JEEViKA

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

USER MANUAL

FOR

BRLPS TAB APPLICATION

ROLTA

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

Contents

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

BRLPS

Do you want to start sync?

CANCEL   OK
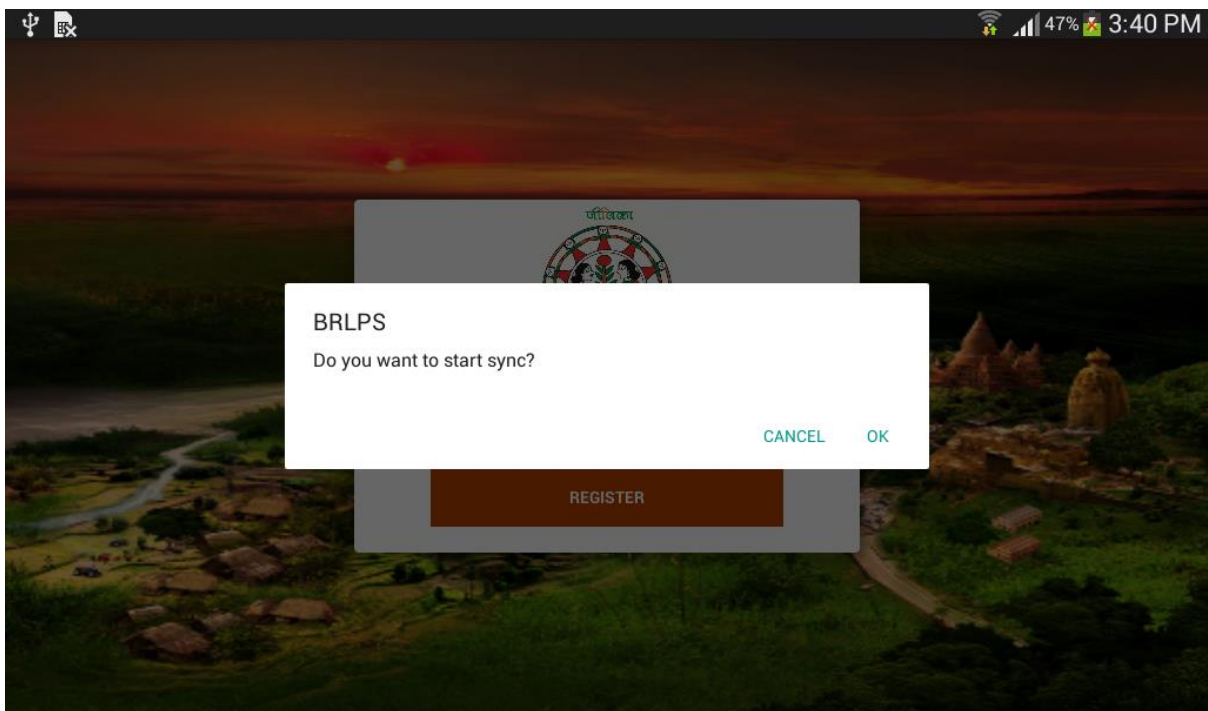
Figure 3 DOWN SYNC CONFIRMATION

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:
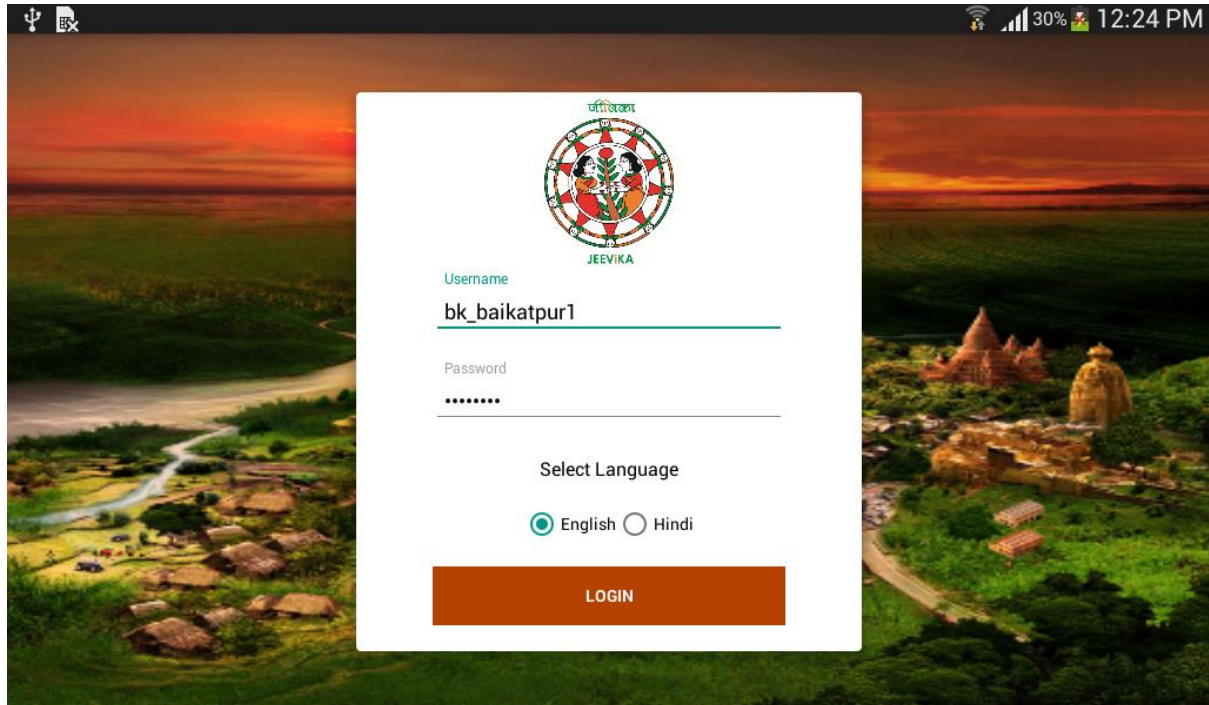
Figure 5 LOGIN

