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Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission (SRLM), Bihar

# **USER MANUAL FOR BRLPS TAB APPLICATION**



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## Revision History

Version Number	Date of Issue	Author(s)	Brief Description of Change
1.0	19-June-2018	Ubaid Merchant	
1.1	10-October-2018	Ubaid Merchant	Updated Adjustment Module

## ACRONYMS

Term	Description
BRLPS	Bihar Rural Livelihoods Promotion Society
FSF	Food and Security Fund



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## Contents

SPLASH MODULE:.....	6
REGISTER MODULE: .....	7
LOGIN MODULE: .....	9
SELECT CBO MODULE: .....	10
DASHBOARD MODULE:.....	12
APP NAVIGATION MODULE: .....	14
CBO WISE RECEIPT MODULE: .....	16
CBO WISE PAYMENT MODULE: .....	18
PARTNER WISE RECEIPT MODULE: .....	20
PARTNER WISE PAYMENT MODULE: .....	22
LOAN DISBURSEMENT MODULE:.....	24
LOAN REPAYMENT MODULE: .....	26
FSF LOAN DISBURSEMENT MODULE: .....	29
CONTRA ENTRY – CASH WITHDRAWAL MODULE:.....	31
CONTRA ENTRY – CASH DEPOSIT MODULE: .....	33
ADJUSTMENT MODULE:.....	35
LOAN CANCELLATION MODULE:.....	40
STORE MANAGEMENT – MATERIAL RECEIPT MODULE:.....	42
STORE MANAGEMENT – MATERIAL ISSUE MODULE:.....	44
REPORTS MODULE – LEDGER BOOK: .....	46
REPORTS MODULE – STOCK REGISTER: .....	47
REPORTS MODULE – CASH BOOK: .....	48
REPORTS MODULE – BANK BOOK:.....	49
REPORTS MODULE – LOAN REPORTS: .....	50
UPWARD SYNC (DATA) MODULE:.....	52



Figure 1 SPLASH SCREEN .....	6
Figure 2 REGISTER SCREEN .....	7
Figure 3 DOWN SYNC CONFIRMATION .....	7
Figure 4 DOWN SYNC DATA IN PROGRESS .....	8
Figure 5 LOGIN .....	9
Figure 6 SELECT CBO .....	10
Figure 7 DASHBOARD - RECEIPTS/PAYMENT .....	12
Figure 8 DASHBOARD - STOCK REGISTER.....	12
Figure 9 APP NAVIGATION OPTIONS .....	14
Figure 10 APP MENU OPTIONS .....	15
Figure 11 CBO WISE RECEIPT .....	16
Figure 12 CBO WISE RECEIPT – CONFIRMATION .....	17
Figure 13 CBO WISE RECEIPT - DATA SAVED ALERT .....	17
Figure 14 CBO WISE PAYMENT .....	18
Figure 15 CBO WISE PAYMENT - CONFIRMATION ALERT .....	19
Figure 16 CBO WISE PAYMENT - DATA SAVED ALERT .....	19
Figure 17 PARTNER WISE RECEIPT .....	20
Figure 18 PARTNER WISE RECEIPT – DATA SAVED ALERT .....	21
Figure 19 PARTNER WISE PAYMENT .....	22
Figure 20 PARTNER WISE PAYMENT - DATA SAVED ALERT .....	23
Figure 21 LOAN DISBURSEMENT .....	24
Figure 22 LOAN DISBURSEMENT - DATA SAVED ALERT.....	25
Figure 23 LOAN DISBURSED LIST.....	26
Figure 24 LOAN REPAYMENT .....	27
Figure 25 LOAN REPAYMENT - DATA SAVED ALERT .....	28
Figure 26 FSF LOAN DISBURSEMENT .....	29
Figure 27 FSF LOAN DISBURSEMENT - MATERIAL DISBURSED.....	30
Figure 28 CONTRA ENTRY – CASH WITHDRAWAL .....	31
Figure 29 CONTRA ENTRY – CASH WITHDRAWAL - DATA SAVED ALERT .....	32
Figure 30 CONTRA ENTRY – CASH DEPOSIT.....	33
Figure 31 CONTRA ENTRY – CASH DEPOSIT - DATA SAVED ALERT .....	34
Figure 32 ADJUSTMENT - VOUCHER'S LIST.....	35
Figure 33 ADJUSTMENT - DELETE CONFIRMATION .....	36
Figure 34 PARTIAL ADJUSTMENT - SAME LEDGER.....	37
Figure 35 PARTIAL ADJUSTMENT - LEDGER CHANGE .....	38
Figure 36 PARTIAL ADJUSTMENT - DATA SAVED ALERT .....	39
Figure 37 LOAN VOUCHER'S LIST .....	40
Figure 38 LOAN CANCELLATION – CONFIRMATION .....	41
Figure 39 STORE MANAGEMENT – MATERIAL RECEIPT .....	42



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State Rural Livelihoods Mission (SRLM), Bihar

Figure 40 STORE MANAGEMENT – MATERIAL RECEIPT - DATA SAVED ALERT.....	42
Figure 41 STORE MANAGEMENT – MATERIAL ISSUE .....	44
Figure 42 STORE MANAGEMENT – MATERIAL ISSUE - DATA SAVED ALERT.....	44
Figure 43 REPORTS – LEDGER BOOK.....	46
Figure 44 REPORTS – STOCK REGISTER.....	47
Figure 45 REPORTS – CASH BOOK.....	48
Figure 46 REPORTS – BANK BOOK .....	49
Figure 47 REPORTS – LOAN DISBURSEMENT .....	50
Figure 48 REPORTS – LOAN REPAYMENT .....	51
Figure 49 UPWARD SYNC - CBO SELECTION .....	52
Figure 50 UPWARD SYNC - DATA PROGRESS.....	52



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State Rural Livelihoods Mission (SRLM), Bihar

## SPLASH MODULE:



*Figure1 SPLASH SCREEN*

This is the first screen when the application is launched by clicking on the app icon.  
After few seconds, the app will navigate to:

1. Register Screen, if it is a fresh install.
2. Login Screen, if user is already registered.





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## REGISTER MODULE:

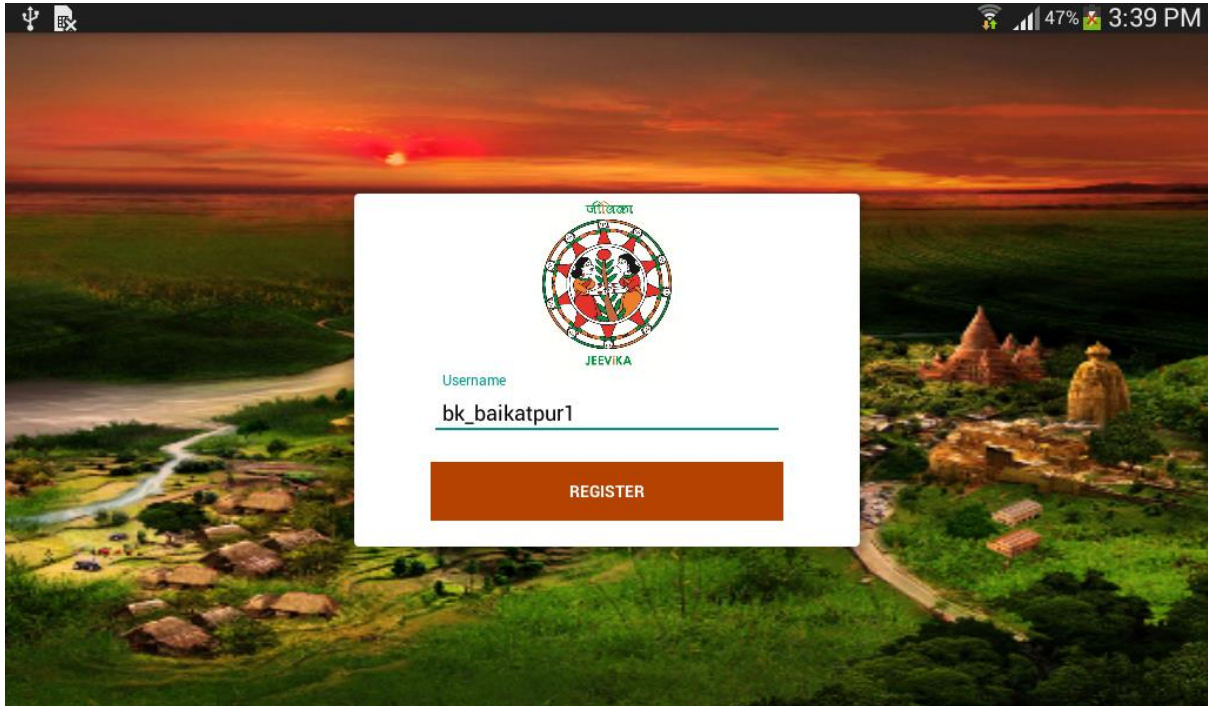


Figure 2 REGISTER SCREEN

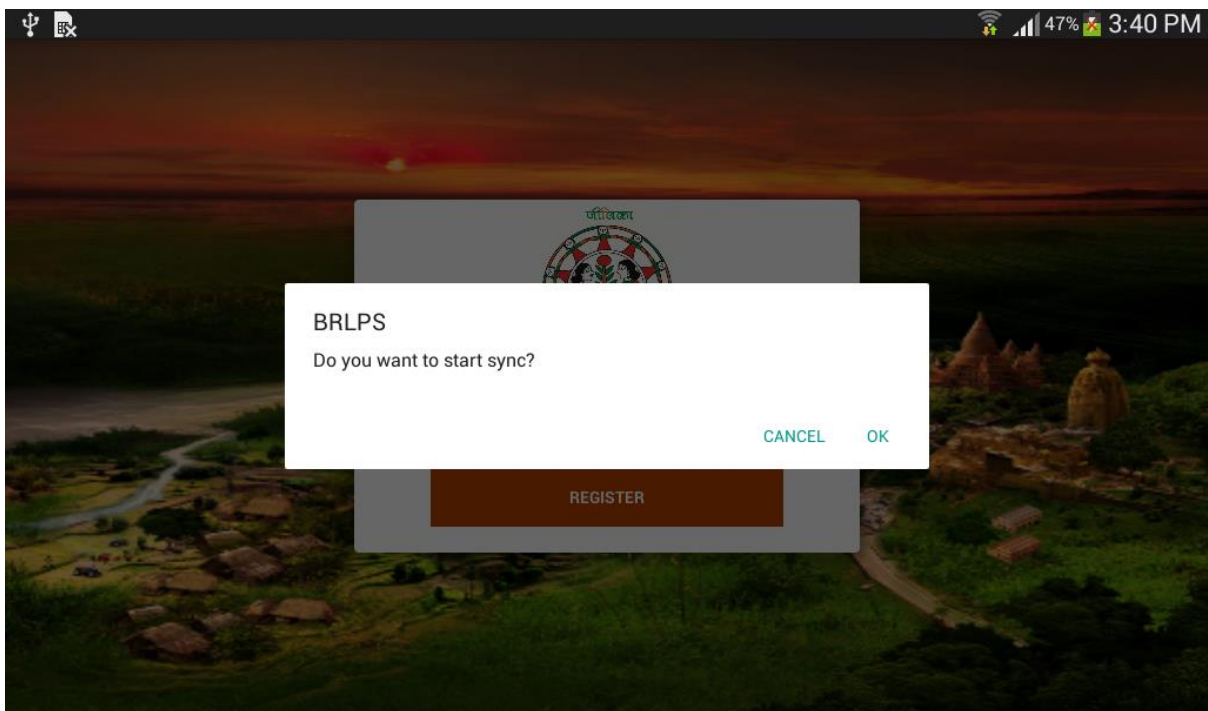
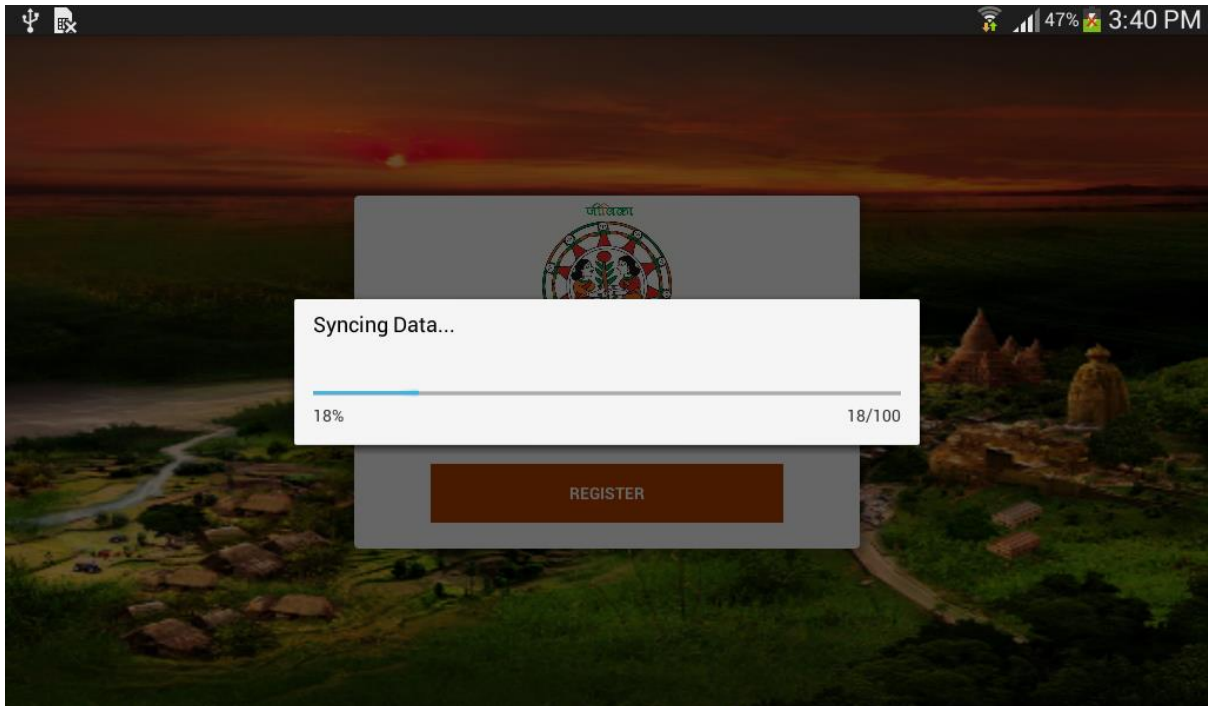


Figure 3 DOWN SYNC CONFIRMATION



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*Figure 4 DOWN SYNC DATA IN PROGRESS*

- It is mandatory for the user to register with the app. Username is mapped with device IMEI number.
- Enter username and click on Register.
- It will validate if the username is registered with device IMEI number.
- If user is registered, it will ask for user confirmation before starting down sync of data. **(Figure 3)**
- If user clicks on 'OK', application will start down sync of the data.
- **All the registered user data will be down synced from central database to local database in device.**
- Syncing data progress (in %age) will be shown to user. **(Figure 4)**
- If user clicks on 'CANCEL', application will show following message to user: 'Your application will not work without sync. Kindly sync to start the application.'
- Down sync of data is mandatory without which application won't work.
- Sometime due to network problem, sync might fail. Keep trying until the sync is completed successfully. (Good internet connection is required for smooth syncing of data).
- Once down sync is successfully completed, application will navigate to **Login** screen.





