SHE Technologies

A Software, Web Development & Consultant Co.

Sales Management System (SAMS)
User Manual

Ver 5.6

Dated Apr 07, 2021

SHE Technologies

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1. SAMS User Guide

1.1. Member Registration (Booking)

Systems → Developers Management → Member Registration

- write new registration no. **(1122)**
- Enter member information i.e**. (CNIC, Name, Address Etc**.)
- Select Payment Plan i.e. (**5MR**)
- Total Price **(1600,000)** and
- Booking Amount **(480,000)**
- Net Price (**1,600,000**)
- Other Payment Section with due dates
  (Booking **480,000**, Half Yearly **2 x 200,000**, Possession **300,000,** installments **10 x 42,000)**
- Other Payments + Installments Total must be equal to Net Price
  480,000 +200,000+200,000+300,000+ 420,000 = 1600,000

1.1.1. Generate from Payment Plan

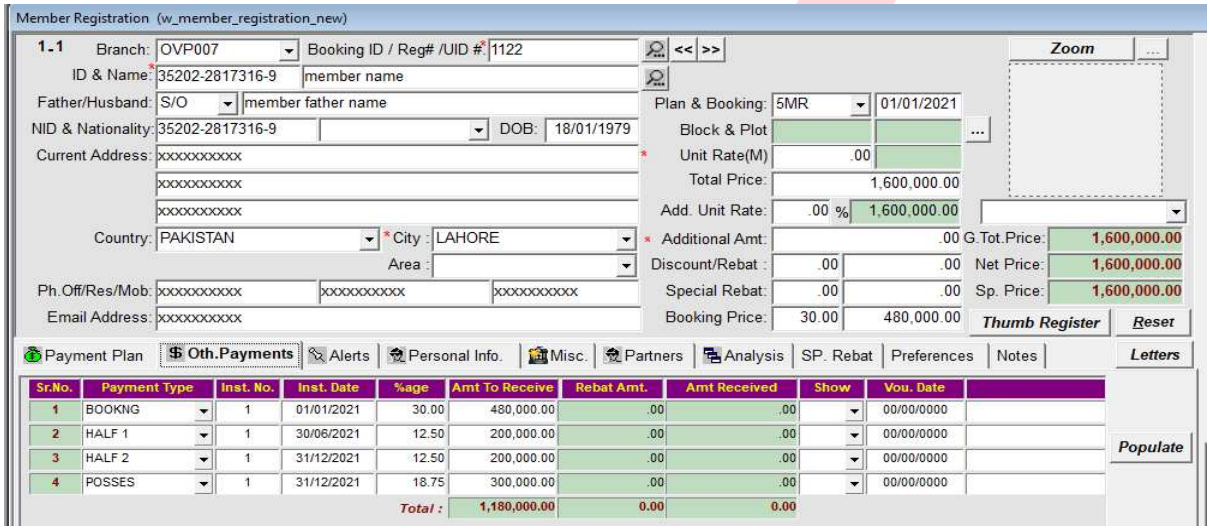
it will populate all installments according to parameters (payment schedule). i.e. if you defined in payment schedule 36 installments then it will make 36 installments on click this button.

1.1.2. Generate Special Plan

You can make customize plan for any member using generate special plan button.

- Enter Start Date (1st installment date)
- No. of installments
- Total Amount of installments i.e. 420,000 (42000 x 10)

Click Button – Save



Payment Plan | Oth.Payments | Alerts | Personal Info. | Misc. | Partners | Analysis | SP. Rebat | Preferences | Notes | Letters

Inst. No	Inst. Date	%age	Inst. Amount	Rebate	Received Amt	Remarks
1	19/03/2021	.00	42,000.00	.00	.00	
2	19/04/2021	.00	42,000.00	.00	.00	
3	19/05/2021	.00	42,000.00	.00	.00	
4	19/06/2021	.00	42,000.00	.00	.00	
5	19/07/2021	.00	42,000.00	.00	.00	
6	19/08/2021	.00	42,000.00	.00	.00	
7	19/09/2021	.00	42,000.00	.00	.00	
8	19/10/2021	.00	42,000.00	.00	.00	
9	19/11/2021	.00	42,000.00	.00	.00	
10	19/12/2021	.00	42,000.00	.00	.00	
	Total =>		420,000.00	0.00	0.00	

Start Date :: 01/01/2021
Generate from Payment Plan

Start Date: 19/03/2021
Frequency: 1 Month Later
Tot. Inst. 10
Inst. Amt : 420,000
Generate Special Plan
Repeat 1st Amt | Reset

1.1.3. From-1 (Account statement)

Reports New → 10-02-01

After enter booking you can give print of account statement to your client.

Member Information

Registration No: 1122
CNIC No. 35202-2817316-9
Member Name: 1. member name
S/O : member father name
Address: xxxxxxxxxx
xxxxxxxxxx
xxxxxxxxxx
LAHORE PAKISTAN
Mobile , Ph. Off/Res. : xxxxxxxxxx , xxxxxxxxxx , xxxxxxxxxx

Account Statement

File/Plot Information

Block Name:
File/Plot No.:
Type: Residential-
Payment Code: 05 Marla Residential
Street # :
Category : 5MR
Actual Size :
Booking Date: 01/01/2021

Payments Detail

Total Price : 1,600,000 Discount Amt : 0 Net Price : 1,600,000 Receive Amount : 0
Waive Amt : 0 PDC Amount : 0 Hold Amount : 0 Outstanding Amt. 1,600,000 Over Due Amt: 480,000

Payment Desc	Inst No	Date	Due Amt.	Rebat / Adj	Recv. Amt.	O S Amt	Surcharge
Booking	1	01/01/2021	480,000	0	0	480,000	0
Installment	1	19/03/2021	42,000	0	0	42,000	0
Installment	2	19/04/2021	42,000	0	0	42,000	0
Installment	3	19/05/2021	42,000	0	0	42,000	0
Installment	4	19/06/2021	42,000	0	0	42,000	0
1st Half Yearly	1	30/06/2021	200,000	0	0	200,000	0
Installment	5	19/07/2021	42,000	0	0	42,000	0
Installment	6	19/08/2021	42,000	0	0	42,000	0
Installment	7	19/09/2021	42,000	0	0	42,000	0
Installment	8	19/10/2021	42,000	0	0	42,000	0
Installment	9	19/11/2021	42,000	0	0	42,000	0
Installment	10	19/12/2021	42,000	0	0	42,000	0
2nd Half Yearly	1	31/12/2021	200,000	0	0	200,000	0
Final Land Payment	1	31/12/2021	300,000	0	0	300,000	0
		Sub Total :	1,600,000	0	0	1,600,000	0
		Grand Total :	1,600,000	0	0	1,600,000	

Report 10-05-01

Registration Wise Detail

Date : 19/02/2021 15:05:50
Print By : SU

ID No. To ZZZZZZZZZZ
Registration From : 1122 To 1122
Booking Date From: 01/01/2016 To 19/02/2021 Finalize Status: ALL
Payment Plan : ALL Registration Status: ALL Block : ALL

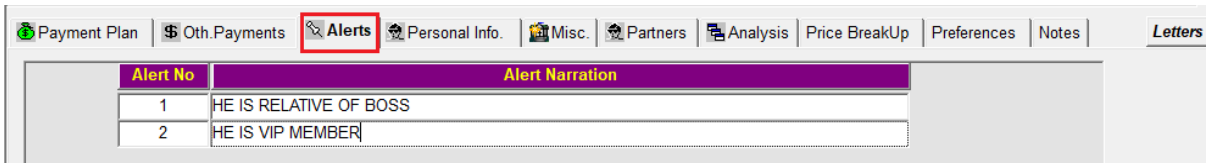
Sr. No.	Booking Date	Reg. No	Member Name	ID No.	Pay.Code	Plot No.	Plot Type	Total Price	Add. Price	Discount	Net Price	Status
1	01/01/2021	1122	member name	35202-2817316-9	5MR	-		1,600,000	0	0	1,600,000	Normal
							Total :-	1,600,000	0	0	1,600,000	

1.2. Member Registration (Non-Financial Information)

Systems → Developers Management → Member Registration – Changes Non-Financial

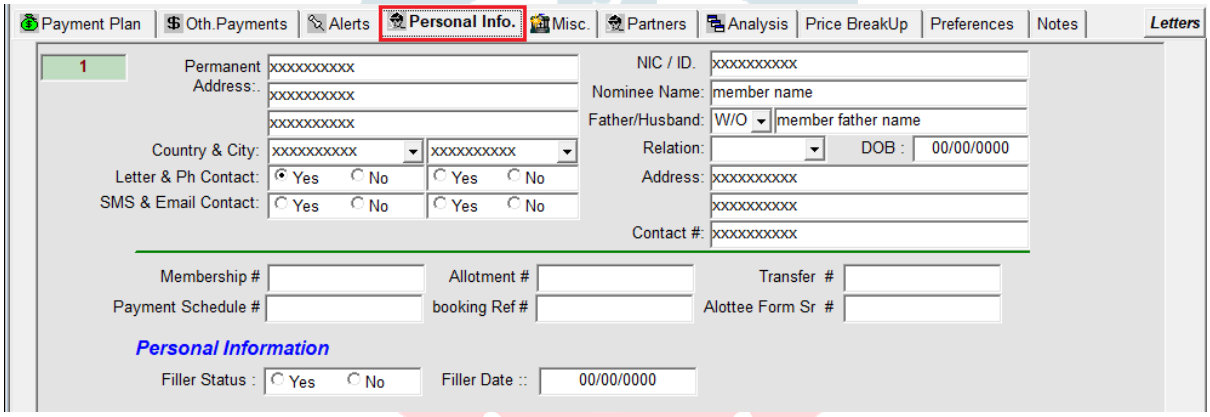
1.2.1. Alerts

Alert will popup this information to users at different stages



1.2.2. Personal Information

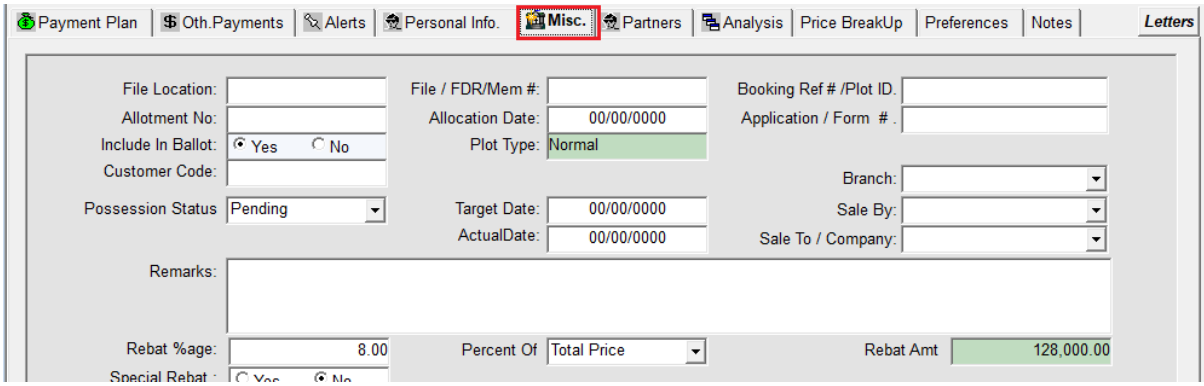
- You can add all personal information for member's file
  i.e. Permanent Address, Nominee information
- Letter & Ph Contact (Yes/No)
  (Click "No" to Skip Print of letters of this member just when bulk printing)
- SMS & Email Contact (Yes/No)
  Click "No" to Skip SMS to this client when sending SMS from software.



