

# **AGENT BANKING RECORDS SOFTWARE**

## **USER GUIDE**

**2<sup>ND</sup> FEB 2022**

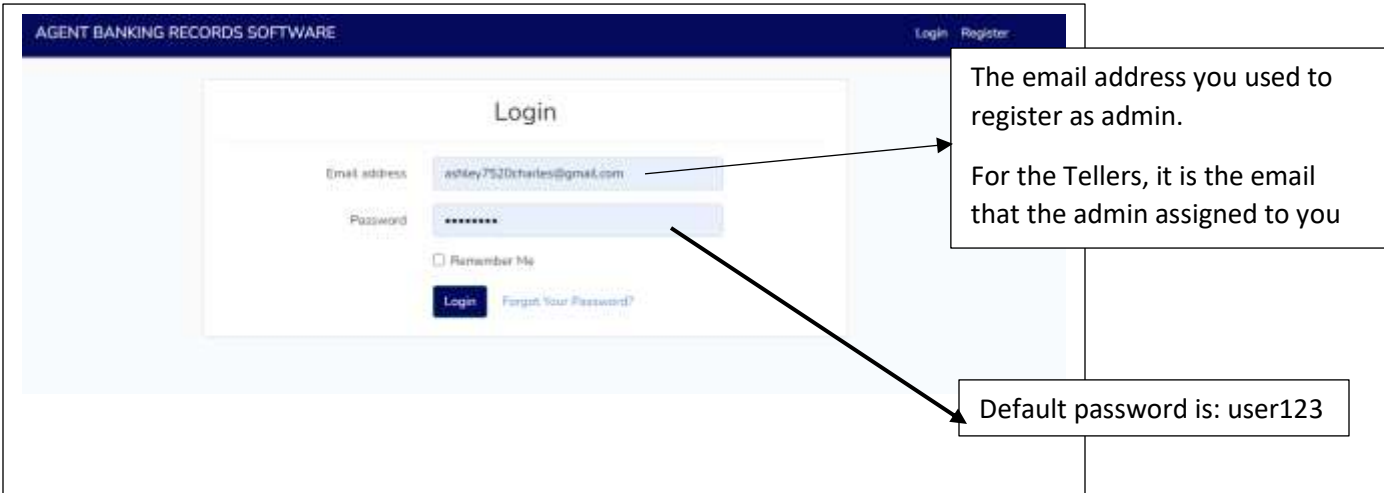
## Table of Contents

<b>1.0. Introduction</b> .....	3
<b>2.0. How to create a partner company</b> .....	4
<b>3.0 How to create an account</b> .....	5
<b>3.1 Creating commission structures</b> .....	5
<b>3.2. Creating an Investment</b> .....	7
<b>3.3. Creating expenses</b> .....	7
<b>4.0 Making transactions</b> .....	8
<b>5.0 creating other users</b> .....	9

# 1.0. Introduction

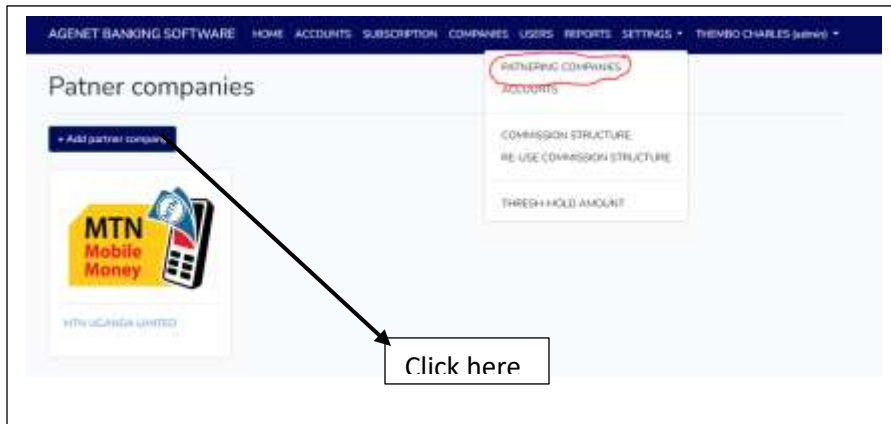
This is an agent banking software, it is written to store the records of people that do agent banking for Telecom and Banks and any other business. It also helps the owner to know how much commissions are accumulating as transactions are going on, it's a replica of the books that they use, it can help the owner to know how much float and cash is in each account at any time of the day.