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## LOGIN MODULE:

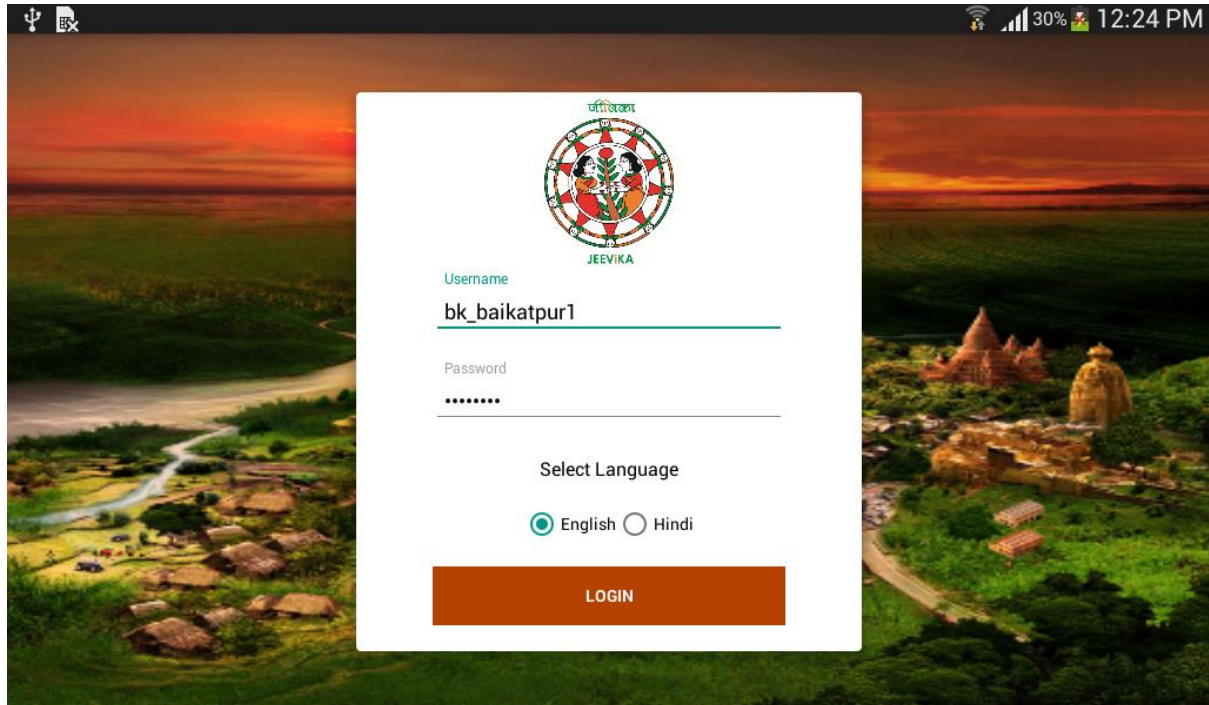


Figure 5 LOGIN

- Login is mandatory to use the application.
- Enter '**Username**' and '**Password**'
- Select Language from the option: '**English**' or '**Hindi**'
- Click on **Login**
- On Successful validation of username and password from local database, application will navigate to '**Select CBO**' screen.
- From login screen, application will work in **offline mode** also.
- Internet connection is required only at the time of registration for **down-sync** of data and later inside the application to **up-sync** the data after data entry.



SELECT CBO MODULE:

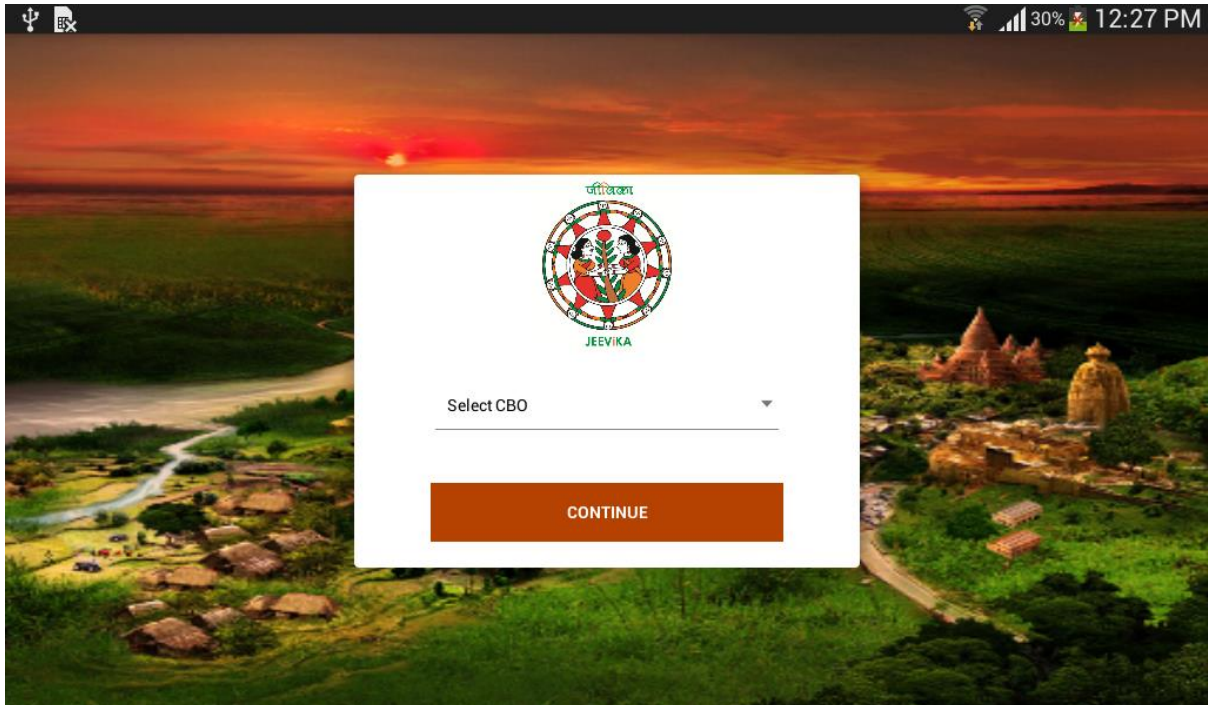


Figure 6 SELECT CBO

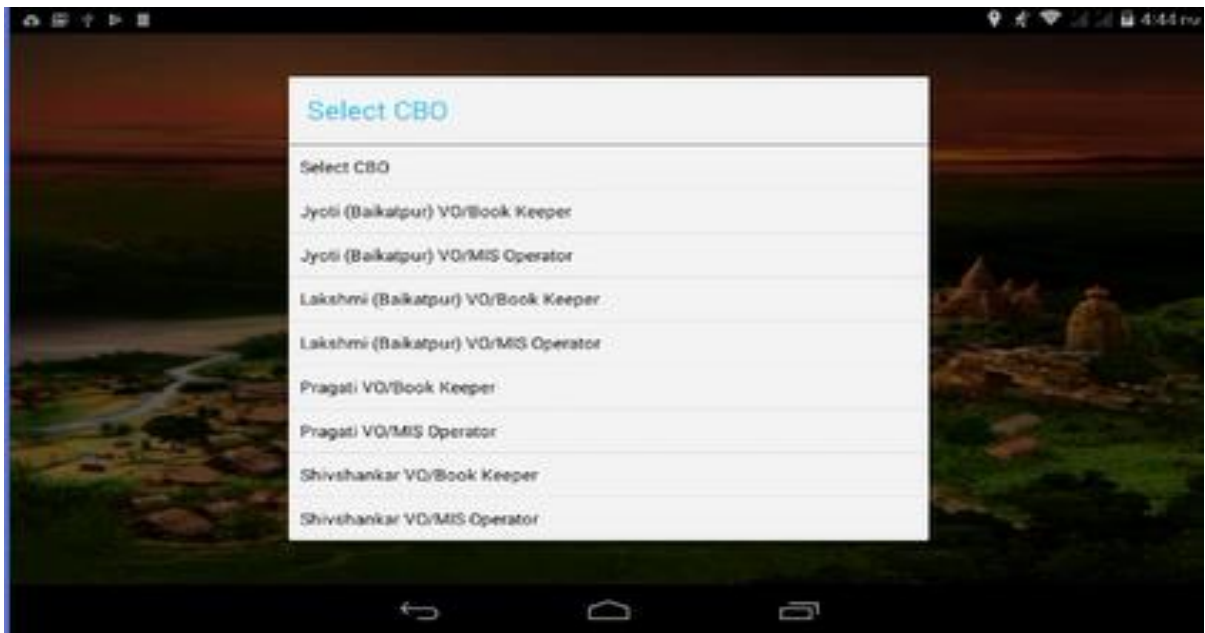


Figure 6.1 SELECT CBO LIST



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## Select CBO screen:

- User need to select CBO from the drop down list (Fig 6.1).
- The list will contain CBOs mapped with the registered username.
- **Selected CBO** will be the **parent CBO** for the application.
- All the data entries will be mapped with the selected parent CBO.



DASHBOARD MODULE:

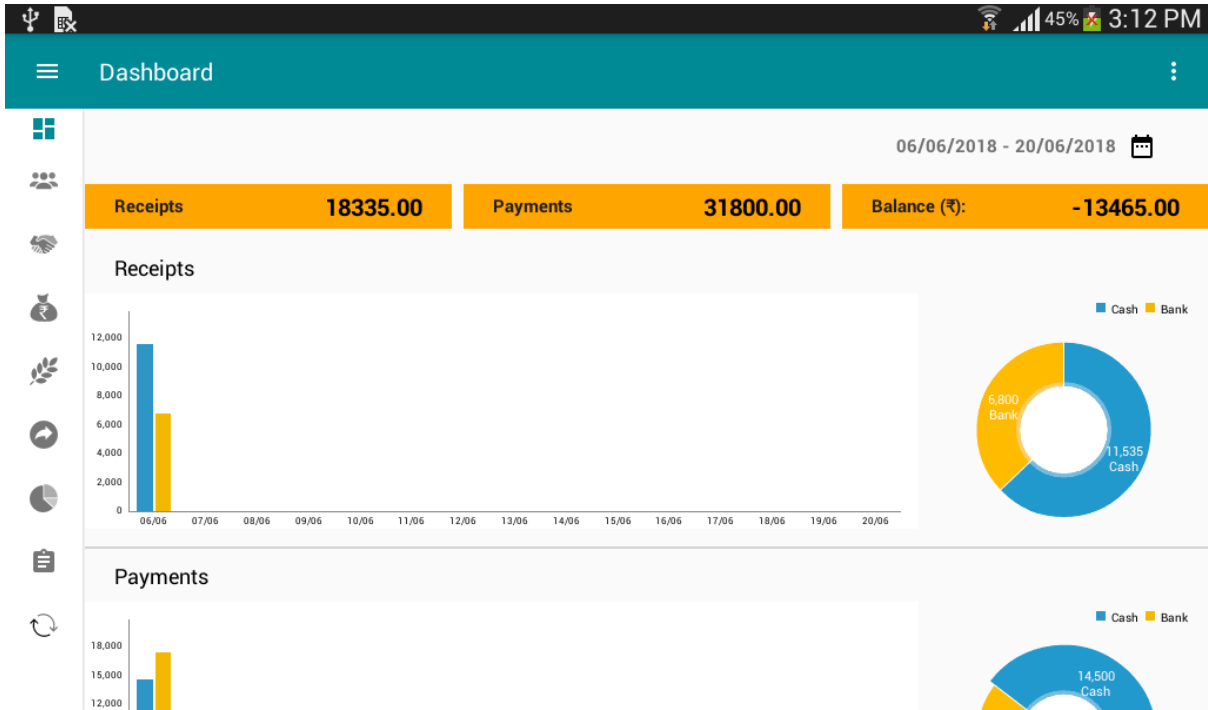


Figure 7 DASHBOARD - RECEIPTS/PAYMENT

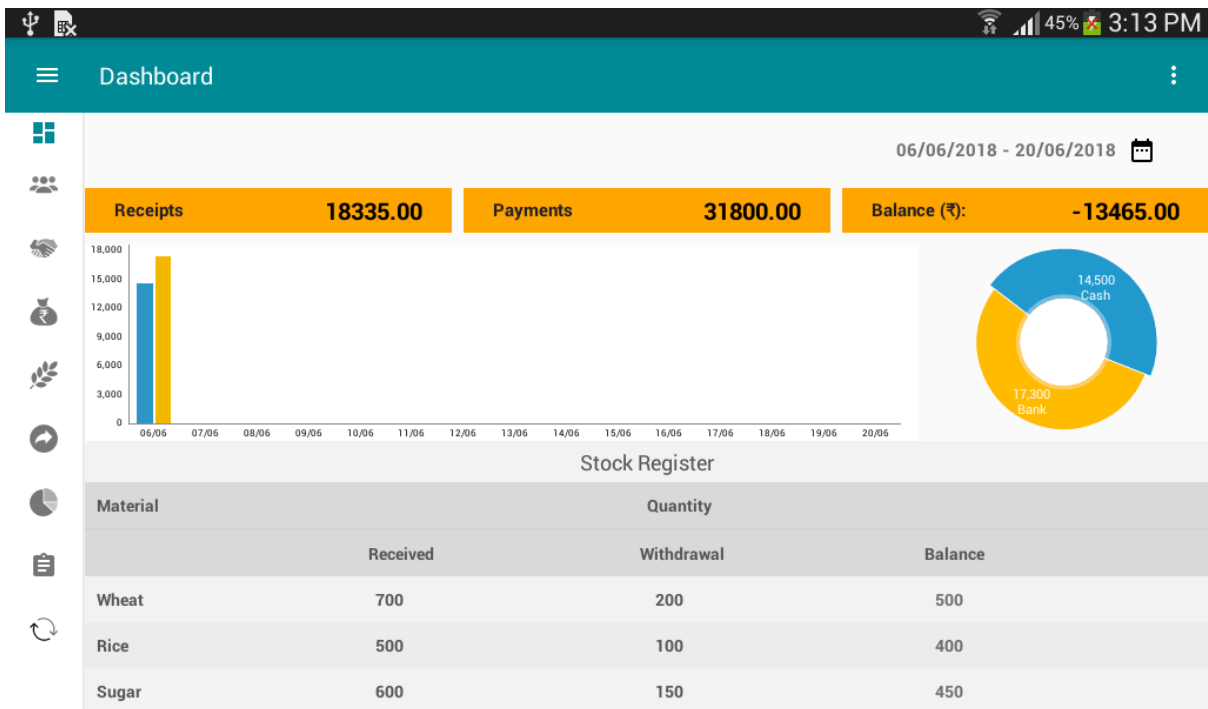


Figure 8 DASHBOARD - STOCK REGISTER



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## Dashboard Screen: (Refer Figure 7 and 8)

Dashboard is the **home screen** of the application. Dashboard is a brief report section of the application. In Dashboard report, user can see the **transactions** and **inventory** data details in brief for the period of **15 days**.