- 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:
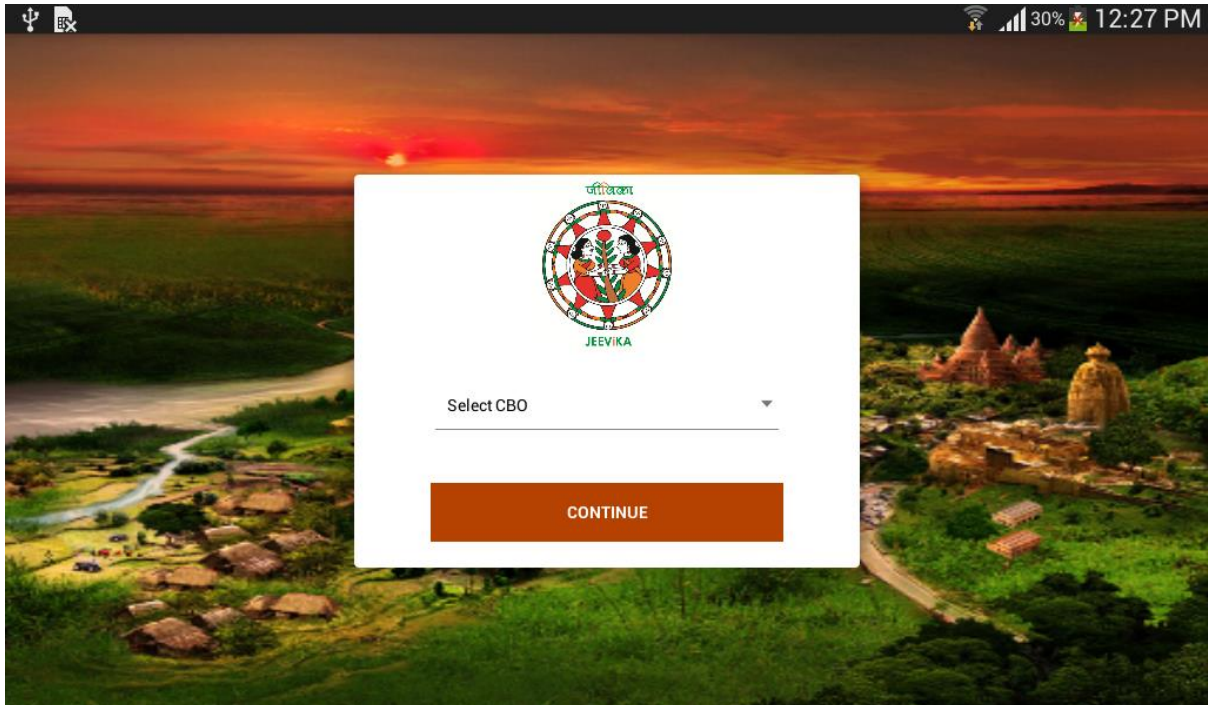
Figure 6 SELECT CBO
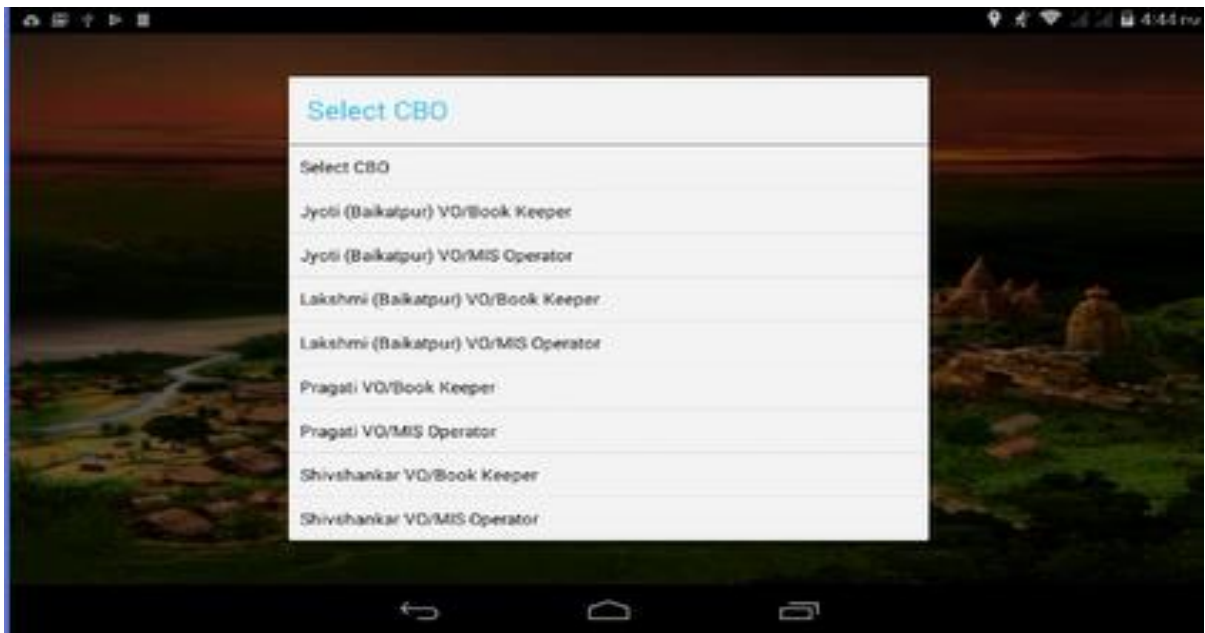
Figure 6.1 SELECT CBO LIST

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.

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DASHBOARD MODULE:
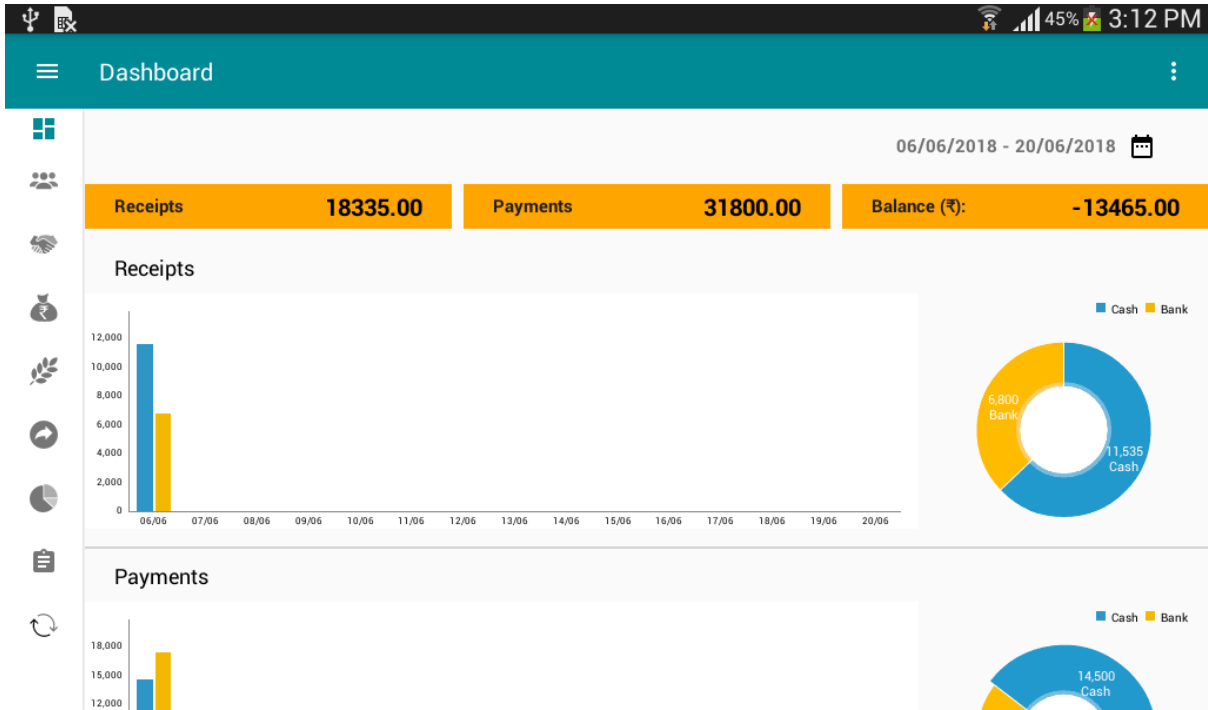
Figure 7 DASHBOARD - RECEIPTS/PAYMENT
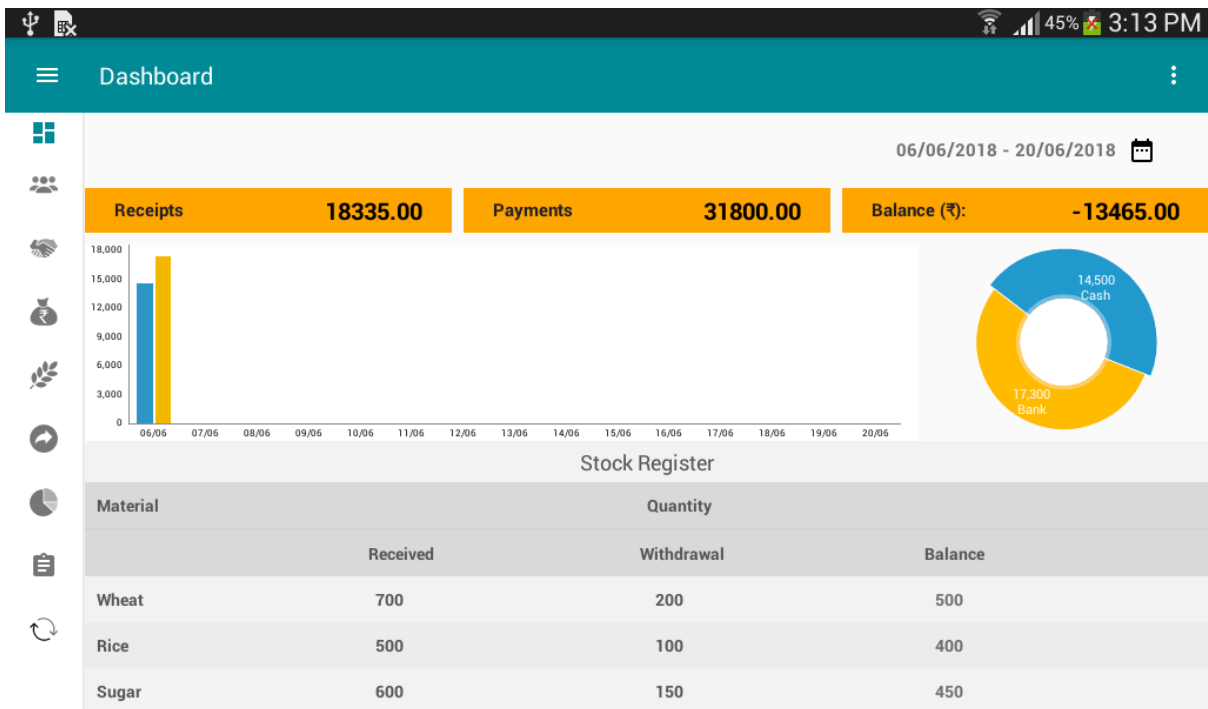
Figure 8 DASHBOARD - STOCK REGISTER

