

# Upgrade Training in Loan Performer

Day #	Time	Topic	Description	
Day One	09:00 AM 10:30 AM	Overview of Loan Performer Version 8	<ul style="list-style-type: none"> <li>♦ Training expectations versus User expectations</li> <li>♦ Sharing of users 'experiences with LPF, benefits and challenges, Users Group and support (internal and external)</li> </ul>	
		Support Tools and Downloads from CCS Website.	<ul style="list-style-type: none"> <li>♦ Over view of the website (Updates pages, download pages, Bug Pages)</li> <li>♦ Over view of available support tools ( Live support chat, Team Viewer)</li> </ul>	
		Installation of Loan Performer Version 8	<ul style="list-style-type: none"> <li>♦ Installing and configuring Loan Performer version 8 (XP, Vista, Win7)</li> <li>♦ How to run a License and/or a Patch on SQL &amp; FoxPro Databases</li> </ul>	
	10:30 AM 11:00 AM	<b>Tea Break</b>		
	11:00 AM 13:00 PM	Installing and Configuring SQL Server for Loan Performer	<ul style="list-style-type: none"> <li>♦ Installing and Configuring SQL Server 2000/2005 Express</li> <li>♦ How to restore a SQL Database</li> <li>♦ How to Backup a SQL Database</li> <li>♦ Configuring ODBC for LPF to connect to SQL Database.</li> <li>♦ Benefits &amp; Drawbacks (FoxPro versus SQL Database technology)</li> </ul>	
		User login security management	<ul style="list-style-type: none"> <li>♦ User login to Loan Performer using user name with strong password.</li> <li>♦ User login using Username and Fingerprint</li> <li>♦ Login attempts and failed Login config.</li> <li>♦ Accessing Support service from within Ver. 8</li> <li>♦ Automatic online updates</li> </ul>	
		Users and access rights management	<ul style="list-style-type: none"> <li>♦ Registering new LPF users</li> <li>♦ Defining User Access rights</li> <li>♦ Defining user strong password, fingerprint scanning and password Validity</li> <li>♦ Defining user Transaction amount level</li> <li>♦ Customizing User Profile ( background &amp; default menu)</li> <li>♦ Modifying user details and Changing user password</li> <li>♦ User Log ,Configuration Log</li> <li>♦ User Menu Access Reports</li> <li>♦ User time-out during system idle</li> </ul>	
	13:00 PM 14:00 PM	<b>Lunch Break</b>		
	14:00 PM 15:00 PM	System Configuration	<ul style="list-style-type: none"> <li>♦ System configuration-General</li> <li>♦ Biometric Configuration</li> <li>♦ Support files items configuration</li> </ul>	
	15:00 PM 17:00 PM	<b>Practical session</b>		

Day #	Time	Topic	Description
<b>Day Two</b>	09:00 AM 10:30 AM	Clients Management	<ul style="list-style-type: none"> <li>◆ Client registration ( Individual, Group and Business)</li> <li>◆ Clients' Fingerprints capture</li> <li>◆ Overview of Poverty Assessment and Configuration</li> <li>◆ Poverty Assessment (Client-wise)</li> <li>◆ Printing client data to Ms-word (External files)</li> <li>◆ Clients Report</li> </ul>
	10:30 AM 11:00 AM	<b>Tea Break</b>	
	11:00 AM 13:00 PM	Savings Product setup	<ul style="list-style-type: none"> <li>◆ Creating savings products (in Local Currency, Foreign Currency)</li> <li>◆ Configuring Savings product GL control Accounts</li> <li>◆ Configuring Savings Account special conditions/settings</li> <li>◆ Configuring interest on Savings</li> <li>◆ Configuration of Dormant accounts</li> </ul>
		Savings Account Opening and Savings Transactions	<ul style="list-style-type: none"> <li>◆ Savings Foreign currency Account</li> <li>◆ Savings Account opening (Local Currency)</li> <li>◆ Savings Deposit (Individual, group/group members, Business) by Cash, cheque and Bank transfer</li> <li>◆ Savings withdrawal (Individual, group/group members, Business) by Cash, Cheque with Client Fingerprint Verification.</li> <li>◆ Savings Deposit and withdrawal from multiple Clients with fingerprint verification.</li> <li>◆ Savings Transfer (between different accounts of same Client)</li> <li>◆ Savings transfer (between different Accounts of different clients)</li> <li>◆ Members transfer from one group to an other</li> </ul>
	13:00 PM 14:00 PM	<b>Lunch Break</b>	
	14:00 PM 15:00 PM	Savings data importation and Reports	<ul style="list-style-type: none"> <li>◆ Members transfer from one group to an other</li> <li>◆ Savings Reports (All)</li> <li>◆ Custom Reports (User defined Reports)</li> </ul>
	15:00 PM 17:00 PM	<b>Practical session</b>	

