

## 1. Introduction

We, at Crystal Clear Software Ltd, understand the challenges that come with getting Data from external systems or external files e.g. Ms-Excel into Loan Performer. Because of this, we have taken an initiative to design and develop templates also called “Loan Performer Data Importation Templates” using Microsoft-Excel to make sure that this process becomes easier and faster to our Loan Performer users wishing to use this quick method to get their data into Loan Performer.

## 2. List of Loan Performer Data Importation Templates

*The table below gives a quick view of a complete list of Loan Performer Data Importation Templates and a brief description of each template.*

N°	Templates names	Description
1	<b>Business Clients.xls</b>	Use this Importation template if you want to import Business clients in Loan performer.
2	<b>ChartOfAccounts.XLS</b>	This is a sample chart of account for Microfinance institutions (for English speaking countries.)
3	<b>ChartOfAccounts</b>	Use this importation template if you have to convert an

	<b>Replacement.XLS</b>	existing chart of accounts in Loan Performer and your accounts already have transactions.
<b>4</b>	<b>ChartOfAccounts Replacement in French.XLS</b>	This is the same as the previous one but for BCEAO accounts.
<b>5</b>	<b>Co Account Holders.xls</b>	Use this importation template to import information on co-account holders in Loan Performer.
<b>6</b>	<b>COA BCEAO.xls</b>	This is the chart of account for Microfinance institutions (for French speaking West African countries that report to the BCEAO).
<b>7</b>	<b>GL Import.xls</b>	Use this Importation Template if you want to import financial information e.g. GL balances/Transactions in Loan Performer.
<b>8</b>	<b>Group &amp; Individual Savings.xls</b>	Use this importation template if you want to import individual and/or group savings transactions/Balances.
<b>9</b>	<b>Group Clients.xls</b>	Use this importation template if you want to import groups in Loan performer.
<b>10</b>	<b>Group Members.xls</b>	Use this importation template if you want to import

		members of your groups in Loan Performer.
<b>11</b>	<b>Import Poverty Data.xls</b>	Use this importation template if you want to import questionnaires on poverty in Loan Performer.
<b>12</b>	<b>Importation of Assets.xls</b>	Use this importation template if you want to import Assets in Loan Performer.
<b>13</b>	<b>Individual Clients.xls</b>	Use this importation template if you want to import individual clients in Loan performer.
<b>14</b>	<b>Loan Applications.XLS</b>	Use this importation template if you want to import loan application details for your clients, both individual and group clients in Loan Performer.
<b>15</b>	<b>Loan Approvals.xls</b>	Use this importation template if you want to import loan approval information in Loan Performer.
<b>16</b>	<b>Loan commissions.xls</b>	Use this importation template if you want to import loan commission information into Loan Performer.
<b>17</b>	<b>Loan Disbursements.xls</b>	Use this importation template if you want to import loan disbursement information in Loan Performer.

<b>18</b>	<b>Loan Guarantors.xls</b>	Use this importation template if you want to import information about Loan guarantors in Loan Performer.
<b>19</b>	<b>Loan Repayments.xls</b>	Use this importation template if you want to import loan repayments in Loan performer.
<b>20</b>	<b>Savings Charges and Rewards.xls</b>	Use this importation template if you want to import charges and rewards information in Loan Performer.
<b>21</b>	<b>Savings Transfer.xls</b>	Use this importation template if you want to import savings transfer transaction in Loan performer.
<b>22</b>	<b>Shares.xls</b>	Use this importation template if you want to import shares transactions (Buying/selling) in Loan Performer.
<b>23</b>	<b>Savings_Shares_Repayments.xls</b>	Use this importation template if you want to import savings transactions, shares transactions and loan repayments using a single importation file. Otherwise, you can use separate importation file for savings, shares, loan repayment.
<b>24</b>	<b>Time deposit.xls</b>	Use this import template if you want to import Time Deposit transactions in Loan Performer.

### **3. What you should know before importing your Data into Loan Performer (LPF).**

- i. Make sure you have filled-out correctly the importation templates.
- ii. Import your chart of account, if need be.
- iii. First create and configure your products in Loan Performer (e.g. savings, Loans, shares and Time deposit)
- iv. Configure Support Files (e.g. Funding, donors, business sector, cost centres, ID documents, geographical areas among others).
- v. Link GL accounts numbers to their respective products (i.e. shares, savings, loans, and time deposit products)
- vi. Define your Cash Accounts and Bank accounts

- vii. During data importation process, make sure that you follow a logical order. (e.g. import individual clients first before you import individual savings, Group client first before importing group members, Loan disbursements first before importing Loan repayments).
- viii. Do not reformat the templates to make them suit your own data format. i.e. do not add, modify or delete a column in any of these templates as these changes would make Loan Performer to reject the affected template.  
When importing LPF disregards the first row (the headers) so this allows you to change the column headers to something more descriptive.
- ix. Each importation template has been filled with sample data to help you understand how you should fill them out.
- x. Do not leave empty rows. LPF will stop importing once it encounters an empty row, even if there are 1,000 filled out rows below.
- xi. Pay attention to date fields. A date like 5/6/2012 can be 5 June 2012 or 6 May 2012 depending on the selected format. Preferably set your format to show “5 June 2012 so that it is clear what 5/6 means. Just right-click your mouse after selecting the column and choose “Format Cells” and choose the “14 March 2001” format. This will immediately show you which date is incorrect. See below. The value 13/6/2012 is not

recognized as a date value. If you would correct it as 6/13/2012, it would be shows as '13 June 2012', which is now ok.

	A	B	C	D	E	F	G	H	I	J	K
1	Loan No.	Individual Client	Group Client	Member No.	Loan Amount	Member Amount	Fund Code	Interest	Credit Officer	Application Date	Grace Period
2	DB/000012	DB/000013			2,000,000		1	30	Performer	13/6/2012	0
3	DB/000013	DB/000014			2,000,000		1	30	Performer	1-Jan-2012	0
4	DB/000014	DB/000015			2,000,000		1	30	Performer	1-Jan-2012	0

See also the file “Problem with dates.xls” which shows you how you can convert an incorrect date programmatically into a correct date.

Registration Date	Same but in different format	Day	Month	Year	Inversed/Corrected
06/11/2008	06 November 2008	6	11	2008	11 June 2008
01/12/2008	01 December 2008	1	12	2008	12 January 2008
03/12/2008	03 December 2008	3	12	2008	12 March 2008
05/12/2008	05 December 2008	5	12	2008	12 May 2008
05/12/2008	05 December 2008	5	12	2008	12 May 2008
10/5/2004	10/5/2004	10	5	2004	10 May 2004
13/02/2008	13/02/2008	13	02	2008	13 February 2008
13/03/2008	13/03/2008	13	03	2008	13 March 2008
13/04/2004	13/04/2004	13	04	2004	13 April 2004

- xii. If LPF requires a number as a character string, enter this with apostrophe like ' or make sure the alignment is on the left side.