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

APP NAVIGATION MODULE:
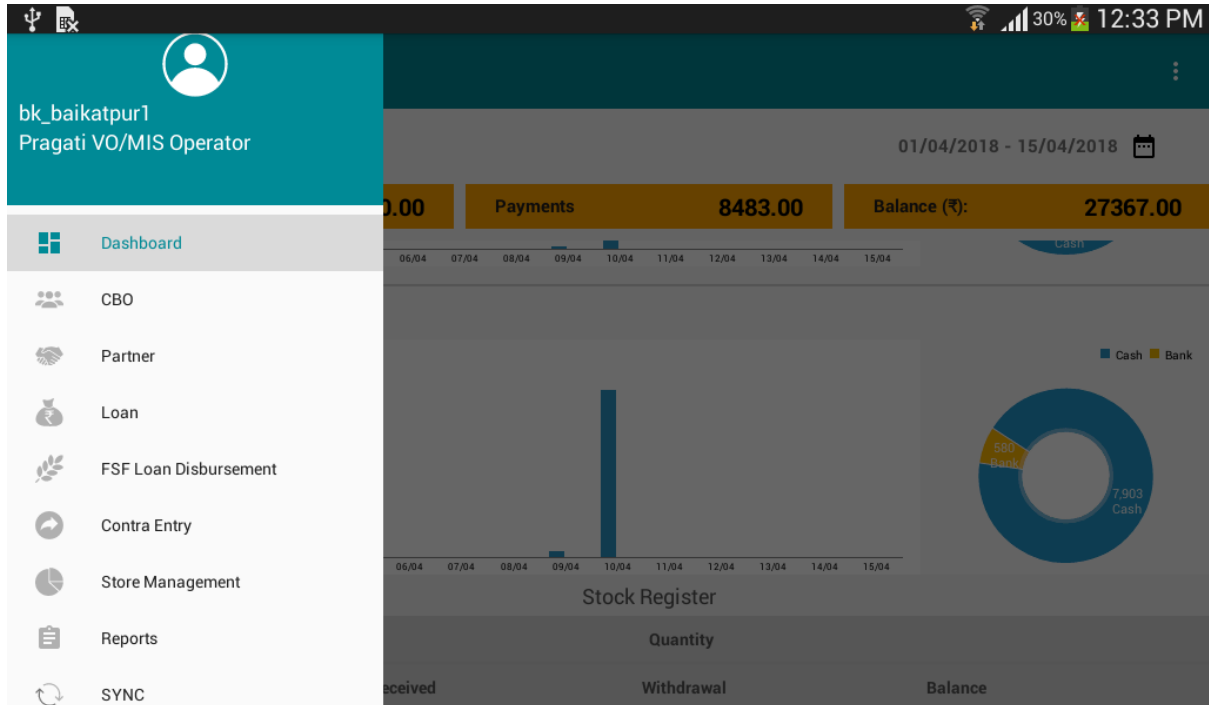
Figure 9 APP NAVIGATION OPTIONS

- 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
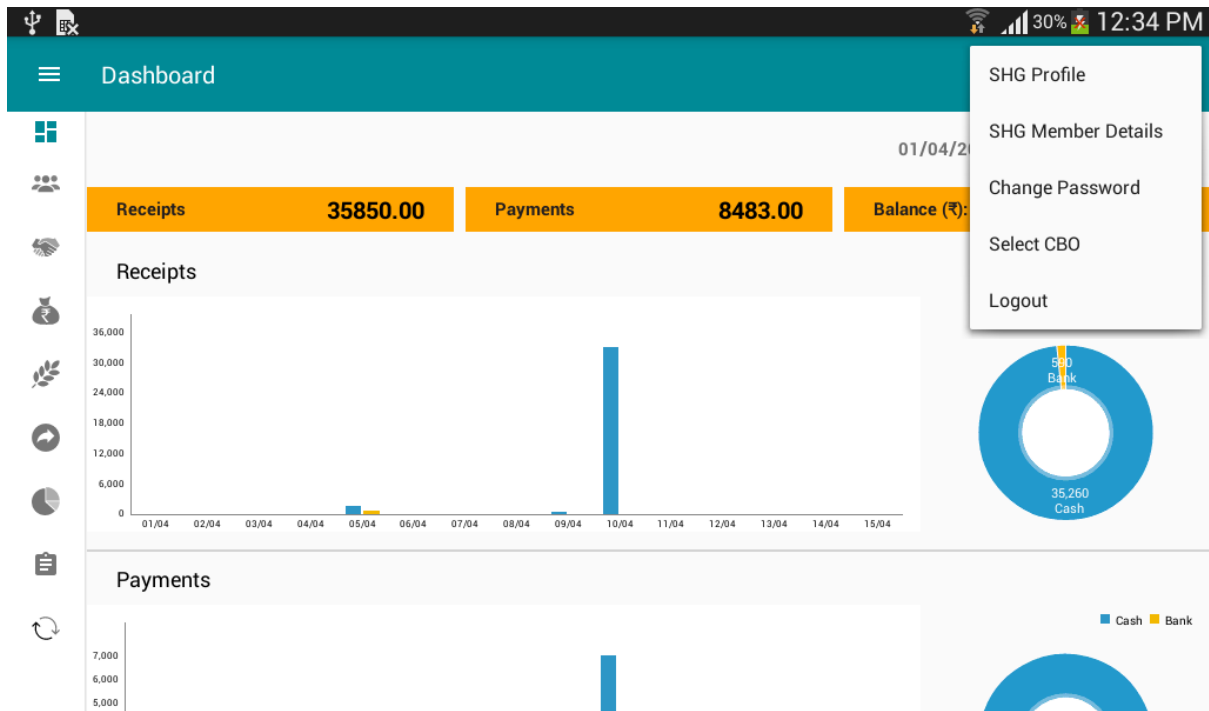
Figure 7 APP MENU OPTIONS