1.2.3. *Misc. Information*

Use for different miscellaneous information

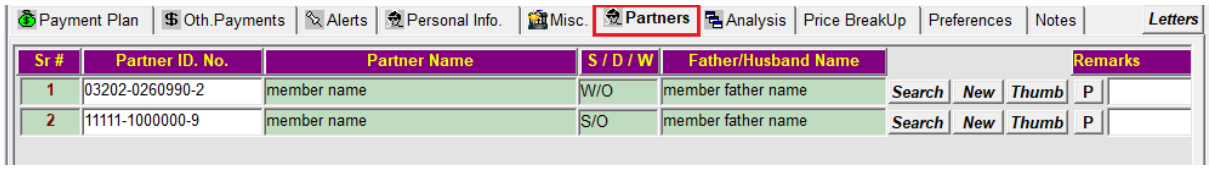
- Include in Ballot (Yes/No) – Mark Yes if you want to add this file in balloting
- Possession Status – (Done / Pending)



1.2.4. Partners Information

In case of more than one owner of a file, you can add subsequent partners.

- Click Add new line Button or Press (Ctrl + N)
- Click Button "New" + Add Member's Information + Save + Close
- Click Button "Search" Select Partner to Enter
- Click "P" Button for Select Partners Picture.

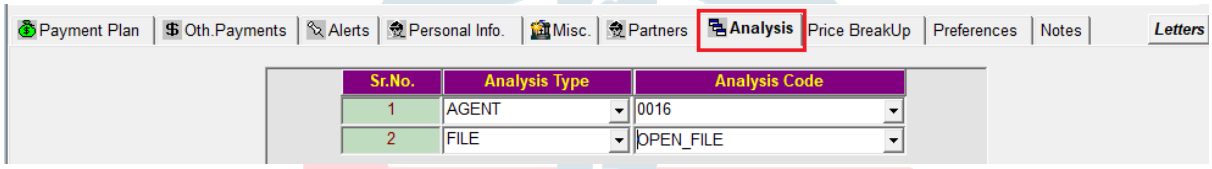


1.2.5. Analysis Code

Add Multiple analysis to catagorize the files for different reports and letter printings

(see admin guide session to add parameters for analysis code).

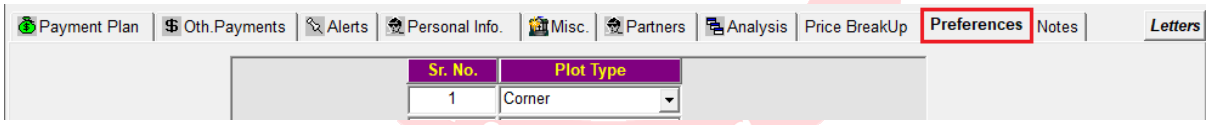
- Click New Line Button (Ctrl + N) + Select analysis code



1.2.6. Preferences

You can set plot preference (Corner, Park-face). It will be corner plot in balloting.

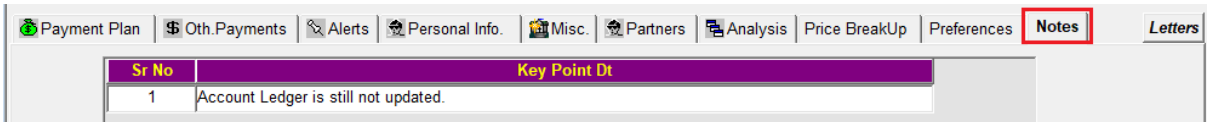
- Add New Line (Ctrl + N) + Save



1.2.7. Notes

You can add Member Notes for any file.

- Add New Line (Ctrl + N) + Save



1.3. Attach Pictures

Open file **d:\she\developers\developers.ini** (on Local Machine) and check the **docs folder** path i.e. **s:\developers\docs** in below screenshot.

- After save booking, you can see member registration folder in docs (auto created) folder S:\developers\docs\RD0004\RG-0001
- Format of all images should be .jpg format
- Fixed Names are:
  1-p (Person 1)
  2-p (transferred to Person 2)
  1-b (Person 2 before transfer) i.e. transfer draft stage
  RG-0001-1-p-partner1.jpg (Partner of Person 1) i.e. Reg_no. + person no. + partner no

This is screenshot of developers.ini file, you can see **docs folder** path here

```
[connection]
dbms="MSS (Msoft) SQL Server 6.0"

servername = server
database   = your_db_name

logid      = sa
logpass    = 11

userid     =
password   =
default_branch  = SHE001

members_folder  ='s:\developers\members\'
docs_folder     ='s:\developers\docs\'
letters_folder  ='s:\developers\letters\'
default_folder  ='s:\developers\default\'
```

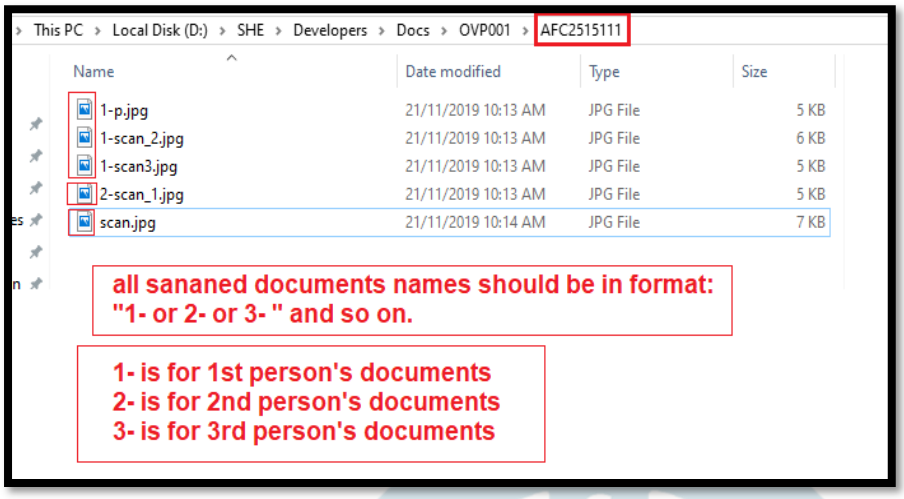
See pictures and fixed names in below folder

RD0004 is branch code folder

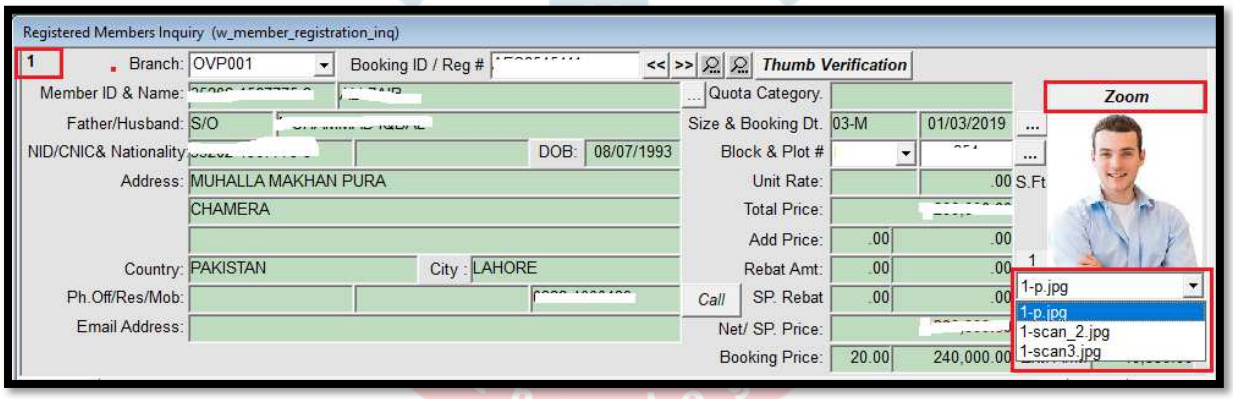
RG-0001 is folder for member's file

1.4. Attach Scanned Documents

All scanned documents starting with 1 will be shown for 1st person and 2 is for 2nd persons documents then 3 and so on…