Microsoft Excel - Loan Applications 10 04 2012

File Edit View Insert Format Tools Data Window Help

100% Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K
1	Loan No.	Individual Client	Group Client	Member No.	Loan Amount	Member Amount	Fund Code	Interest	Credit Officer	Application Date	Grace Period
7	DB/000018		DB/G/000005	0001	2,000,000	400,000	1	30	Performer	1-Jan-2012	0
8	DB/000018		DB/G/000005	0002	2,000,000	400,000	1	30	Performer	1-Jan-2012	0



#### 4. Detailed Explanation of Loan Performer Data Importation Templates.

The following section goes deeper in to explaining how each Loan Performer Data importation Template is filled-out.

<b>Business Clients Importation Template</b>	
<b>Column Name</b>	<b>Explanation</b>
<b>Client Code</b>	This is a compulsory Field. Each business client should have a Code that identifies him in Loan Performer. This number should be unique  Format is: 'XX/000001'. Branch code + '/' + 6 digit serial no.  'XX' should correspond to license.
<b>Name</b>	This is the name of the business client. It is a compulsory field hence cannot be left empty. Take care of Lower and Upper Case.
<b>Account</b>	Enter the Savings account number of your Business client. This is a compulsory field

	<p>hence cannot be left empty. This account number should be unique.</p> <p>Format: 'XX/B/000001'</p> <p>Branch code + '/B/' + 6 digits serial no.</p> <p>'XX' should correspond to license.</p> <p>'I' stands for Individual Account, 'B' for Business Account and 'G' for Group Account.</p>
<b>Physical Address</b>	Enter the physical address of the business client.
<b>Mail</b>	Enter the mail address of the business client. This this e-mail can be used for notification letters and loan contracts.
<b>City</b>	Enter the name of the city where this business client lives.
<b>Registration Date</b>	This is a compulsory field. Enter the date when this business client joined your institution. This date has to fall before any savings or loan transaction done by this business client.
<b>1st Signatory</b>	Indicate the name of the 1 <sup>st</sup> signatory. Normally this is the Chair-Person.

<b>Document Type</b>	Specify the document code as specified under support files/ID Documents. This is a code that represents the type of the ID document held by the client.
<b>ID Number</b>	Enter the ID number. This is a compulsory Field if so defined at Configuration.  Identity Card (follows width settings in Configuration/Register).Has to be a character field, so enter with '596666 (quotation mark).
<b>Authority</b>	Enter the name of the authority who issued the ID document. e.g. Immigration
<b>Issue Date</b>	Specify the Date when this ID document was issued to the client.
<b>Expiry Date</b>	Specify the expiry date of the ID document.
<b>2nd Signatory</b>	Enter the name of the 2 <sup>nd</sup> signatory (If any).
<b>2nd Signatory Document Type</b>	Enter a code that represents the type of ID document held by this 2 <sup>nd</sup> signatory. This must have been specified under support files/ID Documents.
<b>2nd Signatory ID</b>	Enter the actual ID number of the 2 <sup>nd</sup> signatory

<b>Number</b>	
<b>2nd Signatory ID Authority</b>	Enter the name of the authority that issued the ID to the 2 <sup>nd</sup> signatory. e.g. Immigration.
<b>2nd Signatory ID Issue Date</b>	Enter the date when the ID of the 2 <sup>nd</sup> signatory was issued.
<b>2nd Signatory ID Expiry Date</b>	Enter the expiry date of the ID of the 2 <sup>nd</sup> signatory
<b>3rd Signatory</b>	Enter the name of the 3rd signatory (If any).
<b>3rd Signatory Document Type</b>	Enter a code that represents the type of ID document held by this 3 <sup>rd</sup> signatory. This must have been specified under support files/ID Documents.

<b>3rd Signatory ID Number</b>	Enter the actual ID number of the 3 <sup>rd</sup> signatory
<b>3rd Signatory ID Authority</b>	Enter the name of the authority that issued the ID to the 3 <sup>rd</sup> signatory. e.g. Immigration.
<b>3rd Signatory ID Issue Date</b>	Enter the date when the ID of the 3 <sup>rd</sup> signatory was issued.
<b>3rd Signatory ID Expiry Date</b>	Enter the expiry date of the ID of the 3 <sup>rd</sup> signatory
<b>No. of Signatures</b>	Specify number of signatures needed to transact
<b>Other Information</b>	Enter any other information about the client

<b>Exit Date</b>	Specify the exit date. This is the date end of registration.
<b>Exit Category</b>	Specify the exit category. This is a code that correspond to an exit category as defined at Support Files
<b>Exit Reason</b>	Specify the exit reason. This is the reason for ending the registration of this client.
<b>Area Code</b>	Area code (should exist under Support Files/Geo-Area).  Be Careful: this code should be entered as a text string; enter ' (quotation mark) first, then enter the code, so that you have '01000000 or '02000000.
<b>1st Client Category</b>	User-defined category 1 (should exist under Support Files/Client Category 1). Be Careful: this code should be entered as a number.
<b>2nd Client Category</b>	User-defined category 2 (should exist under Support Files/Client Category 2). Be Careful: this code should be entered as a number
<b>3rd Client Category</b>	User-defined category 3 (should exist under Support Files/Client Category 3). Be Careful: this code should be entered as a number
<b>Notes</b>	Add any note concerning the client
<b>Reference</b>	This becomes a compulsory Field if so defined at Configuration\Register.

<b>No.</b>	Follows the settings as defined at Configuration\Register. It is also a character field, so enter a number with a ' (quotation mark) first.
<b>Statistical No.</b>	Enter Statistical No. This becomes a compulsory Field if so defined at Configuration\Register.  Follows the settings as defined at Configuration\Register. Has to be a character field.
<b>Cost Centre</b>	Specify Cost center. This is a numeric code that has to correspond to cost center as defined at Support Files/Cost Centres.
<b>Savings product</b>	Specify a savings product used by the client. This is the First and default savings product. It can be left empty if savings are not taken.  If entered, product must exist as product in Configuration/Products.  The client registration date is also taken as the account opening date.  Character field where the first character indicates savings or loans and the next 2 a serial number.
<b>2nd Savings Product</b>	Specify a second savings product used by the client. This is a Second savings product (Not default). It can be left empty if a second savings product is not taken. If entered, product must exist as product in Configuration/Products. The client

	<p>registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Regfee</b>	Enter registration fees amount paid by the client during the registration.(If applicable)
<b>Stationery</b>	Enter Stationary fee paid by the client during the registration (If applicable)
<b>Shares</b>	Indicate number of shares held by this client (if applicable)
<b>Cash ACC</b>	Indicate the default Cash account number used.

<b>ChartofAccounts Replacement (in French) template</b>	
<b>Column Name</b>	<b>Explanation</b>
<b>New Account</b>	New Account Number, entered as a text field, width has to conform to defined width at configuration.



