

3.4. Examine Maintenance items

The **Maintenance** section of the Cooperative Society menu appears at the bottom and includes items for data entry, from department and bank lists to actual member details.

3.4.1. Cooperative Society Defaults

On this form, the GL accounts for generating journals are defined, along with the transaction types and other values.

Generate GL journals	Generating GL journals could halt loan processing when accounts are not set up properly. To avoid this or as GL module is not being used yet, this checkmark should be off.
Member registration Fee	This is always debited to the account of a newly entered member, so either set it to zero here (or on the member form), or always remember to remove it from debit loan balances (or add it to credit deposit balances) when entering old member data.
Department, Bank	These will be initially assigned to a new member, before you change them on the member form.
Last loan deduction date	This will update automatically when loan posting is done.

3.4.2. Departments, Banks

Before adding a new member, their bank and department must have been added to these lists. (If you find that a member's bank or department has not been listed while on the member form, either cancel the member entry and start afresh later, or use any other bank or department and later come back to change them.) When adding a new value, the code will automatically be made upper case during updating.

3.4.3. Loan Types

Loan Type Code	Will automatically be made upper case during updating.
Interest Rate	Will optionally be used to compute the interest for new loans.
GL Account	May be ignored unless journals will be generated.

3.4.4. Deposit Types

Deposit Type Code	Will automatically be made upper case during updating.
Interest Rate	Will optionally be used to compute the interest for new deposits.
GL Account	May be ignored unless journals will be generated.

3.4.5. Members

This is where member details are entered including their loans and deposits, and optionally images. The form has three tabs, **Main Data**, **Loans** and **Deposits**. For a new record, after filling the **Main Data** section, you click **Insert New Member** button, then go to the **Loans** and **Deposits** tabs one after the other, to supply applicable data.

Existing members

Just above the tabs is where you can select an existing member to view. If you know the member's number, you just type it and press **Tab** or **Enter** key, or click with the mouse anywhere outside the box. If you don't know the number, you could type part of the member's name or * then select from the dropdown list of matching members. The **Show inactive** checkbox is used to view records of those

that have left the Society.

Below the form of an existing member the following buttons will appear.

Update Member	Saves changes to the Main Data form.
Clone This Member	Creates a new member form with most Main Data details, no Financial Data as loans and deposits are not copied, ready for you to change the member number, name and other necessary details of the new member. This is rarely used as most members would not have a lot in common.
Delete This Member	This should only be used when a member was added by mistake. There are restrictions on deleting some member records in any case, such as those with loans or deposits or those that approved loans for others, and error messages would result. Members that have left the Society should just have their Status changed instead.
Cancel	Cancels any changes made and displays a blank form.

3.4.5.1. Members - Main Data

The screenshot displays the 'Member - SeaMonkey' web application. The top navigation bar includes tabs for 'Items and Inventory', 'Fixed Assets', 'Banking and General Ledger', 'Cooperative Society', and 'Setup'. Below this, a status bar shows 'Demo-Training | coop.neuroarocmsl.org | Administrator' and links for 'Dashboard', 'Preferences', 'Change password', 'Help', and 'Logout'.

The main content area is titled 'Member' and features a search bar with the placeholder text 'Enter code fragment to search or * for all'. Below the search bar, there are fields for 'Select a member:', 'New member' (a dropdown), and 'Show inactive:' (a checkbox).

The 'Main Data' tab is active, showing a form with several sections:

- BioData:** Fields for Member No., Surname, Forename, Other Names, Gender (set to Male), Title (set to Mr), Initials, Telephone, eMail, and Home Address.
- Classification:** Fields for Department (set to Accounts), Bank (set to Diamond Bank Plc), Bank account, User ID, Status (set to N/A), and Status Date (set to 00/00/0000).
- Dates:** Fields for Application (00/00/0000), Membership (00/00/0000), and Birth (00/00/0000).
- Financial Data:** Fields for Total Deposits and Interest (0.00), Loan Outstanding (0.00), Withdrawals (0.00), Net Balance (0.00), Member Shares (0), and Registration Fee (2000.00).
- Images:** Fields for Picture File, Signature File, and Application File, each with a 'Browse...' button and a 'No file selected.' message.

At the bottom of the form, there is a green button labeled 'Insert New Member' and a 'Back' link.

BioData	This section includes: <i>Member No.</i> , <i>Surname</i> , <i>Forename</i> , <i>Other Names</i> , <i>Gender</i> , <i>Title</i> , <i>Initials</i> , <i>Telephone</i> , <i>eMail</i> , <i>Home Address</i> . <i>Home Address</i> could be entered using two or more lines, by pressing Enter key at the end of each. When viewing a record of someone with an email address, the <i>eMail</i> label becomes a link you could click on to bring up an email editor with the email address inserted automatically. <i>Forename</i> means first or given name.
Classification	This includes: <i>Department</i> , <i>Bank</i> , <i>Bank account</i> , <i>User ID</i> , <i>Status</i> , <i>Status Date</i> . Department, bank and status are picked from existing lists. The User ID is for members that have been added as Coop Member users; it is their login username. It should be blank otherwise. For most, the Status will be <i>Active Member</i> . After a member has left, then the <i>Inactive Member</i> status should be assigned.
Dates	Application date, membership and birth dates of the member.
Financial Data	<i>Total Deposits and Interest</i> , <i>Loan Outstanding</i> , <i>Withdrawals and Net Balance</i> are calculated automatically for the member from the data in the system. This section also includes the <i>Member Shares</i> and <i>Registration fee</i> that are changeable.
Images	This last section is for uploading member's picture, scanned signature and application forms if any. Any existing images will show and you will have the option of deleting or replacing them.

3.4.5.2. Members - Loans

Date Taken	The date of the loan, or the opening balance date for old loans.
Repayment From	This is the next date of repayment and should be the same as Date Taken or later. When loan processing is done only those records with qualifying repayment dates would be affected. So to suspend repayment in July for example, this date should be moved up to August. <i>This is the only value that is editable after saving.</i>
Loan Balance	Calculated automatically. When this becomes 0 it will be possible to delete the record.
Deduction Amount	This amount will be deducted at the next repayment date, during loan processing.
Total Instalments	Number of times or how many months repayment will be made.
Instalment Balance	Number of times or how many months repayment still remains.

3.4.5.3. Members - Deposits

Date	The date of the deposit, or the opening balance date for old deposit.
Interest Amount	This may be calculated from Interest Rate.
Interest Rate	The interest rate for the deposit.
Balance	When this becomes 0 then the row could be deleted.

Exercise 3. Add members (20)

Add yourself as a member with zero registration fee, **D201** as member number, no user id and upload your passport photograph. Add Ade Obi as another member **D202**, using Polaris Bank, with registration fee, and user id. For both be sure to specify *Surname, Forename, eMail, Home Address, Department, Bank, Bank account, Status, Status Date, Membership Date* (first of this month). Submit screenshot of Ade's member form.