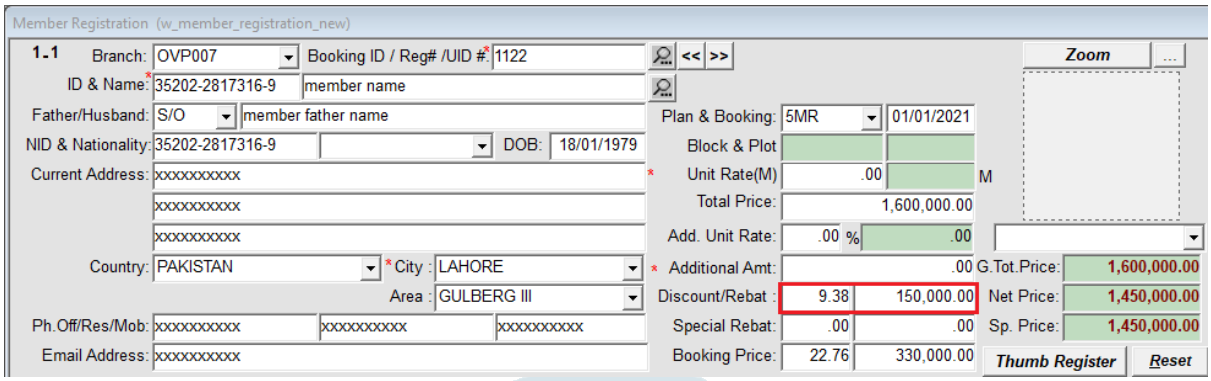
- This is how it will show in software



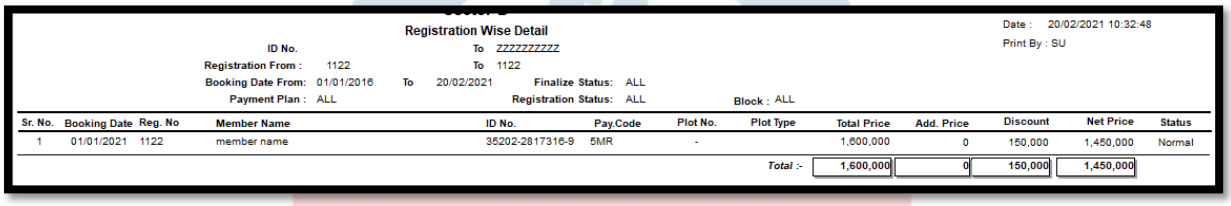
1.5. Rebate / Discount

Systems → Developers Management → Member Registration

You can add discount/rebate amount as rebate / discount. Note that, you can enter receipts for just Net Price 1,450,000



Report 10-05-01



Registration Wise Detail

Date : 20/02/2021 10:32:48
Print By : SU

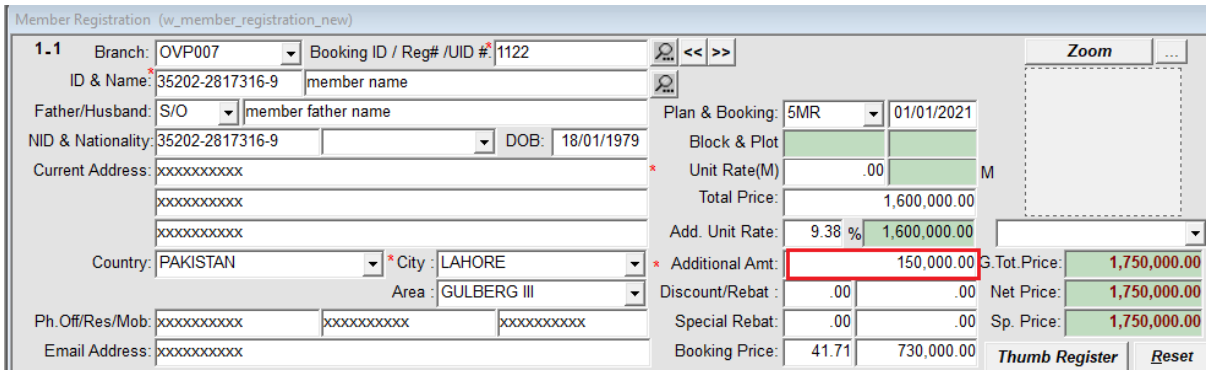
ID No. To zzzzzzzzzz
Registration From : 1122 To 1122
Booking Date From: 01/01/2016 To 20/02/2021 Finalize Status: ALL
Payment Plan : ALL Registration Status: ALL Block : ALL

Sr. No.	Booking Date	Reg. No	Member Name	ID No.	Pay.Code	Plot No.	Plot Type	Total Price	Add. Price	Discount	Net Price	Status
1	01/01/2021	1122	member name	35202-2817316-9	5MR	-		1,600,000	0	150,000	1,450,000	Normal
							Total :-	1,600,000	0	150,000	1,450,000	

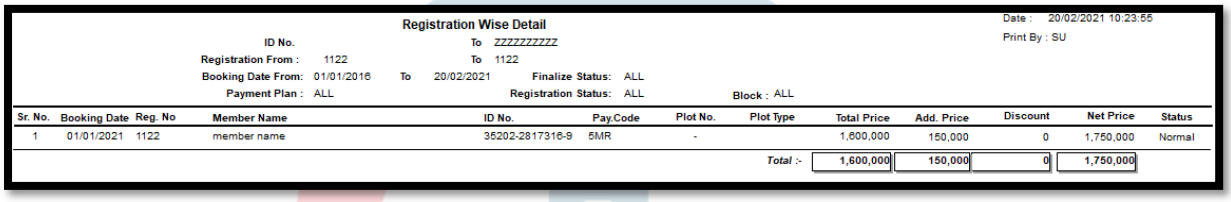
1.6. *Location Price (Corner / Park-face / Main Boulevard)*

1.6.1. Additional amount

You can add location price in total price. As per screenshot you can enter receipt till 1750,000.



Report 10-05-01



Registration Wise Detail

Date : 20/02/2021 10:23:55
Print By : SU

ID No. To ZZZZZZZZZZ
Registration From : 1122 To 1122
Booking Date From: 01/01/2016 To 20/02/2021 Finalize Status: ALL
Payment Plan : ALL Registration Status: ALL Block : ALL

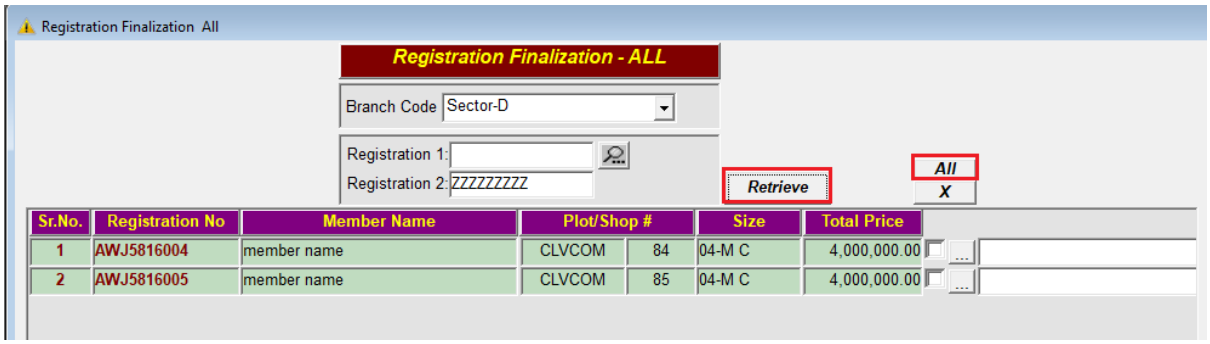
Sr. No.	Booking Date	Reg. No	Member Name	ID No.	Pay.Code	Plot No.	Plot Type	Total Price	Add. Price	Discount	Net Price	Status
1	01/01/2021	1122	member name	35202-2817316-9	5MR	-		1,600,000	150,000	0	1,750,000	Normal
							Total :-	1,600,000	150,000	0	1,750,000	

1.7. Booking Finalize

User can't do changes in Finalized File. Only Non-Financial change all allowed in Finalized File

Systems → Developers Management → Member Registration – Finalize All

Click Button "Retrieve" to show list of un-finalized files.

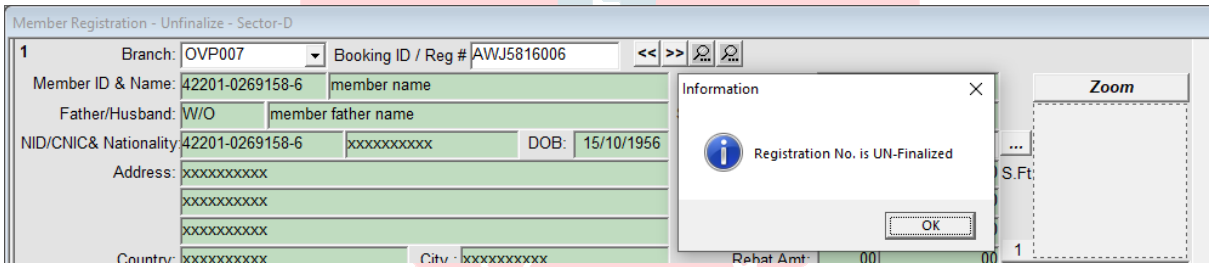


1.8. Booking - Unfinalized

If File is already finalized, then for changing Financial information or change payment plan, user need to un-finalize the file.

Maintenance → Developers → Change & Deletion → Reverse of Finalized member registration

