GOS ERP INVESTOR FUND USER MANUAL

WEALTH MANAGEMENT OPERATIONS

CONTENT

INVESTMENT OPERATIONS

CUSTOMER

- This tab is used to register all the details of the customers applying for any of the organization's products.
  - In setting up the Customers Information, the following steps are taken:
  - Navigate to Investment Operations
  - click on customer and it will open the customer information page.
- The customer information page includes the following details:
  - Customer information
  - Identity details
  - Next of kin/guarantors
  - Bank details
  - Documents

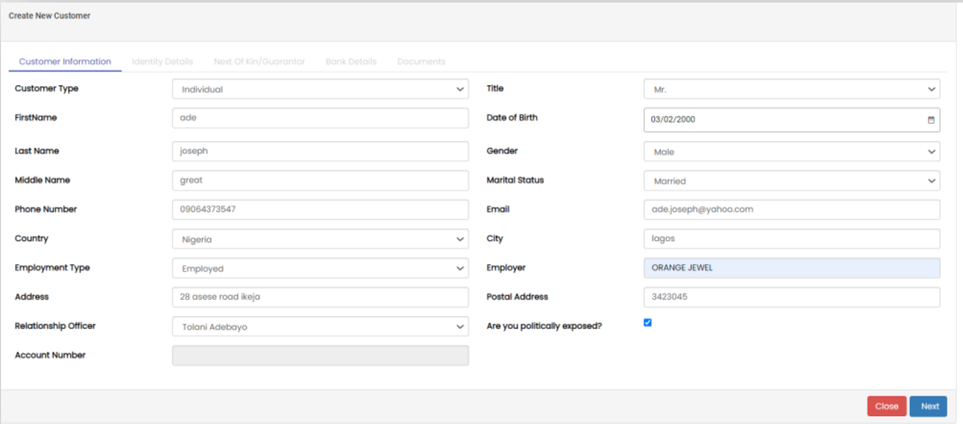
CUSTOMER INFORMATION

- **INDIVIDUAL CUSTOMER**

- To create a New Customer,
  - click on the add button, it will open the Customer Information page, populate the required information:
    - Customer type
    - Title
    - First name
    - Last name
    - Middle name
    - Date of birth
    - Gender
    - Marital status
    - Phone number
    - Email
    - Country
    - City
    - Employment type
    - Employer
    - Address
    - Postal address
    - Relationship officer

- Account number
- Are you politically exposed?

- Click on the save and continue button to move to the next required information.

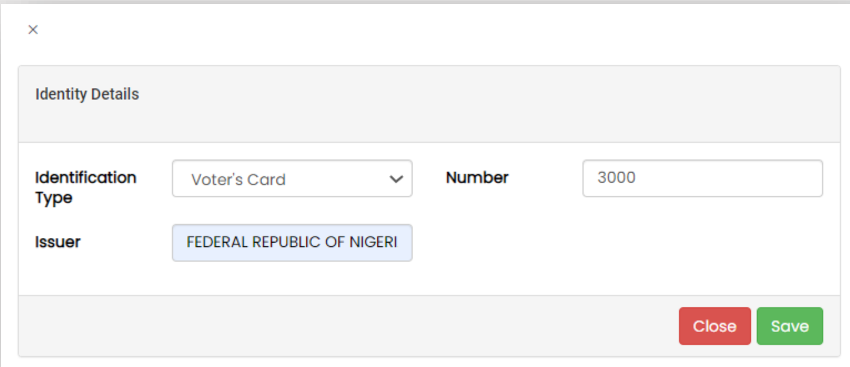


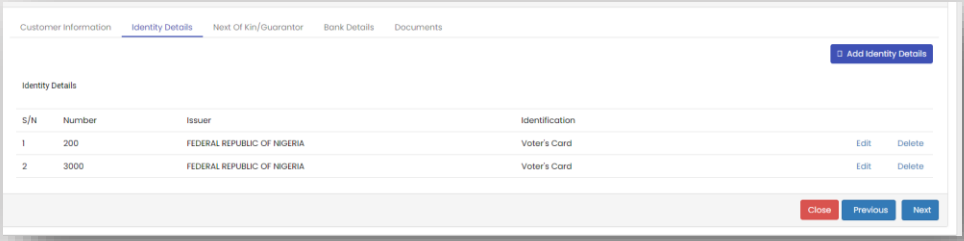
- Click on the next button to move to the next required information.

IDENTITY DETAILS

❖ To add Customer Identity Details

- Navigate to Investment Operations,
- click on the Customer Tab =>Customer Information =>Identity Details, it will open the Identity's Details page,
- Click on the add button and populate the required information:
  - Identification type
  - Number
  - Issuer
- Click on save to complete the procedure.

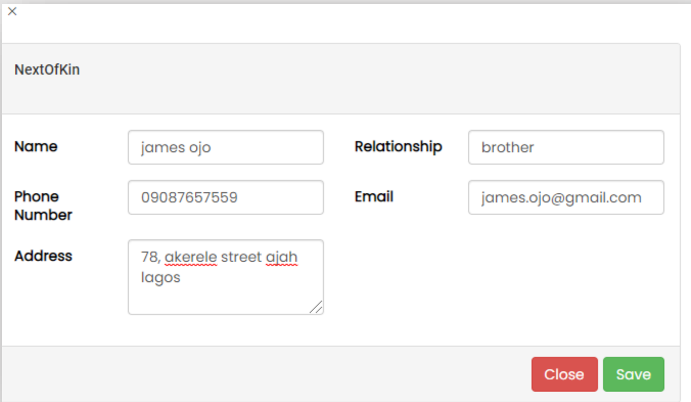


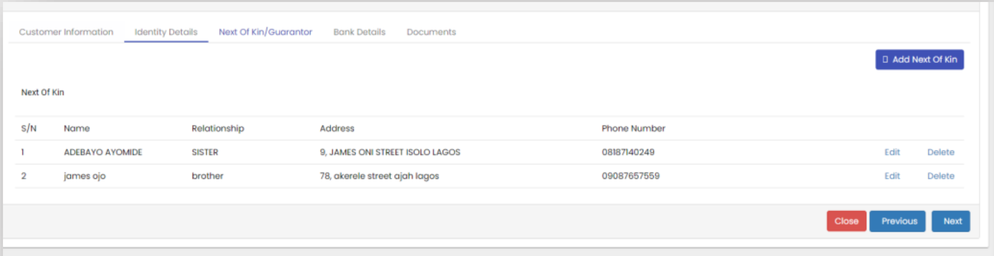


- Click on next and it will take you to the next required information.

NEXT OF KIN/GUARANTOR

❖ To add customer Next of Kin/Guarantor
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information =>Identity Details => Next of Kin/Guarantor, it will open the Next of Kin/ Guarantor page,
  - Click on the add button and populate the required information:
    - Name
    - Relationship
    - Phone number
    - Email
    - Address
  - Click on save to complete the procedure.

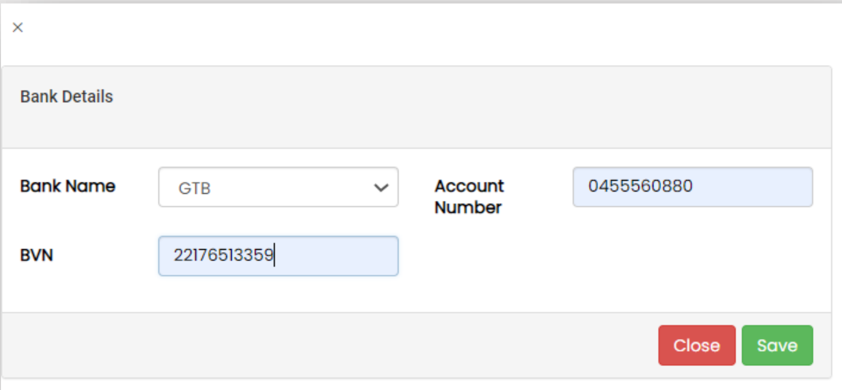


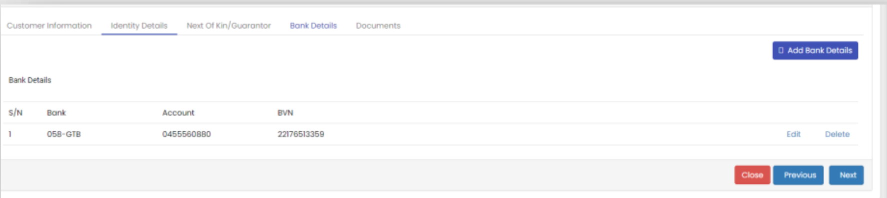


- Click on next and it will take you to the next required information.

BANK DETAILS

❖ To add customer Bank Details
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information =>Identity Details => Next of Kin/Guarantor => Bank Details, it will open the bank details page,
  - Click on the add button and populate the required information:
    - Bank Name
    - Account name
  - Click on save to complete the procedure.

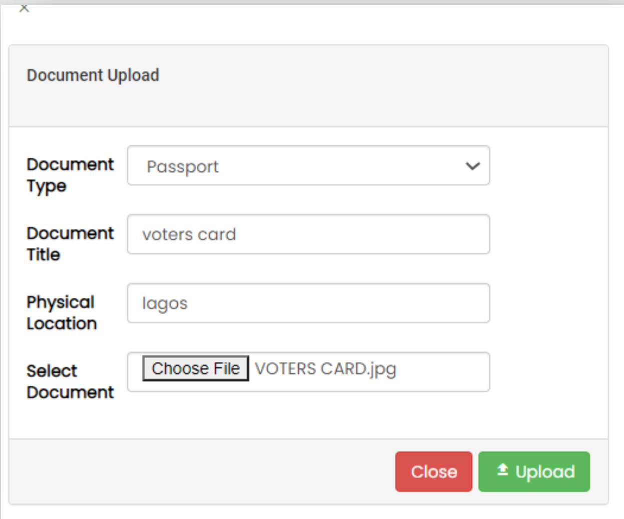


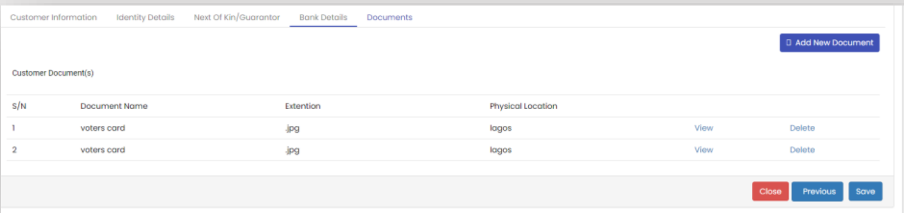


- Click on next and it will take you to the next required information.

DOCUMENTS

- To add Customer Documents
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information =>Identity Details => Next of Kin/Guarantor => Bank Details =>Documents, it will open the documents page,
  - Click on the add button and populate the required information:
    - Document type
    - Document title
    - Physical location
    - Select document
  - Click on save to complete the procedure.