- 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

CBO WISE RECEIPT MODULE:

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.
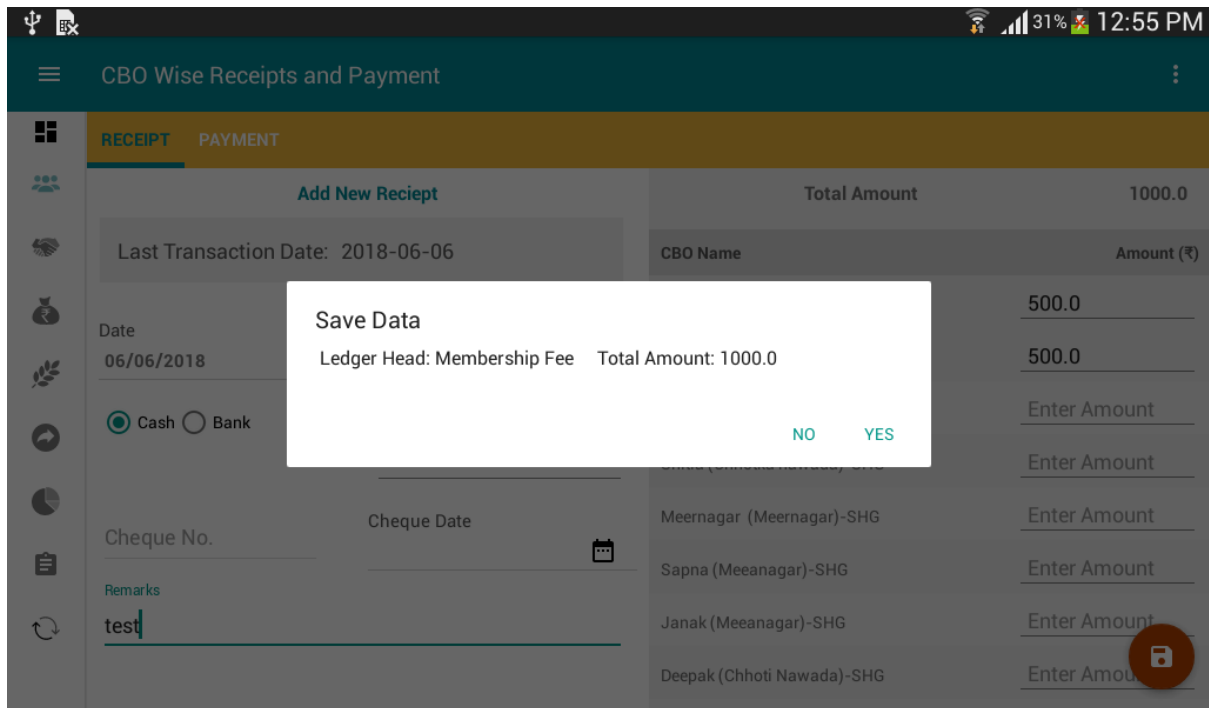
Figure 12 CBO WISE RECEIPT – CONFIRMATION

- 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.

CBO WISE PAYMENT MODULE:

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.
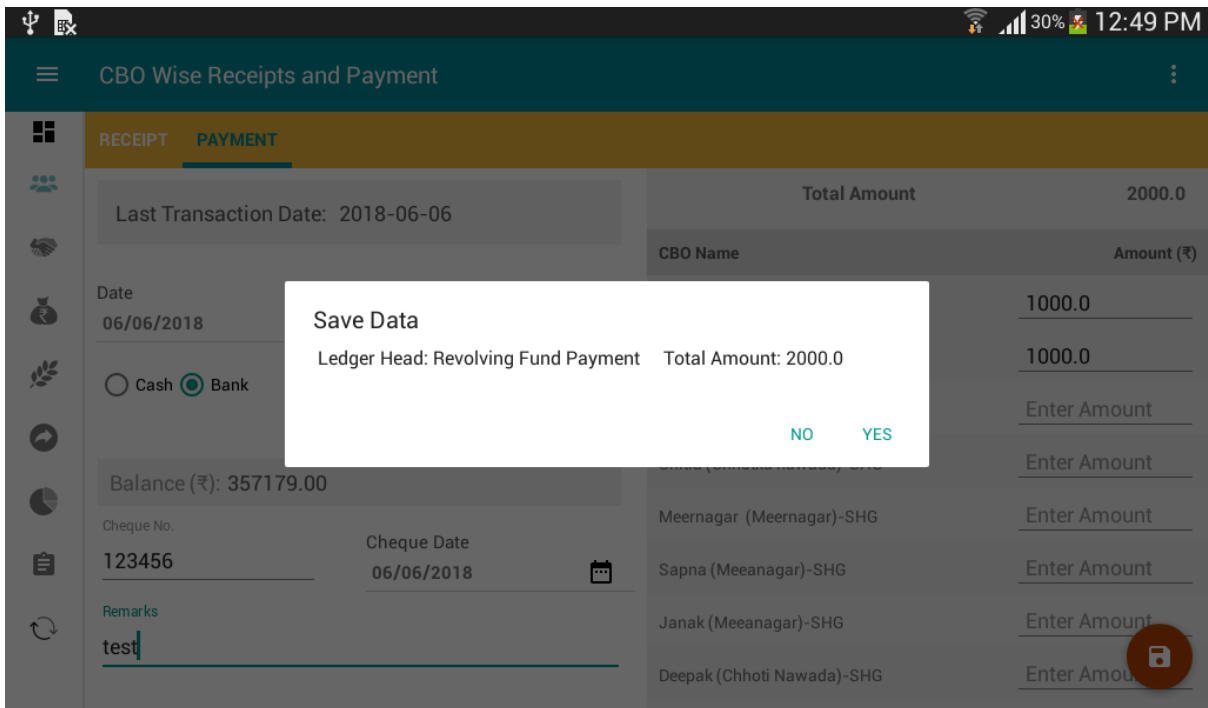
Figure 15 CBO WISE PAYMENT - CONFIRMATION ALERT