- Select File + Save

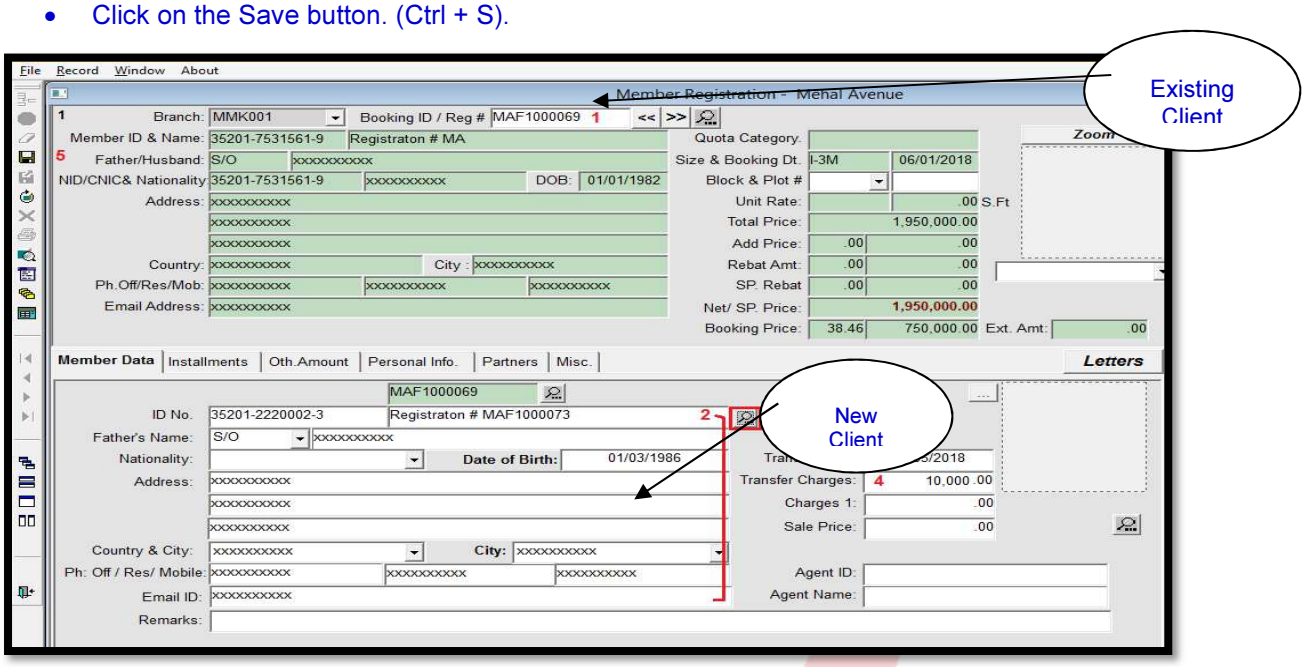


1.9. How to Transfer the File

1.9.1. Transfer Draft:

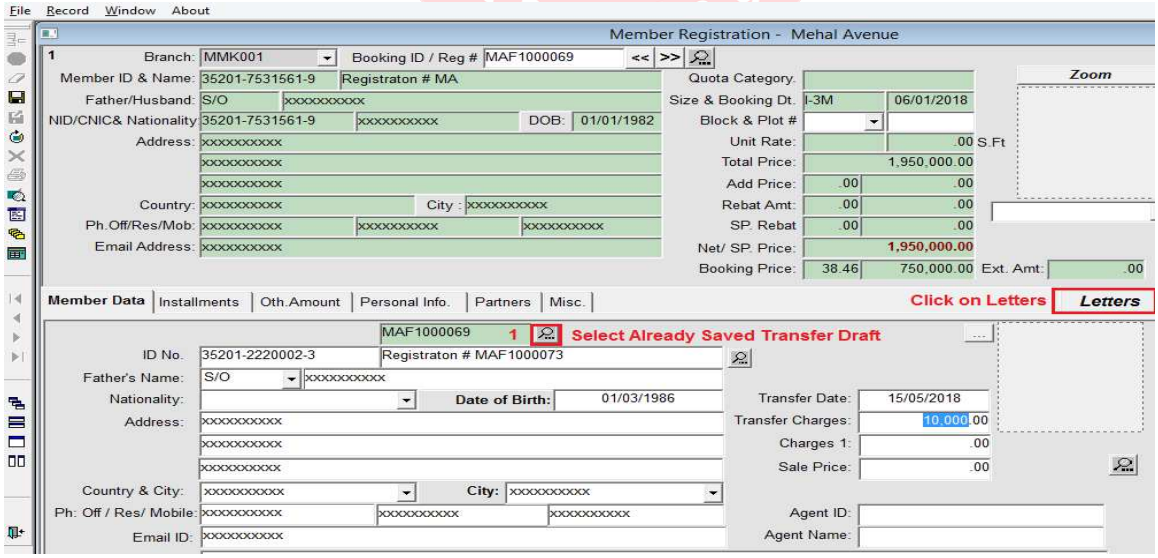
System→ Developer management→ Transfer Draft

- Select "Reg #" (Seller)
- Enter buyer data
- Enter Transfer Date (i.e. 15-05-2018 in below screenshot)
- Enter Transfer changes (i.e. 10,000 in below screenshot) **(Optional)**
- Click on the Save button. (Ctrl + S).

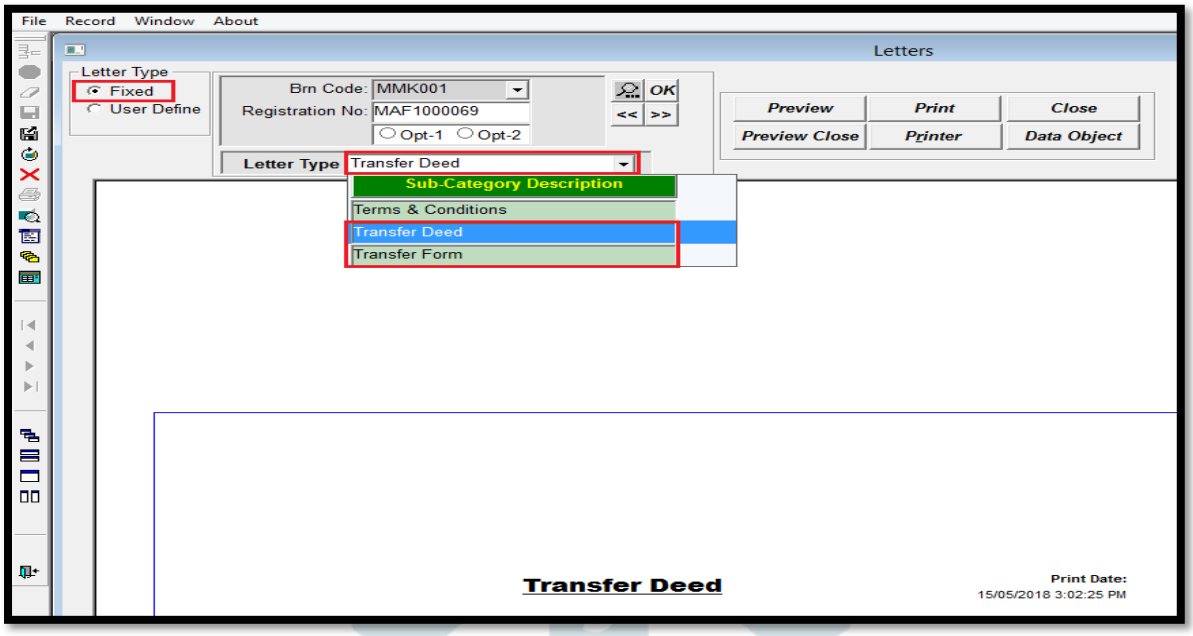


1.9.2. Transfer Letters

- After Save, Select already saved transfer draft
- Click Button "**Letters**"



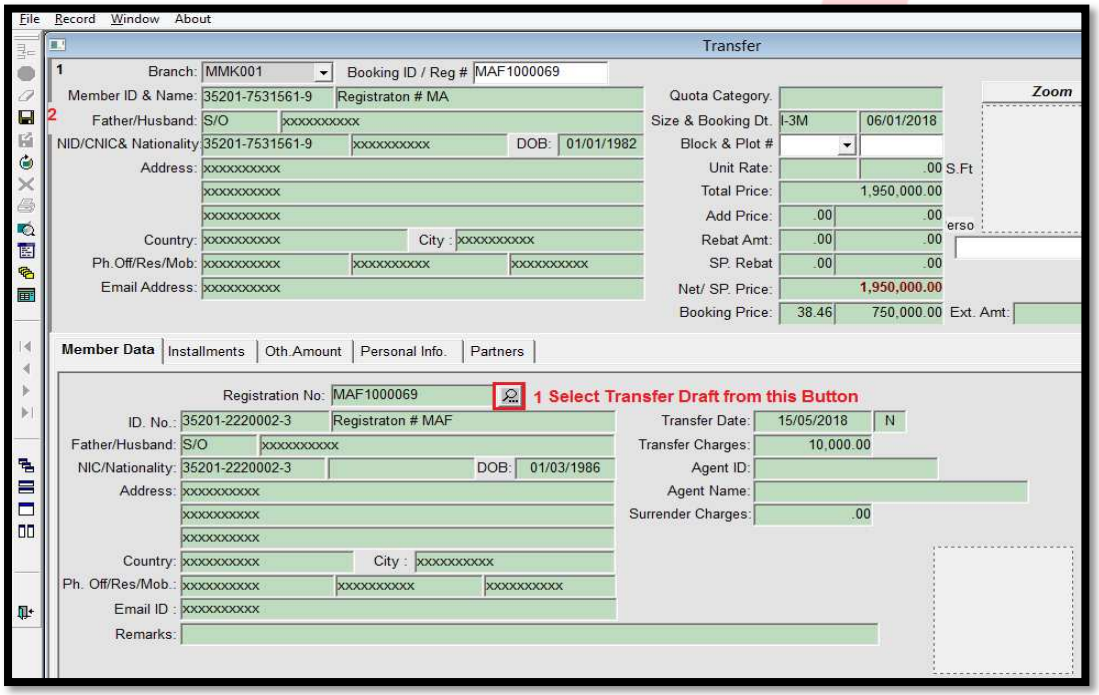
- Print all your letters related to transfer for sign and stamp from buyer and seller.



1.9.3. Transfer Finalization:

System→ Developer management→ Transfer

1- Give the Registration No. that you want to Transfer Finally.
2- Click on the Save button. ***(Ctrl + S).***

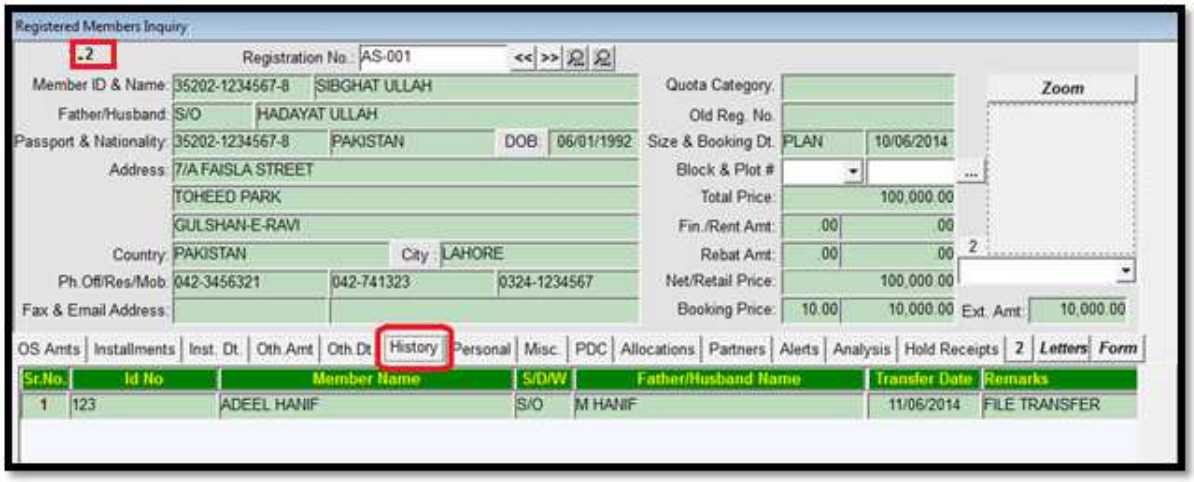


1.9.4. Verify the Transfer is Done?

- Go to Inquiry screen and verify your transfer is done

Inquiries → Developers → Member Registration (Ctrl + I)

