergo a backup every week or as often as possible. It is advisable to backup the system so as to ensure that the data in the system is secure and not made available to anyone. Backups are vital as they ensure there is high level of security in the system.

3. **Server Backups**
a. **Database**

a. Databases.
This is used to back up the information in the database. after backup the live database should be stored in CDs or in other machines for emergency purposes.

The Loans Module

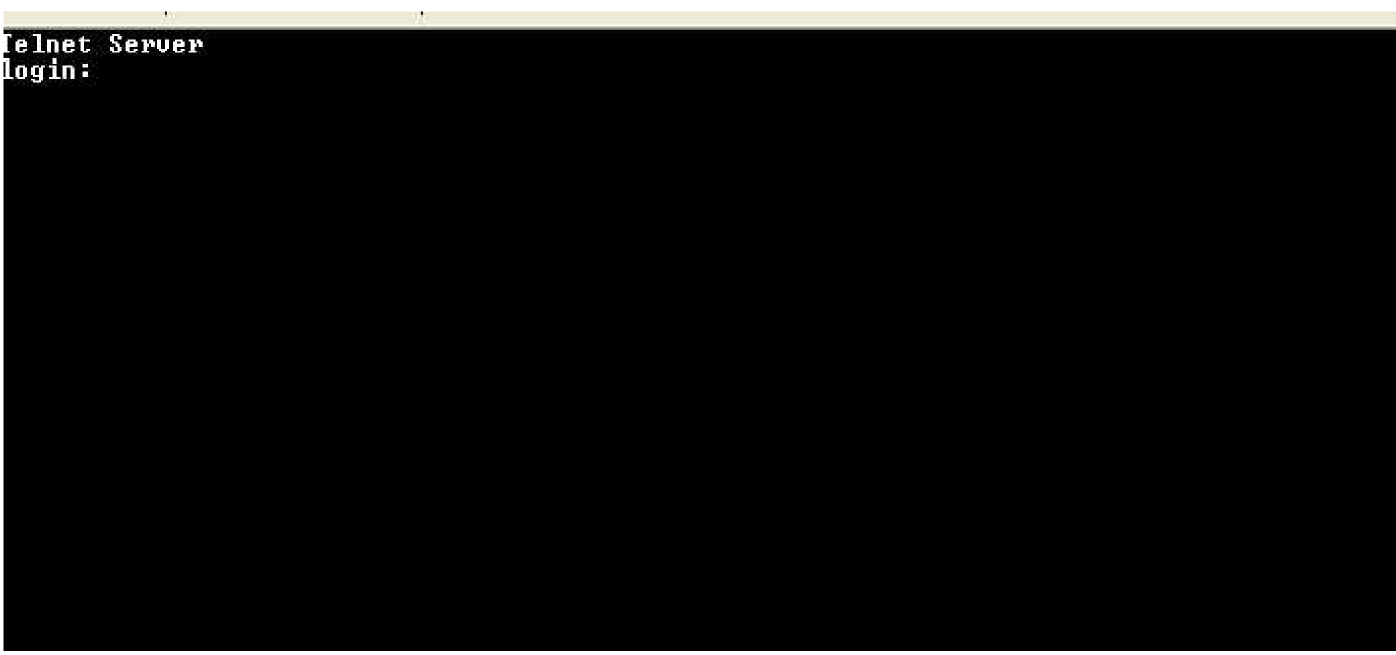
The Loans module contains all the vital information concerning loans in the company. This module is controlled by the Sacco run in the company. All issued and unissued loans are recorded with a clear indication of time and amount of loan taken.

The objectives of the Loans Module are;

- To give monthly Loan Issue reports
- To give monthly Loan Adjustments reports
- To give Bad Loans and Write-offs reports
- To give Loan Transaction report Detail
- To give Current Loan Balance reports
- To give Loan Movement Reports
- To give detailed and summary managerial reports.

