

Training Schedule Loan Performer

V8

Day #	Time	Topic	Description
Day One	09:00 AM 10:30 AM	Overview of Loan Performer Version 8	<ul style="list-style-type: none"> Sharing of users' experiences with LPF, benefits and challenges, Users Group and Support (internal and external)
		Management of The implementation Process	<ul style="list-style-type: none"> MIS Manual Overview Overview of the website (Updates pages, download pages, Bug Pages) Overview of available support tools (Live chat, Team Viewer)
		Installation of Loan Performer Version 8	<ul style="list-style-type: none"> Installing and configuring Loan Performer (XP, Vista, Win7) LPF Folder and License File Database technology (SQL) Configuring LPF with SQL database (stand-alone/Network)
	10:30 - 11:00	Tea Break	
	11:00 AM 13:00 PM	User Login and basic system maintenance	<ul style="list-style-type: none"> Login using strong user name and password and Fingerprint (Failed) Login attempts Accessing Support within LPF Automatic online updates Database Backup and Restore Re-indexing and Purging
		Users management and access Control	<ul style="list-style-type: none"> Registering new LPF users Defining User Access rights Defining user strong password, fingerprint scanning and password Validity Customizing User Profile (Background, Transaction amount level etc) Modifying user details and Changing user password User Log, Configuration Log, Audit Trail, User Menu Access User time-out when system idle
		System Configuration	<ul style="list-style-type: none"> General Configuration Support files Register Part 1 & 2 Receipt Printing Passbook Printing
	13:00 - 14:00	Lunch Break	
	14:00 - 15:30	Overview of the Chart of accounts	<ul style="list-style-type: none"> Chart of Accounts Cash and Bank Accounts
	15:30 - 17:30	Exercises	