- 1st person is showing in history "Adeel Hanif"
- 2nd Person is Now the Seller "Sibghat Ullah"
- It is showing (2) at left top corner, that means files is transferred to 2nd buyer from 1st buyer



1.9.5. Transfer Reversal:

System→ Developer management→ Transfer Cancel/ Reversal

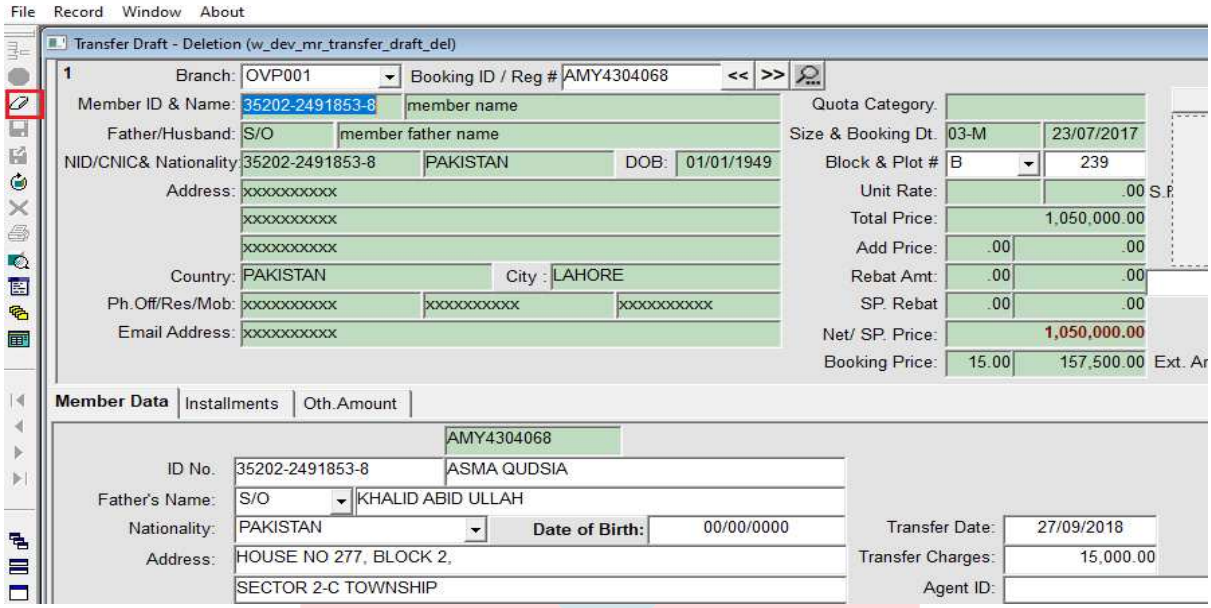
- Select transferred File
- Save (Ctrl + S)
- You can see in inquiry screen top left corner (1), that means this is 1st buyer, because file transfer is reversed.

1.9.6. Delete Transfer Draft

You can delete a transfer draft if you don't want to finalize it in future.

Systems → Developers Management → Delete Transfer Draft

- Select File **Reg #**
- Click **Delete** button (highlighted at top left corner)



1.10. Allocation / De-allocation of Plot

You need to have map / plot details entered in software. Then you can allot the plot to file / member.

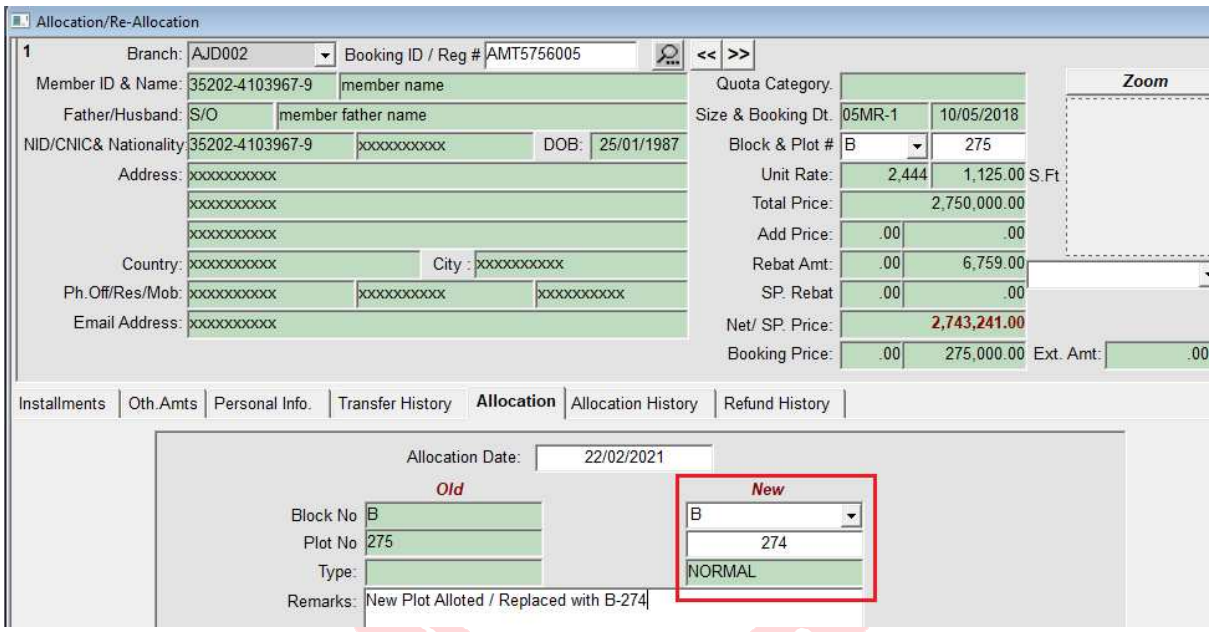
1.10.1. Allocation (Plot Allotment)

After Allocation plot status will be "**booked** / sold"

System→Developer→Allocation of Plot/Shop/Apt/Office (Ctrl + A)

- Select File (Registration No.)
- Enter Plot information in New (B-274 in below screenshot)

Using Plot allocation option, you can replace allocation with new allocation (i.e. change plot # B-275 to B-274 in below screenshot), as well as you can allot plot if already not allotted.

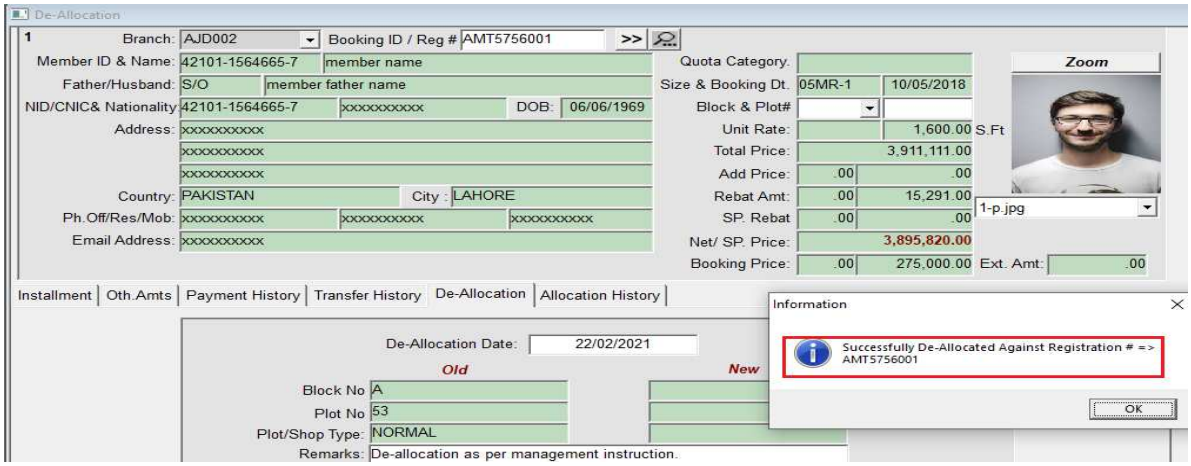


1.10.2. De-Allocate of Plot

Using this option, you can de-allocate the plot from file. After deallocation plot status will be "**available**"

System→Developer→De-Allocation of Plot/Shop/Apt/Office

- Select Reg # + Enter Remarks + Save



1.11. Cancellation & Reactivation of File/Plot/Shop

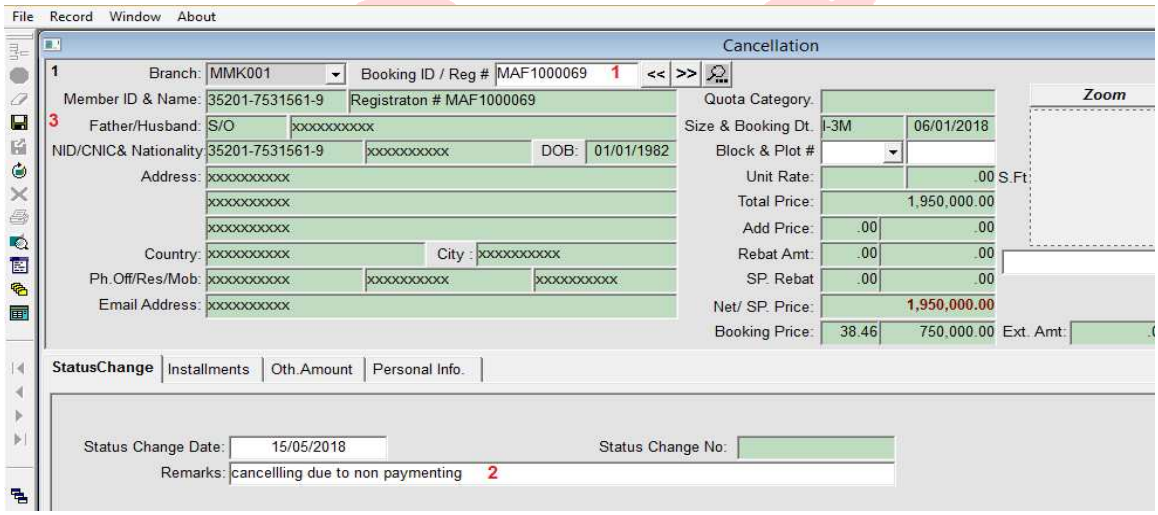
You can cancel and re-activation file due to payment recovery and management functions. Cancelled file can re-activated.