- 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.
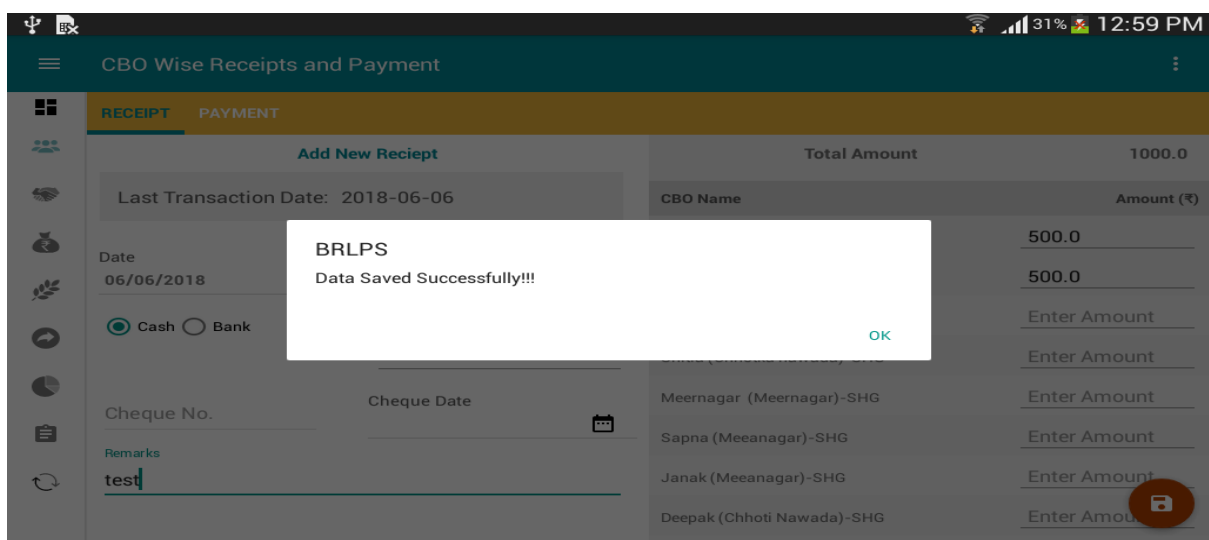- On Clicking on '**YES**', data entry will be saved in local database.

Figure 16 *CBO WISE* PAYMENTS *- DATA SAVED ALERT*

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

PARTNER WISE RECEIPT MODULE:

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.

Figure 98 PARTNER WISE RECEIPT –DATA SAVED ALERT

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

PARTNER WISE PAYMENT MODULE:

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.
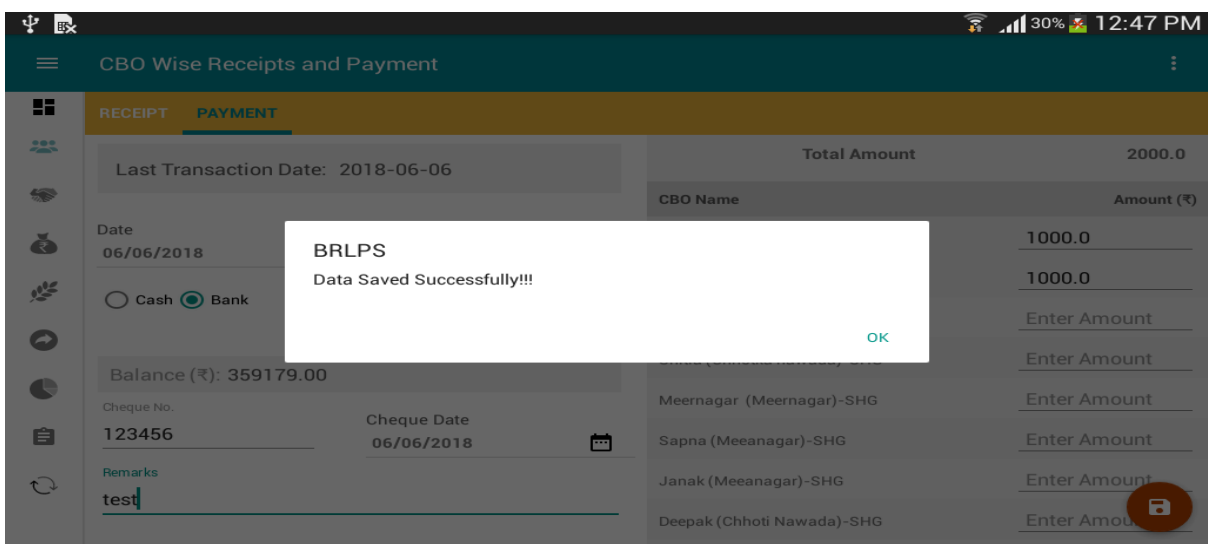- Data Entry will be saved in local database.

Figure 100 PARTNER WISE PAYMENT - DATA SAVED ALERT

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

LOAN DISBURSEMENT MODULE:

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.

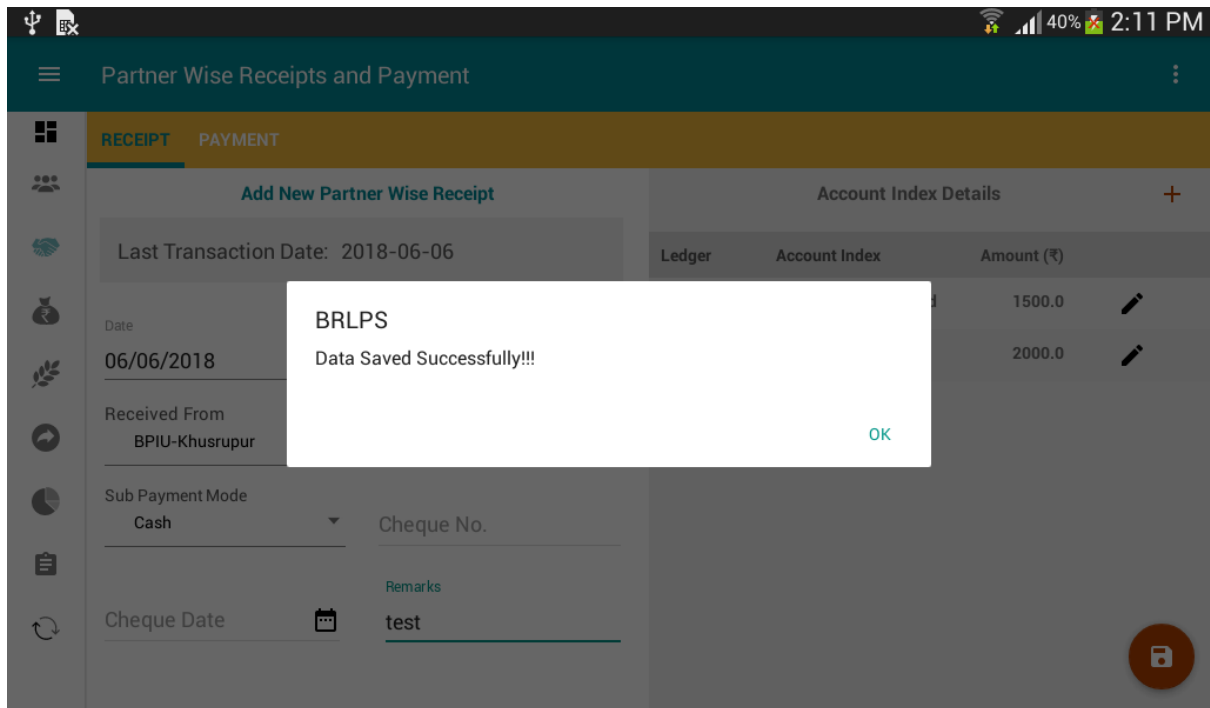*Figure 22 LOAN DISBURSEMENT - DATA SAVED ALERT*