<b>No.</b>	
<b>New Parent Account No.</b>	Parent Account Number, entered as a text field. Parent Account has to exist in first column or if Account has no parent account, then enter a value of "0".
<b>NewType</b>	Enter 1 for a Balance Account, 3 for an Income Account or 4 for an Expense account. For PARMEC/BCEAO chart of accounts: Enter 1 for Actif, 2 for Passif, 3 for Income, or 4 for Expense Accounts
<b>New English Label</b>	Account label in English
<b>New French Label</b>	Account label in French
<b>New Spanish</b>	Account label in Spanish

<b>Label</b>	
<b>New Russian Label</b>	Account label in Russian
<b>New Other Label</b>	Account label in another, user-defined language
<b>New Direct Posting</b>	0 = Direct Posting Not Allowed, 1 = Allowed Has to be a character value
<b>New Overdraft</b>	'0 = Overdraft Allowed 1 = Not Allowed Has to be a character value
<b>New Currency</b>	3 Character code, in capitals, has to exist in the currency table.

<b>Old Account</b>	Enter The Old Account: This account will be replaced with the account in Column A.
<b>Sub-Accounts</b>	Add '1' if LPF should include all sub-accounts of the Old Account.

<b>Co Account Holders Importation template</b>	
<b>Column Name</b>	<b>Explanation</b>
<b>Account</b>	<p>This is a Compulsory Field.</p> <p>The Format is:</p> <p>Branch code + '/I/' + 6 digits serial no. e.g. 'XX/I/000001'</p> <p>'XX' should correspond to license.</p> <p>'I' stands for Individual Account</p> <p>Account number should be unique.</p>

<b>Savings product</b>	<p>This is savings product for which the co account holder is being defined.</p> <p>Product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p>
<b>Co-A/C also a client?</b>	<p>Specifies whether Co-Account holder is an existing individual client</p> <p>N=No, Y=Yes</p>
<b>Co-A/C Id</b>	<p>Note: The co-account holder in this case is expected to be an individual client</p>
<b>Co-A/C Holder</b>	<p>Full name of Co-Account holder in case he/she is not an existing client</p>

<b>GL Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Account</b>	Enter GL Account number in this column. The General Ledger Account should be an

	existing account in the chart of accounts.
<b>Transaction Code</b>	Enter a transaction code. This is a code that uniquely identifies a set of transaction records in the GL. A SET of transaction records will have the same total for Debit and Credit.
<b>Transaction Day</b>	Specify the transaction date. The transaction date should fall in the current financial year.
<b>Description</b>	Enter a description for the transaction.
<b>Debit</b>	Enter a Debit Amount, if the concerned account has a Debit Balance.
<b>Credit</b>	Enter a Credit amount, if the concerned account has a Credit Balance.
<b>Voucher</b>	Enter a Voucher Number
<b>Product ID</b>	Specify the product Code that this transaction affected. The product code should exist as a product in Configuration=>Loan Products.
<b>Donor ID</b>	Specify a Donor ID which relates to this transaction. The donor ID should exist in Support Files => Donors.

<b>Branch</b>	Specify the Branch Code which relates to this transaction. The branch code should be defined as part of your user license or else be "DB" for demonstration.
<b>Loan Number</b>	Specify loan number that relates to this transaction. This is an optional field.
<b>Account Number</b>	Specify the savings account number that relates to this transaction. This is an optional field.
<b>Cost Centre</b>	Specify a Cost center Code that relates to this transaction. This is a numeric code that has to correspond to Support Files=>Cost Centres.

### Group & Individual Savings Import Template

(Use this file format only if tracking of group member balances at Configuration =>Savings is disabled.)

Column	Description
--------	-------------

<b>Name</b>	
<b>Account</b>	Enter the saving account number of the group or individual Client. This account number should be an existing account number.
<b>Member No.</b>	This is the number of the member in the group. Leave empty if tracking is at “group level” only.
<b>Savings product</b>	<p>Enter the Savings Product code under which this savings account was opened. This is the default savings product. It can be left empty if savings are not taken. If entered, product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date. Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Date</b>	<p>Enter the savings transaction date.</p> <p>Note: Savings transactions have to be imported in chronological order with the oldest transaction first.</p>
<b>Type</b>	Specify the type of transaction as either “D”=deposit, or “W”=withdrawal
<b>Mode</b>	Specify Mode of payment:

	<p>1= Cash,</p> <p>2= Cheque,</p> <p>3= Other</p>
<b>Voucher No.</b>	Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.
<b>GL A/C</b>	Enter the general ledger account of the bank/cash account that is involved.
<b>Cheque No.</b>	Enter cheque number if mode of payment was by cheque. Otherwise leave this field empty.
<b>Amount</b>	Enter the Savings transaction amount.
<b>Penalty</b>	Enter Penalty Amount to be charged to this savings account if any. Otherwise leave this field empty.
<b>Commission</b>	Enter Commission to be charged to this savings account, otherwise leave this field empty.
<b>Stationery</b>	Enter Stationary amount to be charged to this savings account, otherwise leave this field empty.



<b>Cleared</b>	This field indicates whether - in case of a cheque transaction - the cheque is cleared or not. It should either be empty, or have a "Y" or "N" value.
<b>Clearing Date</b>	Enter the date when the cheque was cleared.  Note: The cheque clearance date should either be empty or should be on or after the cheque issue date.

<b>Group Clients Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Client Code</b>	This is a compulsory Field.  Format is: 'XX/000001'. Branch code +'/G/' + 6 digit serial no.  'XX' should correspond to license.  Number should be unique.
<b>Name</b>	This is a compulsory Field. Take care or lower/upper case.

<b>Account</b>	<p>This is a compulsory Field.</p> <p>Format: 'XX/G/000001'</p> <p>Branch code + '/G/' + 6 digits serial no.</p> <p>'XX' should correspond to license.</p> <p>'I' stands for Individual Account, 'B' for Business Account and 'G' for Group Account.</p> <p>Account number should be unique.</p>
<b>Physical Address</b>	<p>Enter physical address of the group.</p>
<b>Distance</b>	<p>Enter the distance to office in (km.)</p>
<b>Registration Date</b>	<p>Enter the date when this group was registered or joined. This date has to fall before any savings or loan transaction.</p>
<b>Mail 1</b>	<p>First line for the mail address. This can be used for notification letters and loan contracts.</p>
<b>City</b>	<p>This is the second line of the mail address. It is also used in notification letters and loan contracts.</p>

<b>No. of Signatures</b>	<p>This is a compulsory Field.</p> <p>Specify the number of signatures needed for withdrawals (at least 1).</p> <p>Careful: this code should be entered as a text string; enter ' first, then enter the code, so that you have '1 or '2.</p>
<b>Other Information</b>	<p>Enter any other useful information related to this group.</p>
<b>Exit Date</b>	<p>Enter the date when the group registration ended. i.e. date when membership ended.</p>
<b>Exit Category</b>	<p>Enter the exit category. This category should correspond to exit categories defined under Menu Support files/ Exit categories</p>
<b>Exit Reason</b>	<p>Enter the reason for ending registration.</p>
<b>Area Code</b>	<p>Enter the area code. Area code (should exist under Support Files/Geo-Area).</p> <p>Be careful: this code should be entered as a text string; enter ' (quotation mark) first, then enter the code, so that you have '01000000 or '02000000.</p>
<b>1st Client</b>	<p>Enter a client category in which this group falls. User-defined category 1 (should exist</p>

