



# GOS ERP CREDIT MODULE USER MANUAL PRODUCT TEAM & RISK EXPERTS

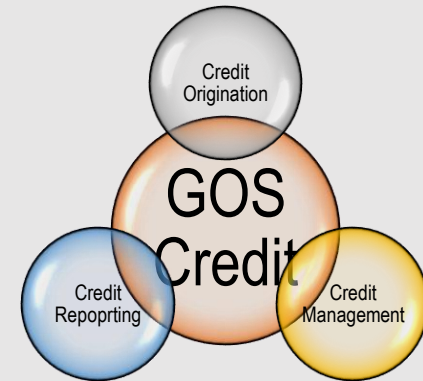
*CREDIT PRODUCT SETUP*

Introduction

GOS Credit is a core Credit and Loans application with an optimal approach aimed at driving an efficient credit management business in one place while satisfying your operational, compliance and reporting objectives.

It is robust end-to-end credit origination, management and reporting application built to satisfy the needs of all professionals and processes within these process and practices.

All Items below are in reference to Product Department in setting up products on the GOS ERP



S/N	Description	Core Application	Web	Mobile
1	Dashboard	<ul style="list-style-type: none"> <li>- Loan performance metrics</li> <li>- Loan calculator</li> <li>- Overdue information</li> <li>- PAR</li> <li>- Loan Concentration</li> <li>- Quick Links</li> <li>- Process Counts:                             <ul style="list-style-type: none"> <li>o Application Count</li> <li>o Appraisal Count</li> <li>o Disbursement Count</li> <li>o Payment Due Count</li> <li>o Overdue Count</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Account summary</li> <li>- Transaction summary</li> <li>- Recent transaction</li> </ul>	<ul style="list-style-type: none"> <li>- Account summary</li> <li>- Transaction summary</li> <li>- Recent transaction</li> </ul>
2	Setup	<ul style="list-style-type: none"> <li>- Flexible setup:                             <ul style="list-style-type: none"> <li>o Fees</li> <li>o Credit Bureau</li> <li>o Operating Account</li> <li>o Credit Classification</li> <li>o Exposure Set up</li> <li>o Product Type</li> <li>o Products</li> <li>o Credit Risk Category</li> </ul> </li> </ul>		

S/N	Description	Core Application	Web	Mobile
		<ul style="list-style-type: none"><li>○ Credit Risk Attributes</li><li>○ Credit Risk Rating</li><li>○ Credit Score Card</li><li>○ Customer FS</li><li>○ Collateral Set up</li></ul>		

# SET UP

## Credit Module

The image displays a collage of screenshots from the GOS ERP Credit Module interface. The main interface features a top navigation bar with 'GOS ERP' and a user profile. Below this is a dashboard with several key metrics: Applications (64), Approvals (1), Disbursement (0), Payments Due (0), and Overdue (106). The dashboard is divided into several sections:

- Loan Calculator:** A form for calculating loan details, including Product, Amount, Interest (I/A), Tenor, and Payment (0.00).
- Quick Links:** A set of icons for various functions like 'New Loan', 'Loan Staging', and 'Loan Performance Metrics'.
- Loan Performance Metrics:** A line chart showing Monthly Application, Monthly Disbursement, and Monthly Closed Loans over a 12-month period.
- Loan Staging:** A donut chart showing the distribution of loans across different stages.
- Overdue Information:** A donut chart showing the distribution of overdue loans by age (1-30 days, 31-60 days, 61-90 days, 91-180 days, 181-1000 days).
- PAR (Provisioning At Risk):** A bar chart showing the percentage of PAR.
- Loan Concentration:** A donut chart showing the concentration of loans across different categories.

Additional screenshots show a login form with fields for Email Address and Password, and a 'Loan Tendor' calculator. The interface is clean and modern, with a blue and white color scheme.

Credit module set up requires the configuration of the following:

- Fee
- Credit bureau fee
- Operating account
- Loan staging
- Credit classification
- Exposure
- Product type
- Product
- Credit risk category
- Credit risk attribute
- Credit risk rating PD
- Credit risk rating
- Credit Score card
- Customer FS
- Collateral

- ❖ Fee set up: The Fee setup is used to set up the Fees the company charges on credits (loan, leases) applied for by its' customers.

To set up the Fees the following steps are taken

- Navigate to the setup, click on the fee setup, the fee page opens
- To add, click on the add button and populate with the following information:
  - Fee Name
  - Total Fee
  - Is Integral: If it is integral, it means the fee is incidental to the credit and if the credit is not disbursed the fee will not be payable/paid. It is non integral if the fee would be paid/payable whether the credit is disbursed or not. When the box is ticked, the fee is integral to the loan and would be factored into the calculation of EIR.
  - Charge at Disbursement: For fees that are non-integral, you can also choose whether you would like the fee to be charged at disbursement. If this is not clicked the fee would be charged at origination.
  - Click on save to complete

*Note: You could also upload multiple fee setup by using the upload button (this has a transcript for what should be uploaded, you could also download a template for upload using the download button)*

To add multiple fees.

Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.