Visit <https://agent.co.ug/>

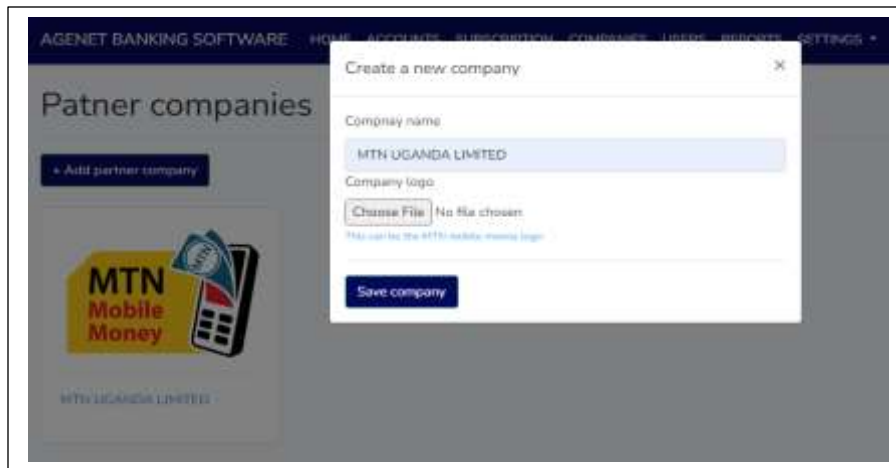


## 2.0. How to create a partner company

A partner company is like MTN Uganda Limited, DTB bank, Centenary Bank, etc.