<b>Category</b>	<p>under Support Files/Client Category 1).</p> <p>Be careful: this code should be entered as a number.</p>
<b>2nd Client Category</b>	<p>Enter a client category in which this group falls. User-defined category2 (should exist under Support Files/Client Category 2).</p> <p>Be careful: this code should be entered as a number.</p>
<b>3rd Client Category</b>	<p>Enter a client category in which this group falls. User-defined category 3 (should exist under Support Files/Client Category 3).</p> <p>Be careful: this code should be entered as a number.</p>
<b>Notes</b>	<p>Enter any other information related to this group.</p>
<b>Reference No.</b>	<p>This is a compulsory Field if so defined at Configuration =&gt; Register.</p> <p>Follows the settings as defined at Configuration\Register.</p> <p>It is also a character field, so enter a number with a ' first.</p>
<b>Statistical No.</b>	<p>This is compulsory Field if so defined at Configuration\Register.</p> <p>Follows the settings as defined at Configuration\Register.</p>

	Has to be a character field.
<b>Cost Centre</b>	Enter a cost Center. This is a numeric code that has to correspond cost center defined under Support Files/Cost Centres.
<b>Credit Officer</b>	Enter the name of the credit officer attached to this Group. This credit officer's name should correspond to credit officer define under System => Configuration => users. Default is empty
<b>Phone</b>	Enter a phone number which can be used to get in touch with the group officials.
<b>1st Savings product</b>	<p>This is the First and default savings product. It can be left empty if savings are not taken.</p> <p>If entered, product must exist as product in Configuration/Products. The client registration date is also taken as the account opening date. Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>2nd Savings Product</b>	This is a second savings product (not default). It can be left empty if a second savings product is not taken.

	<p>If entered, product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Regfee</b>	Enter registration fee amount to be paid by the group
<b>Stationery</b>	Enter stationary fee amount to be paid by the group
<b>Shares</b>	Enter number of shares owned by this group if it has any.
<b>Cash ACC</b>	Specify Cash Account number involved. This account must be an existing account in the chart of Account and must have been defined as Cash at System => Configuration => Cash Accounts.

<b>Poverty data Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Questionnaire number</b>	Enter questionnaire number. This should be of date type: Numeric

<b>Questionnaire Title</b>	Enter Questionnaire title
<b>Indicator number</b>	Enter poverty index indicator number
<b>poverty Index Indicator</b>	Enter the name of poverty index indicator. This should be of data Type: Text
<b>Option indicator ID</b>	Enter option indicator code.
<b>Option No</b>	Enter option number
<b>Options</b>	Enter option Name
<b>Points</b>	Enter Point.

<b>Assets Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Reference</b>	Enter Asset reference Number. Reference number should have a max 5 characters

<b>Descr1</b>	Enter a description for the Asset. First description line, max 50 characters
<b>Descr2</b>	Enter a description for the Asset. Second description line, max 50 characters
<b>Descr3</b>	Enter the Asset serial number. Serial Number, Max 20 characters
<b>Serial No.</b>	Enter the Location or name employee who is in charge of the asset, max 30 characters
<b>Loc/Empl</b>	Enter Date purchased
<b>Purchased</b>	Enter the name of the supplier of this Asset. Link to Creditor, Max 10 characters. Code should exist as a creditor.
<b>SupplierID</b>	Link to Asset Group Id of table Asset Groups under Support Files, Numeric field max 3 characters
<b>AssGrpID</b>	Link to Asset Group Id of table Asset Groups under Support Files, Numeric field max 3 characters
<b>InActive</b>	Enter the date when item became inactive
<b>BranchID</b>	Select the branch involved. 2 Character branch code  Has to correspond with license



<b>CostCID</b>	Select the Cost Centre ID, Link to table CostC, Always 3 characters.
<b>BalShAcc</b>	Enter Balance Sheet Account number for accumulated depreciation. This GL account has to exist in the Chart of Accounts.  Character field.
<b>PLAcc</b>	Enter Profit and Loss Account number. This GL account number has to exist in the Chart of Accounts.  Character field.
<b>Deprec</b>	Specify the depreciation Mode: '1' = Flat, '2' = Book value.  Enter as a single character.
<b>Rate</b>	Enter the percentage for depreciation, max 2 decimals.
<b>CoPrice</b>	Enter the Cost price, numeric value with max 2 decimals.
<b>BookVal</b>	Enter Book value, numeric value with max 2 decimals.
<b>LastDep</b>	Enter Last depreciation date.
<b>AssetAcc</b>	Enter GL Account for this Asset, where the initial buying value goes. Account has to

	exist in the chart of Accounts. Entered as a character field.
<b>Salvage Value</b>	This is the value that will not be written off.

<b>Individual Clients Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Client Code</b>	<p>Enter Client registration Number. This is a Compulsory Field.</p> <p>Format is: 'XX/000001'. Branch code + '/' + 6 digit serial no.</p> <p>'XX' should correspond to license.</p> <p>Number should be unique</p>
<b>Account</b>	<p>Enter Client Savings Account number. This is a compulsory Field.</p> <p>Format: 'XX/I/000001'</p> <p>Branch code + '/I/' + 6 digits serial no.</p> <p>'XX' should correspond to license.</p>

	<p>'I' stands for Individual Account, 'B' for Business Account and 'G' for Group Account.</p> <p>Account number should be unique.</p>
<b>First Name</b>	Enter Client's First name. This is a compulsory Field. Take care of lower/upper case.
<b>Middle Name</b>	Enter client middle name. This is not a compulsory field depending on the configuration under Register Part2.
<b>Family Name</b>	<p>Enter client family name. Not a compulsory field depending on the configuration under Register</p> <p>Please note the reporting and search order. This is Family Name- &lt;comma&gt; -First name.</p> <p>Take care of lower/upper case.</p>
<b>Name of Partner</b>	Enter Full Name of husband or wife.
<b>Title</b>	Specify the title as defined under Support Files, => Name/Title.

<b>Document Type</b>	Enter a code that corresponds to the ID document type of the client. The document code as specified under support files => ID Documents.
<b>ID Number</b>	Enter ID number
<b>Authority</b>	Enter the name of the authority which issued the ID document. e.g. Immigration
<b>Issue Date</b>	Enter the date when the ID was issued.
<b>Expiry Date</b>	Enter the date when the ID will expire
<b>Birth Date</b>	Enter the date of birth of the client
<b>Mail</b>	First line for the mail address. This can be used for notification letters and loan contracts.
<b>City</b>	This is the second line of the mail address. It is also used in notification letters and loan contracts.
<b>Physical Address</b>	Enter the physical address of the client
<b>Distance</b>	Enter Distance to office in km.