- Fee name
- Is integral(true/false)
- Charge at disbursement(true/false)
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload multiple fees

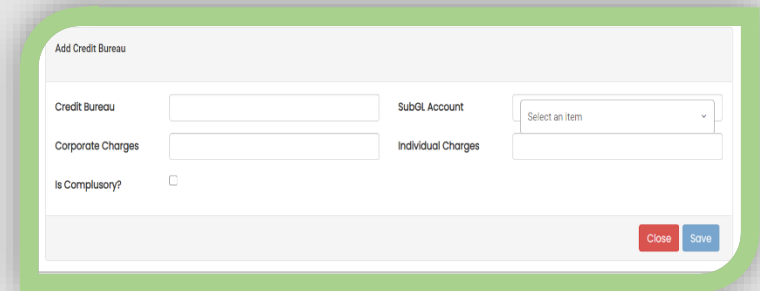
S/N	Fee Name	Is Integral
1	Commitment fee	Yes
2	Management fee	Yes
3	Insurance Fee	Yes
4	Credit Life	Yes
5	Legal Fee	Yes
6	Credit Bureau	No
7	New Credit Check edit	No
8	Maintenance Fee	No

To delete fees, select the fees and click the delete button.

- ❖ Credit Bureau: The credit bureau is used to set up the amount the company charges its customers, both corporate customers and individual customers for credit search

To set up the credit bureau, the following steps are taken:

- Navigate to the setup, click on the credit bureau set up
- The credit Bureau list page will be opened
- To add, click on the add button and populate with the following information:
  - Credit bureau
  - Sub GL account
  - Corporate charges
  - Individual charges
  - Is compulsory?
- Click on save to complete

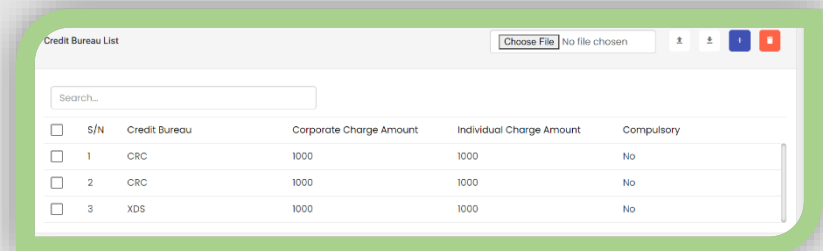


The screenshot shows a web form titled "Add Credit Bureau". It contains the following fields and controls:

- Credit Bureau:** A text input field.
- SubGL Account:** A dropdown menu with the text "Select an item".
- Corporate Charges:** A text input field.
- Individual Charges:** A text input field.
- Is Compulsory?:** A checkbox.
- Buttons:** "Close" (red) and "Save" (blue) buttons at the bottom right.

To add multiple credit bureau:

- Click on the download button, this download the excel template with the correct upload headers, populate with the following.
  - Credit bureau
  - Corporate charge amount
  - Individual charge amount
  - Compulsory (true/false)
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload multiple credit bureau



The screenshot shows a web interface titled "Credit Bureau List". It features a search bar at the top left and a "Choose File" button at the top right. Below these is a table with the following data:

S/N	Credit Bureau	Corporate Charge Amount	Individual Charge Amount	Compulsory
1	CRC	1000	1000	No
2	CRC	1000	1000	No
3	XDS	1000	1000	No

To delete credit bureau, select the credit bureau and click the delete button.

The search box is used to filter the view/ list.

- ❖ Operating account setup: Operating account is a control account set up to manage disbursement and repayments of customers. When setting up this, the sub-GL that would house the transactions with customers and the Cash and bank sub-GL must be selected.

To set up the operating account, the following steps should be taken:

- Navigate to the setup, click on the operating account set up,
- The operating account page has the following information:
  - Account name
  - Initial deposit
  - Cash & Bank GL
  - CASA GL
  - Use this Account: when the box is ticked, it will automatically generate operating account number for the customer at the point of applying for the loan.
  - Click on save to complete the procedure.

Update Operating Account

Account Name	<input type="text" value="Operating Account"/>	Initial Deposit	<input type="text" value="10000"/>
Cash & Bank GL	<input type="text" value="1000023 Operating Account"/>	CASA GL	<input type="text" value="10370 ZENITH BANK(KC FINANCE)"/>
Use this Account	<input checked="" type="checkbox"/>		

Save



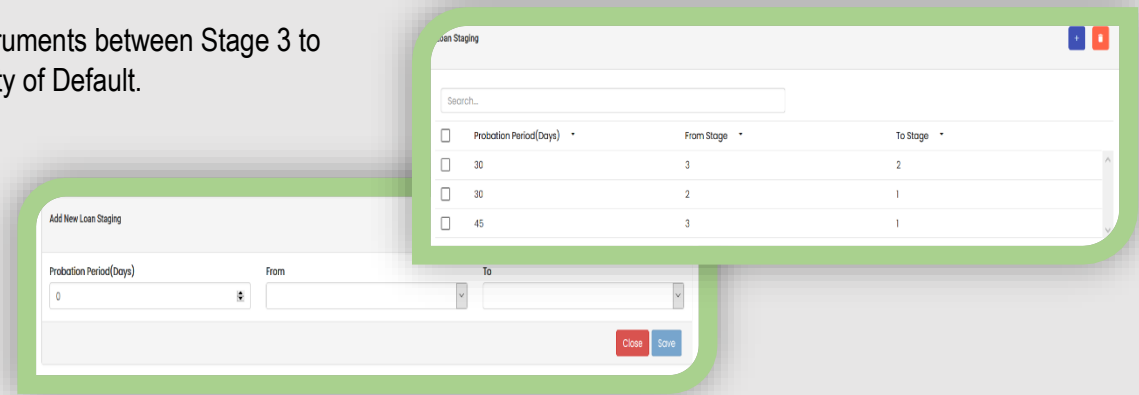
❖ Loan staging set up

This is used to configure probation period for movements of credit instruments between Stage 3 to Stage 2 and Stage 2 to Stage 1 Credit Risk measured by the Probability of Default.