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

Day #	Time	Topic	Description
Day Three	09:00 AM 10:30 AM	Cheque Books Management	<ul style="list-style-type: none"> ◆ Configuration Cheque Books ◆ Issuing Cheque Books ◆ Honoring Cheque payment ◆ Dishonoring Cheque payment ◆ Stopping Cheque payment ◆ Reports (Honored Cheque Payment, Issued Cheque Book)
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Interest on Savings	<ul style="list-style-type: none"> ◆ Interest Calculation Methods ◆ Exemption of clients from receiving Savings Interest ◆ Savings Transfer customized for Salary Processing ◆ Freezing/Unfreezing Accounts ◆ Account Closing & Reopening ◆ Charges and Rewards ◆ Savings Interest Reports
		Standing Orders Management and Reports	<ul style="list-style-type: none"> ◆ Standing Order Configuration ◆ Standing Order Maintenance ◆ Standing Order Modification ◆ Standing Order Execution ◆ Standing Order Reports
		Foreign Exchange	<ul style="list-style-type: none"> ◆ Multi-currency definition ◆ Foreign Transaction configuration ◆ Foreign exchange purpose ◆ Exchange Rates definition ◆ Forex Transaction ◆ Forex buying & selling ◆ Forex Report
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	SMS Banking	<ul style="list-style-type: none"> ◆ Installing and Configuring Modems for LPF SMS Banking ◆ LPF Mobile SMS connection configuration ◆ SMS and Web client (Service subscription) ◆ LPF Mobile Installation ◆ SMS Transactions charges ◆ SMS Enquiries using LPF Mobile (Balances, TD, etc.) ◆ SMS Reports (Received, Unsent, Sent, Error message)
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Four	09:00 AM 10:30 AM	Time Deposit Product	<ul style="list-style-type: none"> ◆ Time Deposit Product configuration ◆ Time Deposit GL Control accounts setup ◆ Time deposit Account Opening and Transaction (by Cash, Cheque, Savings transfer, Direct to Bank) ◆ Certificate of Deposit
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Time Deposit transaction modification and Interest Calculation and Payment.	<ul style="list-style-type: none"> ◆ Time Deposit Renewal Methods ◆ Time Deposit Interest Calculation Methods ◆ Modifying and Deleting Time Deposit Transaction ◆ Time Deposit Interest Calculation (Individual, Group, Business) ◆ Time Deposit interest Payment (Cash, cheque, transfer to savings) ◆ Deposit withdrawal (Cash, Cheque, Transfer to savings etc.) ◆ Time Deposit Reports
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Overdraft	<ul style="list-style-type: none"> ◆ Overdraft Configuration ◆ Overdraft Transaction ◆ Overdraft Reports
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Five	09:00 AM 10:30 AM	Shares Management	<ul style="list-style-type: none"> ◆ Shares Configurations, Nominal share value] ◆ Registering Current Share Value ◆ Importation of Share transaction ◆ Shares Transfer
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Share Transactions	<ul style="list-style-type: none"> ◆ Buying and Selling of Shares ◆ Modifying or deleting Shares Transactions ◆ Treatment of Client's shares less than the share price ◆ Dividends Calculation Methods ◆ Dividend Calculation and payment ◆ Reports on Shares.
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Other Configurations	<ul style="list-style-type: none"> ◆ Biometric Configuration ◆ VAT rates definitions ◆ Custom Reports (User defined Reports) ◆ Variable Interest Rates Definition
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Six	09:00 AM 10:30 AM	Configuration of fees and other Charges.	<ul style="list-style-type: none"> ◆ Loan processing Fees and commissions configuration and General Ledger Account setup
		Configuration Non-Working Days	<ul style="list-style-type: none"> ◆ Configuration of no. of days/weeks per year ◆ Working days
		Loan Products creation and Funds Management	<ul style="list-style-type: none"> ◆ Creating Loan Products (in Local and Foreign Currency) ◆ Donors and Configuration Loan Revolving Funds
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Loan Products configuration	<ul style="list-style-type: none"> ◆ Loan Special conditions/Parameters ◆ Individual loans Product configuration ◆ Group Loan Product Configuration ◆ Fees Configuration ◆ Guarantee Configuration (Shares based and Savings Based Loans) ◆ Penalty Configuration ◆ VAT configuration
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Loan Bail and Contracts Management	<ul style="list-style-type: none"> ◆ Loan and Bail Contracts Contents definition -Product wise ◆ Loan and Bail Contracts Configuration ◆ Viewing, Printing, saving and Retrieving Loan and Bail contract ◆ Product GL Control Account Configuration-Product wise
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Seven	09:00 AM 10:30 AM	Loan Guarantors and Collaterals Management	<ul style="list-style-type: none"> ◆ Guarantee Items Definition ◆ Loan Application Creation (Individual, Group, Member) ◆ Specifying Guarantors and collaterals ◆ Loan Application Modification ◆ Modifying Guarantors and Collaterals ◆ Loan Commission payment
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Loan Processing	<ul style="list-style-type: none"> ◆ Loan Application details Verification, Approval, Rejection ◆ Loan Disbursement to Individual, Group by cash, cheque, Transfer to savings (with/Without Commission, with/without Interest paid-Upfront) ◆ Disbursement to Supplier ◆ Automatic Batch Loans disbursement ◆ Loan Interest Calculation methods ◆ Postpone Dues dates ◆ Loan Rescheduling (Before any repayment is made/ After some repayments have been made) ◆ Loan Repayment by Cash, Cheque, Transfer (Individual) ◆ Loan Repayment (Group/Group Members) ◆ Multi Purpose Deposits
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Loan Entries deletion	<ul style="list-style-type: none"> ◆ Loan Entries Deletion (Deletion of Loan repayments, Penalty entries, Loan disbursement, Loan Commission, Loan Approval, Entire Loan) ◆ Loans Importation (Loan Application data, Loan Approval data, Disbursement, repayment)
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Eight	09:00 AM 10:30 AM	Loan management	<ul style="list-style-type: none"> ◆ Retrieving Loans and Updating Loan status ◆ Penalty Calculation for a Single Loan ◆ Penalty Calculation for loans in arrears ◆ Repayments of Arrears from Savings ◆ Updating User Defined Loan Categories, Products, Funds and Cycles ◆ Notification Letters creation and configuration
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Loan Management	<ul style="list-style-type: none"> ◆ Loans Interest Recalculation (Indiv, Group) ◆ Loan Refinance (Loan Top-up) ◆ SMS and Loans ◆ Declassifying Loans ◆ Loan Write-off (Single, Multiple Loans)
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Loan Management	<ul style="list-style-type: none"> ◆ Transferring Portfolio to another Credit officer ◆ Portfolio Reports (Local and Foreign Currency) ◆ Performance Monitoring Tool (PMT)
	15:30 PM 17:30 PM	Exercises	

Day #	Time	Topic	Description
Day Nine	Accounting		
	09:00 AM 10:30 AM	Chart Of Accounts and Accounts Configuration	<ul style="list-style-type: none"> ◆ Setting-up Chart of Accounts (US/UK, BCEAO, DRC, OHADA, WOCCU) ◆ GL Account opening (Local and Foreign Currency) ◆ Creating Customized Chart of Accounts ◆ Importing Chart of Accounts ◆ Editing Chart of Accounts (Account #, Account title) ◆ Printing and Exporting Chart of Accounts
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	General Ledger Transactions	<ul style="list-style-type: none"> ◆ General Ledger Opening Balances ◆ Manual GL transactions ◆ Modifying Manual Transaction ◆ Importation of Financial Transactions ◆ Automatic GL Transactions Configuration ◆ Automatic Booking of Fees, Savings, loan Disbursements, Repayments by Cash, Cheque, Transfer to Savings, Bank Transfer, Foreign exchange Transactions
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Accounting Methods	<ul style="list-style-type: none"> ◆ Cash Accounting ◆ Accrual Accounting ◆ Creating and Linking Cash & Bank accounts to Users ◆ Restriction of entry of backdated transactions per user
15:30-17:30	Exercises		