<b>Registration Date</b>	This is a compulsory Field. Enter the date of first registration. This date has to fall before any savings or loan transaction.
<b>Literate</b>	Enter Literacy level of the client. (This has to be 'Y' or 'N').
<b>English</b>	Specify whether or not the client speaks English. (This has to be 'Y' or 'N').
<b>Other Language</b>	Specify whether the client speaks any other language (this has to have an exact match in Support Files/Languages).
<b>Marital State</b>	Specify Marital State ('S' for single, 'M' for married, 'D' for divorced, 'W' for widow(er) or 'U' for unknown).
<b>Profession</b>	Specify profession of the client.
<b>No. of Signatures</b>	<p>This is a compulsory Field. Number of signatures needed for withdrawals (at least 1)</p> <p>Be careful: this code should be entered as a text string; enter ' first, then enter the code, so that you have '1 or '2.</p>
<b>Graduated</b>	Indicate whether the client Graduated from group scheme (1=Yes, 0=No).
<b>Other</b>	Provide other information as needed about this client

<b>Information</b>	
<b>Next of Kin</b>	Enter Full name of next of kin or relative.
<b>Kin's Address</b>	Enter Address next of kin.
<b>Exit Date</b>	Enter the Date end of registration.
<b>Exit Category</b>	Indicate the exit category. This has to correspond to exit categories on Menu Support files/ Exit categories
<b>Exit Reason</b>	Enter the reason for ending registration.
<b>Gender</b>	Indicate whether the client is Male or Female. 'F'=Female, 'M'=male
<b>Area Code</b>	Enter Area code. (This code should exist under Support Files/Geo-Area).  Be careful: this code should be entered as a text string; enter ' (quotation mark) first, then enter the code, so that you have '01000000 or '02000000.
<b>1st Client Category</b>	User-defined category 1 (this should exist under Support Files/Client Category 1).

	Careful: this code should be entered as a number.
<b>2nd Client Category</b>	User-defined category 2 (should exist under Support Files/Client Category 2). Careful: this code should be entered as a number.
<b>3rd Client Category</b>	User-defined category 3 (should exist under Support Files/Client Category 3). Be careful: this code should be entered as a number.
<b>No. of Children</b>	Enter number of children
<b>No. of Dependants</b>	Enter number of dependents
<b>Level of Education</b>	Specify the level of education of the client
<b>Photo File</b>	Enter Name of photo picture file (not path).
<b>Signature File</b>	Enter Name of signature picture file (not path).
<b>Reminder Notes</b>	Enter reminder notes

<b>Reference No.</b>	<p>This is a compulsory Field if so defined at Configuration\Register.</p> <p>Follows the settings as defined at Configuration\Register.</p> <p>It is also a character field, so enter a number with a ' (quotation mark) first.</p>
<b>Phone</b>	Enter phone number of the client
<b>Housing</b>	Indicate whether the house is owned by the client or is rented. ("O"=owner, "R"=rented, "U"=unknown)
<b>Statistical No.</b>	<p>This is a compulsory Field if so defined at Configuration\Register.</p> <p>Follows the settings as defined at Configuration\Register.</p> <p>Has to be a character field.</p>
<b>Phone2</b>	Indicate a second phone number, if any
<b>Cost Centre</b>	Specify cost center. This is a numeric code that has to correspond to Support Files/Cost Centers.
<b>Credit Officer</b>	Enter the name of Credit officer. This should correspond to credit officers define under users. Default is empty



<b>Birthplace</b>	Enter the place of Date.
<b>1st Savings product</b>	<p>This is the First and default savings product. It can be left empty if savings are not taken.</p> <p>If entered, product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>2nd Savings Product</b>	<p>This is a 2nd savings product (not the default). It can be left empty if it does not exist.</p> <p>If entered, product must exist as a savings product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Regfee</b>	Enter registration fee amount that the client has to pay
<b>Stationery</b>	Enter the stationary amount that the client has to pay

<b>Shares</b>	Enter number of shares the client has.
<b>Cash ACC</b>	Inter the Cash Account number which was or will be involved.

<b>Individual Savings Importation Template</b>	
<b>Use this file format only if tracking of group member balances at Configuration/Savings is dis-abled.</b>	
Column Name	Description
<b>Account</b>	Enter the client account number. The account number should be an existing account number.
<b>Member No.</b>	This is the number of the member in the group. Leave empty if tracking is at group level only.
<b>Savings product</b>	<p>This is the default savings product. It can be left empty if savings are not taken.</p> <p>If entered, product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a</p>

	serial number.
<b>Date</b>	Enter the transaction date.  Transactions have to be imported in chronological order with the oldest transaction first.
<b>Type</b>	Indicate the Type of transaction:  “D”=deposit, “W”=withdrawal
<b>Mode</b>	Indicate mode of payment:  Mode of payment:  1=Cash,  2=Cheque,  3=Other
<b>Voucher No.</b>	Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.
<b>GL A/C</b>	Enter GL Account number involved in this operation.

	This is the general ledger account of the bank/cash account that is involved.
<b>Cheque No.</b>	Enter cheque number, if the payment was made by cheque. Leave empty if it was by Cash.
<b>Amount</b>	Enter the transaction Amount.
<b>Penalty</b>	Enter penalty amount to be charged to client
<b>Commission</b>	Enter commission amount to be charged to client
<b>Stationery</b>	Enter stationary Amount to be charged to client.
<b>Cleared</b>	Indicate whether or not the cheque was cleared. This is if the payment was done by cheque. It should either be empty, or have a "Y" or "N" value.
<b>Clearing Date</b>	Enter the date when the cheque was cleared. Take care, the cheque clearance date should either be empty or should be on or after the cheque issue date.

### Loan Applications Importation Template

Column Name	Description
-------------	-------------

<p><b>Loan No.</b></p>	<p>The loan number has a format like: "XX/000001", where "XX" stands for the branch code.</p> <p>If your database is empty, you can start with number "XX/000001". If you already have loans in your database, you should find out what is the highest number and start with that number plus 1.</p> <p>The number should be unique and may not exist (also not as a deleted loan).</p>
<p><b>Individual Client Code</b></p>	<p>Format is: 'XX/000001'. Branch code + '/' + 6 digit serial no.</p> <p>'XX' should correspond to license and number should be unique.</p> <p>The client code should exist as an individual client.</p>
<p><b>Group Client Code</b></p>	<p>Format is: 'XX/000001'. Branch code + '/' + 6 digit serial no.</p> <p>'XX' should correspond to license and number should be unique.</p> <p>The client code should exist as a group client.</p>
<p><b>Member No.</b></p>	<p>This is the number of the member in the group.</p> <p>This is a character field and numbers have to be preceded with a quotation</p>

	mark ( ' ).
<b>Loan Amount</b>	This is the loan amount for the individual or for the whole group.
<b>Member Amount</b>	Loan amount for the group member. Leave empty if not a group loans.
<b>Fund Code</b>	This code should exist under Configuration/Funds.
<b>Interest</b>	Interest percentage. It can have up to 8 decimals.
<b>Credit Officer</b>	This has to be the first name of a defined user whose function is “Loans Officer” (see Configuration/Users).
<b>Application Date</b>	Enter the loan application date.
<b>Grace Period</b>	The grace period is in days and has to be related to the installment period (7 for weekly installments or 30 for monthly, etc.).
<b>Installments</b>	Enter number of installments.
<b>Type</b>	Specify the Installment type as :

D = Daily  
W = Weekly  
B = Bi-Weekly  
H = Half-Monthly  
O = Four-Weekly  
M = Monthly  
T = Two Monthly  
Q = Quarterly  
F = Four-Monthly  
I = Five-Monthly  
S = Semi-Annual  
E = Seven-Monthly  
A = Annual

**Upfront**

Indicate whether interest will be or has been paid up front.