Day #	Time	Topic	Description
<b>Day Three</b>	09:00 AM 10:30 AM	Cheque Books Management	<ul style="list-style-type: none"> <li>◆ Savings Product Cheque book configuration</li> <li>◆ Issuing Cheque Books</li> <li>◆ Honoring cheque payment</li> <li>◆ Dishonoring Cheque payment'</li> <li>◆ Stopping cheque payment</li> <li>◆ Cheque Reports (Honored Cheque Payment Report, Issued Cheque book Reports)</li> </ul>
	10:30 AM 11:00 AM	<b>Tea Break</b>	
	11:00 AM 13:00 PM	Foreign Exchange	<ul style="list-style-type: none"> <li>◆ Multi-currency definition</li> <li>◆ Foreign Transaction configuration</li> <li>◆ Foreign exchange purpose transaction</li> <li>◆ Exchange Rates definition</li> <li>◆ Foreign exchange Transaction</li> <li>◆ Foreign Exchange buying &amp; selling</li> <li>◆ Foreign Exchange Reports</li> </ul>
		Overdrafts	<ul style="list-style-type: none"> <li>◆ Overdraft Configuration</li> <li>◆ Overdraft Transaction</li> <li>◆ Overdraft Reports</li> </ul>
		Standing Orders	<ul style="list-style-type: none"> <li>◆ Standing Order Configuration</li> <li>◆ Standing order maintenance</li> <li>◆ Standing order details modification</li> <li>◆ Standing Orders execution</li> <li>◆ Standing Order Reports</li> </ul>
	13:00 PM 14:00 PM	<b>Lunch Break</b>	
	14:00 PM 15:30 PM	SMS Banking	<ul style="list-style-type: none"> <li>◆ Installing and Configuring Modems for LPF SMS Banking</li> <li>◆ LPF Mobile SMS connection configuration</li> <li>◆ SMS and Web client (Service subscription)</li> <li>◆ LPF Mobile Installation methods</li> <li>◆ SMS Transactions charges.</li> <li>◆ SMS Enquiries Using LPF Mobile (Savings BAL, TD, ect.)</li> <li>◆ SMS Reports (Received message, Unsent message, Sent message, Error message)</li> </ul>
	15:30 PM 17:00 PM	<b>Practical session</b>	

Day #	Time	Topic	Description
<b>Day Four</b>	09:00 AM 10:30 AM	Configuration of fees and other Charges.	<ul style="list-style-type: none"> <li>Loan processing Fees and commissions configuration and General Ledger Accounts setup. (Product Wise)</li> </ul>
		Weekly-Off and Public Holidays configuration	<ul style="list-style-type: none"> <li>Configuration of number of days/Weeks per year/Working Days (Weekly-off and Public Holiday).</li> </ul>
		Loan Products creation and Funds Management	<ul style="list-style-type: none"> <li>Creating Loan Products (in Local and Foreign Currency)</li> <li>Donors Creation and Loan Revolving Funds configuration</li> </ul>
	10:30 AM 11:00 AM	<b>Tea Break</b>	
	11:00 AM 13:00 PM	Loan Products configuration	<ul style="list-style-type: none"> <li>Loan Special conditions/Parameters</li> <li>Individual loans Product configuration (Product Wise)</li> <li>Group Loan Product Configuration (Product wise)</li> <li>Fees Configuration (Individual and Group Products)</li> <li>Guarantee Configuration (Shares based and Savings Based Loans- product wise)</li> <li>Repayment schedule that includes deposits</li> <li>Penalty Configuration-Product wise</li> <li>VAT rates definitions- Product Wise</li> <li>Variable Interest Rates Definition</li> </ul>
	13:00 PM 14:00 PM	<b>Lunch Break</b>	
	14:00 PM 15:30 PM	Loan Bail and Contracts Management	<ul style="list-style-type: none"> <li>Loan and Bail Contracts Contents definition -Product wise</li> <li>Loan and Bail Contracts Configuration</li> <li>Viewing, Printing, saving and Retrieving Loan and Bail contract</li> <li>Product GL Control Accounts Configuration-Product wise.</li> </ul>
	15:30 PM 17:00 PM	<b>Practical Session</b>	