1.11.1. Cancellation

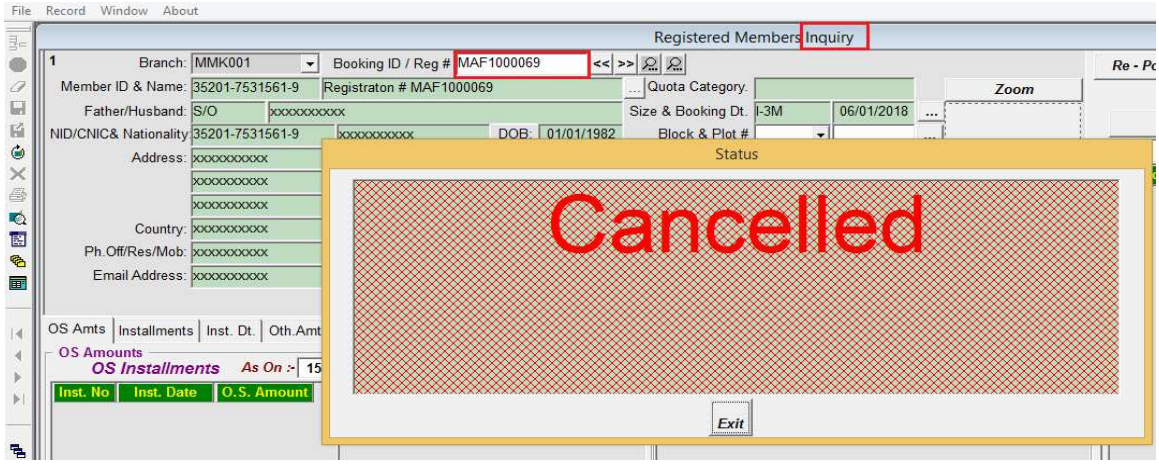
This option can be used for propose of Plot/Shop Cancellation. If your existing client are not paying his Installments ore other dues then you have right to cancel his file. You can use this option for different propose. At this window as you are seeing below you will enter the requisite registration no and enter the Remarks relating with file cancellation and press save button. File will be mark as "Cancel".

System → Developer Management → Cancellation

- Select Reg #
- Enter Cancel Date + Remarks
- Save
  After Cancellation File Status will be "**Cancelled**"



- This is how it will pop to you when user will access the file.


File Record Window About
Registered Members Inquiry
Branch: MMK001
Booking ID / Reg # MAF1000069
Member ID & Name: 35201-7531561-9
Registraton # MAF1000069
Quota Category.
Zoom
Father/Husband: S/O
Size & Booking Dt. I-3M 06/01/2018
NID/CNIC& Nationality 35201-7531561-9
DOB: 01/01/1982
Block & Plot #
Address:
Country:
Ph.Off/Res/Mob:
Email Address:
Status
Cancelled
Exit
OS Amts
Installments
Inst. Dt.
Oth.Amt
OS Amounts
OS Installments
As On :-
Inst. No
Inst. Date
O.S. Amount

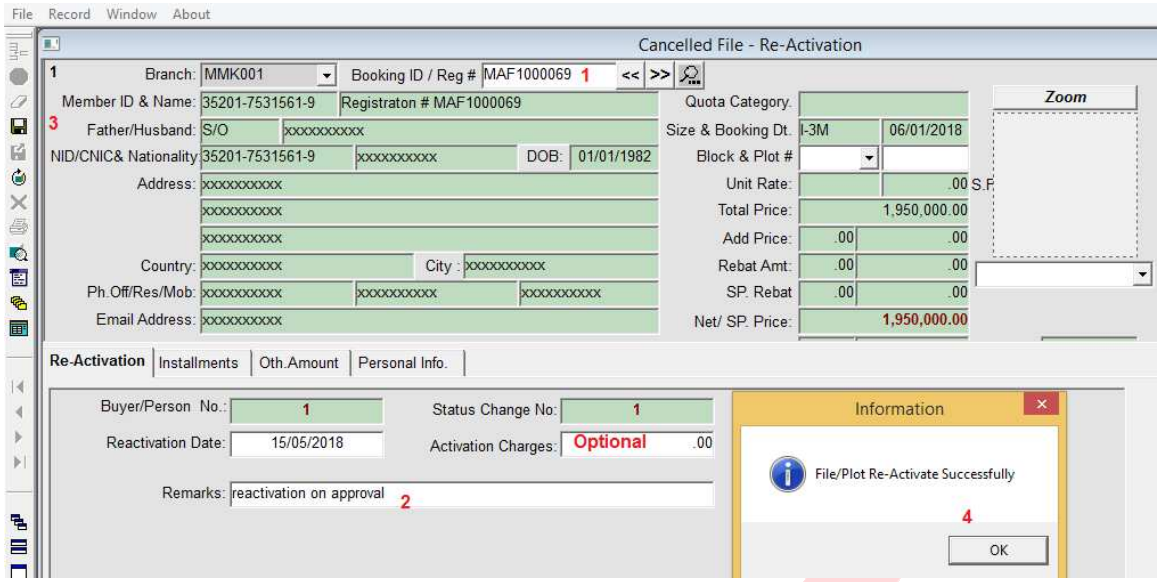
1.11.2. Re-activation

System → Developer Management → Re-Activation

After Cancellation you have also option to Re-Activate the File/Shop Data. At the Re-Activation window you will enter the Requisite Registration No. and Remarks if any and press the Save Button. System will automatically reactivate the File/Shop or your Client Data as you are seeing below.

- Select Reg #
- Enter Re-activation Date + Re-activation Charges + Remarks
- Save

After Save - You can enter receipt for re-activation charges received from customer, and file status will be "**Normal**"



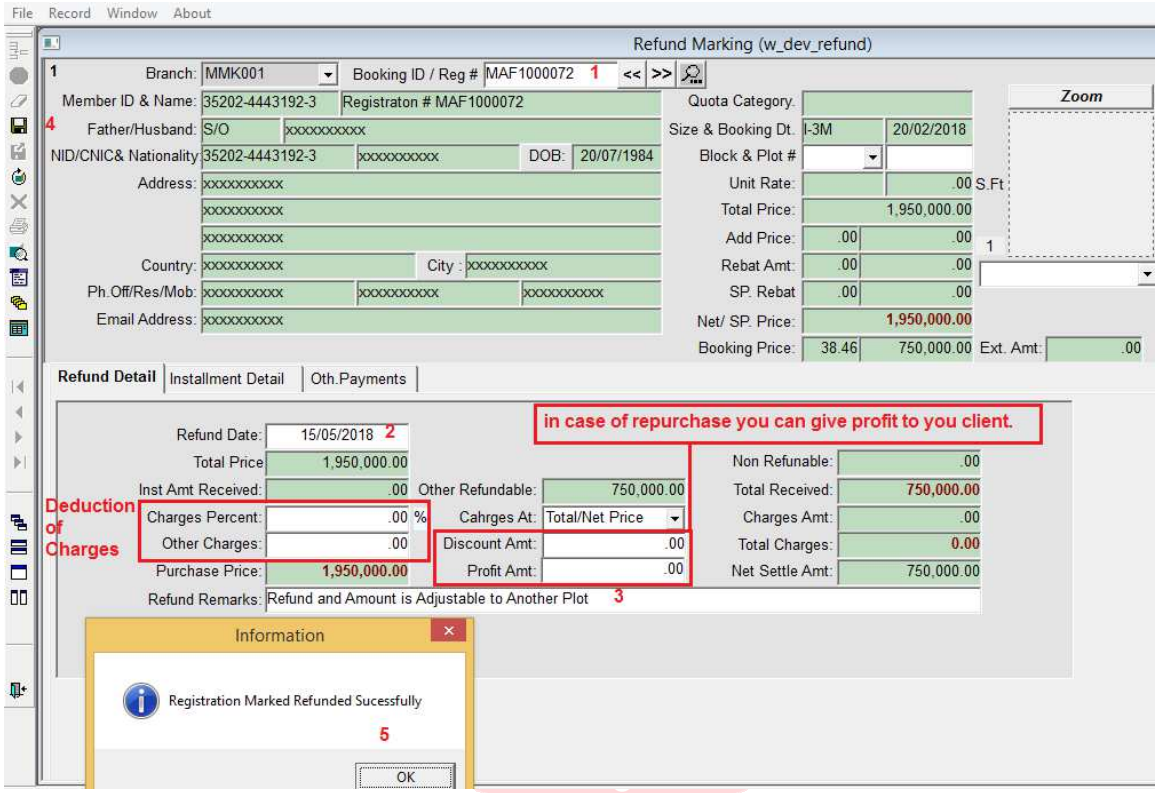
1.12. File Refund Settlement

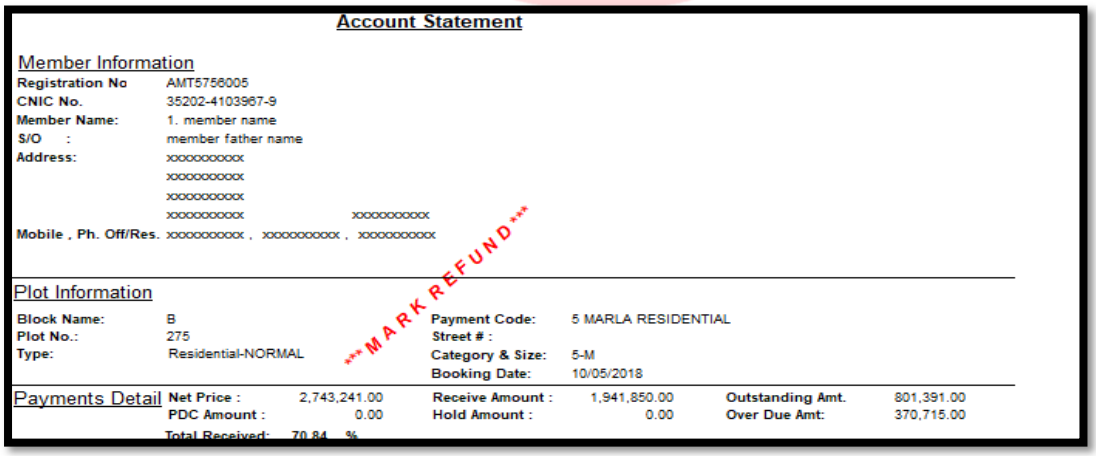
Refund of file has two steps, first you mark it as refund, then you need to finalize to done the refund process.