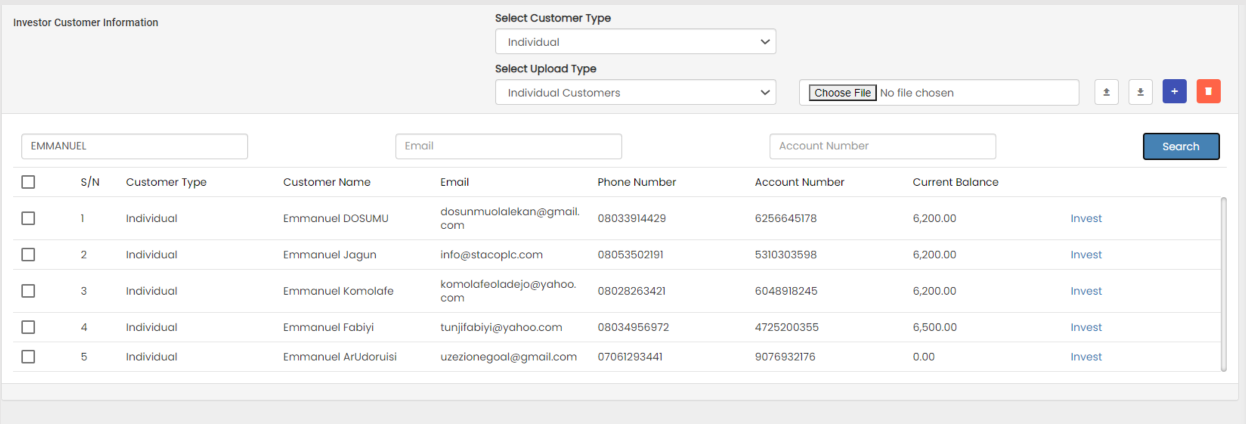




- Click on save to complete the customer registration procedure.

❖ TO ADD MULTIPLE INDIVIDUAL CUSTOMER INFORMATION:

- Click on the download button, this downloads the excel template with the correct upload headers, populate with the following.
    - Email
    - Customer type name
    - Title
    - First name
    - Last name
    - Middle name
    - Gender
    - Address
    - Date of birth
    - Employment
    - City
    - Occupation
    - Are you politically exposed?
    - Phone number
    - Country
    - Phone number
    - Marital status
- Click on select customer type as individual
- Click on select upload type as individual customers
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the individual customer information.



- To delete a customer,
    - select the customer name and click on the delete button.

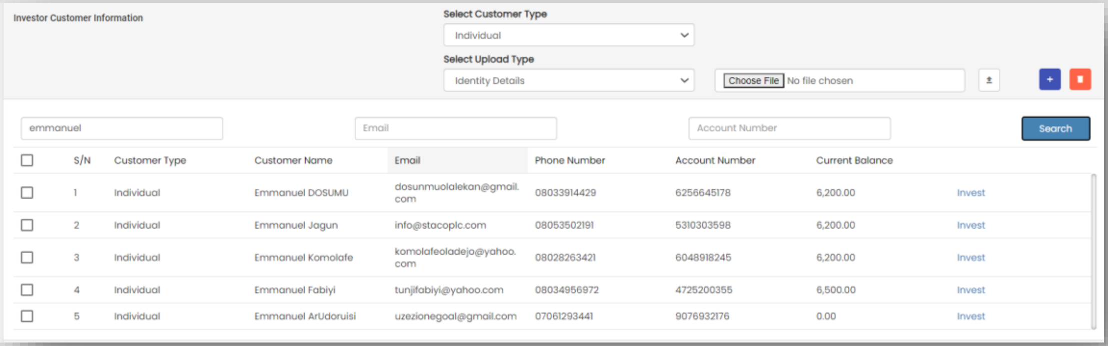
SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

❖ TO ADD MULTIPLE INDIVIDUAL CUSTOMER INDENTITY DETAILS

- To upload, ensure the excel template has the correct upload headers listed below:
    - Identity details
    - Customer email

- Issuer
- ID Number

- Click on select customer type as individual
- Click on select upload type as identity details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the identity details of the individual customers.

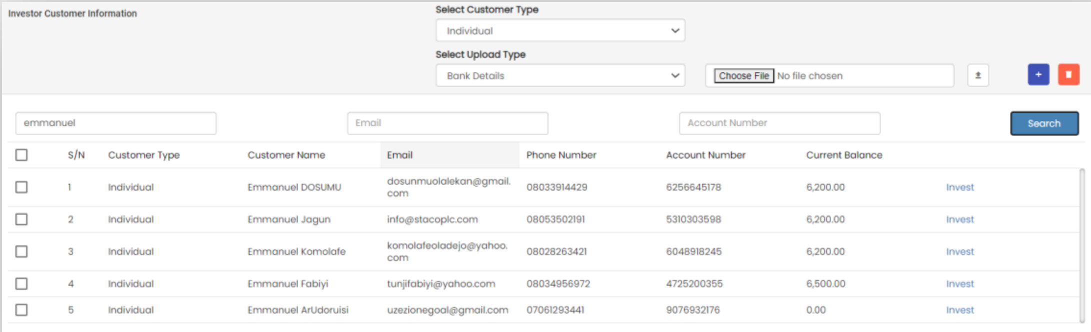


- To delete identity details,
  - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details

❖ **TO ADD MULTIPLE INDIVIDUAL CUSTOMER BANK DETAILS:**

- To upload, ensure the excel template has the correct upload headers listed below:
  - Customer email
  - BVN
  - Account Number
  - Bank
  - Bank code
- Click on select customer type as individual
- Click on select upload type as bank details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the bank details of the individual customers.



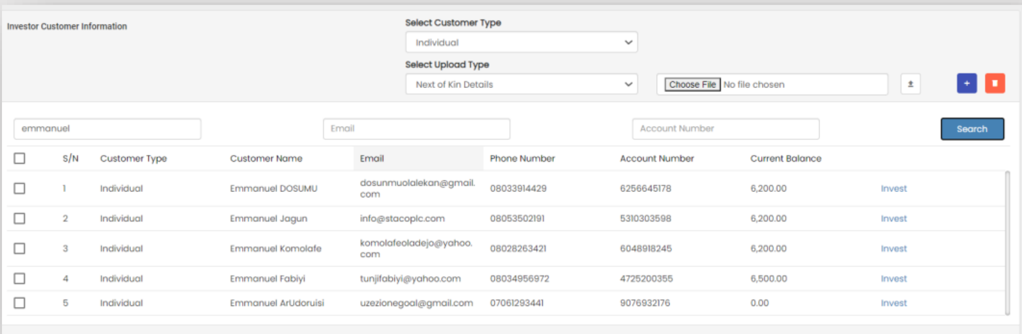
- To delete bank details,
  - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

❖ **TO ADD MULTIPLE INDIVIDUAL CUSTOMER NEXT OF KIN DETAILS:**

- To upload, ensure the excel template has the correct upload headers listed below:
  - Customer email
  - Name
  - Relationship
  - Next of kin Name email
  - Phone number
  - Address

- Click on select customer type as individual
- Click on select upload type as next of kin details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the next of kin details of the individual customers.



- To delete next of kin details,

- select the customer name and click on the delete button.

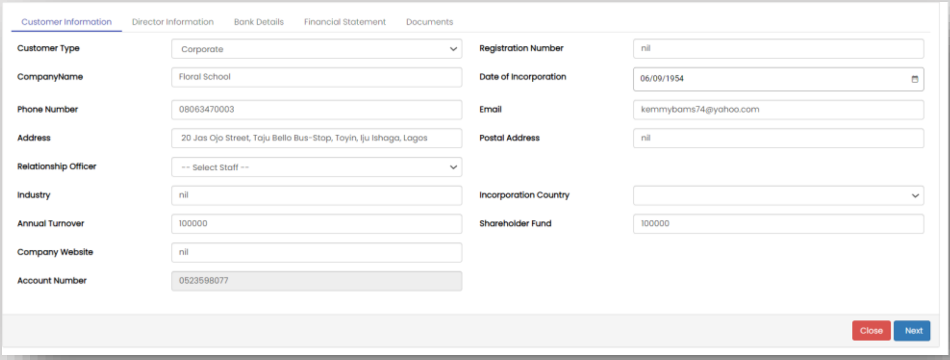
SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

- **TO ADD MULTIPLE INDIVIDUAL CUSTOMER DOCUMENT DETAILS:**
  - To upload, ensure the excel template has the correct upload headers listed below:
    - Document type
    - Document title
    - Physical location
    - Select document
  - Click on select customer type as individual
  - Click on select upload type as document details
  - Click choose file button, navigate to the populated excel file and then click open
  - Click upload on the interface
  - This will upload all the document details of the individual customers.
  - To delete document details,
    - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

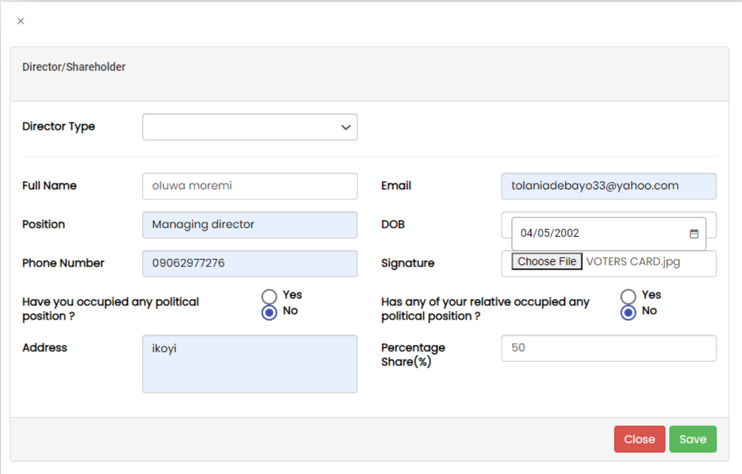
CORPORATE CUSTOMER

- To Create a New Corporate Customer,
- click on the add button, it will open the Customer Information page, populate the required information:
  - Customer Type
  - Company Name
  - Registration Number
  - Phone number
  - Date of incorporation
  - Phone number
  - Address
  - Email
  - Postal address
  - Relationship officer
  - Industry
  - Incorporation country
  - Annual turnover
  - Shareholders fund
  - Company website
  - Account number
- Click on the next button to move to the next required information.