User can see following details in Dashboard Reports for the period of 15 days:

- Total Amount of Receipts
- Total Amount of Payments
- Balance Amount (Receipts – Payments)
- In Pie Chart – Reflecting data payment mode wise for the period of 15 days  
Total Amount in Cash mode (Blue colour) and Total Amount in Bank mode (Orange/Yellow colour)
- In Bar Chart - Reflecting data payment mode wise and date wise for the period of 15 days  
Total Amount in Cash mode (Blue colour) and Total Amount in Bank mode (Orange/Yellow colour)
- Stock Register – Inventory Details for the period of 15 days  
Material Name along with Received quantity, Withdrawn (Issue) quantity and material Balance quantity





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## APP NAVIGATION MODULE:

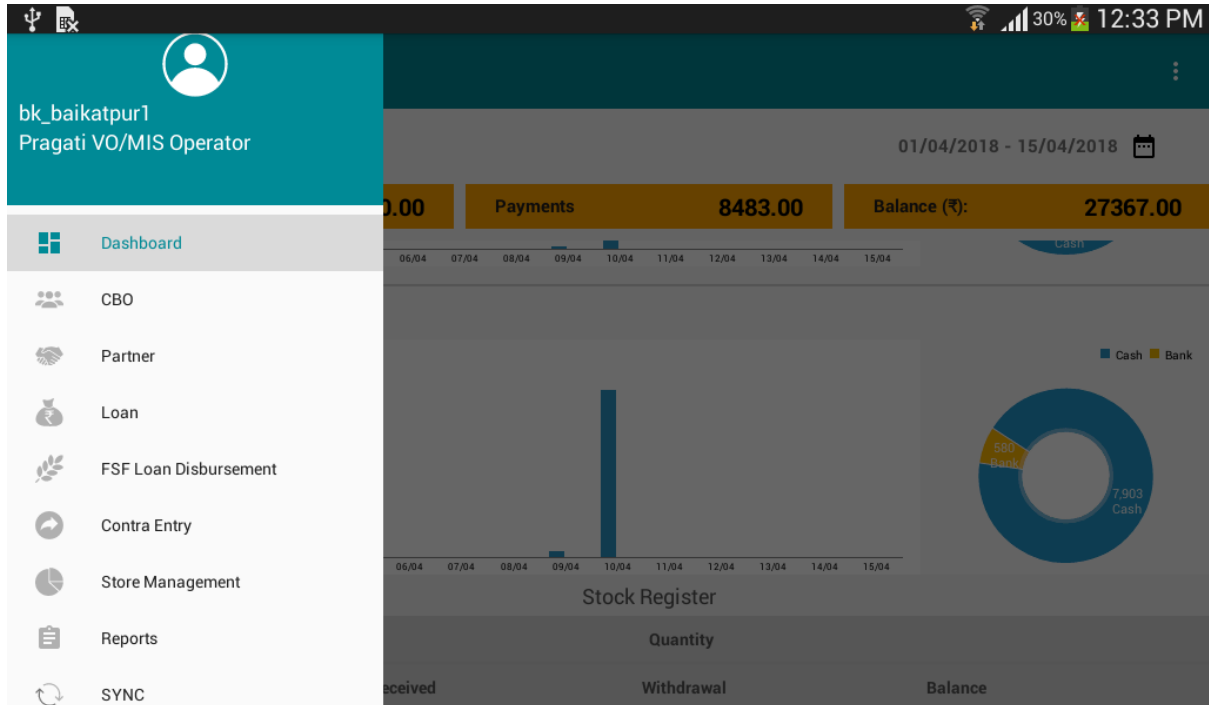


Figure 9 APP NAVIGATION OPTIONS

- User can browse through different modules in the application using navigation drawer.
- The navigation drawer is a UI panel that shows your app's main navigation menu.
- It is hidden when not in use, but appears when the user swipes a finger from the left edge of the screen or, when at the top level of the app, the user touches the drawer icon in the app bar.
- It shows username registered with the application at the top left of the navigation menu and Name & Role of selected CBO below it.
- Browse through following modules via Navigation Menu in application :
  - i) Dashboard
  - ii) CBO
  - iii) Partner
  - iv) Loan
  - v) FSF Loan Disbursement
  - vi) Contra Entry
  - vii) Store Management
  - viii) Reports
  - ix) Sync



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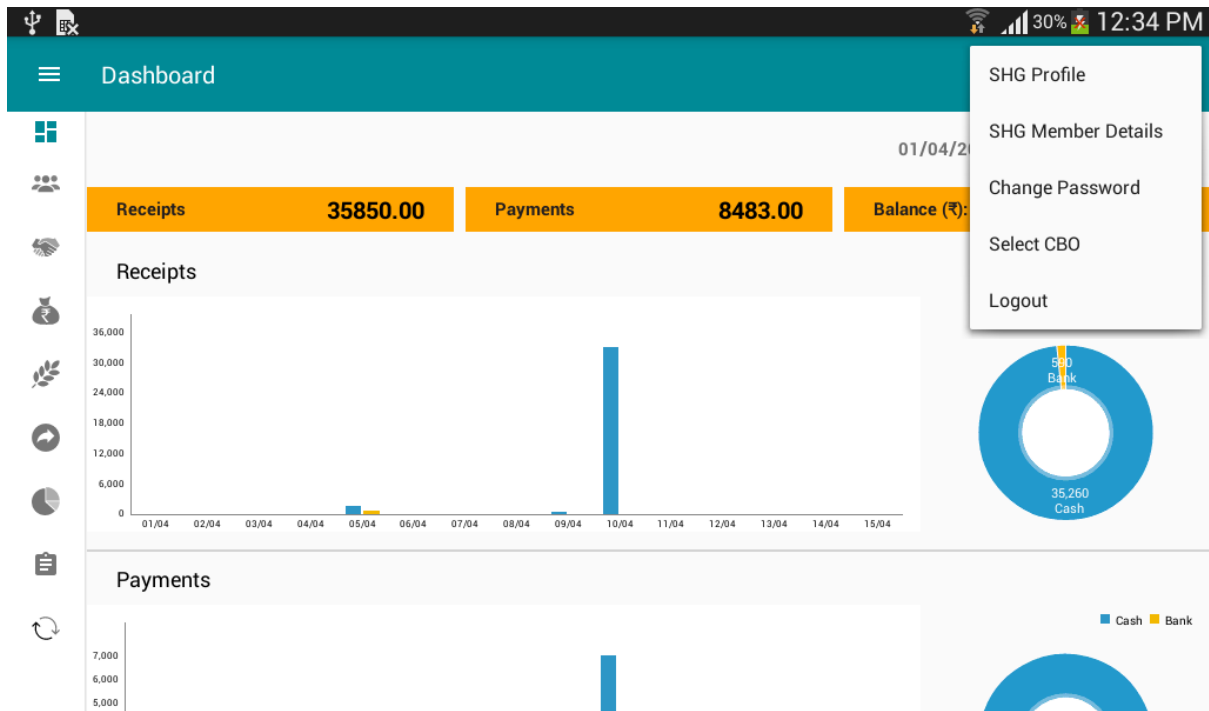


Figure 7 APP MENU OPTIONS

- User can browse through different modules in the application using App Menu options.
- It is hidden when not in use, but appears when at the top right level of the app, the user touches the menu icon in the app bar.
- Browse through following modules via App Menu Options in application:
  - i) SHG Profile
  - ii) SHG Member Details
  - iii) Change Password
  - iv) Select CBO
  - v) Logout



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## CBO WISE RECEIPT MODULE:

The screenshot displays the 'CBO Wise Receipts and Payment' module. The interface is split into two main sections: a form for adding a new receipt and a table of CBOs.

**Form Section (Left):**

- Header:** RECEIPT (selected) | PAYMENT
- Buttons:** Add New Receipt
- Last Transaction Date:** 2018-06-06
- Date:** 06/06/2018
- Ledger:** Membership Fee
- Payment Mode:** Cash (selected) | Bank
- Sub Payment Mode:** Cash
- Cheque No.:** (empty)
- Cheque Date:** (empty)
- Remarks:** test

**Table Section (Right):**

Total Amount		1000.0
CBO Name	Amount (₹)	
Jagdamba (Govindpur)-SHG	500.0	
Meera-SHG	500.0	
Dhanvarsha (Mirnagar)-SHG	Enter Amount	
Shitla (Chhotka nawada)-SHG	Enter Amount	
Meernagar (Meernagar)-SHG	Enter Amount	
Sapna (Meeanagar)-SHG	Enter Amount	
Janak (Meeanagar)-SHG	Enter Amount	
Deepak (Chhoti Nawada)-SHG	Enter Amount	

Figure 8 CBO WISE RECEIPT

Data Entry module for CBO wise Receipts. Steps to Add New Receipt:

- It shows the 'Last Transaction Date' at the top left section.
- Select 'Date' from date picker dialog.
- Select 'Ledger' from Ledger Index Head option in dropdown list.
- Select payment mode, 'Cash' or 'Bank'
- Select sub-payment mode, 'Cash' for 'Cash' or 'Preferred Bank Account' from 'Bank Account List'.
- If payment mode is 'Bank', enter 'Cheque Number' and select 'Cheque Date' from date picker dialog.
- Enter some details in 'Remarks'
- Enter ledger receipt value (INR) in 'Amount' column alongside respective 'CBO Name'.
- Once data entry is completed, click on 'Save/Submit' Icon.

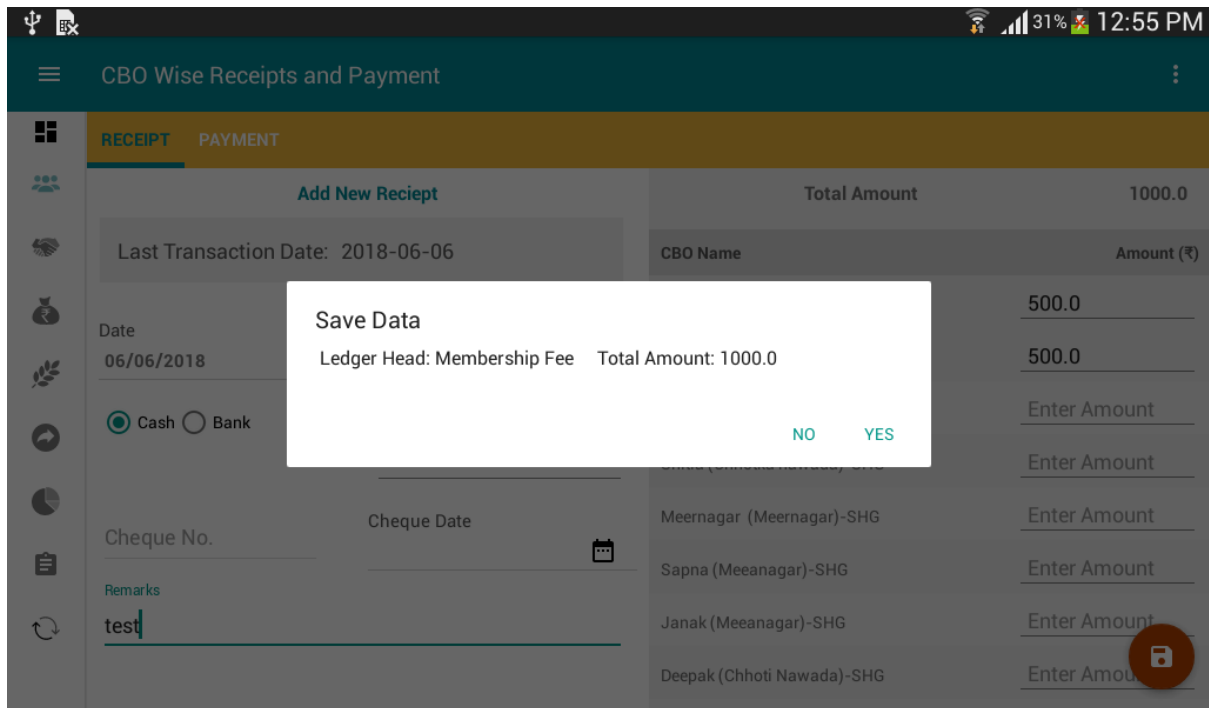


Figure 12 CBO WISE RECEIPT – CONFIRMATION

- Confirmation dialog before saving the data. It shows ‘Ledger Head’ selected with ‘Total Amount’.
- On clicking on ‘NO’, dialog will be closed. Data entry won’t be saved.
- On Clicking on ‘YES’, data entry will be saved in local database.