To set up the loan staging,

- Navigate to the setup, click on the loan staging setup,
- The loan staging page will open
- To add a new loan staging, click on the add button and populate with the required information.
- Click on save to complete the procedure.

To delete, click on the loan staging and click on the delete button.

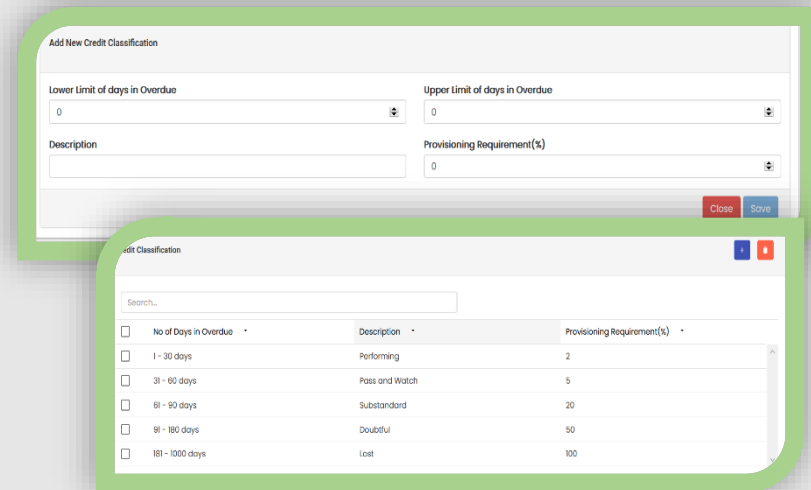


❖ Credit classification set up: The credit classification setup is used to set up credit risk classifications for risk assets (credit) using the number of days over which the credit is past due.

To set up the credit classification, the following steps should be followed:

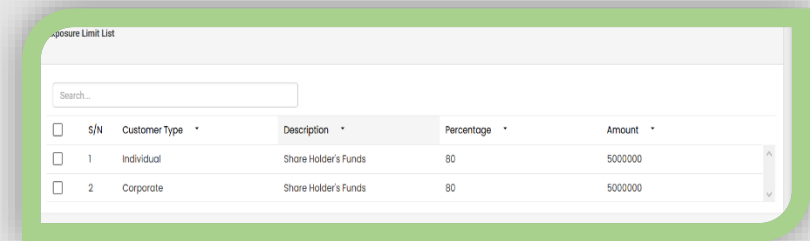
- Navigate to set up, click on the credit classification setup
- The credit classification page will open,
- To add, click on the add button and fill with the required information
- Click on save to complete the procedure.

To delete click on the credit classification and click on the delete button.



❖ Exposure setup

This is used to setup maximum counterparty exposure using a factor (percentage) of any parameter e.g., shareholder's fund.



The screenshot shows a web interface titled "Exposure Limit List". It features a search bar at the top. Below it is a table with columns for checkboxes, S/N, Customer Type, Description, Percentage, and Amount. Two rows are visible, both with a percentage of 80 and an amount of 5,000,000.

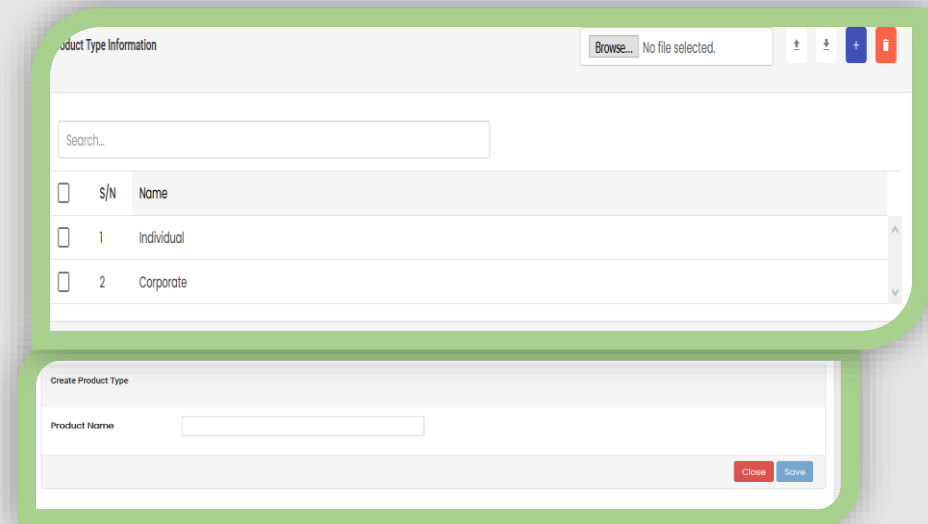
<input type="checkbox"/>	S/N	Customer Type	Description	Percentage	Amount
<input type="checkbox"/>	1	Individual	Share Holder's Funds	80	5000000
<input type="checkbox"/>	2	Corporate	Share Holder's Funds	80	5000000

❖ Product type set up: This is used to set up product classifications, and not the product itself.

