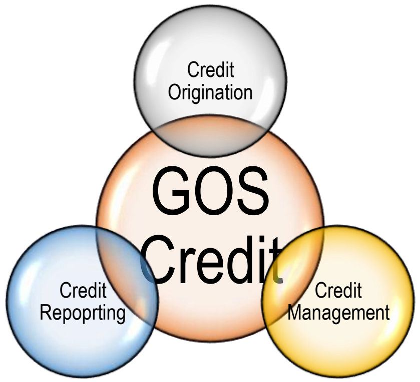
rosabon financial services

GOS ERP DOCUMENTATION MANUAL
BUSINESS OPERATIONS



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.

The functionalities of the GOS ERP with respect to the Business Operations unit are summarized in the table below:

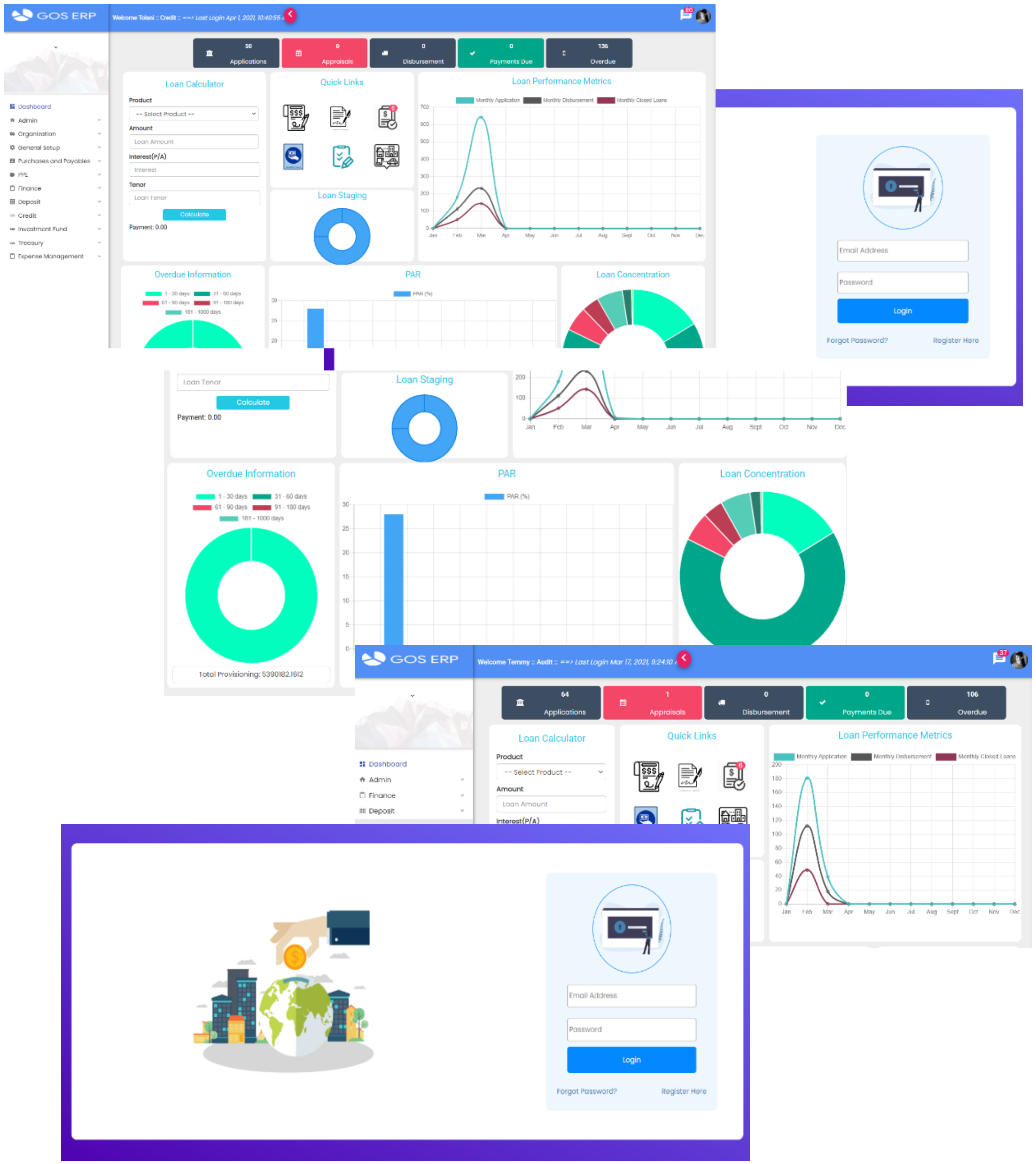
S/N	Description	Core Application	Web	Mobile

1	Dashboard	- Loan performance metrics
		- Loan calculator
		- Overdue information
		- PAR
		- Loan Concentration
		- Quick Links
		- Process Counts:
		  ○ Application Count
		  ○ Appraisal Count
		  ○ Disbursement Count
		  ○ Payment Due Count
		  ○ Overdue Count
			- Account summary
			- Transaction summary
			- Recent transaction
				- Account summary
				- Transaction summary
				- Recent transaction

	Reports	- Reports ○ Loan Report ○ Customer Reports ○ Audit Trail Reports etc.	- Reports ○ Loan Report ○ Customer Reports Audit Trail Reports etc.	- Reports ○ Loan Report ○ Customer Reports Audit Trail Reports etc.