1.12.1. File Mark Refunded

System → Developers Management → Refund/Settlement. marking

- Select Reg #
- Enter Charges **(Optional)**
- Enter Remarks + Save





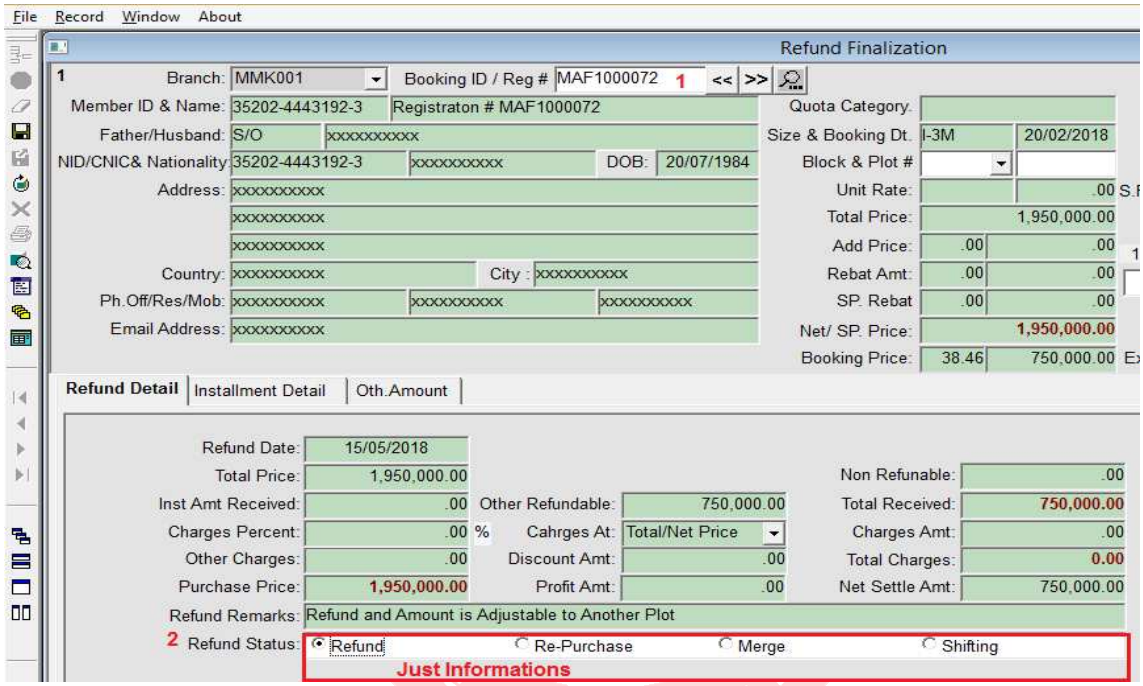
1.12.2. File Refund Finalize

You need to finalize refund to complete refund process.

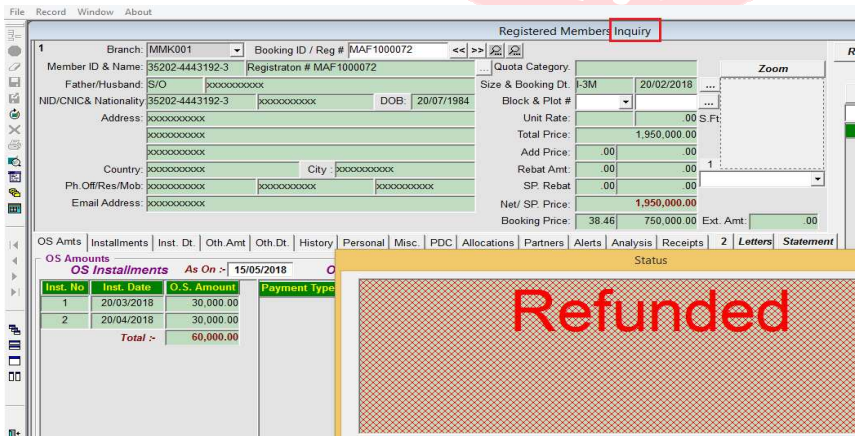
Systems → Developers Management → Refund/Settlement Finalization

- Select Reg#
- Select Hard Coded Remarks
- Refund
- Re-Purchase
- Merge
- Shift

Further consequences of (Refund, Re-Purchase, Merge, Shift) are same.



This is how it will pop up in inquiry screen



1.12.3. Refund Reversal

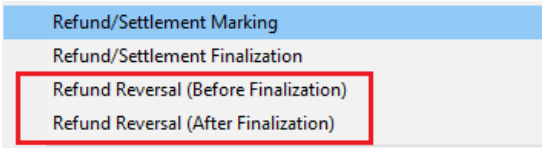
You can reverse the refund process.

Systems → Developers Management → Refund Reversal (Before Finalization)

- Select Reg # + Save

Systems → Developers Management → Refund Reversal (After Finalization)

- Select Reg # + Save



1.13. File Refund – Further Procedures

If you have **already entered some receipts in Refunded File**. Then You can do then below

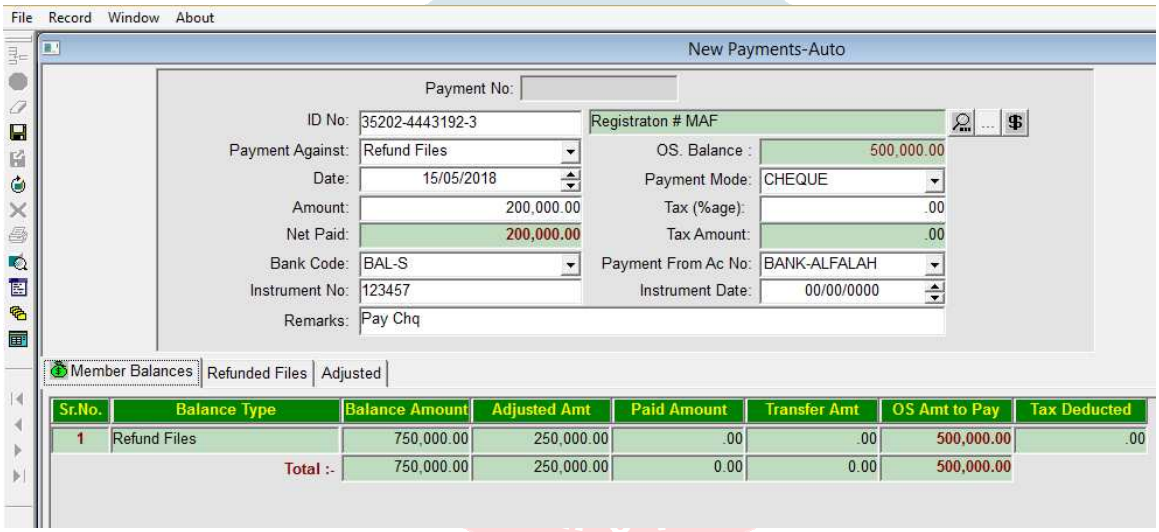
- Pay cash / cheque to customer
- Adjust Balance in client's another File
- Balance Transfer

1.13.1. OS Balance Pay as Cash / Bank

You can pay client's balance amount in cash / cheque to him after refund this file.

Receipts & Payments → Member & Clients → Payments [Auto Entry]

- Enter CNIC of Member
- Payment Against "Refund Files" (it will show OS. Balance i.e. 500,000 in below screen shot)
- Enter Date
- Select Payment mode
- Enter Cash / Cheque Amount
- Bank Information and Remarks
- Save (Note **Payment No**. after Save)

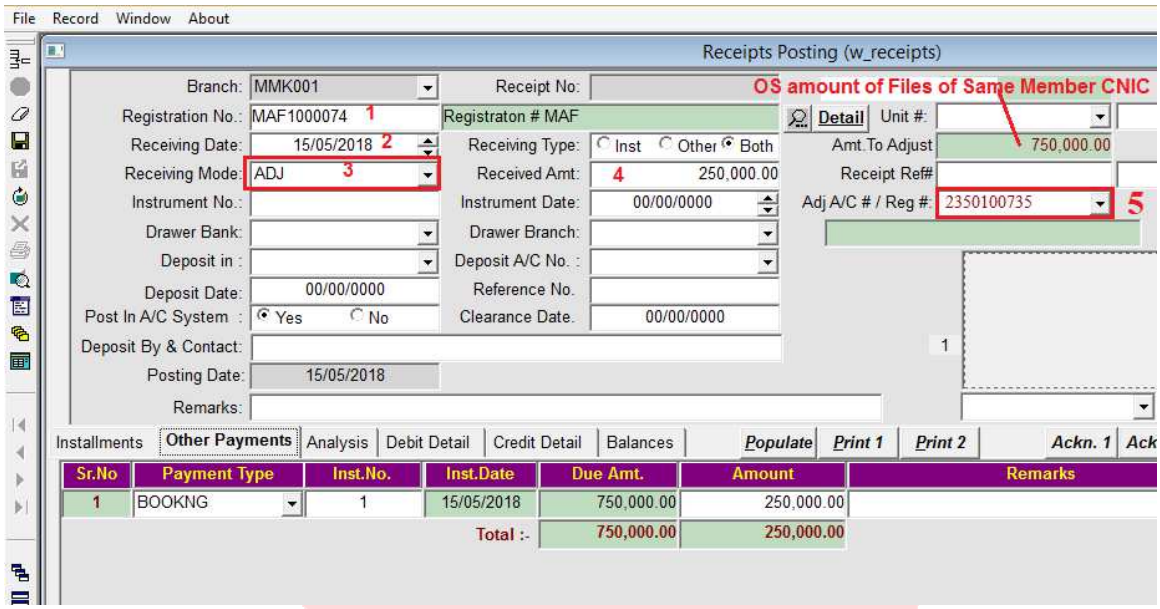


1.13.2. Adjust Balance in Another File of Client

You can adjust refunded file balance in another file

Receipt & Payment → Developers Receipts → Receipts Auto

- Enter receipt in his normal file as below
- Payment Mode "**ADJ**"
- Select **Account no** of Refunded File (i.e. 2350100735)
- Save