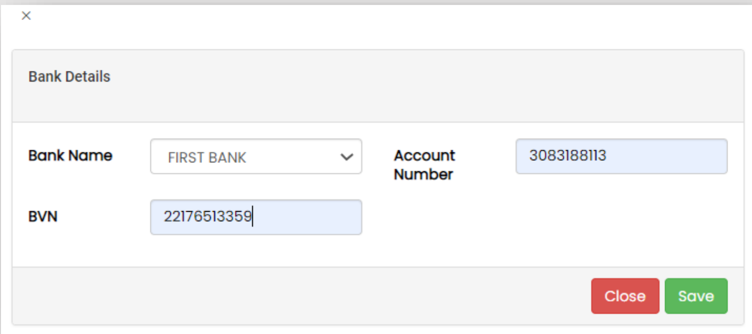
DIRECTOR INFORMATION

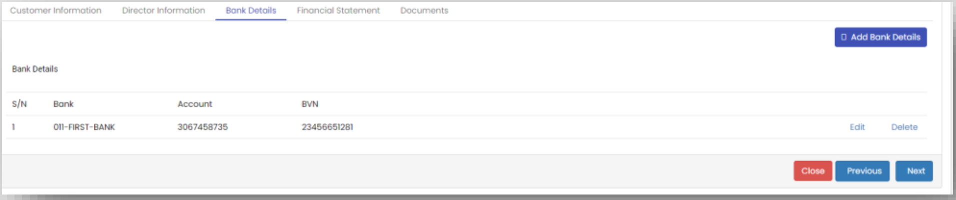
- To add Director Information
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information =>Director information, it will open the documents page,
  - Click on the add button and populate the required information:
    - Director type
    - Full name
    - Position
    - Email
    - Date of birth
    - Phone number
    - Signature
    - Address
    - Percentage share
  - Click on save to complete the procedure.



BANK DETAILS

❖ To add Corporate customer Bank Details
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information => Director Information=> Bank Details, it will open the bank details page,
  - Click on the add button and populate the required information:
    - Bank Name
    - Account name
    - BVN
  - Click on save to complete the procedure.

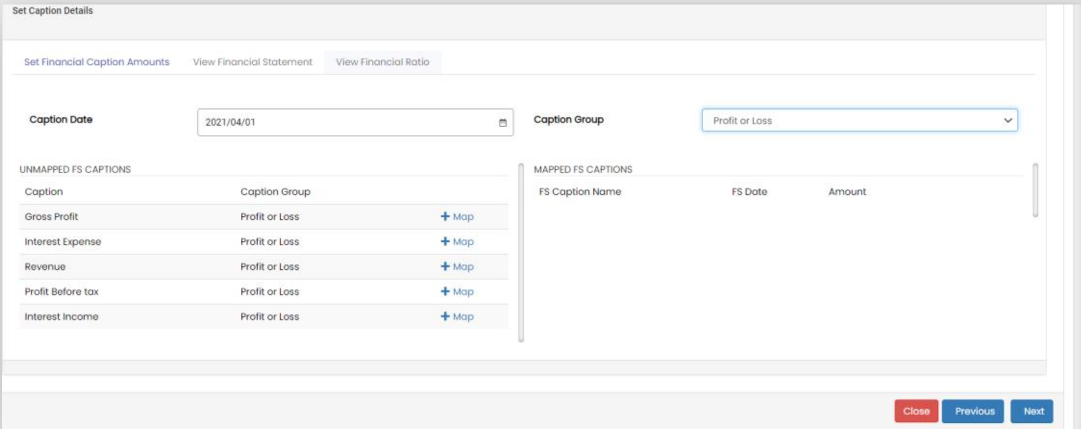




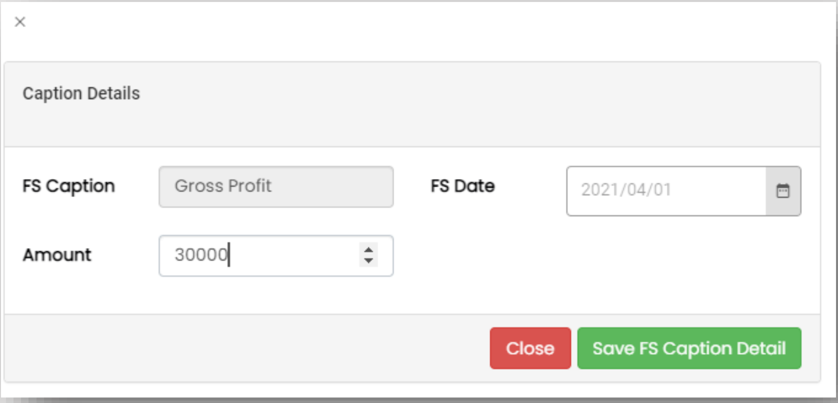
- Click on next and it will take you to the next required information.

FINANCIAL STATEMENT

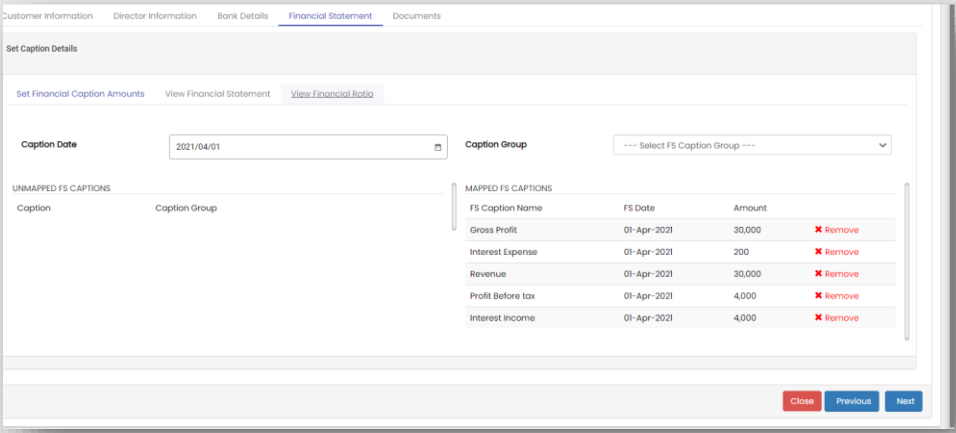
- To add Financial Statement Details
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information => Director Information=> Bank Details=>Financial Statement, it will open the financial statement page,
- To set caption details
  - Click on the caption date, and populate with the right date
  - Click on the caption group to choose either Profit or Loss account or Balance Sheet account.



- To map Profit or Loss Caption,
- click on Map and populate with the right information
- click on save FS caption detail.



- Repeat the same process for the rest of the unmapped caption.



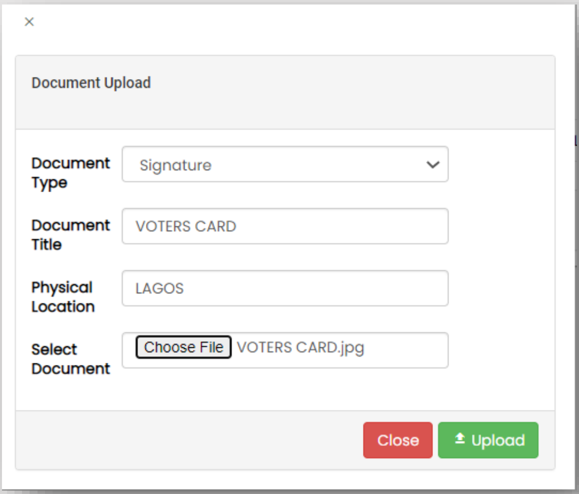
- Click on the next button to move to the next required information.

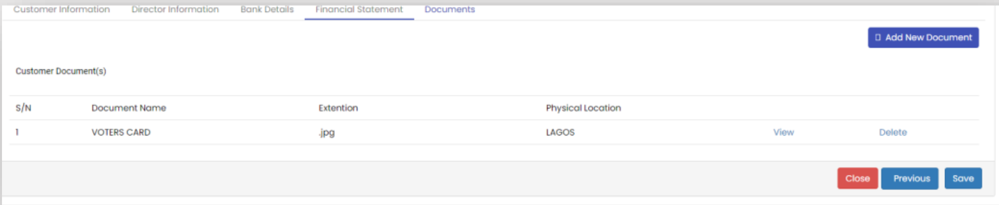
DOCUMENTS

- To add Corporate Customer Documents
  - Navigate to Investment Operations,
  - click on the Customer Tab =>Customer Information =>Director Information=> Bank Details => Financial Statement =>Documents, it will open the documents page,
  - Click on the add button and populate the required information:
    - Document type

- Document title
- Physical location
- Select document

- Click on upload to complete the procedure.



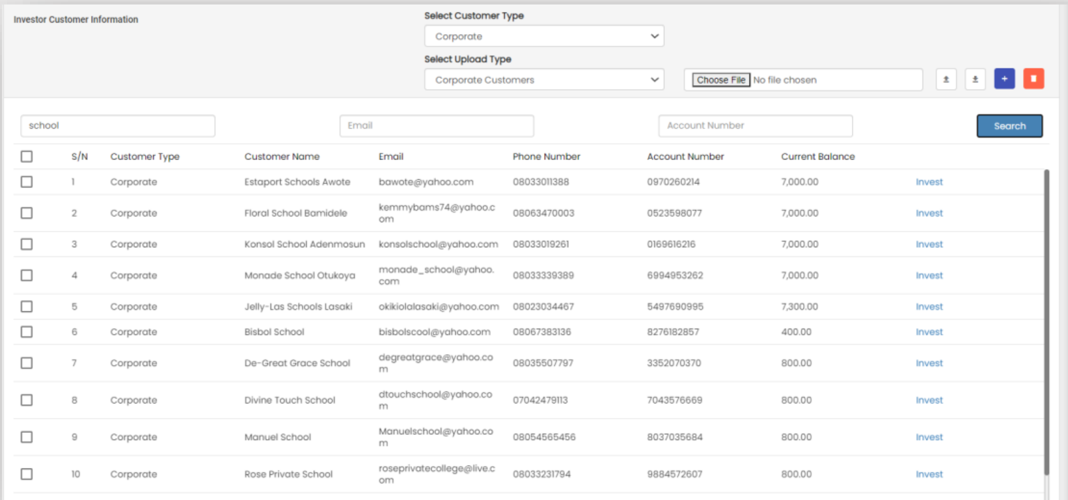


- Click on save to complete the customer registration procedure.