To set up the product type:

- Navigate to the setup, click on the product type set up
- To create a product type, click on the add button and fill in the product name
- Click on save to complete the procedure.

To delete, click on the product name and click on delete.



The first screenshot shows the "Product Type Information" interface. It has a search bar and a table with columns for checkboxes, S/N, and Name. Two rows are visible: "1 Individual" and "2 Corporate". There are also icons for file operations and a plus sign for adding new entries.

<input type="checkbox"/>	S/N	Name
<input type="checkbox"/>	1	Individual
<input type="checkbox"/>	2	Corporate

The second screenshot shows the "Create Product Type" interface. It has a "Product Name" input field and "Close" and "Save" buttons at the bottom right.

❖ Product set up:

This is used to set up the credit product itself.

To set up the product:

- Navigate to set up and click on the product set up,
- The create a new product, click on the add button and populate with the following requisite information:

- Product type
- Product code
- Product name
- Interest repayment
- Schedule method
- Frequency
- Collateral type required
- Period
- Collateral(% of loan amount)
- PD Stage 2(%)
- Interest type
- PD stage 2(%)
- PD stage 3(%)
- Principal product GL
- Interest income GL
- Interest receivable GL
- Weighted Risk Score
- Product limit
- Low Risk Definition
- Early termination charge(%)
- Late repayment charge
- Definition of default(days)
- Charges fee GL

- Click on the next button to continue the procedure.

The screenshot shows a web form titled "Create New Product" with three tabs: "Product Information", "Product Fee Information", and "Product Weighted Score". The "Product Information" tab is active. The form contains the following fields:

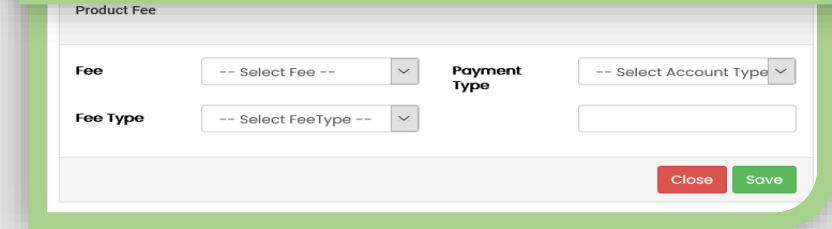
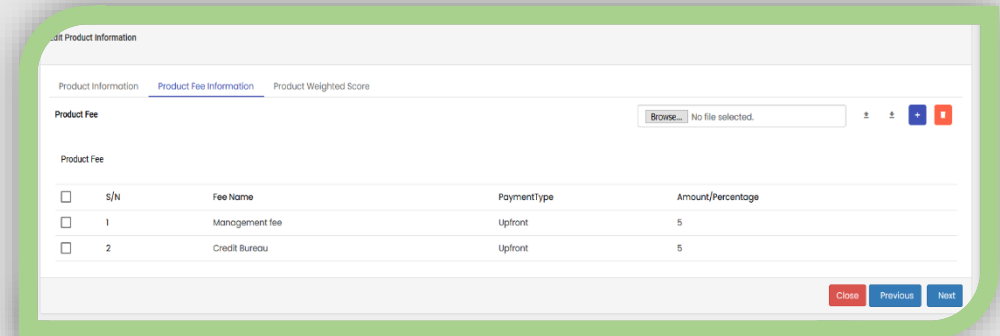
Field Name	Field Type	Field Name	Field Type
Product Type	Dropdown	Product Code	Text
Product Name	Text	Interest Repayment	Dropdown
Schedule Method	Dropdown	Frequency	Dropdown
Collateral Type Required	Dropdown	Period	Text
Collateral(% of loan amt)	Text	Interest Type	Dropdown
PD Stage 2(%)	Text	PD Stage 3(%)	Text
Product Principal GL	Dropdown	Interest Income GL	Dropdown
Interest Receivable GL	Dropdown	Weighted Risk Score	Text
Product Limit	Text	Low Risk Definition	Text
Early Termination Charge (%)	Text	Late Repayment Charge (%)	Text
Definition of default (days)	Text	Charges Fee GL	Dropdown

At the bottom right of the form, there are two buttons: "Close" (red) and "Next" (blue).

- Product fee information

This is where the fees are added to a product.

- To add the fee, click on the add button and populate with the required information:
- Click on save to complete the procedure.
  - To delete the fee, click on the fee and click on the delete button.
- Click on the next button to continue the procedure

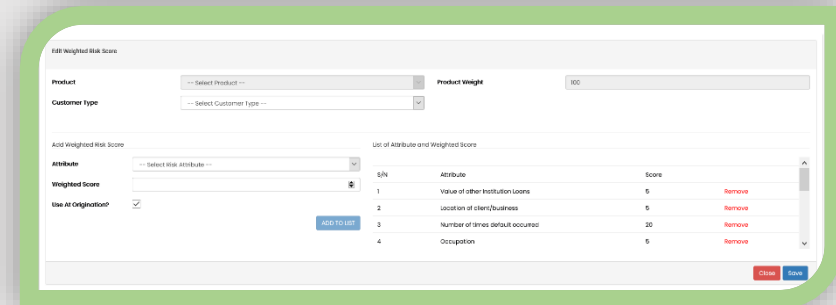


- Product Weight Score

This is used to assign credit attributes that would be used in scoring the credibility of the obligor (credit scoring) per product.