SET UP:

Identity Management



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	- Admin Setup a. User role b. Staff information c. Security i. Security settings ii. Security questions - Organization Setup a. Setup i. Company structure definition ii. Company structure iii. Company information b. Workflow i. Workflow group ii. Workflow level iii. Workflow activation iv. Workflow staff v. Workflow activation c. End of day - General setup

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.

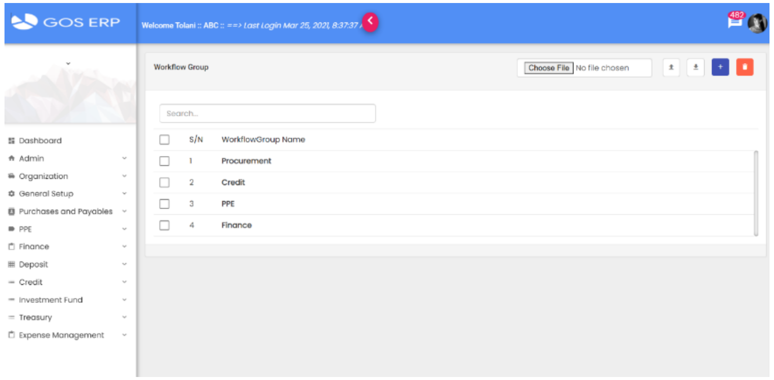
The General Set Up also contains various sections, however, the **Document Type**, **Identification Information**, and **Credit Bureau** set-up set up by the Business Operations unit. The other sections are to be handled by the Super Admin/ Application Support Admin.

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

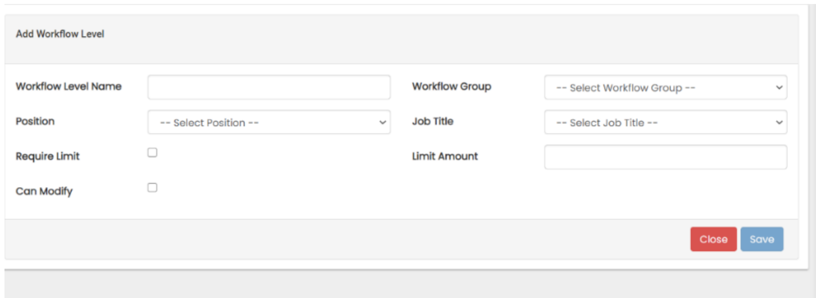
This is used to create approval workflow groups which also serves as the process approval group

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

- 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

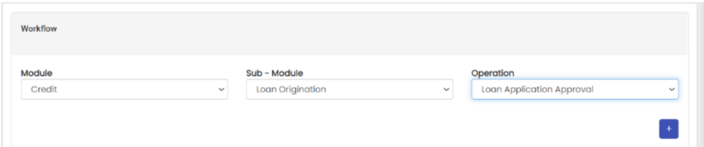
- Workflow Staff

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



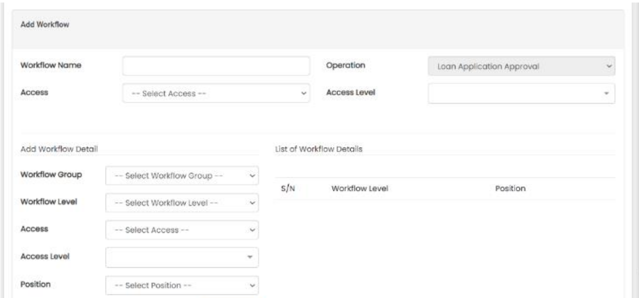
This is used to create customized approval workflow for every applicable process within the application.

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

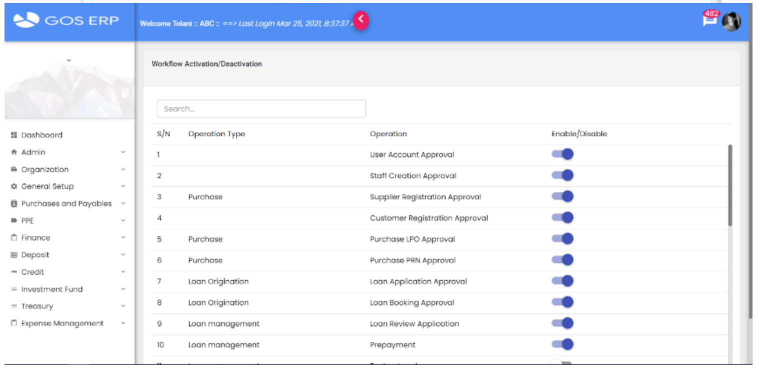
Enter workflow name (friendly name), choose the access, and select the access level you are setting the workflow for.

- 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