❖ **TO ADD MULTIPLE CORPORATE CUSTOMER INFORMATION:**

- Click on the download button, this download the excel template with the correct upload headers, populate with the following.
  - Customer Email
  - Customer type name
  - Registration Number
  - Company name
  - Date of incorporation
  - Phone number
  - Address
  - Postal address
  - Industry
  - Incorporation country
  - City
  - Annual turnover
  - Shareholders fund
  - Company website

- Click on the download button, this download the excel template with the correct upload headers, populate with the following.
- Click on select customer type as corporate
- Click on select upload type as corporate customers
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the corporate customer information


Investor Customer Information

Select Customer Type: Corporate

Select Upload Type: Corporate Customers

Choose File No file chosen

school | Email | Account Number | Search

S/N	Customer Type	Customer Name	Email	Phone Number	Account Number	Current Balance	
1	Corporate	Estaport Schools Awote	bawote@yahoo.com	08033011388	0970260214	7,000.00	Invest
2	Corporate	Floral School Bamidele	kemmybams74@yahoo.com	08063470003	0523598077	7,000.00	Invest
3	Corporate	Konsol School Adenmosun	konsolschool@yahoo.com	08033019261	0169616216	7,000.00	Invest
4	Corporate	Monade School Otukoya	monade_school@yahoo.com	08033339389	6994953262	7,000.00	Invest
5	Corporate	Jelly-Las Schools Lasaki	okikiolalasaki@yahoo.com	08023034467	5497690995	7,300.00	Invest
6	Corporate	Bisbol School	bisbolscool@yahoo.com	08067383136	8276182857	400.00	Invest
7	Corporate	De-Great Grace School	degreatgrace@yahoo.com	08035507797	3352070370	800.00	Invest
8	Corporate	Divine Touch School	dtouchschool@yahoo.com	07042479113	7043576669	800.00	Invest
9	Corporate	Manuel School	Manuelschool@yahoo.com	08054565456	8037035684	800.00	Invest
10	Corporate	Rose Private School	roseprivatecollege@live.com	08033231794	9884572607	800.00	Invest

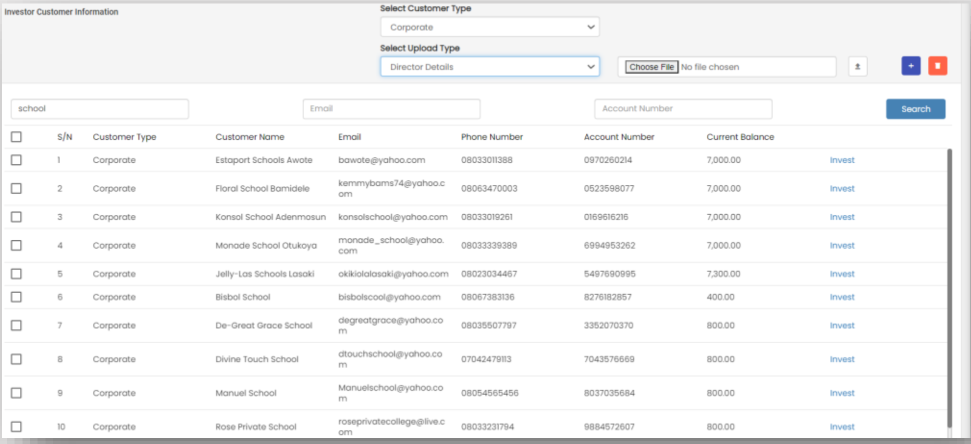
- To delete Corporate customer information,
  - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

❖ TO ADD MULTIPLE DIRECTOR DETAILS:

- To upload, ensure the excel template has the correct upload headers listed below:
  - Customer email
  - Name
  - Position
  - Director email
  - Date of birth
  - Phone number
  - Address
  - Percentage share
  - Director type
  - Politically exposed?
- Click on select customer type as Corporate
- Click on select upload type as director details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface

- This will upload all the director details

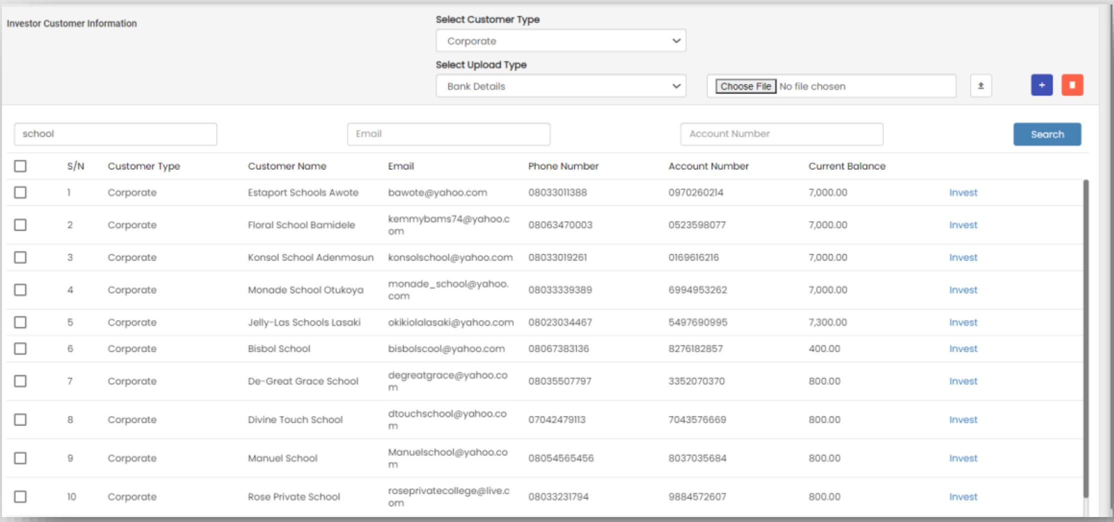


- To delete Director information,
  - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

❖ **TO ADD MULTIPLE BANK DETAILS:**

- To upload, ensure the excel template has the correct upload headers listed below:
  - Customer email
  - BVN
  - Account Number
  - Bank
  - Bank code
- Click on select customer type as Corporate
- Click on select upload type as bank details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the bank details of the corporate customers.



	S/N	Customer Type	Customer Name	Email	Phone Number	Account Number	Current Balance	
☐	1	Corporate	Estaport Schools Awote	bawote@yahoo.com	08033011388	0970260214	7,000.00	Invest
☐	2	Corporate	Floral School Bamidele	kemmybams74@yahoo.com	08063470003	0523598077	7,000.00	Invest
☐	3	Corporate	Konsol School Adenmosun	konsolschool@yahoo.com	08033019261	0169616216	7,000.00	Invest
☐	4	Corporate	Monade School Otukoya	monade_school@yahoo.com	08033339389	6994953262	7,000.00	Invest
☐	5	Corporate	Jelly-Los Schools Lasaki	okikiolalasaki@yahoo.com	08023034467	5497690995	7,300.00	Invest
☐	6	Corporate	Bisbol School	bisbolscool@yahoo.com	08067383136	8276182857	400.00	Invest
☐	7	Corporate	De-Great Grace School	degreatgrace@yahoo.com	08035507797	3352070370	800.00	Invest
☐	8	Corporate	Divine Touch School	dtouchschool@yahoo.com	07042479113	7043576669	800.00	Invest
☐	9	Corporate	Manuel School	Manuelschool@yahoo.com	08054565456	8037035684	800.00	Invest
☐	10	Corporate	Rose Private School	roseprivatecollege@live.com	08033231794	9884572607	800.00	Invest

- To delete Corporate customer bank details,
  - select the customer name and click on the delete button.

SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

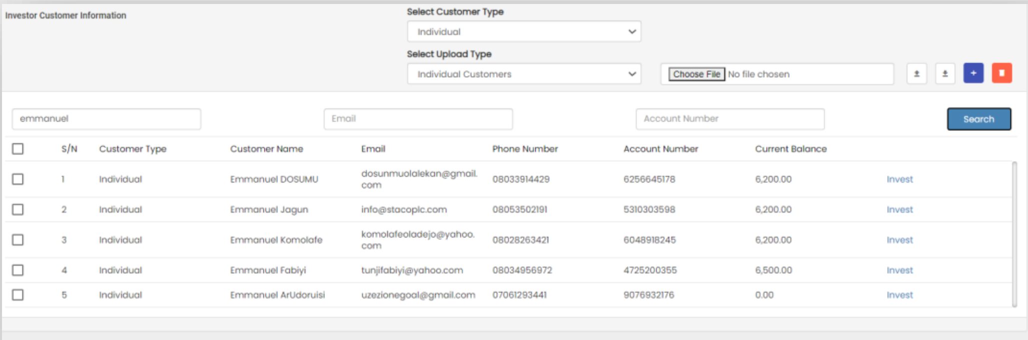
❖ **TO ADD MULTIPLE CUSTOMER DOCUMENT DETAILS:**

- To upload, ensure the excel template has the correct upload headers listed below:
  - Document type
  - Document title
  - Physical location
  - Select document
- Click on select customer type as corporate
- Click on select upload type as document details
- Click choose file button, navigate to the populated excel file and then click open
- Click upload on the interface
- This will upload all the document details of the corporate customers.
- To delete document details,
  - select the customer name and click on the delete button.

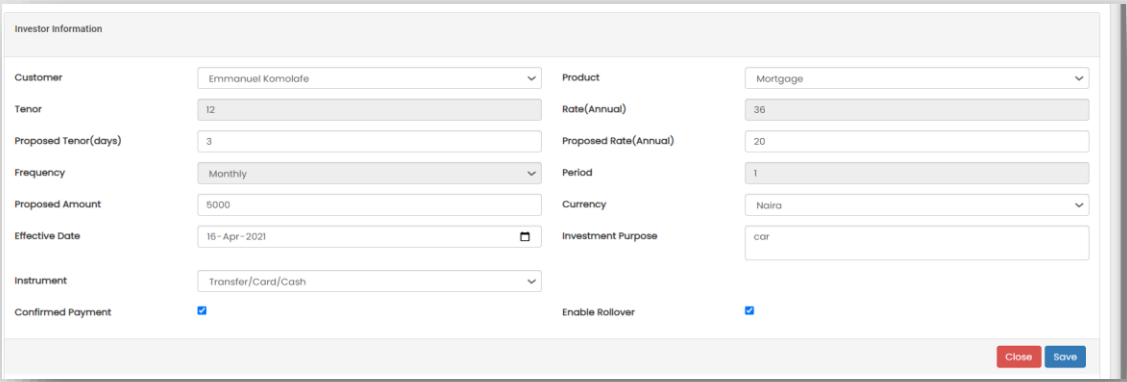
SEARCH BOX: It is used to search for a customer, either individual customer or corporate by typing in the name of the customer, or the customer email address or the customer's account number and click on the search box. it will populate the customer's with similar details.

INVESTMENT APPLICATION

- To start a new Investment application for a customer, either individual customer or corporate customer.
    - Navigate to investments Operations
        - click on customer, the customer information page will open.
        - Select the customer type, either individual or corporate
        - Search for the customer's details using either Name, Email address or Account number.



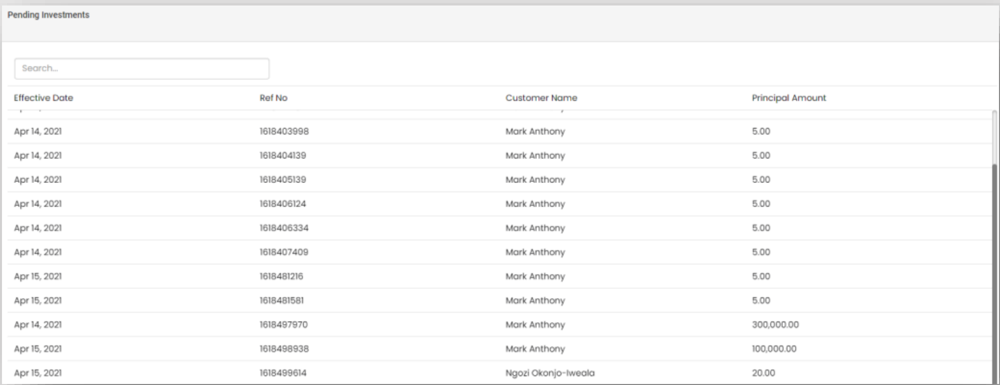
- Click on Invest to start the investment process for the customer
- The investor information page will open, populate the form with the required information.
    - Customer
    - Tenor
    - Product
    - Proposed Rate
    - Frequency
    - Period
    - Proposed Amount
    - Currency
    - Effective date
    - Investment purpose
    - Instrument



- Click on save to start approval process.