Day #	Time	Topic	Description
<b>Day Five</b>	09:00 AM 10:30 AM	Loan Guarantors and Collaterals Management	<ul style="list-style-type: none"> <li>◆ Guarantee Items Definition (Support file)</li> <li>◆ Loan Application Creation (Individual, Group, Group member)</li> <li>◆ Specifying Guarantors and collaterals</li> <li>◆ Loan Application Modification</li> <li>◆ Modifying Guarantors and Collaterals</li> <li>◆ Loan Commission payment</li> </ul>
	10:30 AM 11:00 AM	<b>Tea Break</b>	
	11:00 AM 13:00 PM	Loan Processing and Repayments	<ul style="list-style-type: none"> <li>◆ Loan Application Approval or Rejection</li> <li>◆ Loan Disbursement to Individual, Group by cash, cheque, Transfer to savings (with/Without Commission, with/without Interest paid-Upfront)</li> <li>◆ Disbursement to Supplier</li> <li>◆ Automatic Batch Loans disbursement</li> <li>◆ Postpone Dues dates</li> <li>◆ Loan Rescheduling (Before any repayment is made/ After some repayments have been made)</li> <li>◆ Loan Repayment by Cash, Cheque, Transfer (Individual)</li> <li>◆ Loan Repayment (Group/Group Members)</li> <li>◆ Loan Repayment along with savings deposit</li> <li>◆ Loan Entries Deletion ( Deletion of Loan repayments, Penalty entries, Loan disbursement, Loan Commission, Loan Approval, Entire Loan)</li> </ul>
	13:00 PM 14:00 PM	<b>Lunch Break</b>	
	14:00 PM 15:30 PM	Loan Retrieval and Reversal	<ul style="list-style-type: none"> <li>◆ Retrieving Loans and Updating Loan status</li> <li>◆ Penalty Calculation on (Single Loan)</li> <li>◆ Penalty Calculation on arrears –Product Wise)</li> <li>◆ Repayments of Arrears from Savings</li> <li>◆ Updating User Defined Loan Categories, Products, Funds and Cycles.</li> <li>◆ Notification Letters creation and configuration</li> </ul>
		Loan Top-up (Loan Refinance)	<ul style="list-style-type: none"> <li>◆ Loan Refinance (Loan Top-up)</li> <li>◆ Loans and SMS Banking</li> <li>◆ Declassifying Loans</li> <li>◆ Loan Write-off (Single, multiple Loans)</li> <li>◆ Transfer of Portfolio to another CO</li> <li>◆ Portfolio Reports (In local and Foreign Currency)</li> <li>◆ Personal ledger (All-in-One)</li> <li>◆ Performance Monitoring Tool (PMT)</li> </ul>
	15:30 PM 17:00 PM	<b>Practical Session</b>	

Day #	Time	Topic	Description
<b>Day Six</b>	<h2>Accounting</h2>		
	09:00 AM 10:30 AM	Chart Of Accounts and Accounts Configuration	<ul style="list-style-type: none"> <li>◆ Setting-up Chart of Accounts ( US/UK, BCEAO,DRC,OHADA,WOCCU)</li> <li>◆ GL Account opening (Local and Foreign Currency)</li> <li>◆ General Ledger Opening Balances</li> <li>◆ Cash Accounting</li> <li>◆ Accrual Accounting</li> <li>◆ Restriction of entry of backdated transactions per user</li> </ul>
	10:30 AM 11:00 AM	<h3>Tea Break</h3>	
	11:00 AM 13:00 PM	General Ledger Transactions	<ul style="list-style-type: none"> <li>◆ GL Account Transactions booking (Local and Foreign Currency)</li> <li>◆ Automatic GL Transactions Configuration</li> <li>◆ Automatic Booking of Fees, Savings, loan</li> <li>◆ Corrections of automatic transaction from savings and Loans.</li> <li>◆ Value Added Tax (VAT) Settings and VAT Report</li> <li>◆ Opening and Closing of the Till (Cash Payments /Receipt) (Local and Foreign currency).</li> <li>◆ Savings and Loans Transaction Reconciliation</li> </ul>
		Bank Reconciliation	<ul style="list-style-type: none"> <li>◆ Bank Reconciliation</li> <li>◆ Bank Reconciliation Report</li> </ul>
	13:00 PM 14:00 PM	<h3>Lunch Break</h3>	
	14:00 PM 15:00 PM	Financial Reports	<ul style="list-style-type: none"> <li>◆ Trial Balance</li> <li>◆ Balance Sheet</li> <li>◆ Profit Per Period</li> <li>◆ Transaction per Month Report</li> <li>◆ Breakdown Per Account Report</li> <li>◆ Transaction per Month Report</li> <li>◆ BCEAO Reports (If required)</li> <li>◆ Monthly Totals per Account Report</li> <li>◆ Income and Expenditure Report</li> </ul>
	15:00 PM 17:00 PM	End of Transaction processing	<ul style="list-style-type: none"> <li>◆ Day Closure</li> <li>◆ Month Closure</li> <li>◆ Year Closure</li> <li>◆ Booking/correcting entries in Closed Period</li> </ul>
		Training Evaluation	<ul style="list-style-type: none"> <li>◆ Filling Evaluation Form</li> <li>◆ Comments from Participants</li> <li>◆ Closing Remarks</li> </ul>