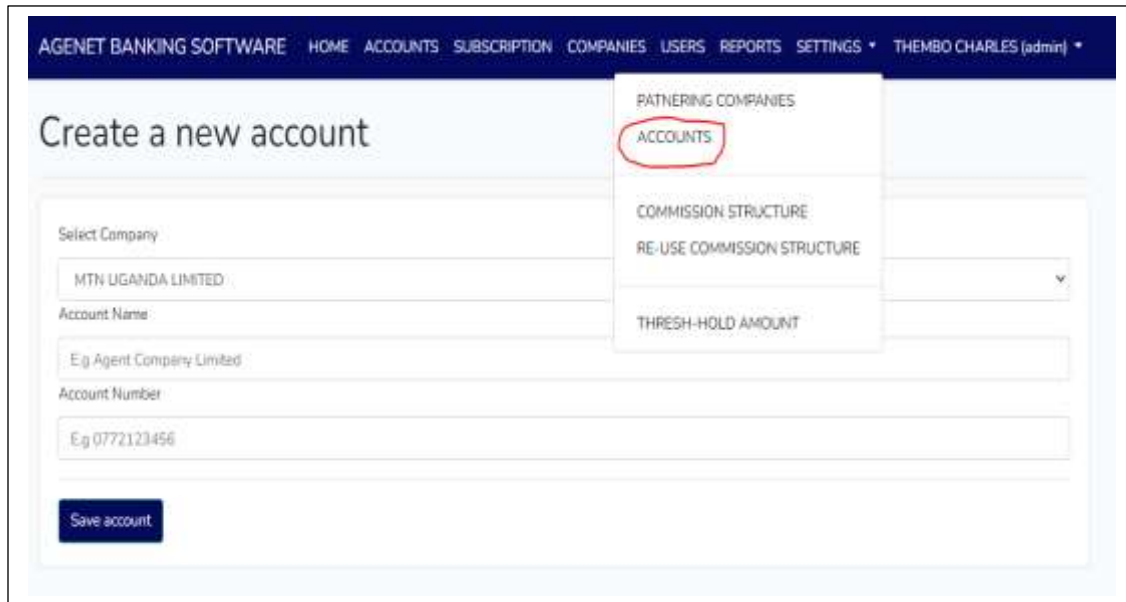
Step: 1



Step: 2

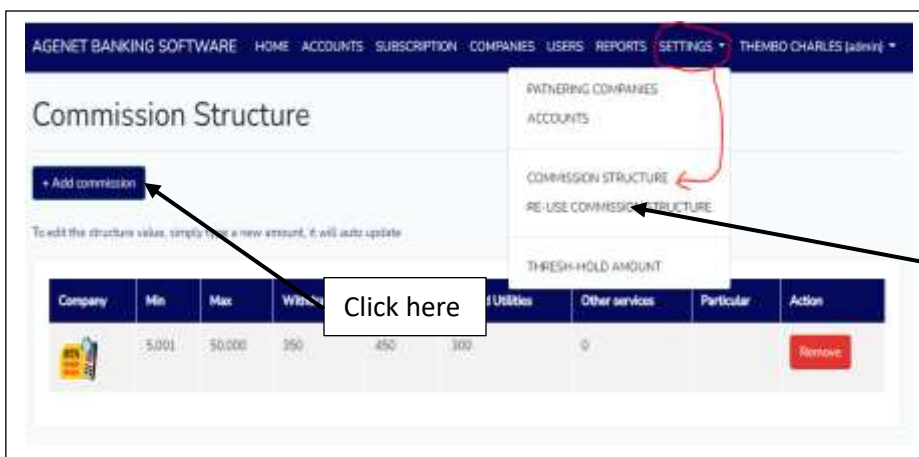
### 3.0 How to create an account

An account is a number that belongs to that company. For example the MTN mobile money Line, the Centenary Bank account, etc. A person may have more than one account under one company. An account name is the name under which a particular account is registered. The name that shows in transaction SMS. You may choose to use a different account name as long as you will not be misled by the naming



### 3.1 Creating commission structures

A commission structure are ranges of money for which a certain amount of commission is given after a particular transaction. E.g. If you make a withdraw of UGX 50,000 you get a commission of UGX 450



If a company has the same commission structure like an already created company, you can simply re-use the settings for the already created.

All accounts under that company obey the same commission's settings

**AGENET BANKING SOFTWARE**

### Commission Structure

5% of amount less than UGX 5,000 is automatically taken as commission

Select companies

MIN UGANDA LIMITED

Minimum: \_\_\_\_\_

Maximum: \_\_\_\_\_

Withdraw commission:

Deposit commission: \_\_\_\_\_

Bill and utilities payment commission: \_\_\_\_\_

Select service: \_\_\_\_\_

Other services (flat commission) They do not have a min or max amount

Company	Min	Max
MIN UGANDA LIMITED	500	5,000

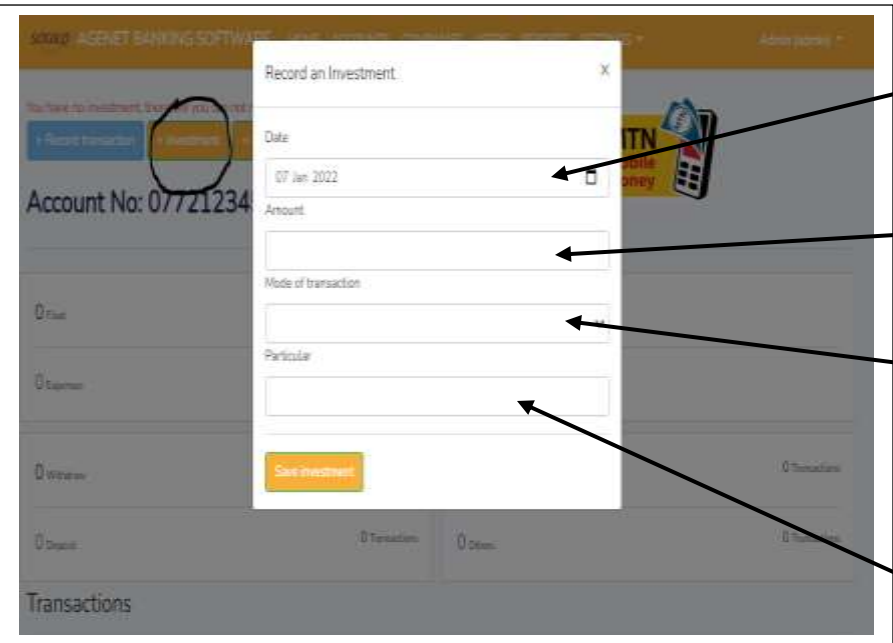
**Annotations:**

- Select a company
- The lower amount
- The upper amount
- The commission on withdraw
- Commission on Deposit
- The commission if it's a utility, e.g. YAKA
- For these ones you do not need to provide Min or Max amounts. They have a flat commission.