Getting Started

Enter your user identification and then enter your password. Upon accepting your password, the system authenticates it and if invalid, an "**invalid password**" message will appear at the bottom of the login box. When acknowledged a menu bar will appear with programs and reports for different users depending on their different tasks. Your password will not be displayed on the screen since you should be the only one who knows your password. To run the Loans Module simply double click the Tera Term icon on the desktop. When you double click this icon a login menu appears



If you have successfully logged into the system, depending with your permissions and rights you will only get the menu options you are allowed to use. When you login, a menu appears **below is an example of the menu of the Loans module**

Loan Management

1. **Loan Application**
2. **Loan Issue**
3. **Monthly Charges**
4. **Loan Adjustments**
5. **Bad Loans and Write-offs**
6. **Loan Transaction Detail**
7. **Current Loan Balance**
8. **Loan Movement Reports**
9. **Other Reports**

1 Loan Application

Under this submenu we get reports and screens that are connected to loan applications.

Loan Application

a) **Update Loan Application**
b) **Print Application**
c) **Print Exception Reports**
d) **Update Loan Approvals**
e) **Update Loan Rejection Reports**
f) **Loan Application Listing**
g) **Loan Issue Listing**
h) **Unapproved Application**
i) **Rejected Application**
j) **Unissued Approved Loans**
k) **Guarantor Approved Loans**

a Update loan Application
This is a screen that is used to insert loan application processes into the system. To insert loan information, highlight the **Add** button on the action bar then press **Enter.** You are then able to insert all the loan application information into the screen. To update information highlight **Update** on the action menu then press **Enter.** You are now able to update incorrectly entered information. To exit and return to the menu, highlight **Quit** on the action menu then press **Enter.**

b Print Applications.
This is a report that gives a listing of all the members who have applied for loans from the company. To run this report, enter the application date then press **Esc**. A listing of all the loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

c Print Exception Reports.
This is a report that gives a listing of the members who had applied for loans but had not been displayed on the application report. To run this report, enter the application date then press **Esc**. A listing of these members who had applied for loans but were not displayed in the print applications report will be displayed. To exit and return to the menu, type letter **Q** on the menu bar.

d Update Loan Approvals.
This is a screen that is used to update all the loan applicants who have been approved to get loans and now can be entered into the system as approved loan applicants. To insert the approved loan applicant, enter the member number by using the **Add** button on the action bar. To save press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard or highlight the **Quit** button then press **Enter**.

e Update Loan Rejections.
This is a screen that is used to update all the loan applicants who have been rejected to get loans and now can be entered into the system as rejected loan applicants. To insert the rejected loan applicant, enter the member number by using the **Add** button on the action bar. To save press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard or highlight the **Qui**t button then press **Enter**.

f Loan Application Listing.
This is a report that gives a listing of all the members who have applied for loans from the company. To run this report, enter the application date then press **Esc**. A listing of all the loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

g Loan Issue Listings.
This is a report that gives a listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, and have been issued loans. To run this report, enter the application date then press **Esc**. A listing of all the approved loan applicants who have been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

h Rejected Applications.
This is a report that gives a listing of all the members who have applied for loans from the **Company** and have not been issued with loans. To run this report, enter the date then press **Esc**. A listing of all the rejected loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

I Unissued Approved Loans.
This is a report that gives a listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, but have not been issued with loans. To run this report, enter the application date then press **Esc**. A listing of all the approved loan applicants who have not been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

j Guarantors Approved Loans.
This is a report that gives a listing of the guarantors who have applied for loans and who have been approved to be issued with loans. To run this report press **Esc**. A listing of all the approved guarantors will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