	Interest Upfront (1=yes, 0 = no)
<b>Lumpsum Up-Front Interest Payment</b>	Indicate Lump sum Up-Front Interest Payment to be made or made.
<b>Loan Category 1</b>	Enter Code for the 1st Loan Category.  It has to exist under Support Files/Loan Category 1).
<b>Loan Category 2</b>	Enter Code for the 2nd Loan Category.  It has to exist under Support Files/Loan Category 2).
<b>Loan Category 3</b>	Enter Code for the 3rd Loan Category.  It has to exist under Support Files/Loan Category 3).
<b>Method</b>	Specify Interest Calculation Method:  FR=Flat Rate  DD=Declining Balance Discounted  DA=Declining Balance Amortized
<b>Interest calculated</b>	Indicates whether interest is calculated for grace period or not. Note also



<b>in grace</b>	<p>the column Interest paid during grace period.</p> <p>1=Yes, 0 =No</p>
<b>Interest paid during Grace</b>	<p>Interest installments paid in grace period (1=yes, 0=no).</p> <p>Depends on the column: Interest calculated for grace period. If interest calculated for grace period is no then this does not matter.</p>
<b>Separate Installment for Grace period</b>	<p>Depends on the columns, Interest calculated for Grace Period and Interest paid during the grace period. The options are as follows:</p> <ol style="list-style-type: none"> <li>1. If interest is calculated for grace period and not paid during the grace period, then the total interest amount for the grace period is split equally on the repayment schedule.</li> <li>2. If interest is calculated for grace period and paid during the grace period, then the total interest is added as TOTAL at the end of the grace period. This is irrespective of the length of the grace period.</li> <li>3. If interest is calculated for grace Period, and paid on grace period and THEN, separate installment(s) for grace period, it means that the grace period will be split according to installment days. In case where the length of the grace period is longer than the installment period( e.g. grace period</li> </ol>

	of 60 days and a monthly loan), then we will have 2 separate installments for interest payments only during the grace period.
<b>Calculation in Days</b>	Indicate whether Interest calculated in days (1=yes, 0=no).
<b>Deducted at Disbursement</b>	Interest deducted at disbursement ('True'=true or 'False'=false).
<b>Product</b>	Enter Loan Product Code (this code must exist in Configuration/Products).
<b>Commission</b>	Enter Commission on loan to be paid with every installment (0 – zero – If not applicable)
<b>Sector ID</b>	Enter Business Sector (must be numeric and must exist under Support Files/Business Sectors).
<b>Guarantor No 1</b>	<p>Guarantor code (2 characters for the branch, followed by '/' and a 6 digit number).</p> <p>Reference must exist in Clients/Guarantors.</p> <p>Leave empty if not applicable.</p>
<b>Guar 1 is client?</b>	If Guarantor No. 1 is an existing individual client, enter "TRUE", otherwise

	<p>enter "FALSE" or leave it blank.</p> <p>If the value is "TRUE", then the guarantor number must be an existing individual client.</p>
<b>Guarantor 1 Percentage</b>	Percentage of Loan guaranteed by Guarantor number 1
<b>Guarantor No 2</b>	<p>Guarantor code (2 characters for the branch, followed by '/' and a 6 digit number).</p> <p>Reference must exist in Clients/Guarantors.</p> <p>Leave empty if not applicable.</p>
<b>Guar 2 is client?</b>	<p>If Guarantor No. 2 is an existing individual client, enter "TRUE", otherwise enter "FALSE" or leave it blank.</p> <p>If the value is "TRUE", then the guarantor number must be an existing individual client.</p>
<b>Guarantor 2 Percentage</b>	Percentage of Loan guaranteed by Guarantor number 2

<b>Guarantor No 3</b>	<p>Guarantor code (2 characters for the branch, followed by '/' and a 6 digit number).</p> <p>Reference must exist in Clients/Guarantors.</p> <p>Leave empty if not applicable.</p>
<b>Guar 3 is client?</b>	<p>If Guarantor No. 3 is an existing individual client, enter "TRUE", otherwise enter "FALSE" or leave it blank.</p> <p>If the value is "TRUE", then the guarantor number must be an existing individual client</p>
<b>Guarantor 3 Percentage</b>	Percentage of Loan guaranteed by Guarantor number 3
<b>Collateral1</b>	Indicate collateral 1
<b>Collateral 1 Value</b>	Indicate collateral 1 value
<b>Loan Guarantee Type 1</b>	Enter loan guarantee Type 1
<b>Units of Loan</b>	Specify units of Loan guarantee 1

<b>Guarantee 1</b>	
<b>Collateral 2</b>	Indicate collateral 2
<b>Collateral 2 Value</b>	Indicate collateral 2 value
<b>Loan Guarantee Type 2</b>	Enter loan guarantee Type 2
<b>Units of Loan Guarantee 2</b>	Specify units of Loan guarantee 2
<b>Collateral 3</b>	Indicate collateral 3
<b>Collateral 3 Value</b>	Indicate collateral 3 value
<b>Loan Guarantee Type 3</b>	Enter loan guarantee Type 3
<b>Units of Loan Guarantee 3</b>	Specify units of Loan guarantee 3
<b>Collateral 4</b>	Indicate collateral 4

<b>Collateral 4 Value</b>	Indicate collateral 4 value
<b>Loan Guarantee Type 4</b>	Enter loan guarantee Type 4
<b>Units of Loan Guarantee 4</b>	Specify units of Loan guarantee 4
<b>Loan Cycle</b>	Enter loan cycle
<b>Principal Last Instalment</b>	This is for those clients where the last installment amount is different than the other installments. This amount is for the whole loan to the group. Loan Performer will distribute according to each members' loan amount.
<b>Grace Interest compounded</b>	Interest on Grace period once calculated is compounded and distributed across the other repayments. Please note that the Grace period should be greater than 0 and you should not have instalments during the grace period
<b>Savings Account Number</b>	This is the savings account number for the client. Sometimes this is different from the client code or simply the client does not have an account number

<b>Loan Purpose</b>	Enter Loan purpose ID
<b>Member Loan Category 1</b>	Expected values Y and N Y = 'Yes' N='No' Anything else is taken as N!
<b>Member Loan Category 2</b>	Expected values Y and N Y = 'Yes' N='No' Anything else is taken as N!