To configure:

- click on the add button and populate with the required information



- click on save to complete the process.
- after adding all the weighted risk score for each of the product, click on save to complete the process of adding all the product information.

Weighted Risk Score

+ Add

<input type="checkbox"/>	S/N	Product	Attribute	Type	Weighted Score	Product Weight
<input type="checkbox"/>	1	Personal Loan	Value of other Institution Loans	Individual	5	100
<input type="checkbox"/>	2	Personal Loan	Location of client/business	Individual	5	100
<input type="checkbox"/>	3	Personal Loan	Number of times default occurred	Individual	20	100
<input type="checkbox"/>	4	Personal Loan	Occupation	Individual	5	100
<input type="checkbox"/>	5	Personal Loan	Number of restructures	Individual	10	100
<input type="checkbox"/>	6	Personal Loan	Age of Client	Individual	3	100
<input type="checkbox"/>	7	Personal Loan	Numbers of other Institutions Loans	Individual	2	100
<input type="checkbox"/>	8	Personal Loan	Guarantor	Individual	10	100
<input type="checkbox"/>	9	Personal Loan	Disposable Income to Loan Repayment Ratio	Individual	5	100
<input type="checkbox"/>	10	Personal Loan	Employment Status	Individual	5	100
<input type="checkbox"/>	11	Personal Loan	Collateral value	Individual	15	100
<input type="checkbox"/>	12	Personal Loan	No of years with current employer	Individual	5	100
<input type="checkbox"/>	13	Personal Loan	Security	Individual	10	100

Close Previous Save

Product Information

Browse... No file selected

Search...

<input type="checkbox"/>	S/N	Product Code	Product Name	Product Type	Frequency	Maximum Period	Interest Rate (annually)	Product limit
<input type="checkbox"/>	1	PL01	Personal Loan	Individual	Monthly	24	60	50,000,000.00
<input type="checkbox"/>	2	WCO1	Working Capital	Corporate	Monthly	24	4	2,000,000.00
<input type="checkbox"/>	3	FL01	Finance Lease (Personal)	Individual	Monthly	60		1,000,000.00
<input type="checkbox"/>	4	FL02	Finance Lease (Corporate)	Corporate	Yearly	2	4	1,000,000.00
<input type="checkbox"/>	5	LPO01	Invoice Discounting	Corporate	Monthly	3	5	500,000.00
<input type="checkbox"/>	6	SLB01	Sales and Lease buy back	Corporate	Monthly	18	4	1,000,000.00
<input type="checkbox"/>	7	PSL01	Public Sector Loan	Corporate	Monthly	12	3	1,000,000.00
<input type="checkbox"/>	8	NL	NEW LOAN	Individual	Monthly	24	120	120,000,000.00

To add multiple product information

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
  - Product type
  - Product code
  - Product name
  - Interest repayment
  - Schedule method

- Frequency
  - Collateral type required
  - Period
  - Collateral(% of loan amount)
  - Interest type
  - PD stage 2(%)
  - PD stage 3(%)
  - Principal product GL
  - Interest income GL
  - Interest receivable GL
  - Weighted Risk Score
  - Product limit
  - Low Risk Definition
  - Early termination charge (%)
  - Late repayment charge
  - Definition of default(days)
  - Charges fee GL
- Click choose file button, navigate to the populated excel file and then click open
  - Click upload on the interface
  - This will upload all the product information

To delete product information, select the product and click the delete button.

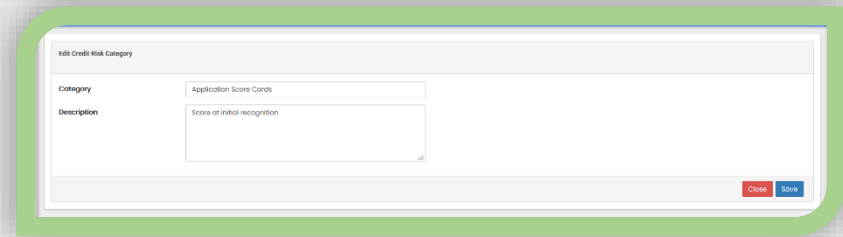
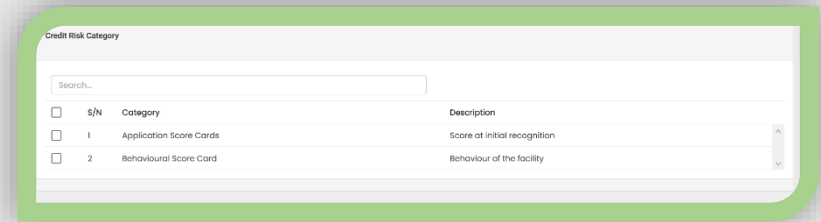
The search box is used to filter products on the view/list.

❖ **Credit Risk category setup:**

The credit risk category setup populates both the categories of score card available in the application, application score card and behavioral score card.

To edit the credit risk category setup,

- click on set up and navigate to credit risk category set up
- open the credit risk category, this allows you to edit the description
  
- Click on save to complete the procedure.