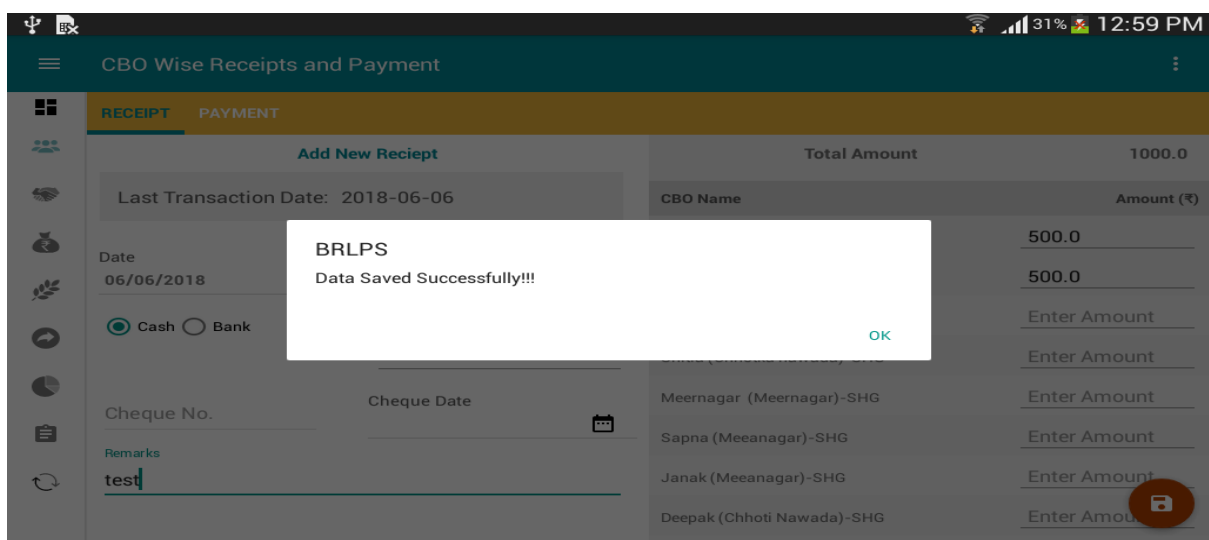


Figure 13 CBO WISE RECEIPT - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.



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## CBO WISE PAYMENT MODULE:

The screenshot displays the 'CBO Wise Receipts and Payment' module. The top bar is teal with a menu icon and the title. Below it, a yellow bar has 'RECEIPT' and 'PAYMENT' tabs, with 'PAYMENT' selected. The main area is divided into a left sidebar with icons and a central form area. The form area includes: 'Last Transaction Date: 2018-06-06', 'Date: 06/06/2018', 'Ledger: Revolving Fund', 'Sub Payment Mode: PNB - Baikatpur -', 'Balance (₹): 359179.00', 'Cheque No.: 123456', 'Cheque Date: 06/06/2018', and 'Remarks: test'. On the right, a table shows the 'Total Amount' as 2000.0 and a list of CBOs with their amounts.

CBO Name	Amount (₹)
Jagdamba (Govindpur)-SHG	1000.0
Meera-SHG	1000.0
Dhanvarsha (Mirnagar)-SHG	Enter Amount
Shitla (Chhotka nawada)-SHG	Enter Amount
Meernagar (Meernagar)-SHG	Enter Amount
Sapna (Meeanagar)-SHG	Enter Amount
Janak (Meeanagar)-SHG	Enter Amount
Deepak (Chhoti Nawada)-SHG	Enter Amount

Figure 14 CBO WISE PAYMENT

Data Entry module for CBO wise Payments. Steps to Add New Payment:

- It shows the 'Last Transaction Date' at the top left section.
- Select 'Date' from date picker dialog.
- Select 'Ledger' from Ledger Index Head option in dropdown list.
- Select payment mode, 'Cash' or 'Bank'
- Select sub-payment mode, 'Cash' for 'Cash' or 'Preferred Bank Account' from 'Bank Account List'.
- If payment mode is 'Bank', enter 'Cheque Number' and select 'Cheque Date' from date picker dialog.
- Enter some details in 'Remarks'
- Enter ledger payment value (INR) in 'Amount' column alongside respective 'CBO Name'.
- Once data entry is completed, click on 'Save/Submit' Icon.



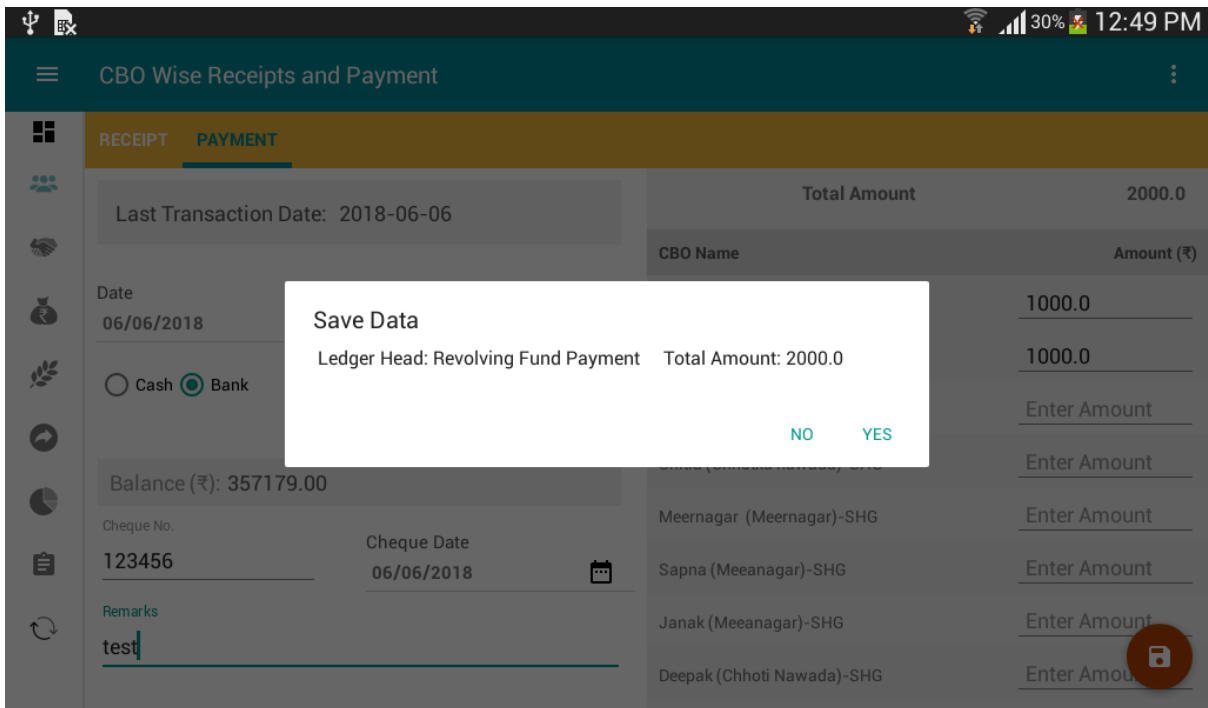


Figure 15 CBO WISE PAYMENT - CONFIRMATION ALERT

- Confirmation dialog before saving the data. It shows 'Ledger Head' selected with 'Total Amount'.
- On clicking on 'NO', dialog will be closed. Data Entry won't be saved.
- On Clicking on 'YES', data entry will be saved in local database.

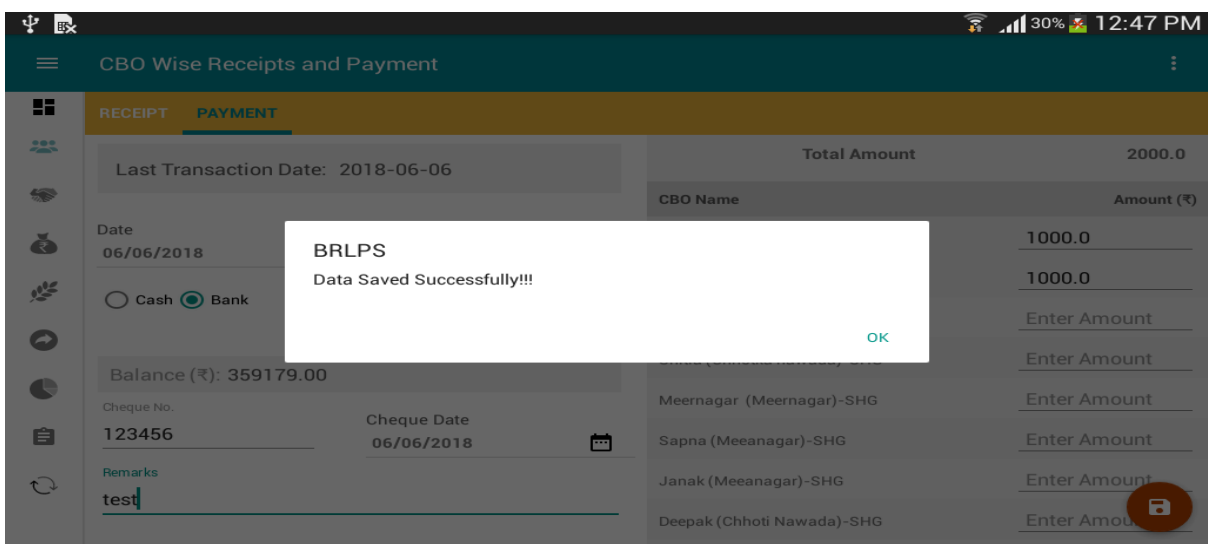


Figure 16 CBO WISE PAYMENTS - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.



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## PARTNER WISE RECEIPT MODULE:

The screenshot displays the 'Partner Wise Receipts and Payment' module. The interface is divided into two main sections: 'RECEIPT' and 'PAYMENT'. The 'RECEIPT' section is active, showing a form titled 'Add New Partner Wise Receipt'. The form includes the following fields:

- Last Transaction Date: 2018-06-06
- Date: 06/06/2018
- Stake Holder: Partner
- Received From: BPIU-Khusrupur
- Payment Mode: Cash
- Sub Payment Mode: Cash
- Cheque No.:
- Cheque Date:
- Remarks: test

The 'PAYMENT' section is also visible, showing a table titled 'Account Index Details' with the following data:

Ledger	Account Index	Amount (₹)
1	Administrative Fund	1500.0
2	Membership Fee	2000.0

Figure 17 PARTNER WISE RECEIPT

Data Entry module for Partner wise Receipts. Steps to Add New Receipt:

- It shows the 'Last Transaction Date' at the top left section.
- Select 'Date' from date picker dialog.
- Select 'Stake Holder' as 'Partner' or 'Other' from Stake Holder option in dropdown list.
- Select 'Received From' from the dropdown list based on the 'Stake Holder'
- Select payment mode, 'Cash' or 'Bank'
- Select sub-payment mode, 'Cash' for 'Cash' or 'Preferred Bank Account' from 'Bank Account List'.
- If payment mode is 'Bank', enter 'Cheque Number' and select 'Cheque Date' from date picker dialog.
- Enter some details in 'Remarks'
- Add 'Account Index Details' by clicking on the '+' (plus) icon at the top right section.
- You can add multiple 'Account Index Details'.
- Once data entry is completed, click on 'Save/Submit' Icon.
- Data Entry will be saved in local database.



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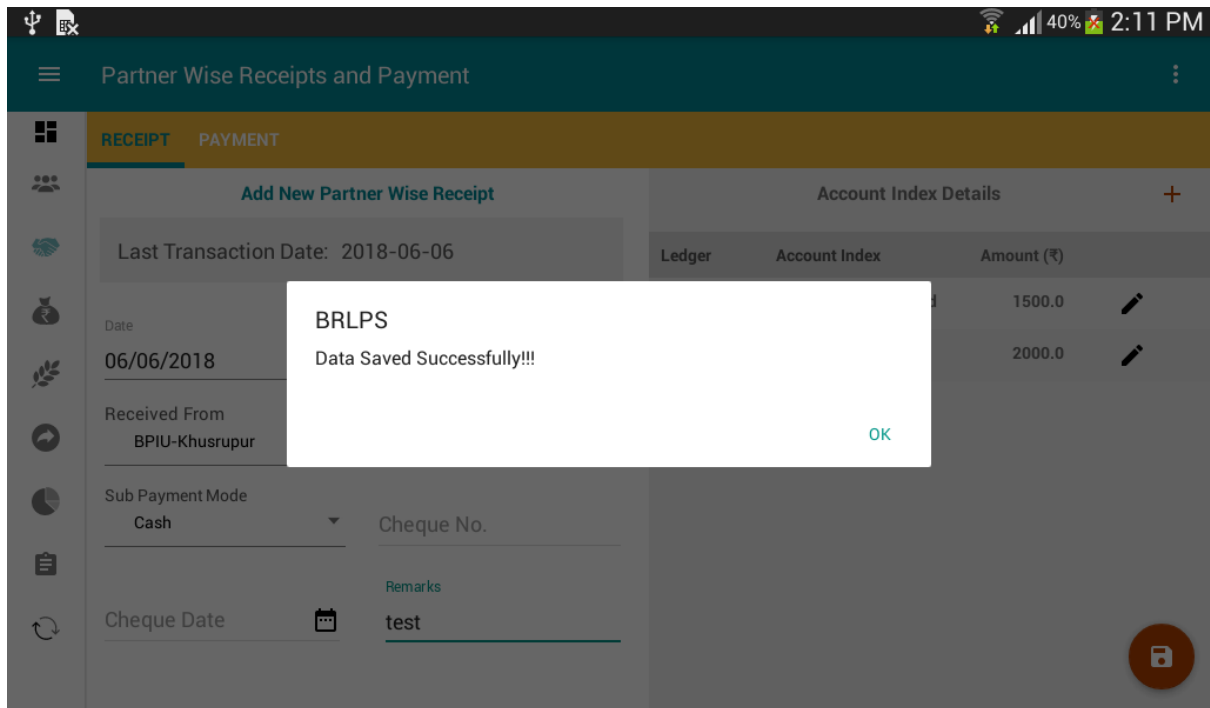


Figure 98 PARTNER WISE RECEIPT –DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.