2 Loan Issues
Under this submenu we get a group of reports and screens that are connected to loan issues.

Loan Issue

a) **Update Loan Issue**
b) **Print Loan Issue Summary**
c) **Loan issue Edit List**
d) **Post Loan Issue**
e) **Reverse Loan Issue Reports**
f) **Loan Application Listing**
g) **Loan Issue Listing**
h) **Unapproved Applicants**
i) **Rejected Applicants**
j) **Unissued Approved Loans**

a Update Loan Issues.
This is a screen that is used to update all the loans to be issued to the approved applicants. To insert the loan issues, enter the member number by using the **Add** button on the action bar. To save press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard or highlight the **Quit** button then press enter.

b Print Loan Issue Summary.
This is a report that gives a summary listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, and have been issued loans. To run this report, enter the date then press **Esc**. A listing of all the approved loan applicants who have been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

c Loan Issue Edit List.
This is a report that allows one to correct wrong information before it is posted to the general ledger.

d Post Loan Issue.
This is report that is used to post the corrected data into the ledger.

e Reverse Loan Issue.
This is a screen that allows you to reverse a loan issue that has already been entered into the system as so. To reverse a loan issue, find the member by using the **Find** command on the action bar then press **Enter**. Highlight the member number option and insert the member number. This will then give you the member number who was initially approved. Change the **A** in loan issue to **R** for Rejected. Press **Esc** to save then return to the menu by pressing letter **Q** on the keyboard.

f Loan Application Listing.
This is a report that gives a listing of all the members who have applied for loans from the **Company**. To run this report, enter the date then press **Esc**. A listing of all the loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

g Loan Issue Listing.
This is a report that gives a listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, and have been issued loans. To run this report, enter the date then press **Esc**. A listing of all the approved loan applicants who have been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard

h Unapproved Applications.
This is a report that gives a listing of all the members who have applied for loans from the **Company** and have not been issued with loans. To run this report, enter the date then press **Esc**. A listing of all the rejected loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

I Rejected Applications.
This is a report that gives a listing of all the members who have applied for loans from the Company and have not been issued with loans. To run this report, enter the date then press **Esc**. A listing of all the rejected loan applicants will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard

j Unissued Approved Loans.
This is a report that gives a listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, but have not been issued with loans. To run this report, enter the date then press **Esc**. A listing of all the approved loan applicants who have not been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard.

3 Monthly Charges
This submenu groups all the reports and screens that have charges for the loans that have been issued to members in the **Company.**

Monthly Interest Charges
a) **Update Charges etc.**
b) **Print Edit List**
c) **Post Monthly Charges**
d) **Print Loan Verification**

a Update Charges.
This is a screen that is used to update the loan charges so that they can be posted correctly into the system. To update the monthly charges, find the type of charge you want to update by using the **Find** command then press **Esc**. You can now update the charge with the correct percentage then press **Esc** to save. To exit and return to the menu press **Quit** on the action bar.

b Print Edit List
The edit list is used to confirm and correct data of the charges before they are posted into the ledger.

c Post Monthly Charges.
Posting is done when all the charges have been corrected in the edit list. once posting has been done the data is ready in the ledger.

d Print Loan Verification
This is a report that gives a listings of all the loans that have been issued and have been verified. To run this report, enter the date then press **Esc**. A listing of all the verified loans will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

4. Loan Adjustments
All the reports and screens that have information to do with loan adjustment are stored in this submenu.

Loan Adjustment
- a) **Update Loan Master**
- b) **Update Adjustment Entries**
- c) **Print Edit List**
- d) **Post Adjustments**

a **Update Loan Master File.**
This is a screen that is used to update the loan master file. To update use the **Find** button by highlighting it, to find the document then press **Esc**. Update the document by using the **Update** button then press **Esc** to save. To exit and return to the menu, highlight **Quit** on the actions then press **Enter**.

b Update Master Enquiries
This is a screen that is used to update the master enquiries. To update use the **Find** button by highlighting it, to find the document then press **Esc**. Update the document by using the **Update** button then press **Esc** to save. To exit and return to the menu, highlight **Quit** on the actions then press **Enter**.

c Print Edit List
the edit list is used to confirm and correct the information inserted into the system before it is posted into the general ledger.

d Post Adjustments
Posting is done after the data to be posted has been corrected by running the edit list. once this is done the data can be posted to the ledger.