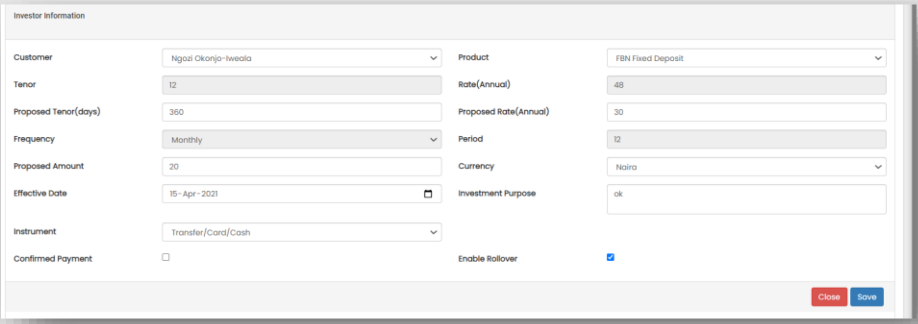
PENDING INVESTMENTS

- Pending Investments page shows all investments coming from the customer's web and is yet to be pushed to approval workflow.
  - To Navigate to pending investments.
  - Click on Investment operations=> pending investments
  - The pending investments page will open,



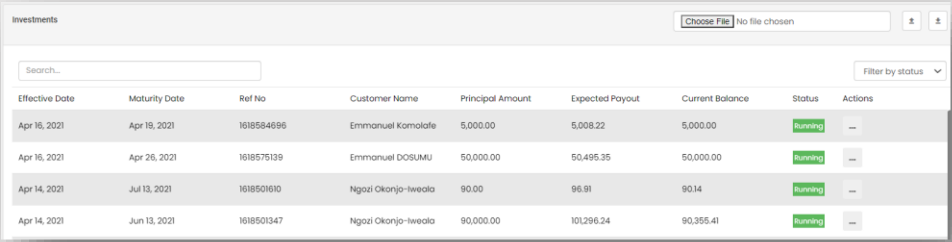
Effective Date	Ref No	Customer Name	Principal Amount
Apr 14, 2021	1618403998	Mark Anthony	5.00
Apr 14, 2021	1618404139	Mark Anthony	5.00
Apr 14, 2021	1618405139	Mark Anthony	5.00
Apr 14, 2021	1618406124	Mark Anthony	5.00
Apr 14, 2021	1618406334	Mark Anthony	5.00
Apr 14, 2021	1618407409	Mark Anthony	5.00
Apr 15, 2021	1618481216	Mark Anthony	5.00
Apr 15, 2021	1618481581	Mark Anthony	5.00
Apr 14, 2021	1618497970	Mark Anthony	300,000.00
Apr 15, 2021	1618498938	Mark Anthony	100,000.00
Apr 15, 2021	1618499614	Ngozi Okonjo-Iweala	20.00

- To start approval process for the pending investments
  - Click on the customer's name and the investors information page will open.
  - Click on save to start the approval process.



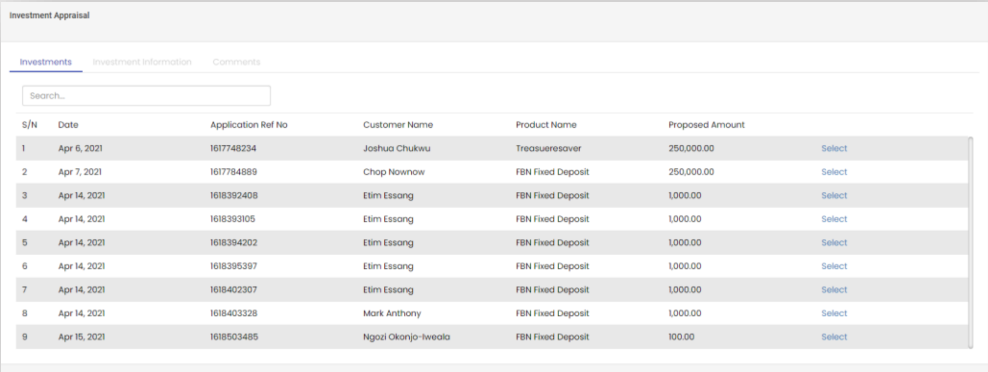
INVESTMENT LISTS

- The Investment List page is where all current running investments are populated.
  - To Navigate to Investment Lists
  - Click on Investment Operations =>Investment Lists

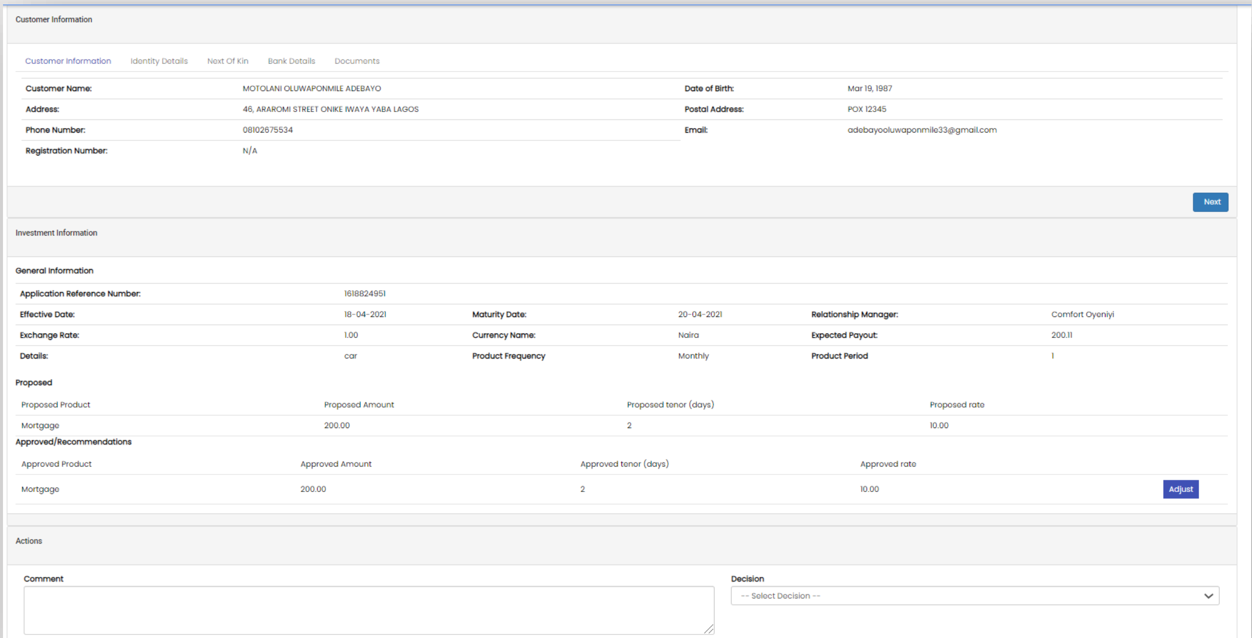


INVESTMENT APPRAISAL

- The Investment Appraisal page is where investments awaiting approvals are populated.
  - To Navigate to Investment Appraisal
  - Click on Investment Operations =>Investment Appraisal



- To approve an investment,
  - click on select and the investment appraisal page will be opened.

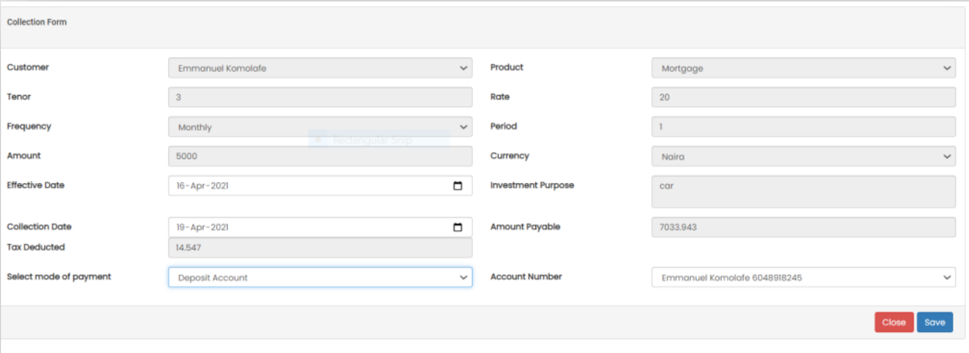


  - Input comment and click on approve for the decision box
  - Click on save to complete the investment appraisal process.

PENDING COLLECTIONS

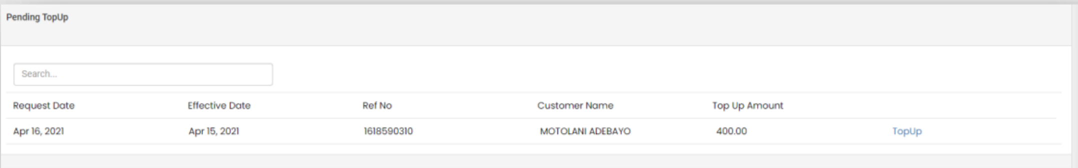
- Pending collections page shows all collections coming from the customer's web and yet to be pushed to approval workflow.
  - To Navigate to pending collections.
  - Click on Investment operations=> pending collections
  - The pending collections page will open,

- To start approval process for the pending collections.
  - Click on the customer’s name and the collection form page will open.
  - Populate with the required information as required.
  - Click on save to start the approval process.

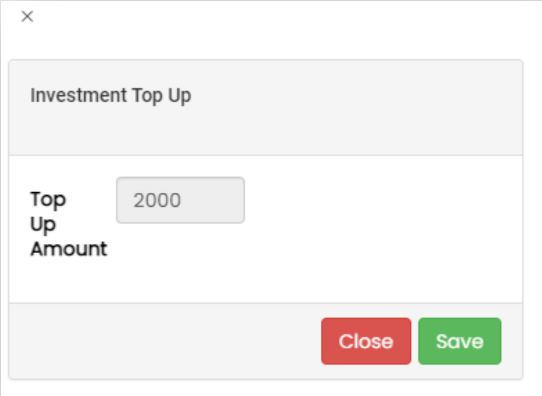


PENDING TOPUP

- Pending Topup page shows all topup request coming from the customer’s web and yet to be pushed to approval workflow.
  - To Navigate to pending topup
  - Click on Investment operations=> pending topup
  - The pending topup page will open,



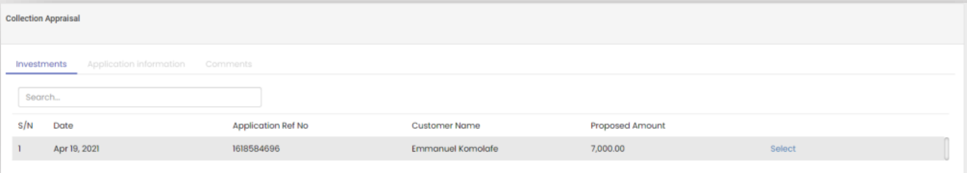
- To start approval process for the pending topup
  - Click on the customer’s name and the Investors Top Up page will open.
  - Click on save to start the approval process.