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## PARTNER WISE PAYMENT MODULE:

Ledger	Account Index	Amount (₹)
1	Revolving Fund Payment	2500.0
2	Livelihoods Fund Receivable	3000.0
3	Office Rent	3500.0

Figure 19 PARTNER WISE PAYMENT

Data Entry module for Partner wise Payments. Steps to Add New Payment:

- It shows the 'Last Transaction Date' at the top left section.
- Select 'Date' from date picker dialog.
- Select 'Stake Holder' as 'Partner' or 'Other' from Stake Holder option in dropdown list.
- Select 'Received From' from the dropdown list based on the 'Stake Holder'
- Select payment mode, 'Cash' or 'Bank'
- Select sub-payment mode, 'Cash' for 'Cash' or 'Preferred Bank Account' from 'Bank Account List'.
- If payment mode is 'Bank', enter 'Cheque Number' and select 'Cheque Date' from date picker dialog.
- Enter some details in 'Remarks'
- Add 'Account Index Details' by clicking on the '+' (plus) icon at the top right section.
- You can add multiple 'Account Index Details'.
- Once data entry is completed, click on 'Save/Submit' Icon.
- Data Entry will be saved in local database.



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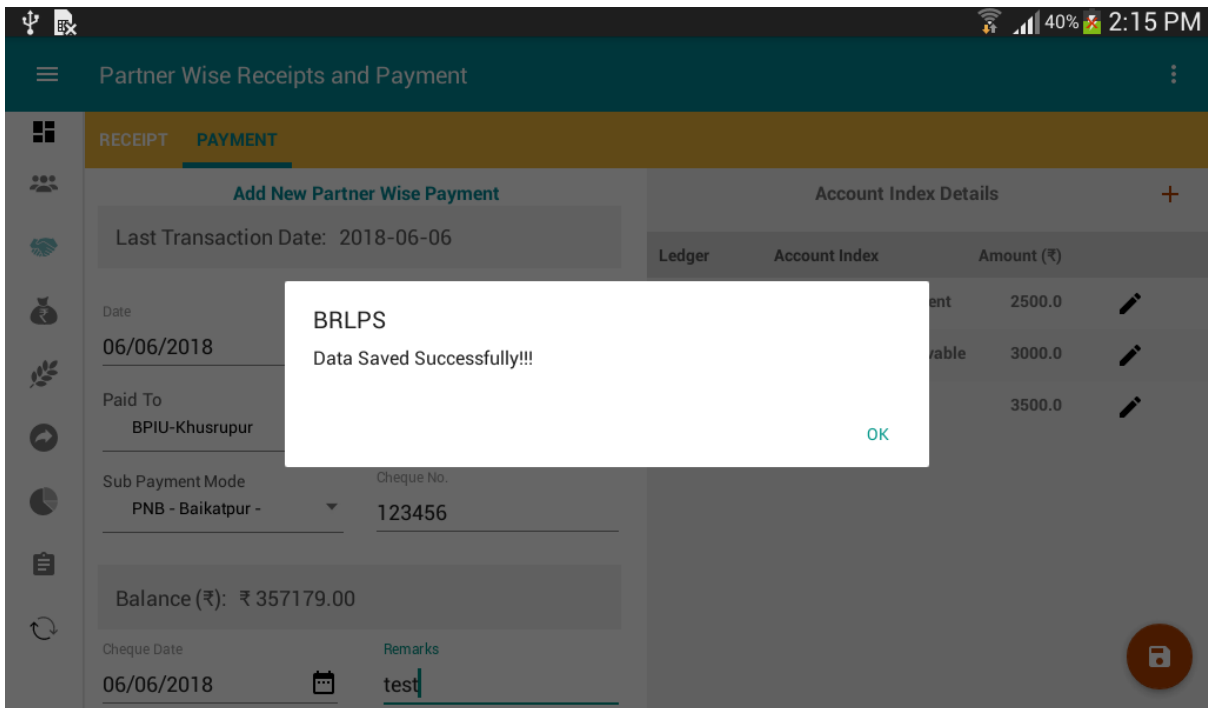


Figure 100 PARTNER WISE PAYMENT - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.





## LOAN DISBURSEMENT MODULE:

CBO	Loan Amt.	Installment	Payable Amount (₹)	Total Interest (₹)
Jagdamba (Govindpur)-SHG	4000	2	4060.00	60.00
Meera-SHG	4500	5	4635.00	135.00
Dhanvarsha (Mirnagar)-SHG				
Shitla (Chhotka nawada)-SHG				

Figure 21 LOAN DISBURSEMENT

Data Entry module for Loan Disbursement. Steps for Loan Disbursement:

- Select '**Date**' from date picker dialog.
- Select '**Payment Mode**', '**Cash**' or '**Bank**'
- Select '**Sub Payment Mode**', '**Cash**' for '**Cash**' or '**Preferred Bank Account**' from '**Bank Account List**'.
- Select '**Loan Type**' from the dropdown list of loan types.
- If payment mode is '**Bank**', enter '**Cheque Number**' and select '**Cheque Date**' from date picker dialog.
- Informative Content:
  - a. **Balance** – Cash or Bank Balance
  - b. **Interest Rate** – Rate of Interest based on Loan Type
  - c. **Available Fund** – Funds Available based on Loan Type
- Enter '**Loan Amount**' and '**Instalments**' alongside respective '**CBO Name**'.
- Click on '**Calculate**' icon to calculate '**Payable Amount**' and '**Total Interest**' based on the '**Loan Amount**' and '**Instalment**'.
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.



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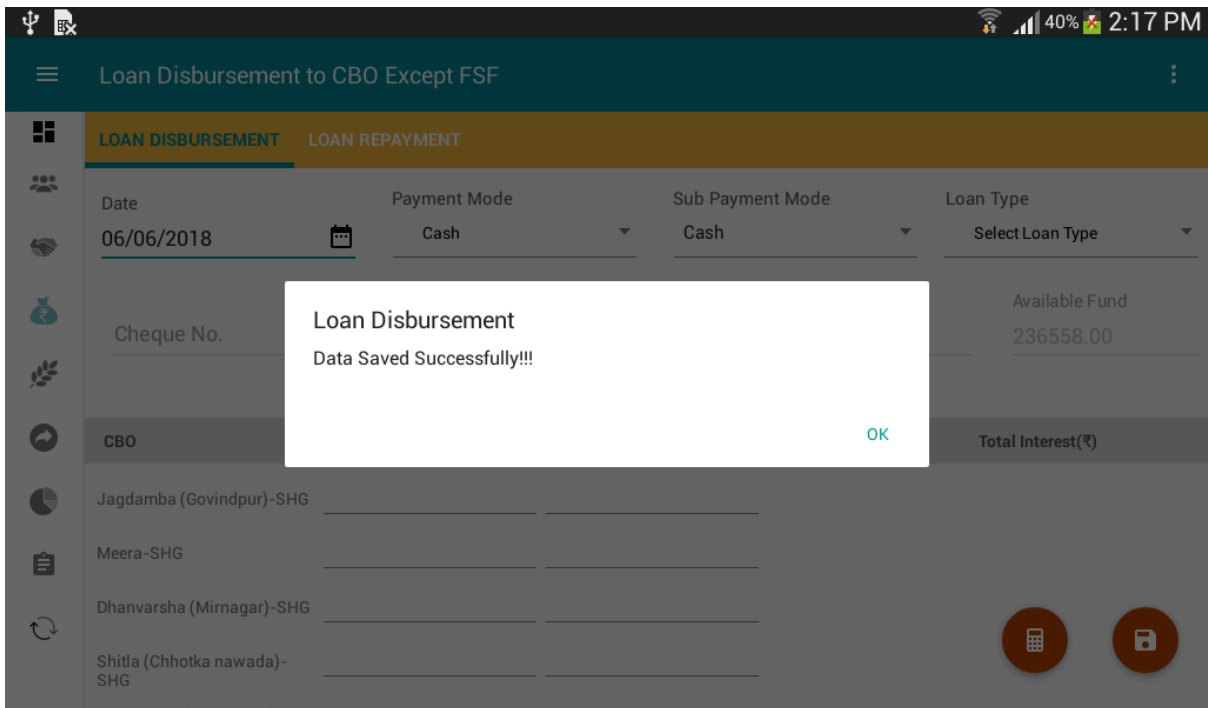


Figure 22 LOAN DISBURSEMENT - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.



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## LOAN REPAYMENT MODULE:

Loan Id	Loan Type	Loan Amt.	Loan Start Date	Loan End Date	Loan Status	CBO Name
664113	HRF Loan	580	05/04/2018	05/05/2018	Open	Dhanvarsha (Mirnagar)
669116	HRF Loan	4000	06/06/2018	06/08/2018	Open	Jagdamba (Govindpur)
669117	HRF Loan	4500	06/06/2018	06/11/2018	Open	Meera

Figure 23 LOAN DISBURSED LIST

Data Entry module for Loan Repayment. Steps for Loan Repayment:

- Select '**Date**' from date picker dialog
- Select '**CBO**' or '**Loan**' from radio button
- If '**CBO**' is selected from radio button then select '**CBO**' from dropdown list of '**CBOs**' for which you wish to see the loan disbursement details
- If '**Loan**' is selected from radio button then select '**Loan**' from dropdown list of '**Loan Type**' for which you wish to see the loan disbursement details
- Click on '**GET DETAILS**' button
- It will fetch loan disbursement details after successful validation
- For loan repayment, click on the respective row from the list



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Loan Id	Outstanding Principle	OutStanding Interest	CBO Name	Loan Type
669117	4500.00	135.00	Meera	HRF Loan

### Repay

Payment mode Cash	Sub Payment Mode Cash	Cheque No.
Cheque Dt.	Principal Paid 500	Interest Paid 35

Save/Submit icon

Figure 24 LOAN REPAYMENT

- Informative Content:
  - a. **Loan Id** – Loan Id of the loan selected for repayment
  - b. **Outstanding Principle** – Outstanding Principle of the loan selected for repayment
  - c. **Outstanding Interest** – Outstanding Interest of the loan selected for repayment
  - d. **CBO Name**—CBO Name of the loan selected for repayment
  - e. **Loan Type** - Loan Type of the loan selected for repayment
- Select payment mode, 'Cash' or 'Bank'
- Select sub-payment mode, 'Cash' for 'Cash' or 'Preferred Bank Account' from 'Bank Account List'.
- If payment mode is 'Bank', enter 'Cheque Number' and select 'Cheque Date' from date picker dialog.
- Enter **Loan Repayment Amount** for 'Principal Paid'
- Enter **Interest Repayment Amount** for 'Interest Paid'.
- Once data entry is completed, click on 'Save/Submit' Icon.
- Data Entry will be saved in local database after successful validation.



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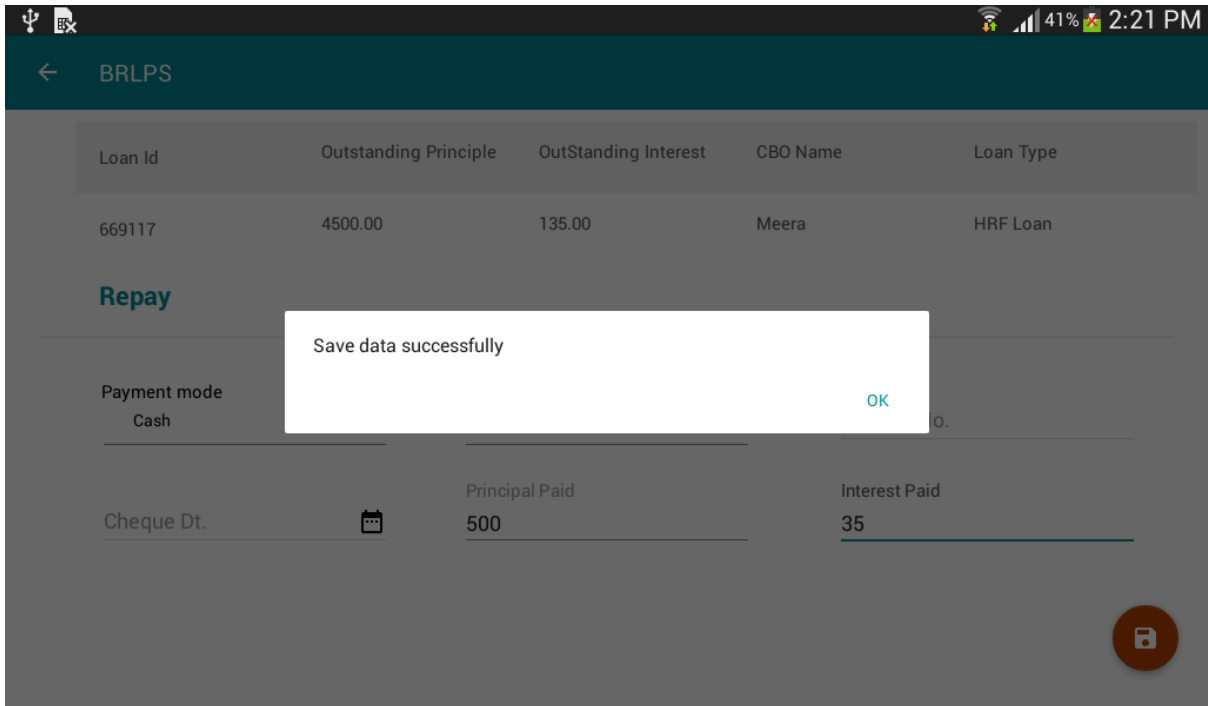


Figure 25 LOAN REPAYMENT - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.





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## FSF LOAN DISBURSEMENT MODULE:

Date	Payment Mode	Sub Payment Mode	CBO
06/06/2018	Cash	Cash	Jagdamba (Govindpur..

Loan Amt.	Cheque No.	Cheque Dt.
5000		

Instalment	Balance (₹)	Interest Rate	Available Fund
5	228093.00	0.00	228093.00

Total Interest(₹)	Payable Amount (₹)
0.00	5000.00

Figure 26 FSF LOAN DISBURSEMENT

Data Entry module for FSF Loan Disbursement. Steps for FSF Loan Disbursement:

- Select '**Date**' from date picker dialog.
- Select '**Payment Mode**', '**Cash**' or '**Bank**'
- Select '**Sub Payment Mode**', '**Cash**' for '**Cash**' or '**Preferred Bank Account**' from '**Bank Account List**'.
- Select '**CBO**' from the dropdown list of CBOs.
- If payment mode is '**Bank**', enter '**Cheque Number**' and select '**Cheque Date**' from date picker dialog.
- Enter '**Loan Amount**'
- Enter '**Instalment**'
- Informative Content:
  - d. **Balance** – Cash or Bank Balance
  - e. **Interest Rate** – Rate of Interest based on Loan Type
  - f. **Available Fund** – Funds Available based on Loan Type
  - g. **Total Interest** – Total Interest Payable Amount
  - h. **Payable Amount** – Loan Payable Amount
- Click on '**Calculate**' icon to calculate '**Payable Amount**' and '**Total Interest**' based on the '**Loan Amount**' and '**Instalment**'.
- Once data entry is completed, click on '**Save/Submit**' Icon.



