



**GOS ERP DOCUMENTATION MANUAL  
BUSINESS OPERATIONS**

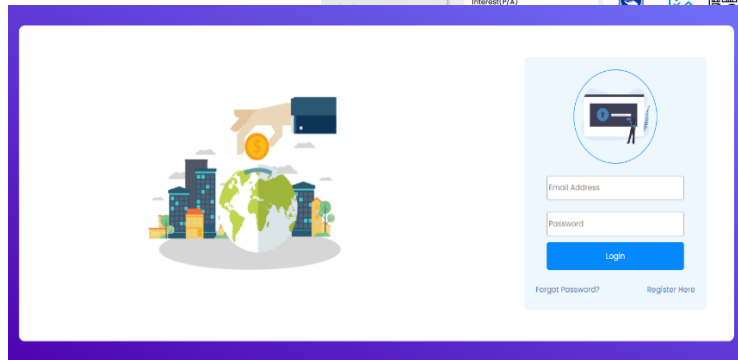


# SET UP:

## Identity Management

The image displays a screenshot of the GOS ERP dashboard, which is a financial management system. The dashboard is divided into several sections:

- Header:** Displays the user's name (Termy), last login time (May 17, 2021, 9:24 AM), and navigation tabs for Applications, Approvals, Disbursement, Payments Due, and Overdue.
- Loan Calculator:** A form for calculating loan details, including Product, Amount, Interest (r/a), Tenor, and Payment (0.00).
- Quick Links:** A set of icons for various financial operations.
- Loan Performance Metrics:** A line chart showing Monthly Application, Monthly Disbursement, and Monthly Closed Loans over time.
- Loan Staging:** A donut chart showing the distribution of loans across different stages.
- Overdue Information:** A bar chart showing the number of overdue loans categorized by days (1-30, 31-60, 61-90, 91-180, 181-1000 days).
- PAR:** A bar chart showing the Provisioning Allowance Ratio (PAR) in percentage.
- Loan Concentration:** A donut chart showing the concentration of loans across different categories.
- Navigation Menu:** A sidebar menu with options like Dashboard, Admin, Organization, General Setup, Purchases and Payables, PPS, Finance, Deposit, Investment Fund, Treasury, and Expense Management.
- Login Form:** A separate window showing a login form with fields for Email Address and Password, and buttons for Login, Forgot Password?, and Register Here.



To setup GOS Credit, both the Identity Management setup and Credit module setup must be done. The Identity Management contains aspects which controls the general GOS ERP Modules, while the Credit module set-up is attributed to only the Credit module. The following must be configured at the point of Identity Management setup.

N	Identity Management Setup
1	<ul style="list-style-type: none"> <li>- Admin Setup               <ul style="list-style-type: none"> <li>a. User role</li> <li>b. Staff information</li> <li>c. Security                   <ul style="list-style-type: none"> <li>i. Security settings</li> <li>ii. Security questions</li> </ul> </li> </ul> </li> <li>- Organization Setup               <ul style="list-style-type: none"> <li>a. Setup                   <ul style="list-style-type: none"> <li>i. Company structure definition</li> <li>ii. Company structure</li> <li>iii. Company information</li> </ul> </li> <li>b. Workflow                   <ul style="list-style-type: none"> <li>i. Workflow group</li> <li>ii. Workflow level</li> <li>iii. Workflow activation</li> <li>iv. Workflow staff</li> <li>v. Workflow activation</li> </ul> </li> <li>c. End of day</li> </ul> </li> <li>- General setup</li> </ul>

## 1.1. Identity Management Setup

The Identity Management Module of the GOS ERP Software is the central Module for the ERP Software's. It manages Staffs, Users, and other key Set Up of the full Application.

The Module is a web-based Application and due to its importance to the Software. The Module comes with every other Module. The set up here determines the flow in all other Modules.

This Module can be basically broken down into three categories:

- Admin Set Up
- Organization Set Up
- General Set Up

The Admin Set Up is to be handled by the Super Admin/ Application Support Admin.