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

LOAN REPAYMENT MODULE:

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 '**CBO**s' 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

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.
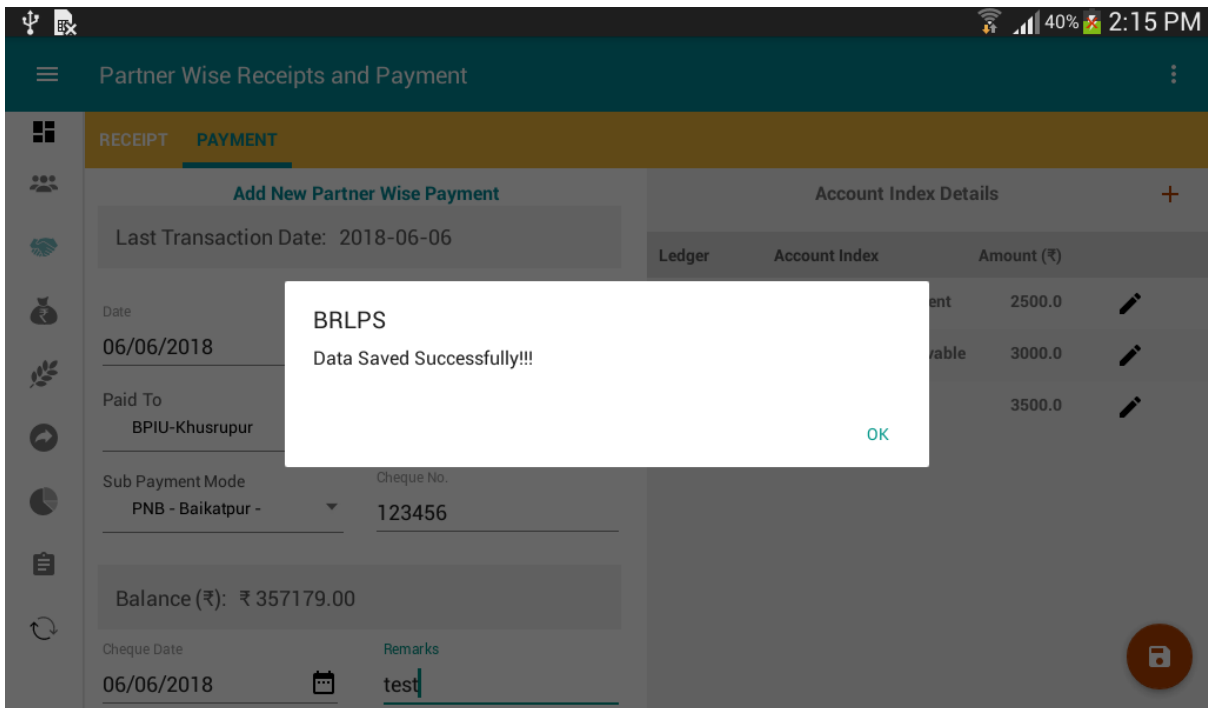- Data Entry will be saved in local database after successful validation.

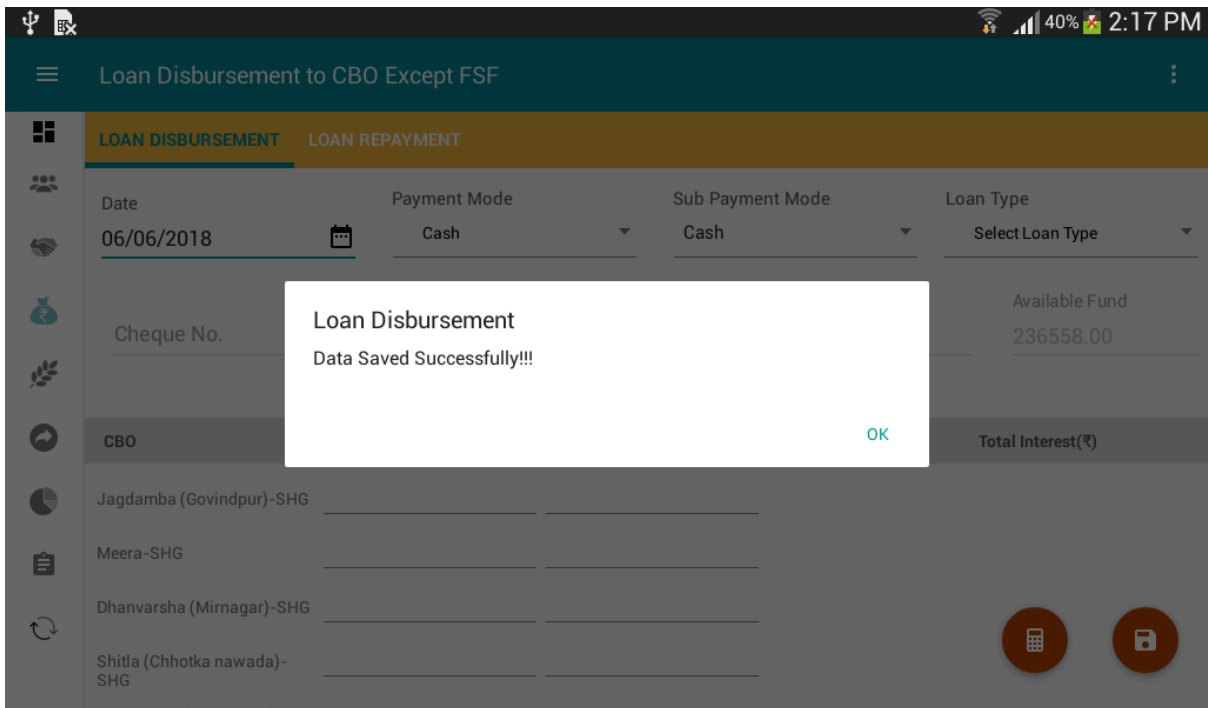*Figure 25 LOAN REPAYMENT - DATA SAVED ALERT*

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

FSF LOAN DISBURSEMENT MODULE:

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.

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.

CONTRA ENTRY – CASH WITHDRAWAL MODULE:

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.

Figure 29 CONTRA ENTRY – CASH WITHDRAWAL - DATA SAVED ALERT

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

CONTRA ENTRY – CASH DEPOSIT MODULE:

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.