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- After successful validation, app will navigate to next screen to add Material Details for FSF Loan Disbursement.

The screenshot shows the 'FSF Loan Disbursement' screen. It features a teal header with a menu icon and a title. Below the header, there are several input fields and a table. The fields include Date (2018-06-06), Select Bank Account (Cash), CBO Name (Jagdamba (Govindpur)-SHG), Loan Type (FSF Loan), Loan Amt. (5000.00), Balance (₹): (228093.00), Interest Rate (0.00), and Available Fund (228093.00). A 'Material withdrawal info' section contains a table with columns for Material, Quantity, Rate, and M/U. The table has one row with 'Rice', '100', '100', and 'Kilogram'. Below the table, there is a 'Registration Type' dropdown menu set to 'FSF Register' and a 'Remarks' field containing 'test'. At the bottom right, there are two circular buttons: a plus sign (+) and a save icon.

Figure 27 FSF LOAN DISBURSEMENT - MATERIAL DISBURSED

- Informative Content:
  - a. **Date** – Cash or Bank Balance
  - b. **Selected Bank Account** – Rate of Interest based on Loan Type
  - c. **CBO Name** – Funds Available based on Loan Type
  - d. **Loan Type**– Total Interest Payable Amount
  - e. **Loan Amount** – Loan Payable Amount
  - f. **Balance** – Cash or Bank Balance
  - g. **Interest Rate** – Rate of Interest based on Loan Type
  - h. **Available Fund** – Funds Available based on Loan Type
- Select '**Registration Type**' from the dropdown list
- Enter some details in '**Remarks**'
- Click on the '**+** (Plus) Icon to '**Add Material Details**'
- Select '**Material**' from the dropdown list of material
- For selected material, Enter '**Quantity**' and Enter '**Rate**' as per the measured unit '**Kilogram**'
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.



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## CONTRA ENTRY – CASH WITHDRAWAL MODULE:

The screenshot shows the 'CONTRA ENTRY' module with a sub-tab for 'CASH WITHDRAWAL'. The form is titled 'Add Cash Withdrawal Details' and contains the following data:

Transaction Date	From Account	Amount (₹)	Cheque No.
06/06/2018	PNB - Baikatpur -	5500	123456

Cheque Date	Meeting Date	Balance (₹)
06/06/2018	06/06/2018	₹ 348179.00

Figure 28 CONTRA ENTRY – CASH WITHDRAWAL

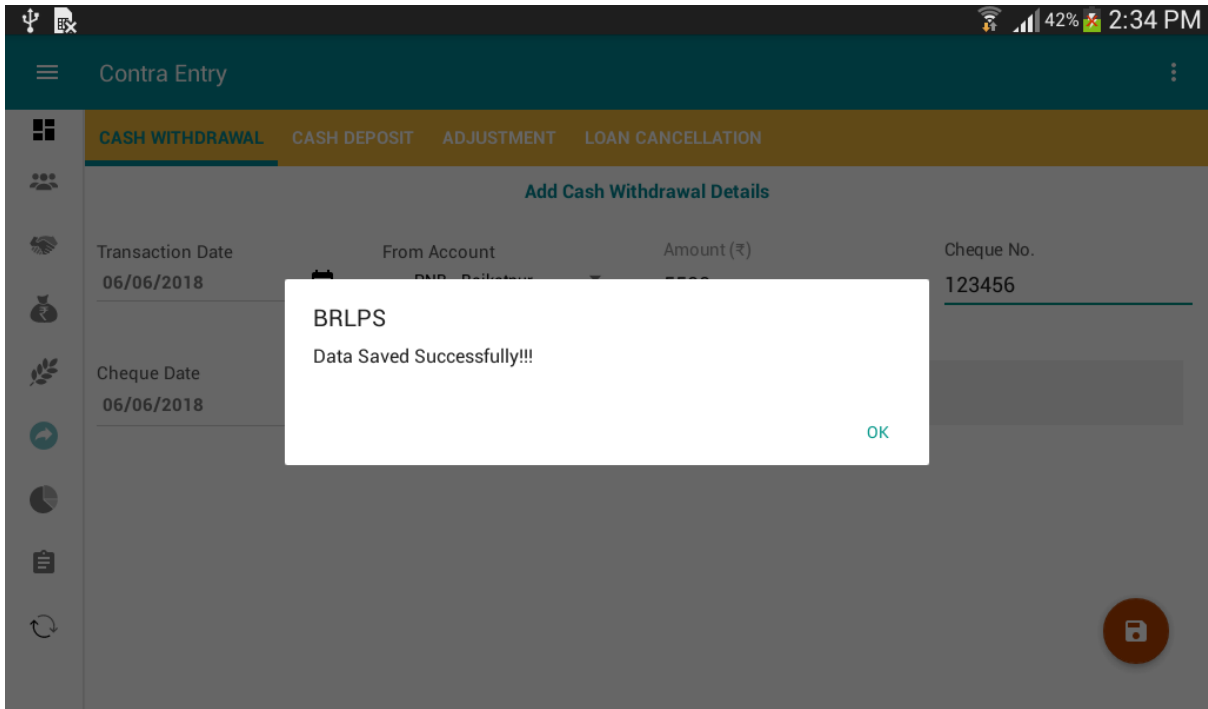
Data Entry module for Contra Entry – Cash Withdrawal. Steps for Contra Entry – Cash Withdrawal:

- Select '**Transaction Date**' from date picker dialog.
- Select '**From Account**', '**Preferred Bank Account**' from '**Bank Account List**'.
- Enter '**Cheque Number**'
- Select '**Cheque Date**' from date picker dialog.
- Select '**Meeting Date**' from date picker dialog.
- Enter '**Amount**' for '**Cash Withdrawal**'
- Informative Content:
  - a. **Balance** –Bank Account Balance
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.



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*Figure 29 CONTRA ENTRY – CASH WITHDRAWAL - DATA SAVED ALERT*

- Confirmation Message for users that data is saved successfully in local database.



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## CONTRA ENTRY – CASH DEPOSIT MODULE:

The screenshot shows the 'CONTRA ENTRY' module with the 'CASH DEPOSIT' tab selected. The form contains the following data:

Transaction Date	To Account	Amount (₹)	Meeting Date
06/06/2018	PNB - Baikatpur -	6000	06/06/2018

Balance (₹): ₹ 234093.00

Figure 30 CONTRA ENTRY – CASH DEPOSIT

Data Entry module for Contra Entry – Cash Deposit. Steps for Contra Entry – Cash Deposit:

- Select '**Transaction Date**' from date picker dialog.
- Select '**To Account**', '**Preferred Bank Account**' from '**Bank Account List**'.
- Select '**Meeting Date**' from date picker dialog.
- Enter '**Amount**' for '**Cash Deposit**'
- Informative Content:
  - b. **Balance** – Cash Balance
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.



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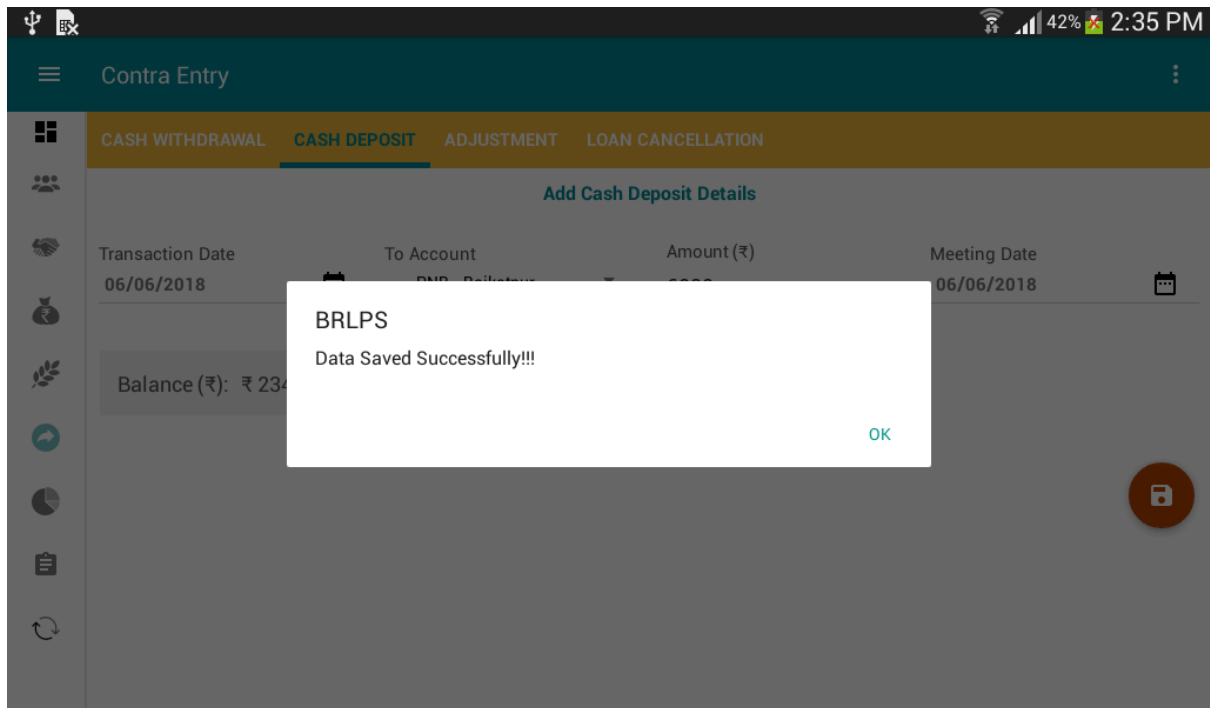


Figure 31 CONTRA ENTRY – CASH DEPOSIT - DATA SAVED ALERT

- Confirmation Message for users that data is saved successfully in local database.





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## ADJUSTMENT MODULE:

Voucher Id	Voucher Date	Amount (₹)	Ledger	Voucher For		
4204303	2018-04-05	100.0	Interest Paid on CLF-BPIU - CIF Loan	Jagdamba (Govindpur)		
4204304	2018-04-05	100.0	Interest Paid on CLF-BPIU - CIF Loan	Meernagar (Meernagar)		
4209324	2018-06-06	1000.0	Revolving Fund Payment	Jagdamba (Govindpur)		
4209325	2018-06-06	1000.0	Revolving Fund Payment	Meera		

Figure 32 ADJUSTMENT - VOUCHER'S LIST

Data Entry module for Adjustment. Steps for Adjustment:

- Select '**Voucher Type**' from the dropdown list of Voucher Type
- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Select '**Voucher For**' from the dropdown list of Voucher For. Either '**CBO**', '**Partner**' or '**Other**' to be selected
- If '**CBO**' is selected from the dropdown list then select respective **CBOs** from dropdown list of **CBOs** for which you wish to see the voucher details
- If '**Partner**' is selected from the dropdown list then select respective **Partners** from dropdown list of **Partners** for which you wish to see the voucher details
- If '**Other**' is selected from the dropdown list then select **Other** from dropdown list of **Other** for which you wish to see the voucher details
- Click on '**GET DETAILS**' button
- It will fetch all the voucher details after successful validation
- For Adjustment, **To Edit** the voucher details click on the respective '**Edit**' Icon from the list row. Here, '**Edit**' implies '**Partial Adjustment**' (Figure 34 and 35)
- For Adjustment, **To Delete** the voucher details click on the respective '**Delete**' Icon from the list row. Here, '**Delete**' implies '**Full Adjustment**' (Figure 33)



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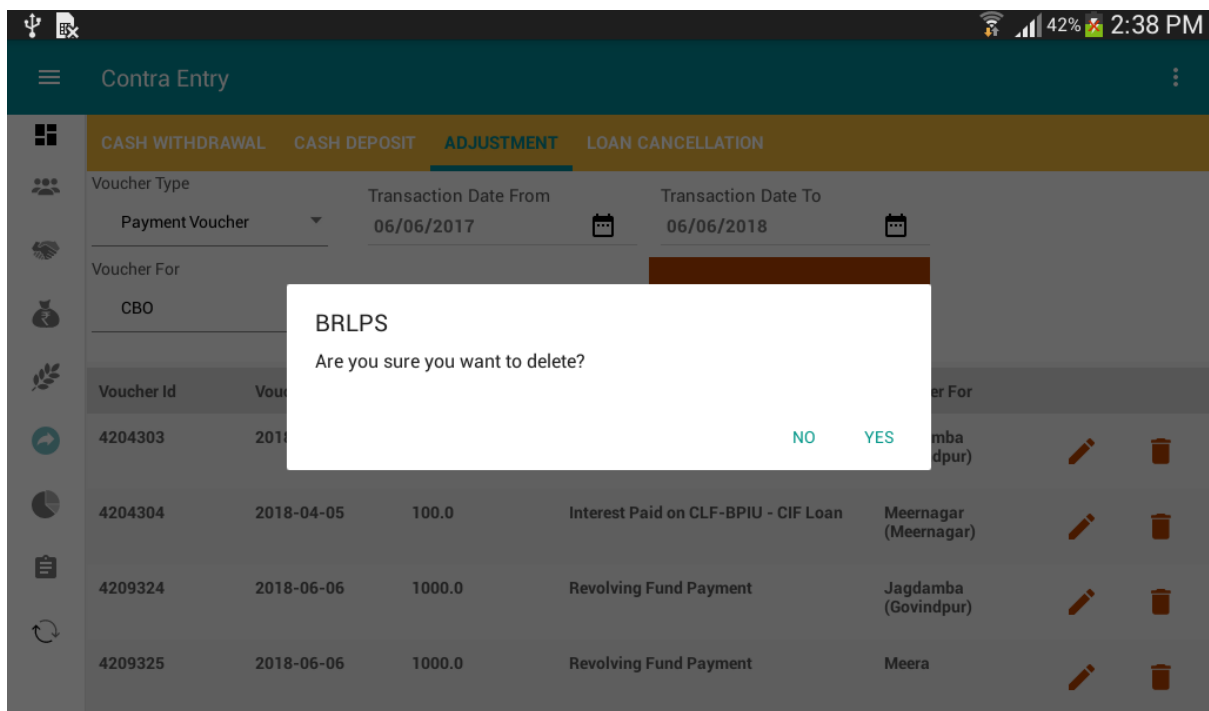


Figure 33 ADJUSTMENT - DELETE CONFIRMATION

- Here, 'Delete' implies 'Full Adjustment' (Figure 33)
- **On Delete**, confirmation dialog will appear for User's confirmation to delete the voucher details.
- Once voucher is deleted it cannot be rolled back, until further adjustment.
- Click on '**NO**' to cancel the voucher deletion. Dialog will be closed.
- Click on '**YES**' to delete the voucher details.
- Original Vouchers are not deleted.
- **Opposite voucher entry is created to nullify the effect.**
- Example: If original entry is **Receipt Voucher**, the adjusted entry will be a **Payment Voucher** on current date with other details remaining constant.