The Organization Set Up contains the **Setup**, **Workflow**, and **EOD**. The **Workflow** and **EOD** sections are to be set up by the Business Operations unit. The **Set-Up** Section is to be handled by the Super Admin/ Application Support Admin.

The General Set Up also contains various sections, however, the **Document Type**, **Identification Information**, and **Credit Bureau** set-up set up by the Business Operations unit. The other sections are to be handled by the Super Admin/ Application Support Admin.

**Note:** This user manual only covers sections in the GOS ERP that concern the Business Operations Unit of the Organization.

## 1.1.1. ORGANISATION

### Workflow

This is used to set approval workflow for each process. To create an approval workflow, you need to set up Workflow Group, Workflow Level etc.

- Workflow Group

This is used to create approval workflow groups which also serves as the process approval group

To create a workflow group:

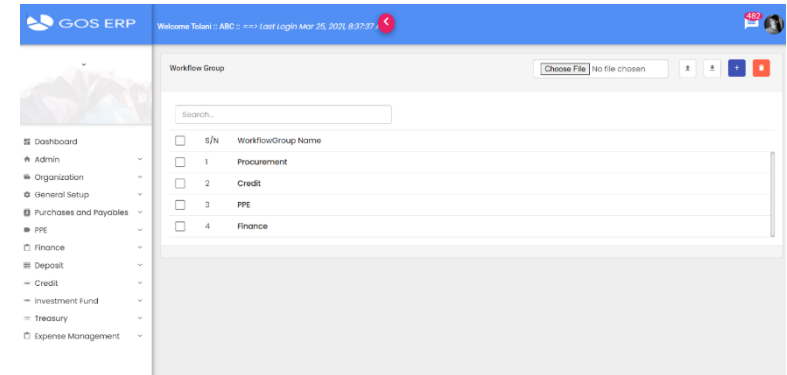
- Navigate to Organization> workflow > workflow group
- Click on add
- Update the form with the workflow group name and save

- Workflow Level

This is used to create workflow levels within a workflow group. To create workflow levels within a group:

Navigate to Organisation>workflow> workflow level

- Click on add
- Enter a workflow name (*a name to classify a group of people in the same approval level*)
- Attach them to a workflow group.
- Choose their position in the approval level



The screenshot shows the 'Add Workflow Level' form. It includes fields for 'Workflow Level Name', 'Workflow Group' (a dropdown menu), 'Position' (a dropdown menu), 'Job Title' (a dropdown menu), 'Require Limit' (a checkbox), and 'Limit Amount' (a text input field). There is also a 'Can Modify' checkbox. At the bottom right, there are 'Close' and 'Save' buttons.

- Select the job title for the approval
- If the group can modify during approval (like change amount and adjust other things) check the box '*can modify*'
- If there is a limit of amount the level can approve check the box and enter the amount in Limit Amount

- Workflow Staff

Workflow staff is an exception to Workflow level. When a workflow staff is selected for a workflow level, it substitutes the workflow level hence all the users on the workflow level will not be able to approve except the user on the workflow staff.

To create a workflow staff, follow the steps:

- Navigate to Organisation>workflow> workflow Staff
- Click Add then choose the staff,
- Choose the workflow group, then the workflow level and select user/staff

- Workflows

This is used to create customized approval workflow for every applicable process within the application.

The screenshot shows a 'Workflow' configuration window with three dropdown menus. The first dropdown is labeled 'Module' and has 'Credit' selected. The second dropdown is labeled 'Sub - Module' and has 'Loan Origination' selected. The third dropdown is labeled 'Operation' and has 'Loan Application Approval' selected. A blue '+' button is visible in the bottom right corner of the window.