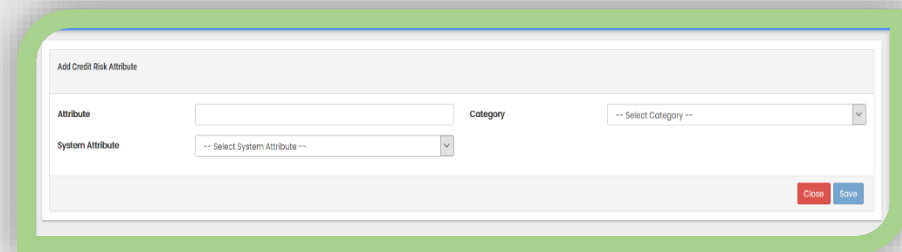


#### ❖ Credit risk attribute setup

This is used to create credit risk attribute (linked to credit risk categories) that is used at product definition for scoring credit risk of each credit counterparty on a product basis.

To set up the credit risk attribute

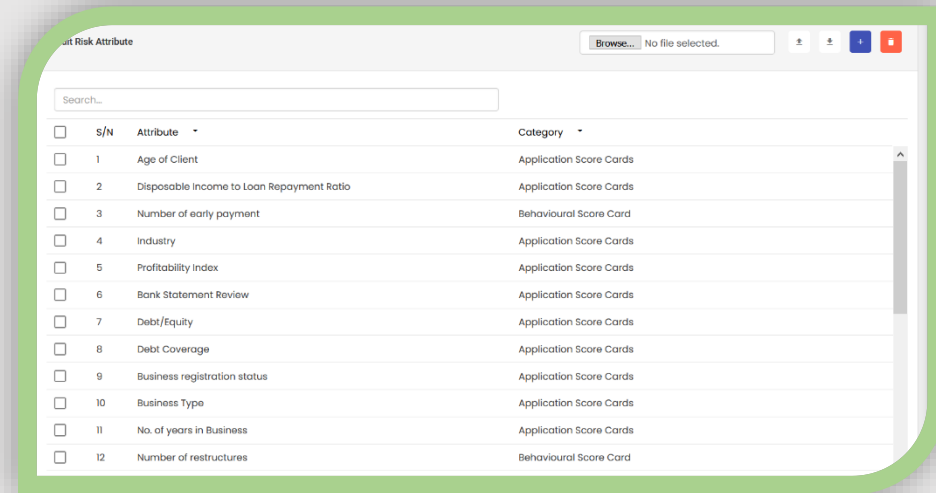
- navigate to set up and click on credit risk attribute setup
- To add a credit risk attribute, click on the add button and populate the following required information:
  - Attribute
  - Category
  - System attribute (select applicable system attribute)
- Click on the save to complete the procedure.



To add multiple credit risk attribute.

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
  - Attribute
  - Category
  - System category
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the credit risk attribute

To delete, select the credit risk attribute and click the delete button.

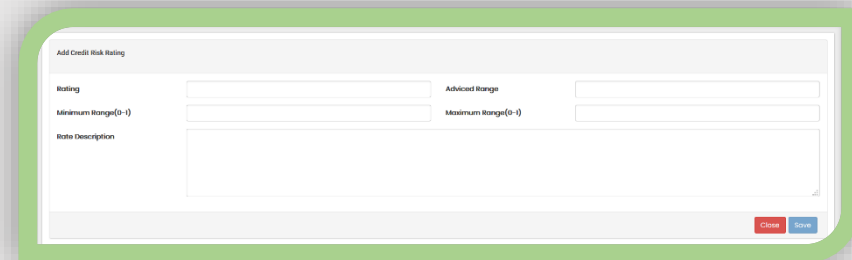


#### ❖ Credit Risk Rating PD Setup:

This setting is used to allocate Ratings to PD scores of obligors.

To setup credit risk rating,

- navigate to the setup, click on the credit risk rating PD setup and the page will open
- To add credit risk rating, click on the add button and populate required information:
  - PD Rating
  - advised range
  - Minimum Range (0-1)
  - Maximum Range (0-1)
  - Risk description



the



- Click on the save button to complete the process

To add multiple credit risk rating PD.

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
  - PD Rating
  - advised range
  - Minimum Range (0-1)
  - Maximum Range (0-1)
  - Risk description
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the credit risk rating PD

S/N	Rating	Minimum Range(0-1)	Maximum Range(0-1)	Rate Description
1	A+	0	0	Excellent rating
2	AA	0	0	Good rating
3	AB	0	0.05	Moderate rating
4	B+	0.01	0.5	Fair rating
5	BB	0.8	0.8	vaddjkd
6	B-	0.8	1	Bad rating - high risk

To delete, select the credit risk rating and click the delete button.

#### ❖ Credit risk rating setup:

The credit risk rating setup is used to setup the credit risk rate ranges to be used for risk-based pricing for credit products in the application.

To setup credit risk rating setup,

- navigate to the setup, click on the credit risk rating setup to open the credit risk rating page.
- To add credit risk rating of a product. Click on the add button and populate the required information as required:
  - PD
  - products
  - Minimum Range score %

- Maximum Range score %
- Interest rate
- Rate description
- Click on save to complete the process.

To add multiple credit risk rating.