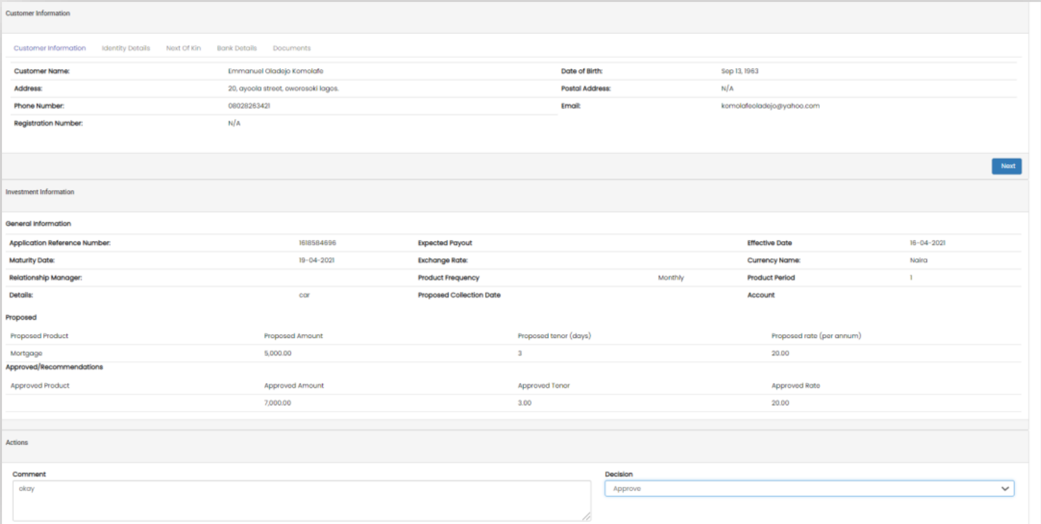
COLLECTION APPRAISAL

- Collection Appraisal page shows all investments already matured and due for collection.

  - To Navigate to Collection Appraisal.
  - Click on Investment operations=> Collection Appraisal
  - The Collection Appraisal page will open,



  - Click on select for the investor, and the collection appraisal page will be opened for approval.

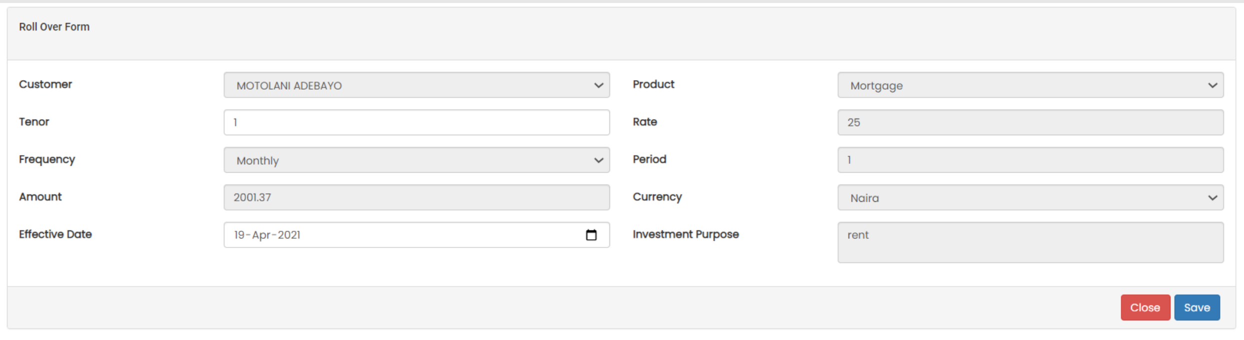


- Input comment and click on approve for the decision box
- Click on submit to complete the investment appraisal process

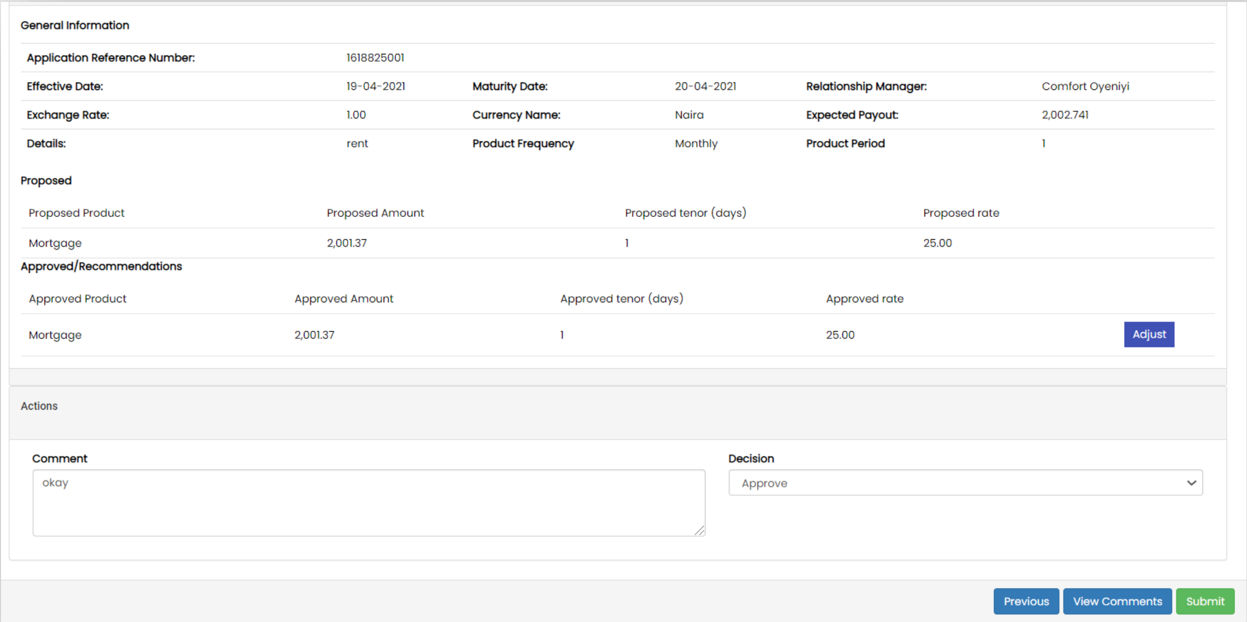
ROLL OVER

❖ Roll-over is an option for Investment already matured and yet to be collected.

- To roll-over an investment already matured.
    - Navigate to Investment Lists
    - Click on Investment Operations =>Investment Lists
    - For Matured Investments, click on the Action icon, it will show a drop-down option for collection and rollover
    - Click on roll over, it will take you to the roll over form page.
    - Populate with the required information,
    - Click on save to complete the roll-over process



▪ After this process has been completed, the Investment will go to the investment workflow as a new investment, yet with the same terms as the previous investment before roll-over

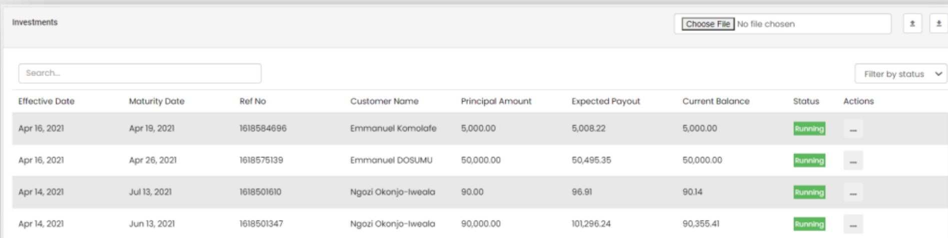


- Click on submit to complete the approval process.

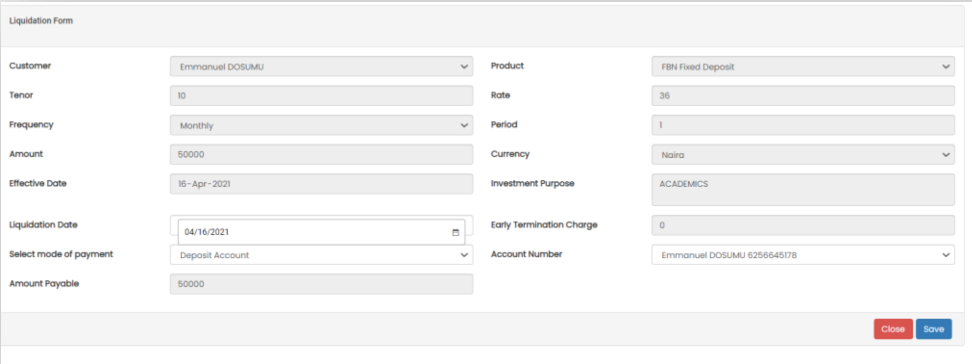
INVESTMENT LIQUIDATION

❖ Investment liquidation: This is an option for an investor to liquidate his investment before the maturity date.

- To liquidate an investment,
  - Navigate to the investment lists,
  - Click on the Action column, it will show a drop down



- Click on Liquidate, it will take you to the liquidation form page.
- Populate with the required information,



Liquidation Form

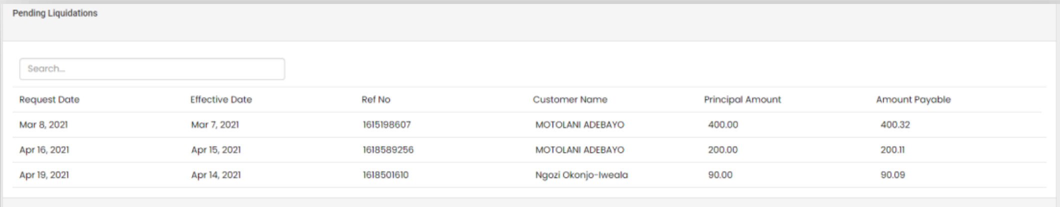
Customer	Emmanuel DOSUMU	Product	FBN Fixed Deposit
Tenor	10	Rate	36
Frequency	Monthly	Period	1
Amount	50000	Currency	Naira
Effective Date	16-Apr-2021	Investment Purpose	ACADEMICS
Liquidation Date	04/16/2021	Early Termination Charge	0
Select mode of payment	Deposit Account	Account Number	Emmanuel DOSUMU 6256645178
Amount Payable	50000		

Close Save

- Click on save to complete the liquidation process.