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Adjustment

CBO Name Pragati VO/MIS Operator	Voucher For Jagdamba (Govindpur)	Amount (₹) 1000.0	Old Ledger Revolving Fund Payment
Ledger Revolving Fund Payment	Date 06/06/2018	Amount (₹) 500	Remarks test

Figure 34 PARTIAL ADJUSTMENT - SAME LEDGER

#### For Partial Adjustment with Same Ledger:

- Original Vouchers are not deleted.
- **Opposite (Reverse) voucher entry is created to nullify the effect of the new amount.**
- **New Amount cannot be greater than Old Voucher Amount.**
- Example (**Figure 34**): If original entry is **Receipt Voucher of amount (1000)**:
  - Reverse voucher entry (**Payment Voucher**) will be created
  - with **new amount (500)**
  - with **same old ledger** (Revolving Fund Payment)
  - with **new date selected** (06/06/2018)
  - with new remark (test)
  - other details remaining constant



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Adjustment

CBO Name Pragati VO/MIS Operator	Voucher For Jagdamba (Govindpur)	Amount (₹) 1000.0	Old Ledger Revolving Fund Payment
Ledger Share Contribution	Date 06/06/2018	Amount (₹) 800	Remarks test




Figure 35 PARTIAL ADJUSTMENT - LEDGER CHANGE

#### For Partial Adjustment with Ledger Change:

- Original Vouchers are not deleted.
- **New Amount cannot be greater than Old Voucher Amount.**
- **Opposite (Reverse) voucher entry is created to nullify the effect with new amount and Old Ledger.**
- **New Voucher is created for New Ledger with New Amount.**
- Example (Figure 35): If original entry is **Receipt Voucher** of amount (1000):
  - **Reverse voucher entry (Payment Voucher)** will be created
    - With **new amount (800)**
    - With **same old ledger (Revolving Fund Payment)**
    - with new date selected (06/06/2018)
    - other details remaining constant
  - **New voucher entry (Receipt Voucher)** will be created
    - With **new amount (800)**
    - With **new ledger (Share Contribution)**
    - With new date selected (06/06/2018)
    - With new remarks (test).



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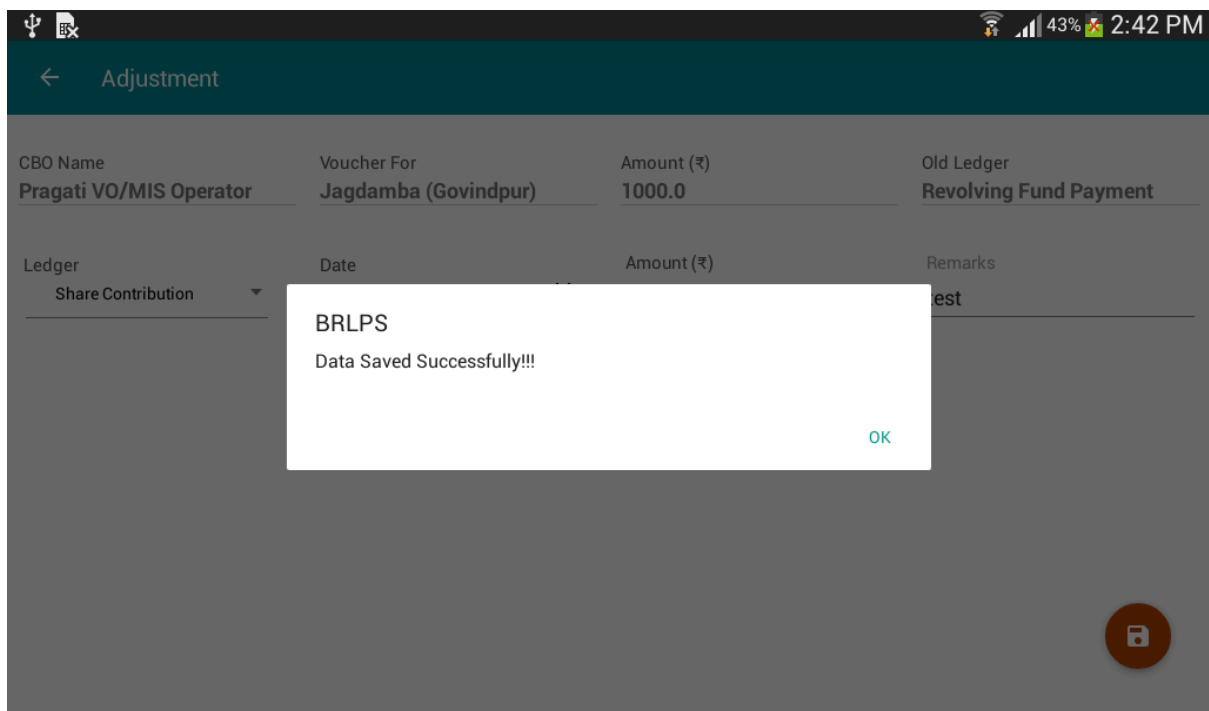


Figure 36 PARTIAL ADJUSTMENT - DATA SAVED ALERT

- Here, 'Edit' implies 'Partial Adjustment' (Figure 34 and 35)
- Informative Content:
  - a. **CBO Name** - Voucher's Parent CBO Name
  - b. **Voucher For** - Voucher's Drawn on Name (CBO, Partner, Other)
  - c. **Amount** - Voucher Amount
  - d. **Old Ledger** - Voucher Selected Ledger Index (Account Head)
- Select '**Ledger**' from the dropdown list only if you wish to change the Ledger Index from the earlier selected (old ledger)
- Select '**Date**' from the date picker dialog
- Enter New '**Amount**' for the voucher. New Amount should be less than the Old Amount
- Enter some details in '**Remarks**' for the voucher
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.
- Confirmation Message for users that data is saved successfully in local database (Figure 36)



## LOAN CANCELLATION MODULE:

Loan Id	Loan Date	Loan Amount	Loan To	Loan Type	Installments	
669116	2018-06-06	4000.0	Jagdamba (Govindpur)	HRF Loan	2	

Figure 37 LOAN VOUCHER'S LIST

Data Entry module for Loan Cancellation. Steps for Loan Cancellation:

- Select '**Loan Type**' from the dropdown list of Loan Type. Here loan type consist of Loan Disbursement and Loan Repayment
- Select '**From Date**' from date picker dialog (Start Date Range for loan voucher details)
- Select '**To Date**' from date picker dialog (End Date Range for loan voucher details)
- Select '**CBO**' from the dropdown list for which you wish to see the loan voucher details
- Click on '**GET DETAILS**' button
- It will fetch all the loan voucher details after successful validation
- For Loan Cancellation, **To Cancel** the loan voucher details click on the respective '**Delete**' Icon from the list row





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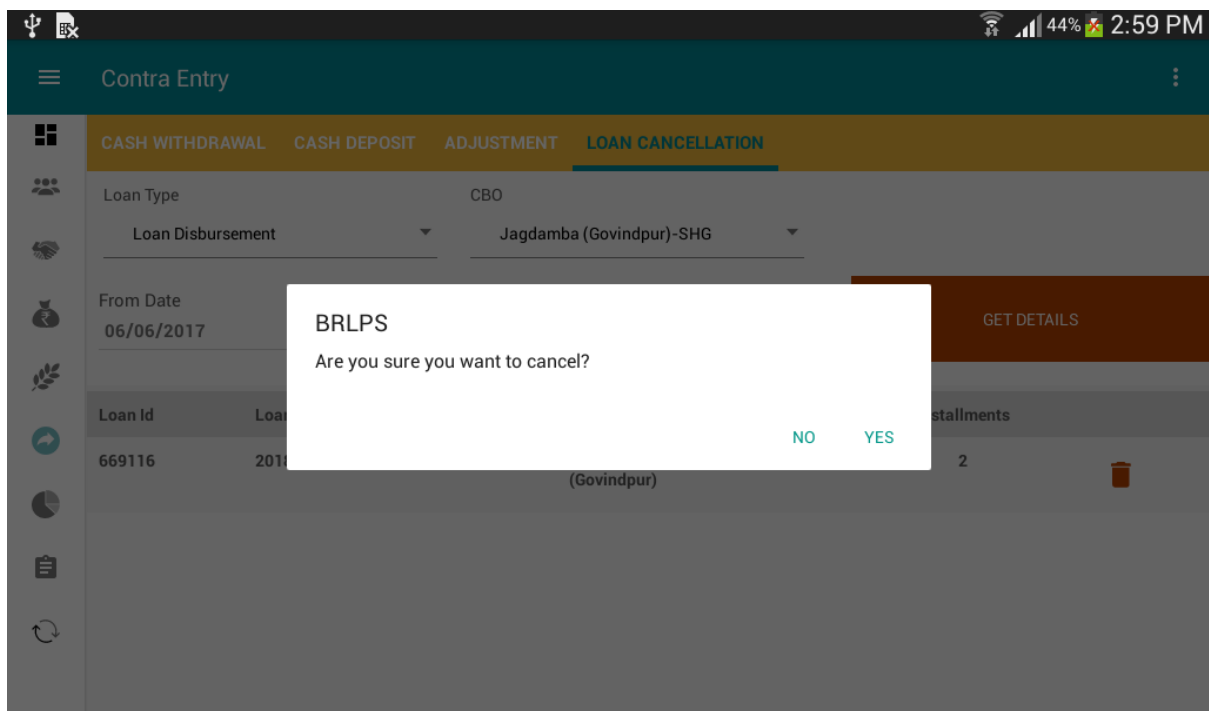


Figure 38 LOAN CANCELLATION – CONFIRMATION

- Here, 'Delete' implies 'Full Cancellation (Figure 38)
- **On Delete**, confirmation dialog will appear for User's confirmation to cancel the loan voucher details.
- Once loan voucher is cancelled it cannot be rolled back.
- Click on '**NO**' if not wanted to cancel the loan voucher. Dialog will be closed.
- Click on '**YES**' to cancel the loan voucher details.
- Original Loan Vouchers are not deleted.
- Same loan voucher entry is modified.
- **Loan Status** changes to '**Invalid**' and **loan amount** becomes **Zero**.



## STORE MANAGEMENT – MATERIAL RECEIPT MODULE:

Material	Quantity	Rate	M/U
Rice	500	60	Kilogram
Sugar	600	70	Kilogram
Wheat	700	80	Kilogram

Figure 39 STORE MANAGEMENT – MATERIAL RECEIPT

BRLPS  
Data Saved Successfully!!!  
OK

Figure 40 STORE MANAGEMENT – MATERIAL RECEIPT - DATA SAVED ALERT



Data Entry module for Store Management – Material Receipt. **(Figure 39 and 40)**

Steps to Add New Material Receipt: **(Figure 40)**

- It shows the '**CBO Name**' at the top left section. It is the '**Parent CBO**' selected at the start of application in '**Select CBO**' screen after login.
- Select '**Date**' from date picker dialog.
- Select '**Stake Holders**' from the radio button options. Select either '**Partner**', '**CBO**' or '**Other**'
- Selection of '**Member**' as Stake Holder is disabled.
- If '**CBO**' is selected as Stake Holder from the radio button then select respective **CBOs** from dropdown list of **CBOs** in '**Received From**' for which you wish to see the voucher details
- If '**Partner**' is selected as Stake Holder from the radio button then select respective **Partners** from dropdown list of **Partners** in '**Received From**' for which you wish to see the voucher details
- If '**Other**' is selected as Stake Holder from the radio button then '**Received From**' is **disabled** and '**Name**' is **enabled**. Enter some value in '**Name**' for '**Other**' stake holder
- Select '**Register Type**' from the dropdown list
- Enter some details in '**Remarks**'
- Click on the '+' (**Plus**) Icon to '**Add Material Details**'
- Select '**Material**' from the dropdown list of material
- For selected material, Enter '**Quantity**' and Enter '**Rate**' as per the measured unit '**Kilogram**' and click on '**SUBMIT**'
- You can see the added material in '**Material Details**' section at the right half of the screen
- Click on '**Edit**' icon to edit the material details, if needed
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.
- Confirmation Message for users that data is saved successfully in local database.**(Figure 40)**



### STORE MANAGEMENT – MATERIAL ISSUE MODULE:

**Store Management**

**MATERIAL RECEIPT** | **MATERIAL ISSUE**

CBO Name: Pragati VO/MIS Operator | Date: 06/06/2018

Member  Partner  **CBO**  Other

Received From: Jagdamba (Govindpur)- | Name: \_\_\_\_\_

Register Type: FSF Register | Remarks: test

Material	Quantity	Rate	M/U
Rice	100	80	Kilogram
Sugar	150	90	Kilogram
Wheat	200	100	Kilogram

Figure 41 STORE MANAGEMENT – MATERIAL ISSUE

**Store Management**

**MATERIAL RECEIPT** | **MATERIAL ISSUE**

CBO Name: Pragati VO/MIS Operator | Date: 06/06/2018

Member  Partner  **CBO**  Other

Received From: Jagdamba (Govindpur)- | Name: \_\_\_\_\_

Register Type: FSF Register | Remarks: test

Material	Quantity	Rate	M/U
Rice	100	80	Kilogram
Sugar	150	90	Kilogram
Wheat	200	100	Kilogram