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
  - PD
  - products
  - advised range
  - Minimum Range score %
  - Maximum Range score %
  - Risk description
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the credit risk rating

<input type="checkbox"/>	Product	Minimum Range Score %	Maximum Range Score %	Description	Interest Rate
<input type="checkbox"/>	Public Sector Loan	0	0		
<input type="checkbox"/>	Public Sector Loan	0	20	okay	20
<input type="checkbox"/>	Public Sector Loan	21	40	bad	30
<input type="checkbox"/>	Public Sector Loan	41	60	very bad	40
<input type="checkbox"/>	Public Sector Loan	61	80	worse	50
<input type="checkbox"/>	Public Sector Loan	81	100	worst	60

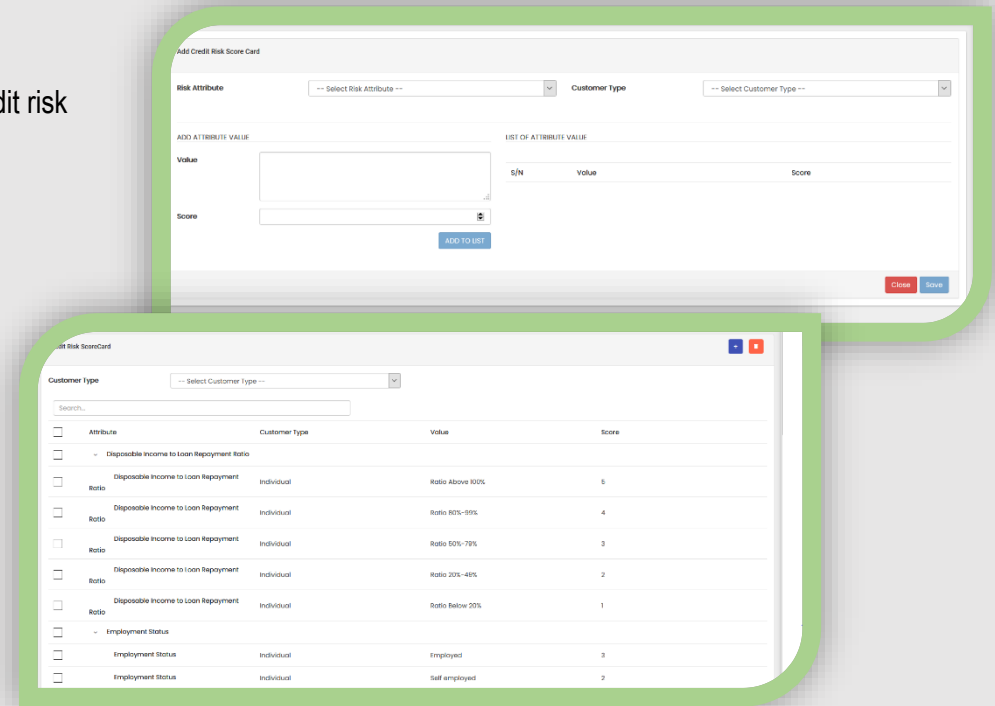
To delete, select the credit risk rating and click the delete button.

❖ Credit Score Card Setup:

The credit score card setup is used to setup scoring convention for each of the credit risk attribute.

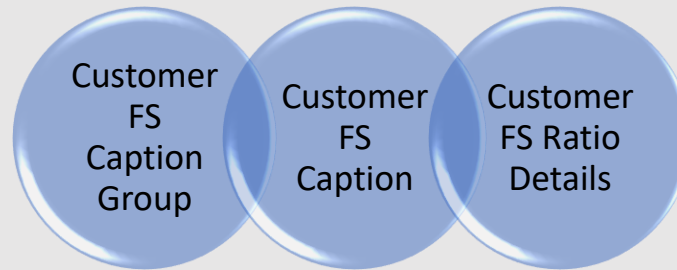
To setup the credit score card

- Navigate to setup and click on the credit score card setup, and the credit score card page will open
- To add a product credit score card, click on add and populate the following requisite information
  - Risk attribute
  - Customer type
  - Attribute value
  - Attribute score
- Click on save to complete the procedure
- To delete, click on the attribute and click on the delete buttons



❖ Customer FS Setup

The customer FS setup is used to setup and capture financial statements of corporate customers. The customer FS setup is subdivided into three subs:



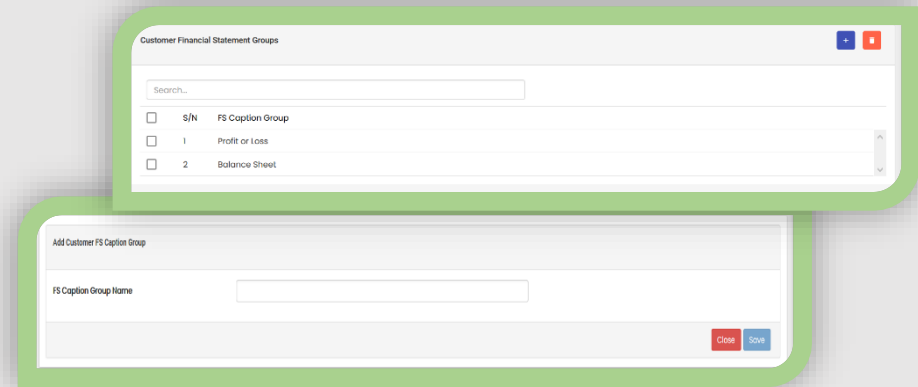
- Customer FS Caption Group

The customer FS Caption Group is used to setup major statements in the Financial Statement Report of corporate customers.