Figure 31 CONTRA ENTRY – CASH DEPOSIT - DATA SAVED ALERT

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

ADJUSTMENT MODULE:

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)
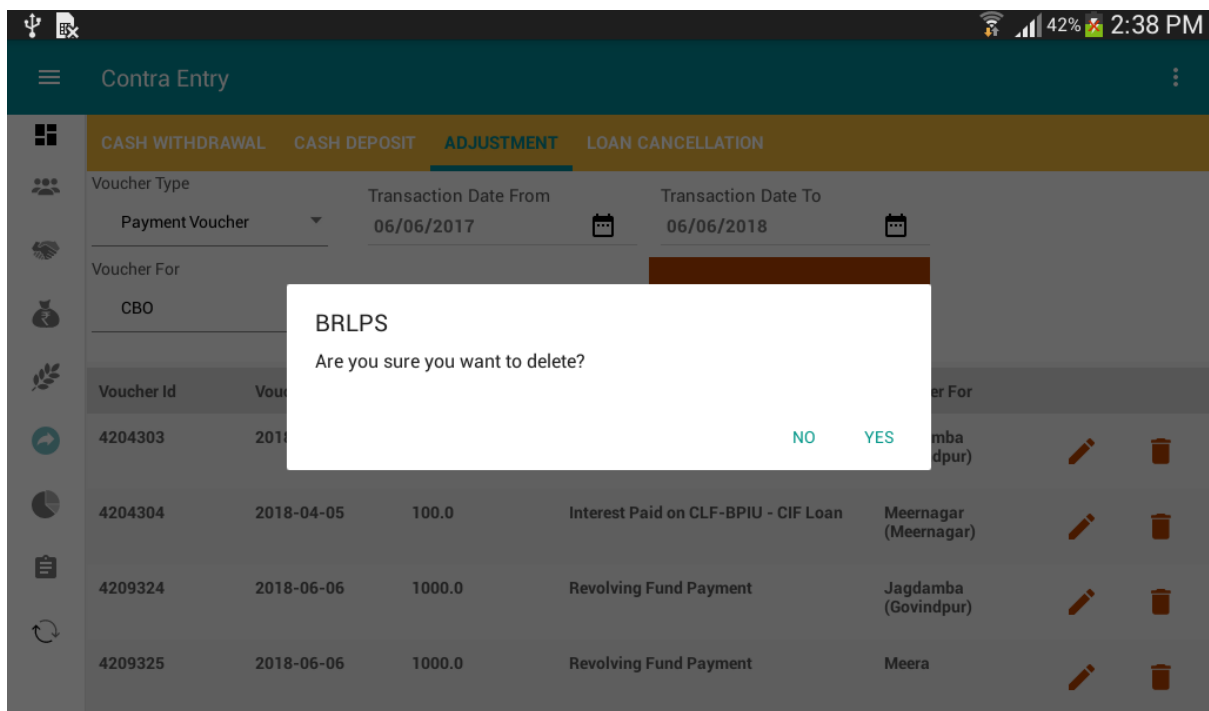
Figure 33 ADJUSTMENT - DELETE CONFIRMATION

- 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.

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

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).
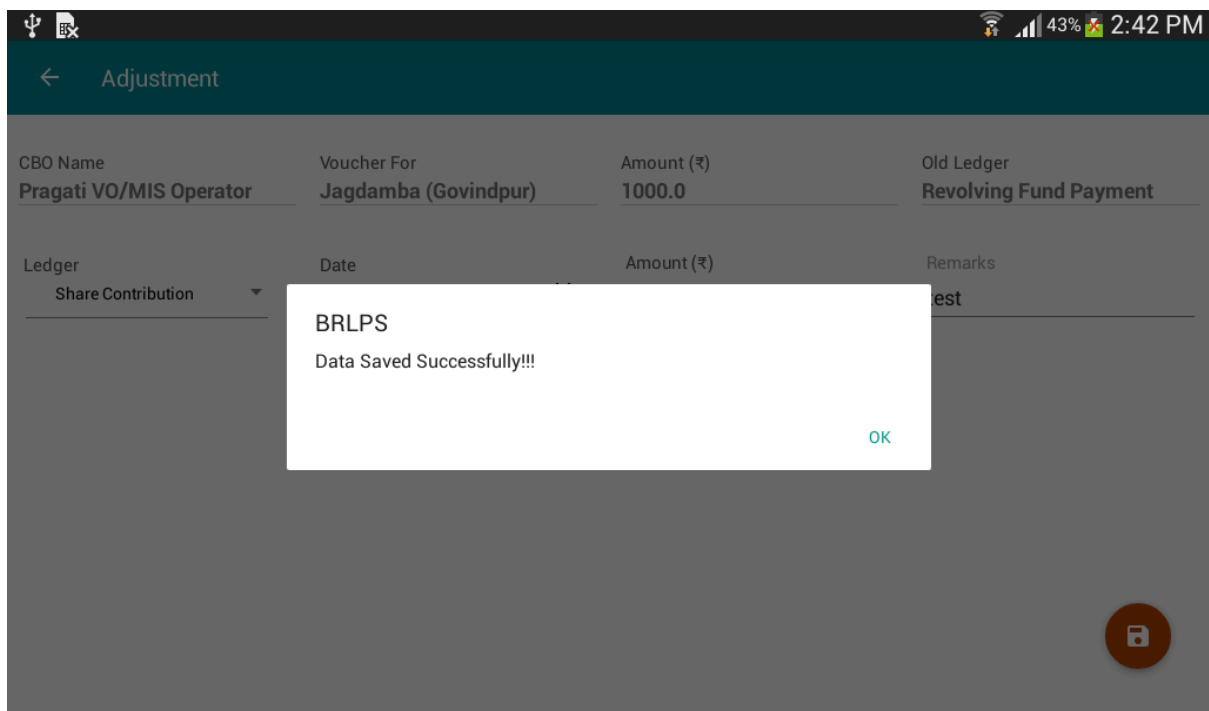
Figure 36 PARTIAL ADJUSTMENT - DATA SAVED ALERT

- 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**)

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LOAN CANCELLATION MODULE:

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
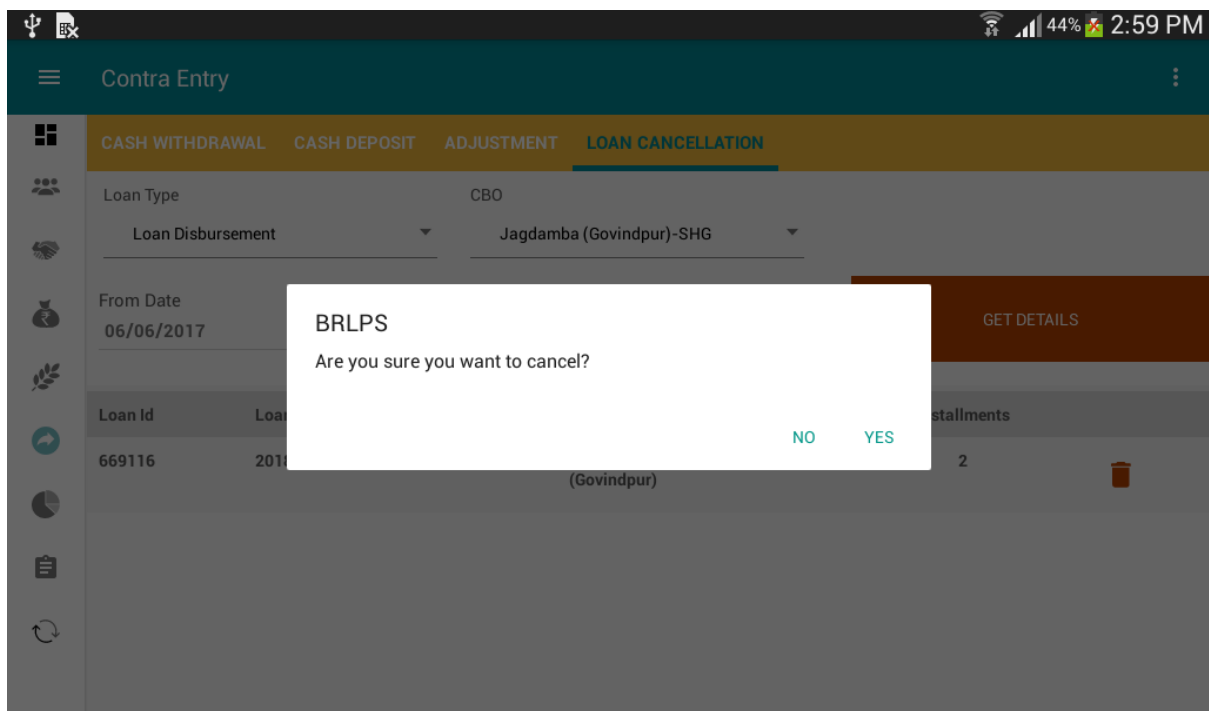
Figure 38 LOAN CANCELLATION – CONFIRMATION