NB: Make sure you do not skip a range of amounts while setting up the commissions.

### 3.2. Creating an Investment

An investment is money that you are putting in your business, it can be in form of cash or in form digital (float). If you have no investment, you cannot make a transaction



The date you have invested this money

The amount you have invested

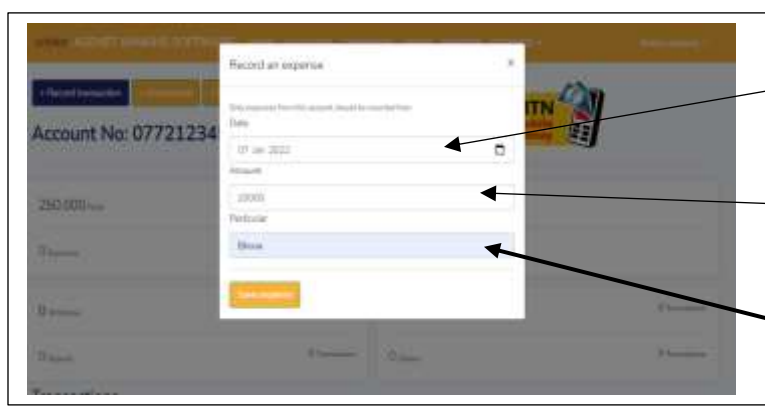
If its float chose digital, if it is cash choose cash. **(Very Important)**

This can be the source of the money

**NB: Investment records made by the admin are verified by default, but those made by the teller require that the admin approves them before they can take effect**

### 3.3. Creating expenses

If money leaves the account without going through the transaction procedure, it should be recorded as an expense. For example if you are using cash to buy float, first record it as an expense, and when you receive the float, you record it as investment. Or if you use money to buy food or any other thing. Do not record and expense that is not from the account money, all money recorded as expenses MUST have been investment at a certain time otherwise you have negatives.



Date of expense transaction

Amount of money expended

Any narrative related to this expense

## 4.0 Making transactions

**Amount being transacted**

**Transaction type.**

**Bank name.**  
NB: Choose this option if you are making a DTB transaction

**A/c No. of the customer depositing or withdrawing.**  
NB: Recorded only for bank transactions

**The phone number of the customer making the transaction**

**Name of the customer making the transaction**

**Other services**

**If the transaction type selected is "Others", then you should select ones of these options**

**If the transaction type selected is "Bills and Utilities", then you should provide the name of the transaction, e.g. UMEME or WATER, or AIRTIME, etc.**

SOUKO AGENT BANKING SOFTWARE

Record new transaction

Amount\*

Transaction type\*

Choose bank name

Bank account number

Customer Phone number\*

Customer name

Transaction id

Particular

Other services

Save TRANSACTION



## 5.0 creating other users

Outside the admin, other users (the tellers) can also interact with the system, the only thing that they see and work with are the accounts that are assigned to them, they can also record investments and expenses but those have to be approved by the admin.

The screenshot shows the 'Create new user' interface in the SOUKO AGENET BANKING SOFTWARE. The top navigation bar is orange and contains the following items: SOUKO AGENET BANKING SOFTWARE, HOME, ACCOUNTS, COMPANIES, **USERS** (circled), REPORTS, and SETTINGS. The user is logged in as 'Admin (admin)'. The main content area is titled 'Create new user' and contains a form with the following fields:

- Name: Teller 1
- Username: teller1
- User type: Cashier (dropdown menu)
- Select accounts: DEMO ACCOUNT LIMITED (selected in a list)

A 'Save user' button is located at the bottom of the form.