5. Bad Loan and Right offs
This submenu gives reports and screens for all the information that is now right off debts.

Bad Loan Management
- a) Update Bad Loan Register
- b) Print Bad Loan Register
- c) Print Bad Loan Edit List
- d) Post Bad Loans
- e) Bad Loans History Reports
- f) Bad Loans Summary Reports
- g) Guarantor Loan Reports

a Update Bad Loan Register.
This is a screen that is used to update the bad loan register. To insert new bad debtors enter the member number by pressing the **Add** button on the action bar. To update already existing bad debtors find the member by using the **Find** command on the action bar then press enter. Insert the member number then update the information by using the **Update** icon. To exit and return to the menu, type letter **Q.**

b Print Bad Loan Register.
This is a report that gives a listing of all the bad loan debtors. A list of the member number, the member name, the loan amount, and the amount recovered to date and the balance that hasn't been recovered is displayed. To run this report, press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

c Print Bad Loan Edit List.
An edit list is run to ensure that the bad debtors information is corrected before posted to the ledger.

d Post Bad Loans.
Once the bad debtor information has been corrected in the edit list, the posting is done so that this information is entered into the ledger.

e Bad Loan History Report.
This is a history report that gives a detailed listing of all the bad loan debtors. A list of the member number, the member name, the loan amount, and the amount recovered to date and the balance that hasn't been recovered is displayed. To run this report, press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

f Bad Loan Summary Report.
This is a report that gives a summary listing of all the bad loan debtors. A list of the accumulative loan amount, the amount recovered to date and the balance that hasn't been recovered is displayed. To run this report, press **Esc**. To exit and return to the menu, type letter **Q** on the keyboard.

g Guarantor Loan Report.
This is a report that gives a listing of all the guarantors who have loans. To run this report, press **Esc**. A listing of all the guarantors with loans will be displayed. To exit and return to the menu, type letter **Q** on the keyboard..

6. Loan Transaction Detail.
This is a report that gives details of the loan transactions. This report is ordered according to the loan type, member type, number and name To run this report press **Esc**. A listing of all the details of the loan transaction will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

7. Current Loan Balances
This is a submenu that gives a group of reports and screens with information of loan balances.

Current Loan Balances
a) **Detail by Loan Number**
b) **Detail by /Member Number**
c) **Summary by Employer**
d) **Summary by Region**
e) **Summary by Member Type**
f) **Summary by Loan Type**

a Detail by Loan Number.
This is a report that gives a detailed listing of all the current loan balances and it is ordered the loan number. To run this report, enter the loan number then press **Esc**. Details of all the members with loan balances will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

b Detail by Member.
This is a report that gives a detailed listing of all the current loan balances and it is ordered the member number. To run this report, enter the member number then press **Esc**. Details of all the members with loan balances will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

c Summary by Employer.
This is a report that gives a summary listing of all the current loan balances and it is ordered the employer code. To run this report, enter the employer code then press **Esc**. Accumulated loan balances will be displayed and classified according to employer. To exit and return to the menu, type letter **Q** on the keyboard.

d Summary by Region.
This is a report that gives a summary listing of all the current loan balances and it is ordered the region. To run this report, enter the region number the press **Esc**. Accumulated loan balances will be displayed and classified according to the region. To exit and return to the menu, type letter **Q** on the keyboard.

e Summary by Member Type.
This is a report that gives a summary listing of all the current loan balances and it is ordered the member type. To run this report, enter the member type the press **Esc**. Accumulated loan balances will be displayed and classified according to member type. To exit and return to the menu, type letter **Q** on the keyboard.

f Summary by Loan Type.