**BRLPS**  
Data Saved Successfully!!!  
OK

Figure 42 STORE MANAGEMENT – MATERIAL ISSUE - DATA SAVED ALERT



Data Entry module for Store Management – Material Issue. **(Figure 41 and 42)**

Steps to Add New Material Issue: **(Figure 41)**

- It shows the '**CBO Name**' at the top left section. It is the '**Parent CBO**' selected at the start of application in '**Select CBO**' screen after login.
- Select '**Date**' from date picker dialog.
- Select '**Stake Holders**' from the radio button options. Select either '**Partner**', '**CBO**' or '**Other**'
- Selection of '**Member**' as Stake Holder is disabled.
- If '**CBO**' is selected as Stake Holder from the radio button then select respective **CBOs** from dropdown list of **CBOs** in '**Received From**' for which you wish to see the voucher details
- If '**Partner**' is selected as Stake Holder from the radio button then select respective **Partners** from dropdown list of **Partners** in '**Received From**' for which you wish to see the voucher details
- If '**Other**' is selected as Stake Holder from the radio button then '**Received From**' is **disabled** and '**Name**' is **enabled**. Enter some value in '**Name**' for '**Other**' stake holder
- Select '**Register Type**' from the dropdown list
- Enter some details in '**Remarks**'
- Click on the '+' (**Plus**) Icon to '**Add Material Details**'
- Select '**Material**' from the dropdown list of material
- For selected material, Enter '**Quantity**' and Enter '**Rate**' as per the measured unit '**Kilogram**' and click on '**SUBMIT**'
- You can see the added material in '**Material Details**' section at the right half of the screen
- Click on '**Edit**' icon to edit the material details, if needed
- Once data entry is completed, click on '**Save/Submit**' Icon.
- Data Entry will be saved in local database after successful validation.
- Confirmation Message for users that data is saved successfully in local database.**(Figure 42)**



## REPORTS MODULE – LEDGER BOOK:

Voucher Id	Voucher Date	Amount (₹)	Ledger	Voucher For
4209324	06/06/2018	1000.0	Revolving Fund Payment	Jagdamba (Govindpur)
4209325	06/06/2018	1000.0	Revolving Fund Payment	Meera
4209330	06/06/2018	4000.0	SHG-CIF - HRF Loan	Jagdamba (Govindpur)
4209331	06/06/2018	4500.0	SHG-CIF - HRF Loan	Meera
4209336	06/06/2018	800.0	Share Contribution	Jagdamba (Govindpur)
4209337	06/06/2018	5000.0	SHG - Food Grain (Receivable)	Jagdamba (Govindpur)

Figure 43 REPORTS – LEDGER BOOK

Data Entry module for Reports Module – Ledger Book. Steps for Ledger Book Reports:

- Select '**Voucher Type**' from the dropdown list of Voucher Type
- Voucher Type consist of: **Payment Voucher**, **Receipt Voucher** and **Contra Voucher**
- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Select '**Voucher For**' from the dropdown list of '**Voucher For**'.
- '**Voucher For**' consist of Stakeholders '**CBO**', '**Partner**' and '**Other**'
- If '**CBO**' is selected from the dropdown list then select respective **CBOs** from dropdown list of **CBOs** for which you wish to see the report
- If '**Partner**' is selected from the dropdown list then select respective **Partners** from dropdown list of **Partners** for which you wish to see the report
- If '**Other**' is selected from the dropdown list then select **Other** from dropdown list of **Other** for which you wish to see the report
- Informative Content:
  - **Total Amount** – Sum of Amount of all records in ledger book report
- Click on '**VIEW REPORT**' button
- It will fetch all the voucher details after successful validation based on the provided input parameters for **Ledger Book Report**





## REPORTS MODULE – STOCK REGISTER:

Material	Quantity		
	Received	Withdrawal	Balance
Wheat	700	200	500
Rice	500	200	300
Sugar	600	150	450

Figure 44 REPORTS – STOCK REGISTER

Data Entry module for Reports Module – Stock Register. Steps for Stock Register Reports:

- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Click on '**GET DETAILS**' button
- It will fetch all the inventory (material stock) related details after successful validation based on the provided input parameters for **Stock Register Report**



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## REPORTS MODULE – CASH BOOK:

Voucher Date	Ledger	Amount (₹)
06/06/2018	SHG - Food Grain (Receivable)	5000.0
06/06/2018	SHG-CIF - HRF Loan	8500.0
06/06/2018	VO-Cash Account to Bank Account	6000.0

Figure 45 REPORTS – CASH BOOK

Data Entry module for Reports Module – Cash Book. Steps for Cash Book Reports:

- Select '**Voucher Type**' from the dropdown list of Voucher Type
- Voucher Type consist of: **Payment Voucher** and **Receipt Voucher**
- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Informative Content:
  - **Opening Balance** – Opening Cash Balance as on Start Date
  - **Closing Balance** – Closing Cash Balance as on End Date
  - **Total Amount** – Sum of Amount of all records in ledger book report
- Click on '**VIEW REPORT**' button
- After successful validation, It will fetch all the voucher details done with payment mode as Cash based on the provided input parameters for **Cash Book Report**



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## REPORTS MODULE – BANK BOOK:

Voucher Date	Ledger	Amount (₹)
06/06/2018	Livelihoods Fund Receivable	3000.0
06/06/2018	Office Rent	3500.0
06/06/2018	Revolving Fund Payment	4500.0
06/06/2018	Share Contribution	800.0
06/06/2018	VO-Bank Account To Cash Account	5500.0

Figure 46 REPORTS – BANK BOOK

Data Entry module for Reports Module – Bank Book. Steps for Bank Book Reports:

- Select '**Voucher Type**' from the dropdown list of Voucher Type
- Voucher Type consist of: **Payment Voucher** and **Receipt Voucher**
- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Informative Content:
  - **Opening Balance** – Opening Bank Balance as on Start Date
  - **Closing Balance** – Closing Bank Balance as on End Date
  - **Total Amount** – Sum of Amount of all records in ledger book report
- Click on '**VIEW REPORT**' button
- After successful validation, It will fetch all the voucher details done with payment mode as Bank based on the provided input parameters for **Bank Book Report**



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## REPORTS MODULE – LOAN REPORTS:

CBO Name	Loan Id	Loan Type	Loan Amount	Loan Start Date	Loan End Date	No. of Installments	Loan Status	Repayment Count	
Jagdamba (Govindpur)	660176	VO General Loan	40000	01/03/2016	01/07/2019	40	Open	1	➔
Jagdamba (Govindpur)	669116	HRF Loan	4000	06/06/2018	06/08/2018	2	Open	0	
Jagdamba (Govindpur)	669118	FSF Loan	5000	06/06/2018	06/11/2018	5	Open	0	

Figure 47 REPORTS – LOAN DISBURSEMENT

Data Entry module for Reports Module – Loan Reports.

Steps for Loan Reports:

- Select '**CBO**' from the dropdown list of **CBOs**
- Select '**Transaction Date From**' from date picker dialog
- Select '**Transaction Date To**' from date picker dialog
- Click on '**VIEW REPORT**' button
- After successful validation, It will fetch all the loan voucher details based on the provided input parameters for **Loan Reports**
- If '**Repayment Count**' is **Zero (0)**, no repayment received for respective loan disbursed. **Right Arrow (=>)** won't be visible in respective row
- If '**Repayment Count**' is greater than Zero (> 0), **Right Arrow (=>)** will be visible in respective row
- Click on '**Right Arrow (=>)**' to view '**Loan Repayment**' Reports



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Loan Id	Voucher Id	Voucher Date	Principal Repayment Amount	Interest Repayment Amount
660176	4167101	05/03/2016	0.0	1600.0

Figure 48 REPORTS – LOAN REPAYMENT

- Loan Repayment Details is shown in Loan Repayment Reports
- Loan Repayment Reports shows all repayment details for selected loan



### UPWARD SYNC (DATA) MODULE:

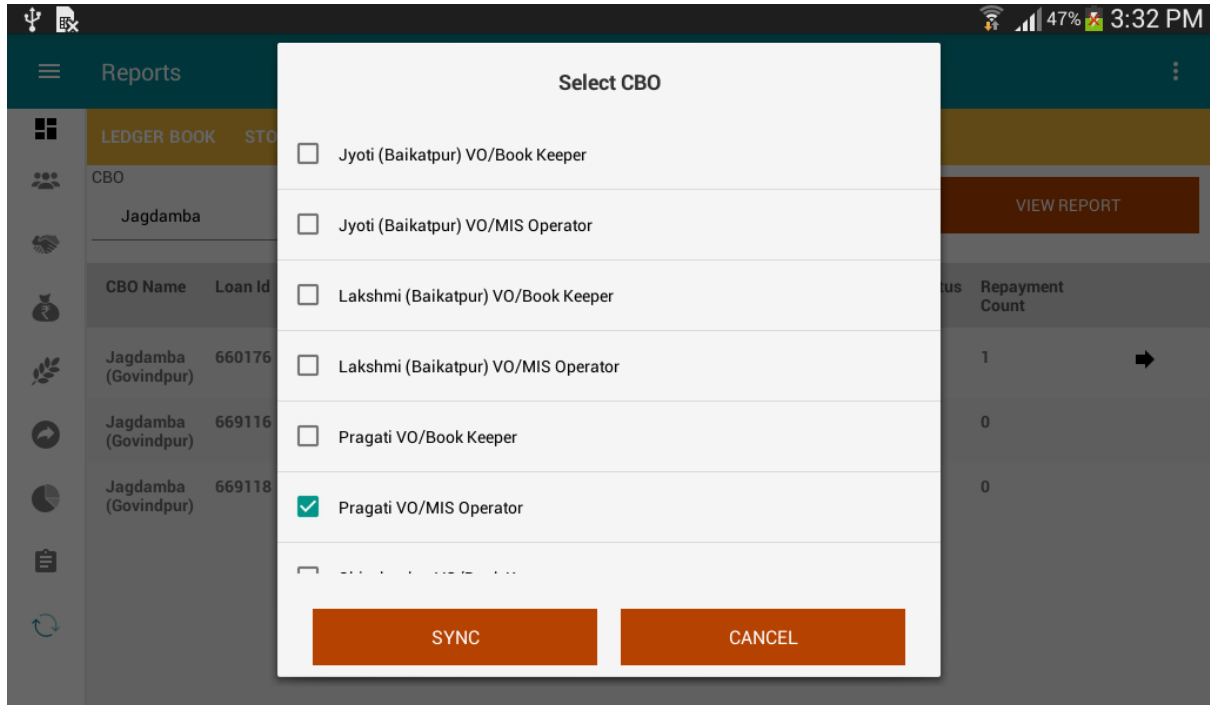


Figure 49 UPWARD SYNC - CBO SELECTION

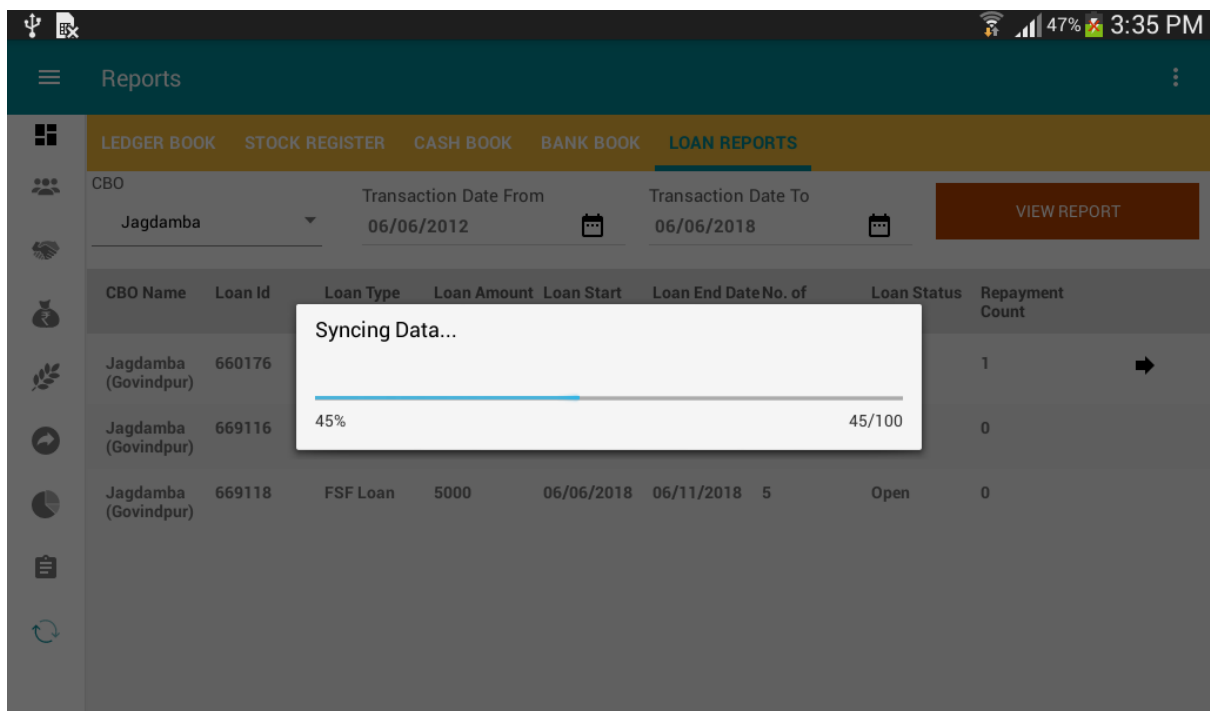


Figure 50 UPWARD SYNC - DATA PROGRESS



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- Once data entry is completed, User should **up-sync** the data.
- Select '**CBO**' from list the CBOs for which the data need to be up-synced. **(Figure 49)**
- If user clicks on '**CANCEL**', dialog will be closed and up-sync won't start. **(Figure 49)**
- If user clicks on '**SYNC**', application will start **up-sync** of the data. **(Figure 49)**
- **All the registered user data will be up synced from local database to central database.**
- Syncing of data progress (in %age) will be shown to user. **(Figure 50)**
- **Up-Sync** of data should be done **periodically**, otherwise **data can be lost**.
- If User '**uninstalls**' the application or If User clicks on '**Clear Data**' from the '**App Info**' screen, **all of this application's data will be deleted permanently. This includes all files, settings, accounts, databases etc.**
- Sometime due to network problem, sync might fail. Keep trying until the sync is completed successfully. (Good internet connection is required for smooth syncing of data).
- Once up-sync is successfully completed, application will alert user by showing message on screen for few seconds.