### Loan Approval Importation Template

Column Name	Description
-------------	-------------

<b>Loan Number</b>	This has to be an existing loan number in your Loan Performer database. The loan should not be approved already.
<b>Approval Date</b>	Enter the date when the loan was Approved. Note that this date should be on or after the loan application date.
<b>Approved</b>	Specify whether the Loan was approved. Enter "Y" or "N" for approval.
<b>Reason for Rejection</b>	If the loan is rejected, user should enter the reason for loan rejection. The content should match the entries in Support Files/Loan Rejections.
<b>Approved By</b>	Name of the person who approved the loan

**Loan Commission Importation Template**



Column Name	Description
<b>Loan No.</b>	<p>The loan number has a format like: "XX/00001", where "XX" stands for the branch code. If your database is empty, you can start with number "XX/00001". If you already have loans in your database, you should find out what is the highest number and start with that number plus 1.</p> <p>The number should be unique and may not exist (also not as a deleted loan).</p>
<b>Payment Date</b>	<p>Note that this date depends on the settings in Loan Commissions in regard to whether this comes after or before the approval of the loan</p>
<b>Voucher No.</b>	<p>Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.</p>
<b>GL Account</b>	<p>Character Field: This should be the GL account of the Cash account or bank account Entered. It should correspond to the Mode</p>
<b>Mode</b>	<p>Indicate the Disbursement mode (1=Cash, 2=Direct To Bank, 3=transfer from savings).</p>
<b>Commission</b>	<p>Indicate the commission amount paid by the client</p>

<b>Paid</b>	
<b>Dev. Fee Paid</b>	Indicate the development amount paid by the client
<b>Stationery</b>	Indicate the stationary amount paid by the client
<b>Accnr</b>	Enter the Account number involved.
<b>Savings Prodid</b>	If these fees are paid from Savings Transfer, then select the savings product code where the deductions are going to be done

<b>Loan Disbursement Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Loan Number</b>	<p>Enter loan number.</p> <p>This has to be an existing loan number in your Loan Performer database.</p> <p>The loan has to be approved and if payment of commission is necessary, this has to be paid.</p> <p>Also the loan should not have been disbursed already.</p>

<b>Disbursement Date</b>	Enter the date when the loan was disbursed. Note that this date should be on or after the approval date.
<b>Amount Disbursed</b>	Enter the amount disbursed.
<b>Mode</b>	Specify the Disbursement mode (1=Cash, 2=cheque, 3=transfer).
<b>GL Account</b>	<p>Enter the General Ledger Account of the Bank or cash account that was involved.</p> <p>The GL Account should exist in the Chart of Accounts and should be linked to Banks in Configuration/Banks. And Cash accounts In Configuration /Cash accounts</p>
<b>Cheque No.</b>	Enter cheque number, if the disbursement mode was by cheque.
<b>Recalculate</b>	<p>Report due dates:</p> <p>1=no,</p> <p>2=report with difference application date and disbursement date</p> <p>3=recalculate dates</p>

	4=recalculate dates and amounts.
<b>Voucher No.</b>	Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.
<b>Stationery</b>	Enter Stationery Amount deducted from the loan amount at disbursement.
<b>Commission</b>	Enter Commission Amount deducted from the loan amount at disbursement.
<b>Dev Fee</b>	Enter development fee Amount deducted from the loan amount at disbursement
<b>Cleared</b>	<p>This field indicates whether - in case of a disbursement by cheque - the cheque is cleared or not.</p> <p>It should either be empty, or have a "Y" or "N" value.</p>
<b>Clearing Date</b>	Take care, the cheque clearance date should either be empty or should be on or after the cheque issue date.
<b>Account No</b>	Enter Client savings Account if the fees have to be deducted from this Account.

<b>Savings product</b>	<p>This is the savings product in case the loan is disbursed to the client's savings account. It can be left empty if disbursement is not to the savings account.</p> <p>If entered, savings account must exist as product in Configuration/Products and client must have opened the account before disbursement.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Loan Cycle</b>	Enter Loan Cycle

<b>Loan Guarantors Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Guar No.</b>	<p>This is a compulsory Field.</p> <p>The format is: Branch code + a 6 digit number.</p> <p>Guarantor's Number should be unique.</p>
<b>Title</b>	Specify the Guarantor title. This should correspond to a title as defined in Support

	files (Name Title)
<b>First Name</b>	This is a compulsory Field: Take care of Upper Case/Lower Case.
<b>Middle Name</b>	Enter guarantor middle Name.
<b>Family Name</b>	This is a compulsory Field: Take care of Upper Case/Lower Case.
<b>Address</b>	This is compulsory Field. Enter guarantor's address.
<b>City</b>	This is Compulsory Field. Enter guarantor's city
<b>Phone</b>	Enter guarantor's phone number
<b>Fax</b>	Enter guarantor's Fax number if any
<b>Profession</b>	Indicate guarantor's profession
<b>Employer</b>	Indicate guarantor's Employer, if applicable.
<b>Document</b>	The document code as specified under support files/ID Documents

<b>Type</b>	
<b>ID Number</b>	Enter guarantor's ID type.
<b>Authority</b>	Specify the authority which issued the ID
<b>Issue Date</b>	Enter the date when the ID was issued.
<b>Expiry Date</b>	Enter the date when the ID will expire.
<b>Photo File</b>	Name of signature picture file (not path).
<b>Signature File</b>	Name of signature picture file (not path).
<b>Gender</b>	Indicate guarantor Gender. M=Male, F=Female.
<b>Registration Date</b>	Enter the date when this guarantor was registered.

## Loan Repayments Importation Template

<b>Column Name</b>	<b>Description</b>
<b>Loan Number</b>	Enter Loan number. This has to be an existing loan number in the Loan Performer database.  Loan has to have been disbursed and not fully repaid.
<b>Repayment Date</b>	Enter date when the client made this repayment. Note that this date should be on or after the disbursement date and after any other repayment.
<b>Repaid Amount</b>	Enter the Total Amount paid.
<b>Mode</b>	Enter the Repayment mode (1=Cash, 2=cheque, 3=Savings transfer, 4=transfer to the Bank).
<b>Cheque No.</b>	Enter cheque number, if the repayment was made by cheque.
<b>Recalculate</b>	Character Field: If blank assumes no 1.



	<p>Recalculate Interest: in case of declining balance, you may want to calculate interest:</p> <p>1=not recalculate interest, 2=recalculate interest.</p> <p>Attention: this is a character field, so enter with '.</p>
<b>Voucher No.</b>	<p>Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.</p>
<b>Gl. Account</b>	<p>Enter General Ledger cash or bank account.</p> <p>This is the Loan Performer GL A/C for the account that you use for depositing your cheques or cash.</p> <p>You will have to fill this in, even if you have no repayments by cheque or even if you don't use Loan Performer for your accounting.</p> <p>The GL account should be an existing account.</p>
<b>Cleared</b>	<p>This field indicates whether - in case of a disbursement by cheque - the cheque is cleared or not.</p> <p>It should either be empty, or have a "Y" or "N" value.</p>

<b>Clearing date</b>	<p>If the cheque is cleared then enter the clearing date. The date should be on or after the repayment date.</p> <p>Empty for non cheque payments.</p>
<b>Close loan with No interest?</b>	<p>Options are Y OR N. Default is No, Empty means N</p> <p>Closing loan with "No interest" indicates that the entire outstanding principal + the interest due until the next due date (or until the date of payment in case of loans on declining balance with interest recalculated) is being considered. Future interest is not going to be included. Make sure that the amount entered is correct.</p>
<b>Member No.</b>	<p>This field is only needed if you have tracking of group loans enabled (see Configuration/Loans Part 1).</p> <p>The field stands for the member number in the group.</p> <p>The number should exist as a member number in the group.</p>
<b>Savings Product</b>	<p>In case of a transfer from Savings (Mode = 3), this indicates which savings product is used.</p>

<b>Principal</b>	Enter amount repaid in terms of “Principal”
<b>Interest</b>	Enter amount repaid in terms of “Interest”
<b>Commission</b>	Enter amount repaid in terms of “Commission” if applicable
<b>Penalty</b>	Enter amount repaid in terms of “Penalty” if applicable.