PENDING LIQUIDATION

- Pending Liquidation page shows all investment liquidation request coming from the customer's web yet to be pushed to approval workflow.
  - To Navigate to pending liquidation,
  - Click on Investment operations=> pending liquidation
  - The pending liquidation page will open,

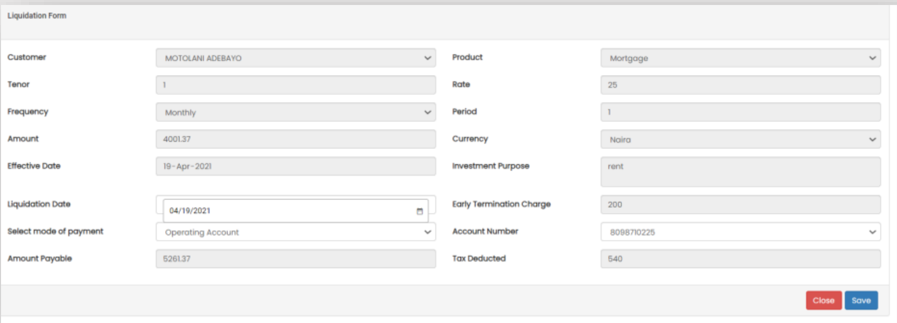


Pending Liquidations

Search...

Request Date	Effective Date	Ref No	Customer Name	Principal Amount	Amount Payable
Mar 8, 2021	Mar 7, 2021	1615198607	MOTOLANI ADEBAYO	400.00	400.32
Apr 16, 2021	Apr 15, 2021	1618589256	MOTOLANI ADEBAYO	200.00	200.11
Apr 19, 2021	Apr 14, 2021	1618501610	Ngozi Okonjo-Iweala	90.00	90.09

- To start approval process for the pending Liquidation,
  - Click on the customer's name and the liquidation form page will open.



Liquidation Form

Customer	MOTOLANI ADEBAYO	Product	Mortgage
Tenor	1	Rate	25
Frequency	Monthly	Period	1
Amount	4001.37	Currency	Naira
Effective Date	19-Apr-2021	Investment Purpose	rent
Liquidation Date	04/19/2021	Early Termination Charge	200
Select mode of payment	Operating Account	Account Number	8098710225
Amount Payable	5261.37	Tax Deducted	540

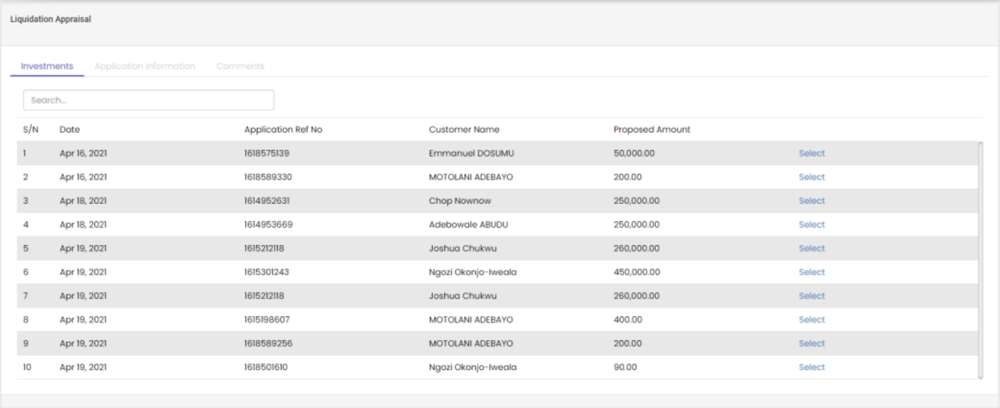
Close Save

- Click on save to start the approval process.

LIQUIDATION APPRAISAL

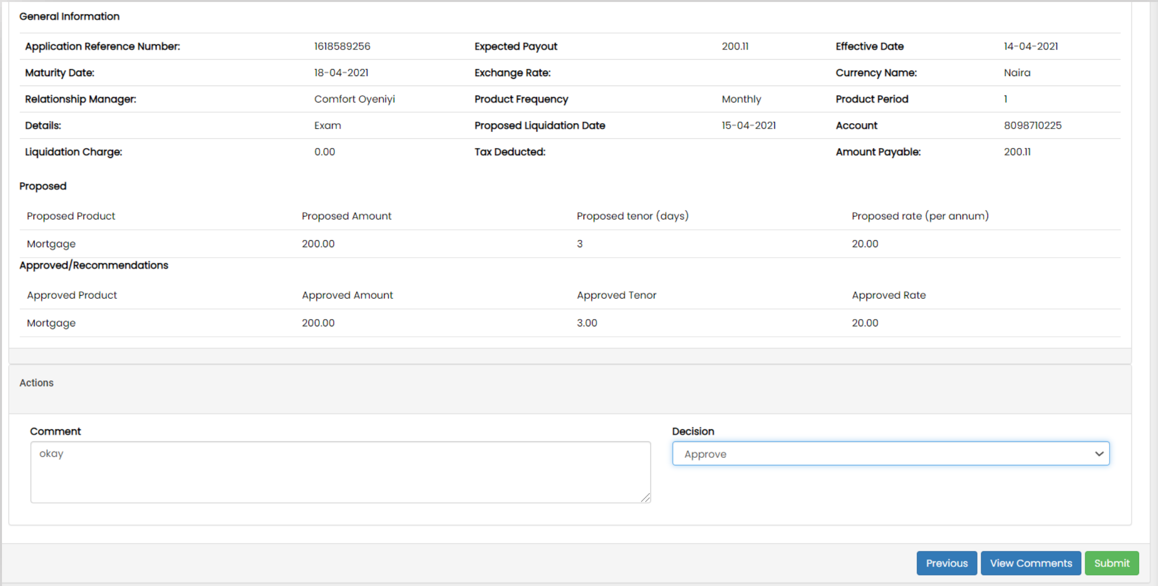
❖ Liquidation Appraisal page shows all investment liquidation awaiting approval.

- To Navigate to Liquidation Appraisal,
- Click on Investment operations=> Liquidation Appraisal
- The liquidation appraisal page will open,



S/N	Date	Application Ref No	Customer Name	Proposed Amount	
1	Apr 16, 2021	1618575139	Emmanuel DOSUMU	50,000.00	Select
2	Apr 16, 2021	1618589330	MOTOLANI ADEBAYO	200.00	Select
3	Apr 18, 2021	1614952631	Chop Nownow	250,000.00	Select
4	Apr 18, 2021	1614953669	Adebowale ABUDU	250,000.00	Select
5	Apr 19, 2021	1615212118	Joshua Chukwu	260,000.00	Select
6	Apr 19, 2021	1615301243	Ngozi Okonjo-Iweala	450,000.00	Select
7	Apr 19, 2021	1615212118	Joshua Chukwu	260,000.00	Select
8	Apr 19, 2021	1615198607	MOTOLANI ADEBAYO	400.00	Select
9	Apr 19, 2021	1618589256	MOTOLANI ADEBAYO	200.00	Select
10	Apr 19, 2021	1618501610	Ngozi Okonjo-Iweala	90.00	Select

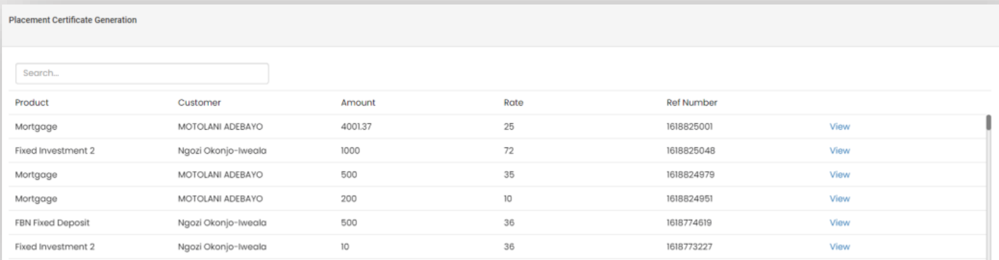
- Click on select for the investor, and the liquidation appraisal page will be opened for approval.



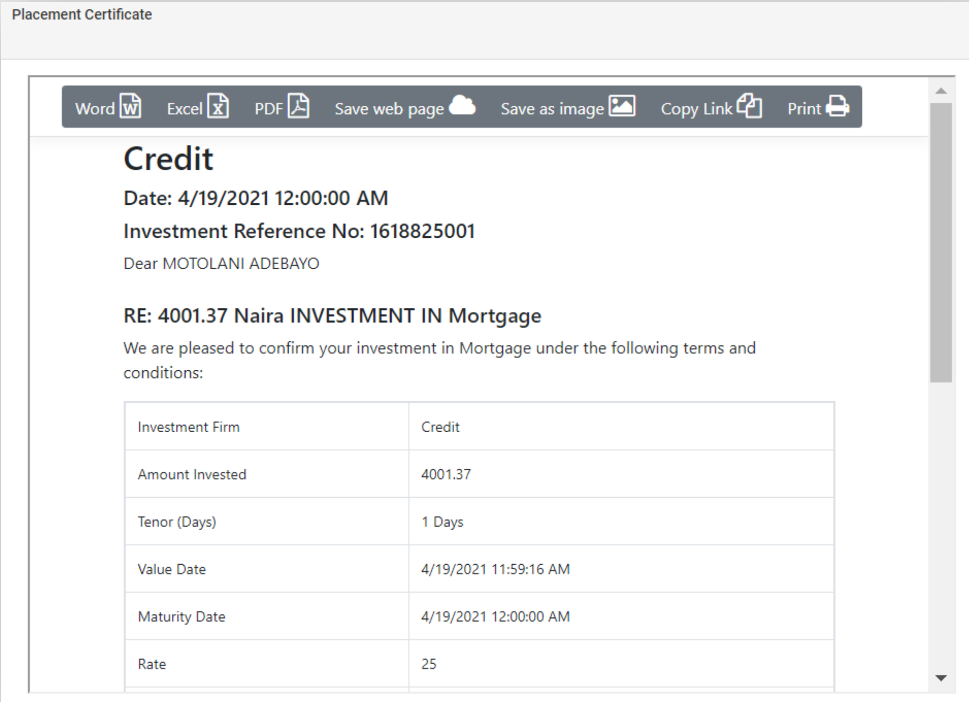
- Input comment and click on approve for the decision box
- Click on submit to complete the investment appraisal process.