- 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:

Figure 39 STORE MANAGEMENT – MATERIAL RECEIPT

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:

Figure 41 STORE MANAGEMENT – MATERIAL ISSUE

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)**

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:

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**

REPORTS MODULE – CASH BOOK:

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**

REPORTS MODULE – BANK BOOK:

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**

REPORTS MODULE – LOAN REPORTS:

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

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
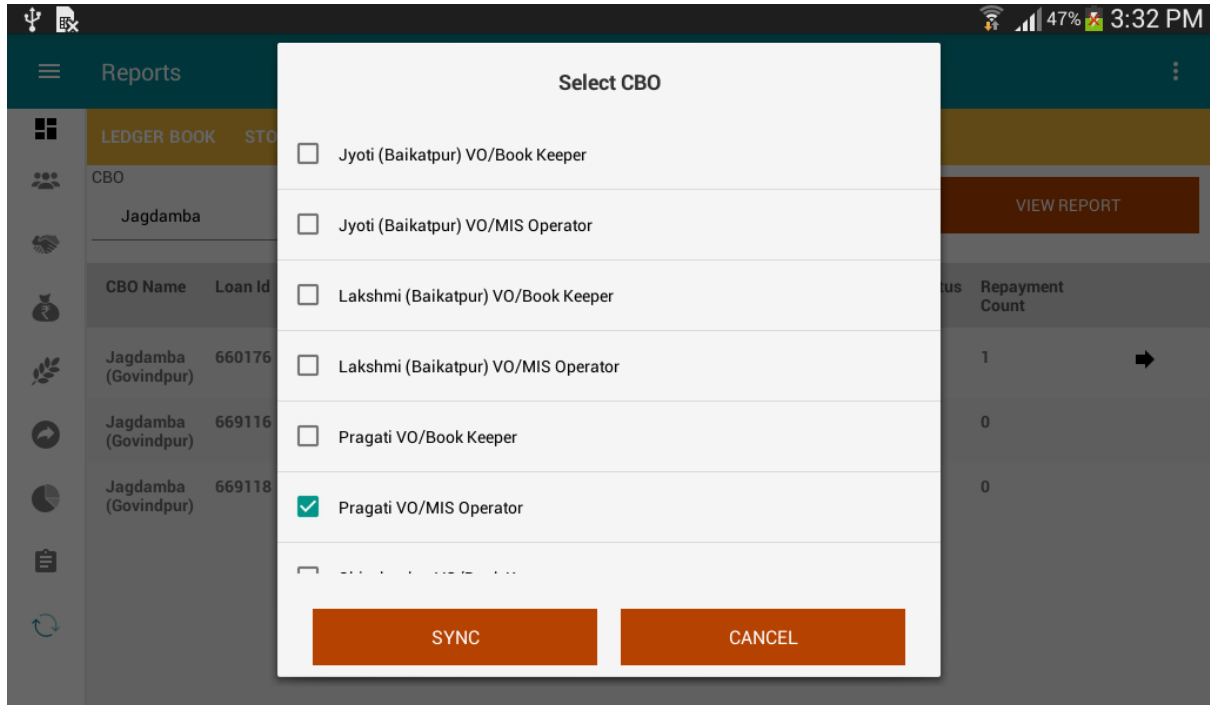
UPWARD SYNC (DATA) MODULE:
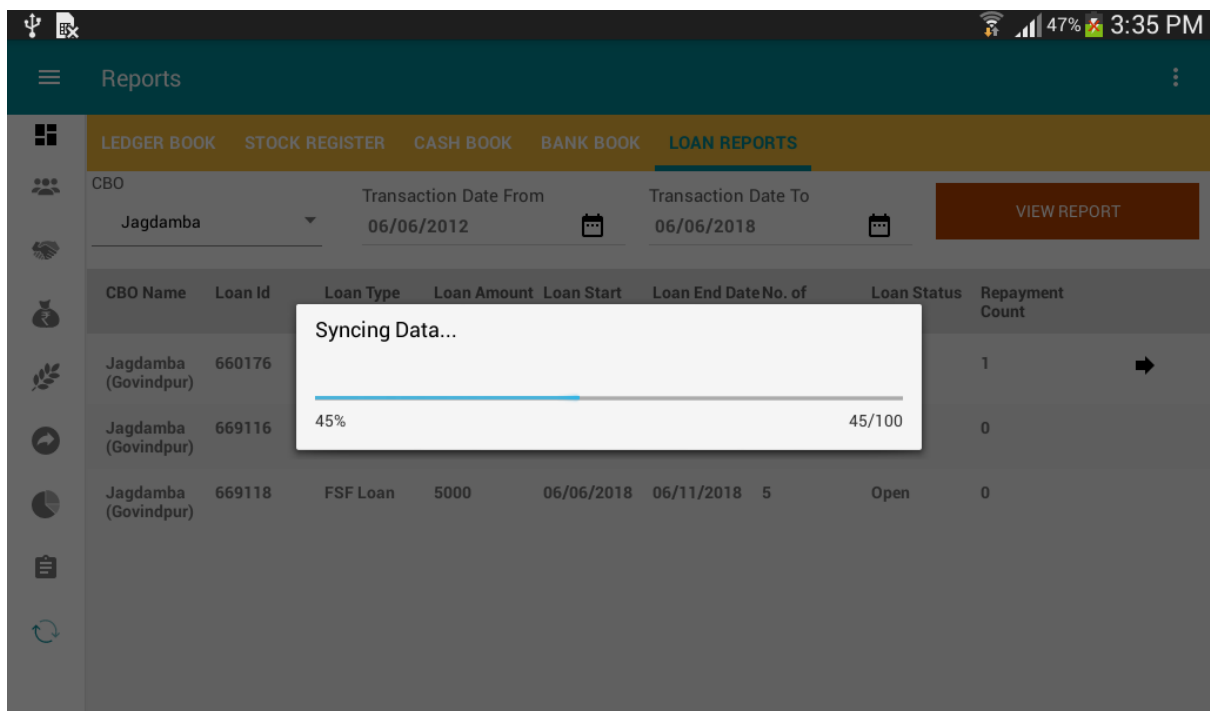

Figure 49 UPWARD SYNC - CBO SELECTION

Figure 50 UPWARD SYNC - DATA PROGRESS

- 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.

ROLTA