To setup the customer FS group

- Navigate to the setup, click on the customer FS Setup => Customer FS Caption Group and the customer financial statement Groups page will open.
- To add, click on the add button and populate the required information.
- FS Caption Group Name
- Click on save to complete the Procedure

- To delete, click on the FS caption group and click on the delete button.

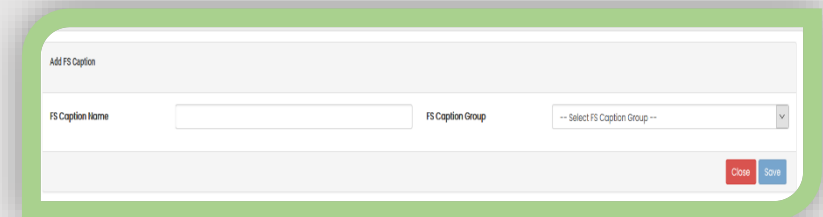


- Customer FS caption

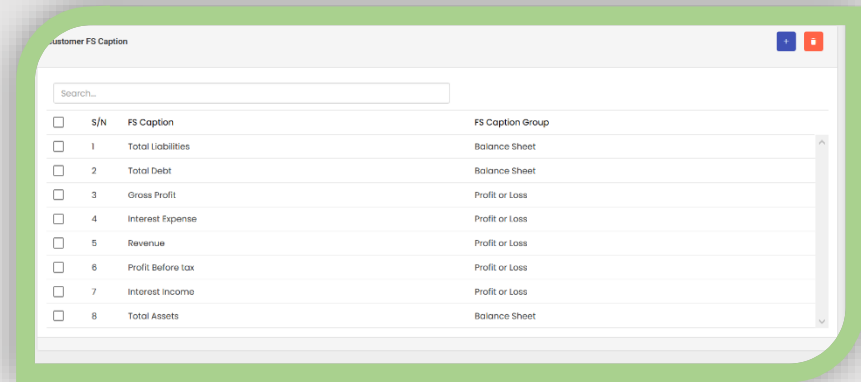
This is used to setup captions from the financial statement that is required to be obtained from the client's financial records.

To setup the customer FS Caption

- navigate to the setup, click on the customer FS Setup => Customer FS Caption and it will open the customer FS caption page.
- to add, click on the add button and populate the required information.
  - FS Caption name
  - FS Caption Group
- click on save to complete the procedure



To delete, click on the FS caption and click on the delete button.

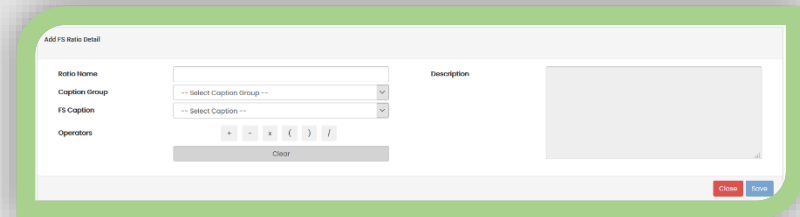


- Customer FS Ratio Detail

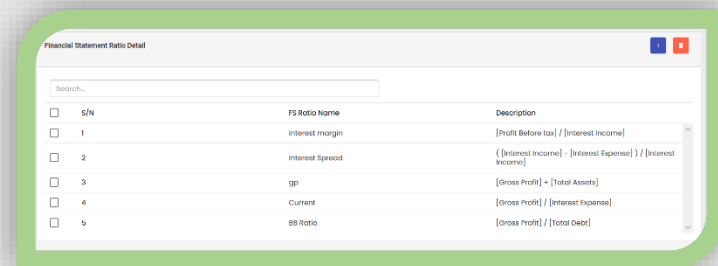
This setup is used in creating ratios to be used in financial statement analysis while appraising corporate customers in the application.

To setup customer FS ratio details,

- Navigate to the setup, click on the customer FS Setup => Customer FS ratio details and it will open the Financial Statement Ratio Details page.
- To add, click on the add button and populate the required information.
  - Ratio name
  - Caption Group
  - FS Caption
  - Operators
  - Description
- Click on save to complete the procedure



To delete, click on the FS Ratio and click on the delete button.



## ❖ Collateral type setup

The collateral type of setup is used to setup the collateral types that the organization has.

To setup the collateral type set up

- Navigate to set up, click on the collateral set up => collateral type setup and the collateral type list will be opened.
- To add the collateral type, click on the add button and populate the required information:
  - Collateral type
  - Description
  - Valuation cycle
  - Hair cut %
  - Required insurance Policy?
  - Allow sharing
- Click on save to complete the procedure.

Add Collateral Type

Collateral Type: [Dropdown] Description: [Text Area]

Valuation cycle: [0] Hair Cut (%): [0]

Require Insurance Policy?  Allow sharing

Close Save

To add multiple collateral types.

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
  - Collateral type
  - Description
  - Required insurance Policy?
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the collateral types

Collateral Type List

Browse... No file selected.

Search...

S/N	Collateral Type	Description	Hair Cut	Require Insurance Policy
1	Landed Property	Landed Property	0	Yes
2	Vehicle	Vehicle	50	Yes
3	Personal Guarantee	Personal Guarantee	10	No
4	Asset	Asset	20	Yes
5	Corporate Guarantee	Corporate Guarantee	10	Yes
6	Investment	Investment	0	No
7	Salary	Salary	0	No

To delete, select the collateral type and click the delete button.