To create a workflow:

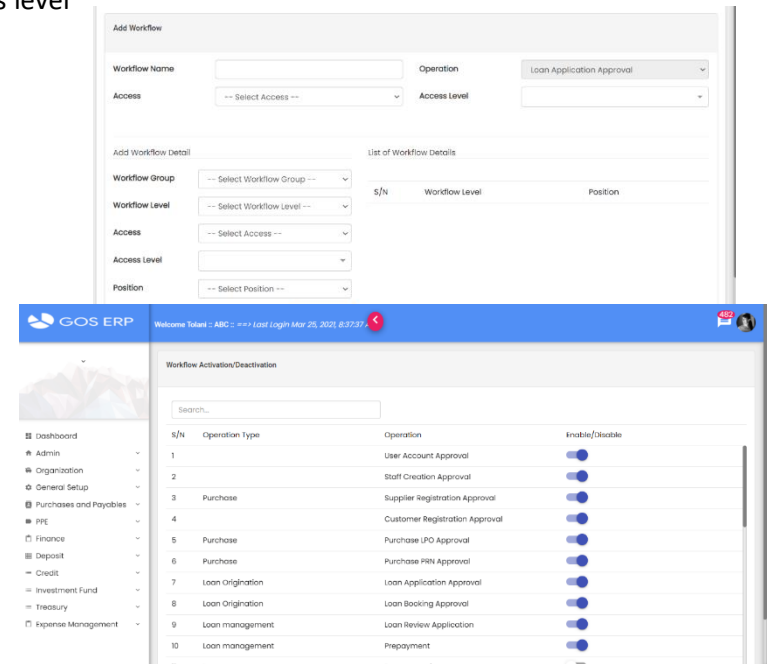
- Navigate to Organization>workflow> workflow
- Choose the Module, Sub module and operation you want to add the approval process to.
- Click + to add a new one (if you want to edit, click on the one you want to edit), this opens the Add Workflow Form

Enter workflow name (friendly name), choose the access, and select the access level you are setting the workflow for.

- On workflow detail, fill the form and attach positions in the approval level
- Then click on save.

- Workflow Activation

This is used to enable and disable workflow process i.e., choose if there is approval for a process or not



## EOD

The End of Day operations runs vital operations within the application. The following sections are available under the schema:

- Public Holidays:  
This is used to add public holidays within each financial year



- End of day

This is used to run manual End of Day, this is however based on whether you are using the Automatic or Manual end of day

- End of period

This is used to run End of Period (Year), when this is run, all profit or loss sub-GL lines turns to zero while the balancing figure goes to the Year End Balancing GL set up in Finance Module.

- Weekends

This is used to set up the weekends in a financial year

### **1.1.2. GENERAL SET UP**

#### **Document**

This page is used to Set up kinds of document that can be uploaded into the application.

- To add a document:
  - Navigate to General Set Up>document type
  - Click add, complete the form
  - Click save

*Note: You can also upload*

## Identification information

This page is used to Set up ID that can be used on the application.

To add ID:

- Navigate to General Set Up> identification information
- Click add, complete the form
- Click save

*Note: You can also upload*

## Credit bureau

This page is used to Set up credit bureau that can be used on the application.

To add:

- Navigate to General Set Up> Credit bureau
- Click add, complete the form
- Click save

*Note: You can also upload*

The image shows two overlapping screenshots from a software application. The top screenshot is titled "Credit Bureau List" and features a search bar and a table with the following data:

<input type="checkbox"/>	S/N	Credit Bureau	Corporate Charge Amount	Individual Charge Amount	Compulsory
<input type="checkbox"/>	1	CRC	1000	1000	No
<input type="checkbox"/>	2	XDS	1000	100	No
<input type="checkbox"/>	3	CDS	500	500	Yes
<input type="checkbox"/>	4	XDS	1000	100	No

The bottom screenshot is titled "Add Credit Bureau" and contains the following form fields:

- Credit Bureau:
- SubGL Account:
- Corporate Charges:
- Individual Charges:
- Is Compulsory?:

At the bottom right of the "Add Credit Bureau" form are "Close" and "Save" buttons.