This is a report that gives a summary listing of all the current loan balances and it is ordered the loan number. To run this report, enter the loan number the press **Esc**. accumulated loan balances will be displayed and classified according to the loan type. To exit and return to the menu, type letter **Q** on the keyboard.

8. Loan Movement Reports
This is a submenu of a group of reports that are loan movement reports.

Loan Movement Reports
a) **Detail by Loan Number**
b) **Detail by Member Number**
c) **Summary by Employer**
d) **Summary by Region**
e) **Summary by Member Type**
f) **Summary by Loan Type**

a Detail by Loan Number.
This is a report that gives a detailed listing of all the current loan movements and it is ordered by the loan number. To run this report, enter the loan number then press **Esc**. Details of all the members with loan movements will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

b Detail by Member.
This is a report that gives a detailed listing of all the current loan movements and it is ordered by the member number. To run this report, enter the member number then press **Esc**. Details of all the members with loan movements will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

c Summary by Employer.
This is a report that gives a summary listing of all the current loan movements and it is ordered by the employer code. To run this report, enter the employer code then press **Esc**. Accumulated loan movements will be displayed and classified according to employer. To exit and return to the menu, type letter **Q** on the keyboard.

d Summary by Region.
This is a report that gives a summary listing of all the current loan movements and it is ordered by the region. To run this report, enter the region number the press **Esc**. Accumulated loan movements will be displayed and classified according to the region. To exit and return to the menu, type letter **Q** on the keyboard.

e Summary by Member Type.
This is a report that gives a summary listing of all the current loan movements and it is ordered by the member type. To run this report, enter the member type the press **Esc**. Accumulated loan movements will be displayed and classified according to member type. To exit and return to the menu, type letter **Q** on the keyboard.

f Summary by Loan Type.

This is a report that gives a summary listing of all the current loan movements and it is ordered the loan number. To run this report, enter the loan number the press **Esc**. accumulated loan movements will be displayed and classified according to the loan type. To exit and return to the menu, type letter **Q** on the keyboard.

9. Other Reports
This is a submenu of all the other reports in the loans module.

Loan Management Reports
a) **Loan Defaulters**
b) **Slow Moving Recoveries**
c) **Fast Moving Recoveries**
d) **Loan Issued Reports**
e) **Guarantors Reports**
f) **Under-guaranteed Reports**

a Loan Defaulters.
This is a report that gives a listing of all the loan defaulters and is ordered by the loan type. To run this report, type the loan type then press **Esc**. A listing of all the loan defaulters is displayed. To exit and return to the menu, type letter **Q** on the keyboard.

b Slow Moving recoveries.
This is a report that gives a listing of all the slow moving recoveries and is ordered by the month behind, loan type, member type, region and member. To run this report, type in one of the listed criteria then press **Esc**. All the slow moving recoveries will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

c Fast Moving Recoveries.
This is a report that gives a listing of all the fast moving recoveries and is ordered by the months ahead, loan type, member type, and region and member number. To run this report, type one of the following listed criteria then press **Esc**. All the fast moving recoveries will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

d Loan Issued Reports.
This is a report that gives a listing of all the members who have applied for loans from the **Company**, have been approved to be issued with loans, and have been issued loans. To run this report, enter the loan type and the member number then press **Esc**. A listing of all the approved loan applicants who have been issued with loans will be displayed on the system. To exit and return to the menu, type letter **Q** on the keyboard

e Guarantor Reports.
This is a report that gives a listing of all the guarantors who have loans. To run this report, enter the loan type, the guarantor number and the region then press **Esc**. A listing of all the guarantors with loans will be displayed. To exit and return to the menu, type letter **Q** on the keyboard.

f Under-Guaranteed Loans.

This is a report that gives a listings of all the issued loans that are not guaranteed. These are issued loans that do not have guarantors. To run this report, enter the member number, the loan type and the balance then press **Esc**. All the members who have been issued loans and have no guarantors will be displayed. To exit and return to the menu, press letter **Q** on the keyboard.