PLACEMENT CERTIFICATE GENERATION

- The Placement certificate generation page shows all the list of investors that has investment with the organization.
  - To Navigate to Placement Certificate Generation,
  - Click on Investment operations=> Placement Certificate Generation
  - The Placement Certificate Generation page will open,



- Click on view for the investor, and the placement certificate will open,



Placement Certificate

Word Excel PDF Save web page Save as image Copy Link Print

Credit

Date: 4/19/2021 12:00:00 AM

Investment Reference No: 1618825001

Dear MOTOLANI ADEBAYO

RE: 4001.37 Naira INVESTMENT IN Mortgage

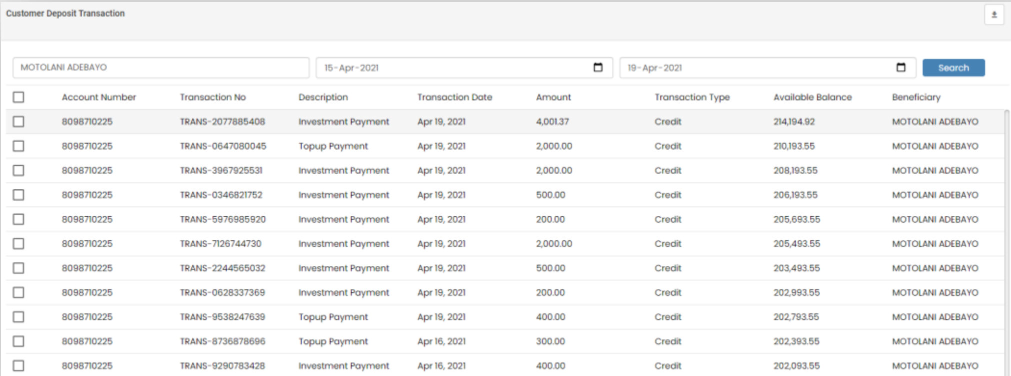
We are pleased to confirm your investment in Mortgage under the following terms and conditions:

Investment Firm	Credit
Amount Invested	4001.37
Tenor (Days)	1 Days
Value Date	4/19/2021 11:59:16 AM
Maturity Date	4/19/2021 12:00:00 AM
Rate	25

- To download the placement certificate.
- Click on either Word, Excel or PDF whichever is preferred, and you have the report downloaded in the format selected.

CUSTOMER TRANSACTION

- The Customer Transaction page shows all the Customers Transaction done so far on the application.
  - To Navigate to Customer Transaction,
  - Click on Investment operations=> Customer Transaction
  - The Customer Deposit Transaction page will open,
  - Input the customer’s name and date of the transactions and it will populate as requested.



Customer Deposit Transaction

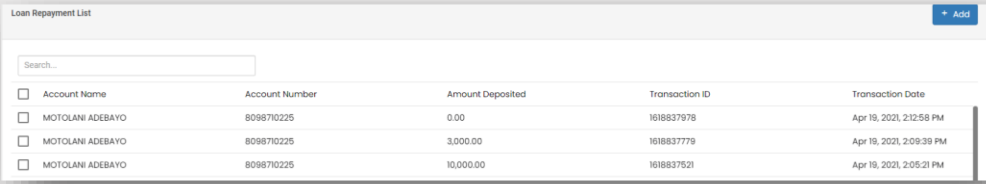
MOTOLANI ADEBAYO | 15-Apr-2021 | 19-Apr-2021 | Search

Account Number	Transaction No	Description	Transaction Date	Amount	Transaction Type	Available Balance	Beneficiary
8098710225	TRANS-2077885408	Investment Payment	Apr 19, 2021	4,001.37	Credit	214,194.92	MOTOLANI ADEBAYO
8098710225	TRANS-0647080045	Topup Payment	Apr 19, 2021	2,000.00	Credit	210,193.55	MOTOLANI ADEBAYO
8098710225	TRANS-3967925531	Investment Payment	Apr 19, 2021	2,000.00	Credit	208,193.55	MOTOLANI ADEBAYO
8098710225	TRANS-0346821752	Investment Payment	Apr 19, 2021	500.00	Credit	206,193.55	MOTOLANI ADEBAYO
8098710225	TRANS-5976985920	Investment Payment	Apr 19, 2021	200.00	Credit	205,693.55	MOTOLANI ADEBAYO
8098710225	TRANS-7126744730	Investment Payment	Apr 19, 2021	2,000.00	Credit	205,493.55	MOTOLANI ADEBAYO
8098710225	TRANS-2244565032	Investment Payment	Apr 19, 2021	500.00	Credit	203,493.55	MOTOLANI ADEBAYO
8098710225	TRANS-0628337369	Investment Payment	Apr 19, 2021	200.00	Credit	202,993.55	MOTOLANI ADEBAYO
8098710225	TRANS-9538247639	Topup Payment	Apr 19, 2021	400.00	Credit	202,793.55	MOTOLANI ADEBAYO
8098710225	TRANS-8736878696	Topup Payment	Apr 16, 2021	300.00	Credit	202,393.55	MOTOLANI ADEBAYO
8098710225	TRANS-9290783428	Investment Payment	Apr 16, 2021	400.00	Credit	202,093.55	MOTOLANI ADEBAYO

PAYMENTS

❖ The payments page shows all the Customers payment details.

- To Navigate to payments,
- Click on Investment operations=> payments
- The payments page will open,



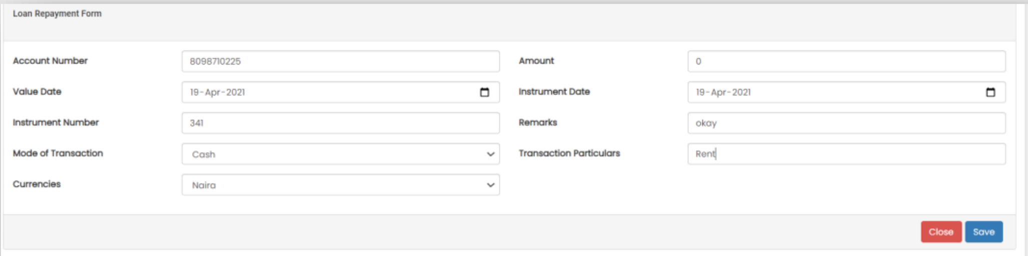
Loan Repayment List

+ Add

Search...

Account Name	Account Number	Amount Deposited	Transaction ID	Transaction Date
MOTOLANI ADEBAYO	8098710225	0.00	1618837978	Apr 19, 2021, 2:12:58 PM
MOTOLANI ADEBAYO	8098710225	3,000.00	1618837779	Apr 19, 2021, 2:09:39 PM
MOTOLANI ADEBAYO	8098710225	10,000.00	1618837521	Apr 19, 2021, 2:05:21 PM

- To add payment:
- Click on the add button, and the payment form page will open.
- Populate with the required information
- Click on save to complete the process.



Loan Repayment Form

Account Number	8098710225	Amount	0
Value Date	19-Apr-2021	Instrument Date	19-Apr-2021
Instrument Number	341	Remarks	okay
Mode of Transaction	Cash	Transaction Particulars	Rent
Currencies	Naira		

Close | Save

CUSTOMER REPORT

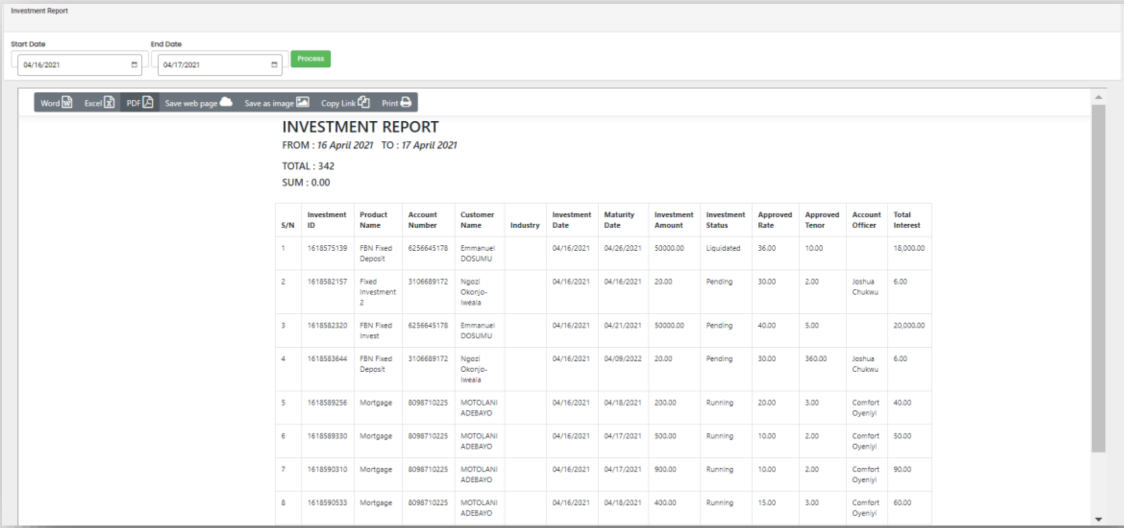
❖ The Customer Report page shows all the Customers Transaction done so far on the application.

- To Navigate to Customer Report,
- Click on Report =>Customer Report
- The Customer Report page will open,
- Input the customer’s type, Start date and End date
- Click on process and it will generate the investment Report for the period selected.

INVESTMENT REPORT

❖ The Investment Report page shows all the investment transaction done so far on the application.

- To Navigate to Investment Report,
- Click on Report => Investment Report
- The Investment Report page will open,
- Input the start date and the end date.
- Click on process and it will generate the investment Report for the period selected.


Investment Report

Start Date 04/16/2021 End Date 04/17/2021 Process

Word Excel PDF Save web page Save as image Copy Link Print

INVESTMENT REPORT

FROM : *16 April 2021* TO : *17 April 2021*

TOTAL : 342

SUM : 0.00

S/N	Investment ID	Product Name	Account Number	Customer Name	Industry	Investment Date	Maturity Date	Investment Amount	Investment Status	Approved Rate	Approved Tenor	Account Officer	Total Interest
1	1618575139	FBN Fixed Deposit	6256645178	Emmanuel DOSUMU		04/16/2021	04/26/2021	50000.00	Liquidated	36.00	10.00		18,000.00
2	1618582157	Fixed Investment 2	3106689172	Ngozi Okonjo-Iweala		04/16/2021	04/16/2021	20.00	Pending	30.00	2.00	Joshua Chukwu	6.00
3	1618582320	FBN Fixed Invest	6256645178	Emmanuel DOSUMU		04/16/2021	04/21/2021	50000.00	Pending	40.00	5.00		20,000.00
4	1618583644	FBN Fixed Deposit	3106689172	Ngozi Okonjo-Iweala		04/16/2021	04/09/2022	20.00	Pending	30.00	360.00	Joshua Chukwu	6.00
5	1618589256	Mortgage	8098710225	MOTOLANI ADEBAYO		04/16/2021	04/18/2021	200.00	Running	20.00	3.00	Comfort Oyeniyi	40.00
6	1618589330	Mortgage	8098710225	MOTOLANI ADEBAYO		04/16/2021	04/17/2021	500.00	Running	10.00	2.00	Comfort Oyeniyi	50.00
7	1618590310	Mortgage	8098710225	MOTOLANI ADEBAYO		04/16/2021	04/17/2021	900.00	Running	10.00	2.00	Comfort Oyeniyi	90.00
8	1618590533	Mortgage	8098710225	MOTOLANI ADEBAYO		04/16/2021	04/18/2021	400.00	Running	15.00	3.00	Comfort Oyeniyi	60.00

- To download the investment report.
- Click on either Word, Excel or PDF whichever is preferred, and you have the report downloaded in the format selected.