<b>Savings Charges and Rewards Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Savings Account</b>	Enter savings account number of the client. The account number should be an existing account number.
<b>Member Number</b>	This is the number of the member in the group. Leave empty if tracking is at group level only.
<b>Savings Product</b>	This is the default savings product. It can be left empty if savings are not taken.

	<p>If entered, product must exist as product in Configuration/Products.</p> <p>The client registration date is also taken as the account opening date.</p> <p>Character field where the first character indicates savings or loans and the next 2 a serial number.</p>
<b>Date</b>	<p>Enter the transaction date.</p> <p>Transactions have to be imported in chronological order with the oldest transaction first.</p>
<b>Type</b>	<p>This has to be either C for Charge or R for Reward.</p>
<b>Voucher No.</b>	<p>Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2.</p>
<b>Amount</b>	<p>Enter transaction amount.</p>
<b>Description</b>	<p>Enter transaction description</p>
<b>GL Account</b>	<p>Enter GL Account number involved in this operation.</p>

## Savings Transfer Importation Template

<b>Column Name</b>	<b>Description</b>
<b>Date</b>	Enter Date of Savings Transfer. This Should be in format: DD/MM/YYYY
<b>From Account</b>	Specify the Client's account from where to transfer savings. Should be an existing account.  This is a character field in the format XX/X/999999.
<b>Member No</b>	Specify Number of member in the group if transferring from a group member's account.  This is a character field in the format 9999.
<b>From Product</b>	Specify Savings product from where the transfer is being made.  This is a character field in the format S99.
<b>To Account</b>	Specify Client's account to where the savings is being transferred. Should be an existing account.  If the same as From Account, products should be different. This is a character field in

	the format XX/X/99999.
<b>Member No</b>	Specify Number of member in the group if transferring to a group member's account. This is a character field in the format 9999.
<b>To Product</b>	Savings product to where the money is being transferred. If the same as From Product, clients' accounts should be different. This is a character field in the format S99.
<b>Amount</b>	Enter Amount being transferred. Should be a value greater than zero.
<b>Voucher</b>	Enter Voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2. This is a character field.
<b>Description</b>	Enter Description for the transfer. This is a character field.

## Savings\_Shares\_Repayments Importation Template

Column Name	Description
<b>Loan Number</b>	Enter Loan Number. This has to be an existing loan number in the Loan Performer database.
<b>Memno</b>	This is the number of the member in the group.  Leave empty if tracking is at group level only.
<b>Pday</b>	Enter repayment date.
<b>Voucher</b>	Enter Voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2. This is a character field.
<b>Amount</b>	Enter amount repaid.
<b>Interest</b>	Enter interest repaid.
<b>Commission</b>	Entre commission repaid.

<b>Recalc</b>	Recalculate Interest: F=False.
<b>Closeloan</b>	Indicate if loan is closed
<b>Savprodid</b>	Enter Savings product code
<b>Savings</b>	Enter savings amount.
<b>Mode</b>	Enter payment mode.
<b>Cheqno</b>	Enter cheque Number if payment was by cheque.
<b>Account</b>	Enter GL Account number involved
<b>Cleared</b>	This field indicates whether - in case of a payment by cheque - the cheque is cleared or not. It should either be empty, or have a "Y" or "N" value.
<b>Cleardate</b>	If the cheque is cleared then enter the clearing date. The date should be on or after the repayment date.  Empty for non cheque payments.
<b>Accnr</b>	Enter Savings Account number. The account number should be an existing account number.



<b>Shares</b>	Enter share amount.
<b>Clcode</b>	Enter client registration code. The registration code should be an existing in Loan performer Database.

<b>Shares Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Account No.</b>	Enter Client's Savings Account Number. This Account must be an existing account in Loan performer Database.  This field is compulsory.
<b>Date</b>	Entre Date of buying / Selling the shares.  This is a compulsory field.
<b>Type</b>	Specify Type of share transaction.  "B" = Buying

	"S" = Selling
<b>Mode</b>	Mode of payment:  1=Cash,  2=Cheque,  3=Other
<b>Cheq No.</b>	Enter cheque number. This is compulsory if payment is by Cheque
<b>Shares</b>	Enter Number of shares bought or sold. This is Compulsory more than Zero
<b>Account</b>	This is the general ledger account of the bank/cash account that is involved.
<b>Voucher</b>	Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2. This is a character field.
<b>Cleared</b>	If by cheque, is the cheque cleared?  "Y"= Yes  "N"=No

	Compulsory if payment mode is by cheque.
<b>Clearing date</b>	Indicate the Date of clearing the cheque. Compulsory if cleared="Y"
<b>Savings Account</b>	Savings Account to use when buying or selling shares via saving transfer
<b>SavProd</b>	Enter Saving product code to use when buying or selling shares via saving transfer

<b>Time Deposit Importation Template</b>	
<b>Column Name</b>	<b>Description</b>
<b>Td No</b>	Enter Time deposit Number.
<b>Clientcode</b>	Enter client registration code. This should be an existing code in Loan Performer Database.
<b>product</b>	Enter Time Deposit product code.

<b>Date</b>	Enter Time deposit Transaction date.
<b>Type</b>	Enter Transaction type. D=Deposit
<b>Mode</b>	Enter Mode of payment:  1=Cash,  2=Cheque,
<b>Voucher</b>	Enter voucher number. Optional unless specified as compulsory in System/Configuration/Register Part 2. This is a character field.
<b>Account</b>	Enter GL account number. This Account should exist in the chart of Account.
<b>Cheq No</b>	Enter cheque number. This is compulsory if payment is by Cheque
<b>Amount</b>	Enter Time Deposit Amount
<b>Rate</b>	Enter Time Deposit Interest Rate.
<b>Months</b>	Enter Time deposit duration (in Month)
<b>Penalty</b>	Enter penalty Amount to be charged to the interest on Time Deposit.

<b>Capitalized</b>	This field indicates whether the interest is capitalized. Y= Yes, N= No.
<b>Monthly interest payment?</b>	This field indicates whether interest will be paid monthly. Y=Yes, N=No.
<b>Savings Product</b>	Enter savings Product in case it is a Transfer from Savings.
<b>Call Deposit ?</b>	This field indicates whether this is a Call Deposit. Y=Yes, N=No.
<b>Interest on hold?</b>	This field indicates whether interest is on hold. Y= Yes, N=No.