Day #	Time	Topic	Description
Day Ten	09:00 AM 10:30 AM	Cash Management	<ul style="list-style-type: none"> ◆ Defining Cash Items (Support files) ◆ Creation of the Vault ◆ Opening and Closing of the Till (Cash Payments/Receipts) ◆ Multi Purpose Deposit ◆ Cash Transaction Report
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	General Ledger Transactions	<ul style="list-style-type: none"> ◆ GL Account Transactions booking (Local and Foreign Currency) ◆ GL Account Transactions Modifications/deletion ◆ Retrieving GL Transactions ◆ Bounced cheque reasons definition ◆ Cheque entries in the General Ledger ◆ Cheque Clearing Function ◆ Clearing and Bouncing cheques and their effects on Reports ◆ Changing Cheque Number ◆ How LPF handles modification or deletion of savings/Loan transaction ◆ Accrued Interest Calculation (TD, Savings, Loans, Penalty, Commission)
	13:00-14:00	Lunch Break	
		Foreign Exchange	<ul style="list-style-type: none"> ◆ Multi-currency definition ◆ Foreign Transaction configuration ◆ Foreign exchange purpose transaction ◆ Exchange Rates definition ◆ Foreign Exchange Transactions ◆ Foreign Exchange buying & selling ◆ Foreign Exchange Report
	14:00 PM 15:30 PM	Reconciliation	<ul style="list-style-type: none"> ◆ Bank Reconciliation ◆ Bank Reconciliation Report
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Eleven	09:00 AM 10:30 AM	Cash flow and VAT	<ul style="list-style-type: none"> ◆ Cash flow Settings (Direct and Indirect cash flow) ◆ Cash flow Report ◆ Value Added Tax (VAT) Settings and VAT Report ◆ Withholding Tax on Shares and Savings ◆ Defining Banks and Branches
	10:30-11:00	Tea Break	
	11:00 AM 13:00 PM	Funds Managements	<ul style="list-style-type: none"> ◆ Budgeting (Income and Expenditure) ◆ Budgeting reports ◆ Creating Donors and Loan revolving Funds definition ◆ Funds Utilization Report ◆ Savings and Loans Transaction Reconciliation
		Purchases and Sales Management	<ul style="list-style-type: none"> ◆ Debtors and Creditors Registration ◆ Invoice issuance ◆ Receipts from Sales ◆ Debtor's Reports ◆ Creditor's Invoice Payment
		Assets Management	<ul style="list-style-type: none"> ◆ Defining Assets Group (Support file) ◆ Asset registration ◆ Calculating Depreciation on Asset ◆ Assets and Depreciation Reports
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	GL Export File	<ul style="list-style-type: none"> ◆ GL Export file definition ◆ Modifying Labels (User label, Menu Items, transaction labels)
	15:30-17:30	Exercises	

Day #	Time	Topic	Description
Day Twelve	09:00 AM 10:30 AM	General Ledger Reports	<ul style="list-style-type: none"> ◆ Trial Balance ◆ Balance Sheet ◆ Profit Per Period ◆ Transaction per Month Report ◆ Breakdown Per Account Report ◆ BCEAO Reports (If required) ◆ Monthly Totals per Account Report ◆ Income and Expenditure Report
	10:30-11:00	Tea Break	
		System Data Maintenance and Bug Reporting	<ul style="list-style-type: none"> ◆ Troubleshooting Loan Performer ◆ Using LPF in-built Tools for Data Maintenance (Check on Data entries) ◆ Branch Database Consolidation (Multiple Branches) ◆ FoxPro Tables ◆ Screen Dumps and Bug reporting ◆ Data Archiving
	11:00 AM 13:00 PM	End of Transaction Processing	<ul style="list-style-type: none"> ◆ Control whether Sub ledger balances match General ledger Balances ◆ Day Closure ◆ Month Closure ◆ Year Closure ◆ Booking in Closed Period
	13:00-14:00	Lunch Break	
	14:00 PM 15:30 PM	Trainees Assessment	Loan Performer Test
	15:30 PM 17:30 PM	Training Evaluation	<ul style="list-style-type: none"> ◆ Filling Evaluation Form ◆ Comments from Participants ◆ Training Certificates ◆ Closing Remarks