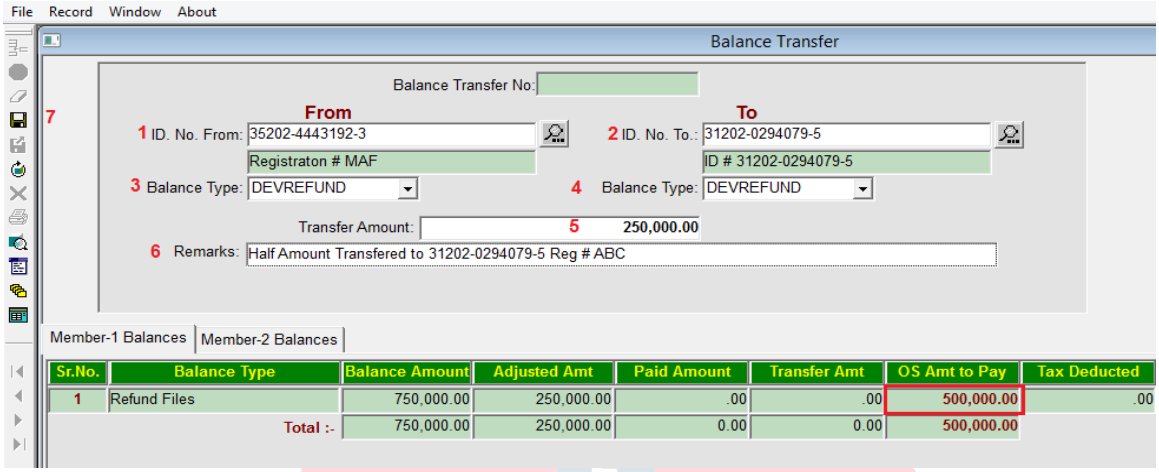


1.13.3. Balance Transfer

If Refunded File's CNIC is Different from his Another File in which you want to Adjust Receipts. Then you can transfer Balance to Other CNIC as.

Systems → Member & Clients → Balance Transfer

- Enter CNIC From, CNIC To
- Balance type "DEVREFUND" to "DEVREFUND"
- Enter Amount + Remarks
- Save

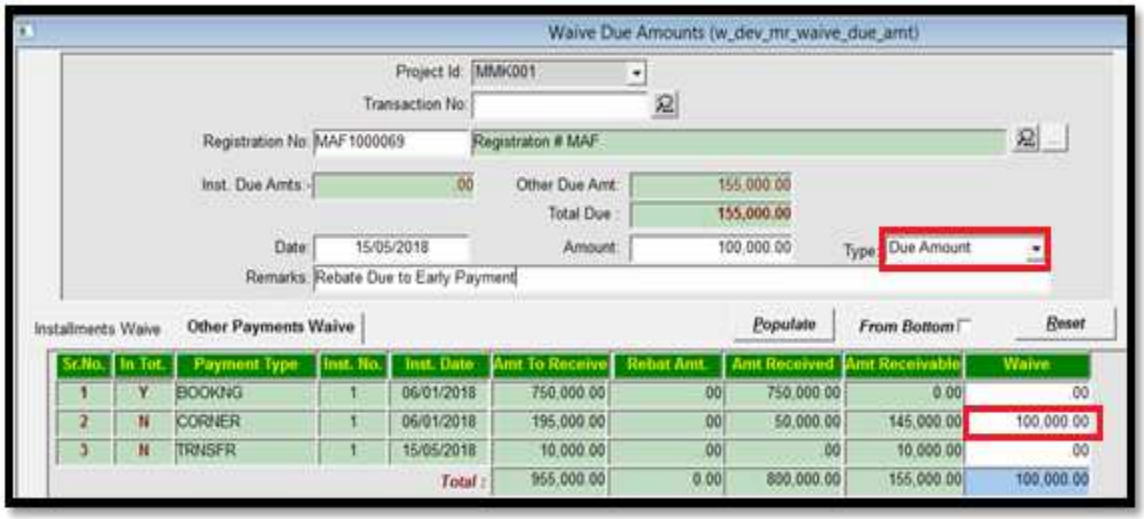


1.14. Waive (Cash Discount)

1.14.1. Waive Entry

Systems → Developers Management → Waive Amounts Misc. Developers → Waive Due Amount

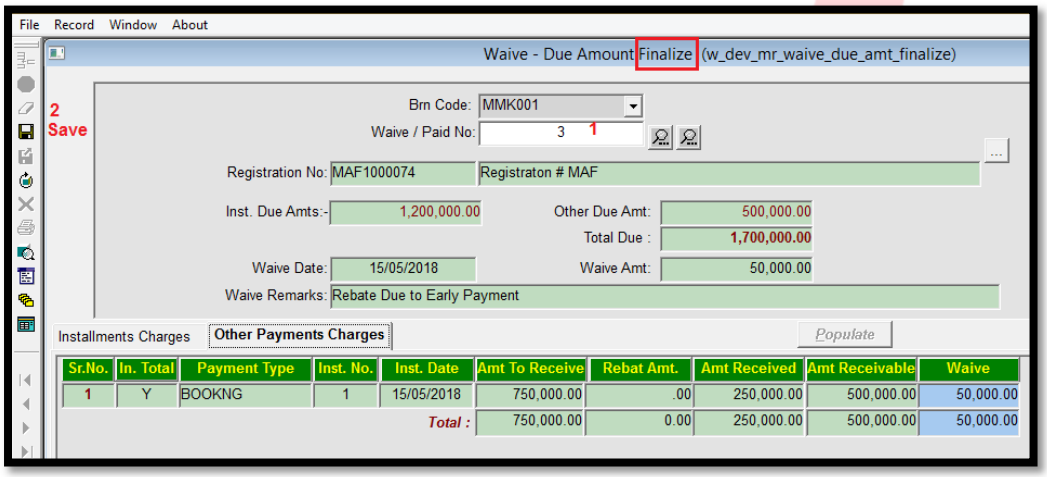
- Enter waive information as below + Save



1.14.2. Waive Finalize

Systems → Developers Management → Waive Amounts Misc. Developers → Waive Due Amount - Finalize

- Enter Waive No + Save



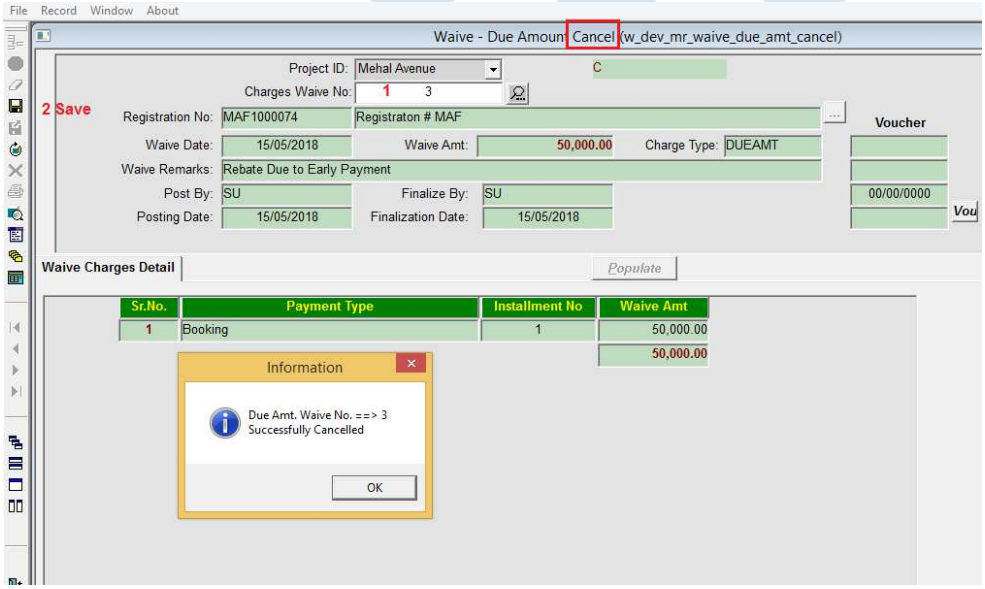
Total Received: 13.16 %

Payment Desc	Inst #	Due Date	Due Amt.	Rebat Amt	Recv. Amt.	O.S. Amt	Recp. No.	Recp. Amt.	Date	Adj. Amt.
Booking		15/05/2018	750,000	0	250,000	500,000	22	250,000.	15/05/2018	250,000
Installment	1	15/06/2018	30,000	0	0	30,000		.		
	2	15/07/2018	30,000	0	0	30,000		.		
	3	15/08/2018	30,000	0	0	30,000		.		
	4	15/09/2018	30,000	0	0	30,000		.		
	5	15/10/2018	30,000	0	0	30,000		.		
	6	15/11/2018	100,000	0	0	100,000		.		
	7	15/12/2018	30,000	0	0	30,000		.		
	8	15/01/2019	30,000	0	0	30,000		.		
	9	15/02/2019	30,000	0	0	30,000		.		
	10	15/03/2019	30,000	0	0	30,000		.		
	11	15/04/2019	30,000	0	0	30,000		.		
	12	15/05/2019	100,000	0	0	100,000		.		
	13	15/06/2019	30,000	0	0	30,000		.		
	14	15/07/2019	30,000	0	0	30,000		.		
	15	15/08/2019	30,000	0	0	30,000		.		
	16	15/09/2019	30,000	0	0	30,000		.		
	17	15/10/2019	30,000	0	0	30,000		.		
	18	15/11/2019	100,000	0	0	100,000		.		
	19	15/12/2019	30,000	0	0	30,000		.		
	20	15/01/2020	30,000	0	0	30,000		.		
	21	15/02/2020	30,000	0	0	30,000		.		
	22	15/03/2020	30,000	0	0	30,000		.		
	23	15/04/2020	30,000	0	0	30,000		.		
	24	15/05/2020	300,000	50,000	0	250,000		.		
Sub Total =>>			1,950,000	50,000	250,000	1,650,000				250,000
Grand Total =>>			1,950,000	50,000	250,000	1,650,000				250,000

1.14.3. Cancel Waive

Systems → Developers Management → Waive Amounts Misc. Developers → Cancel Waive Due Amount

- Enter Waive No + Save



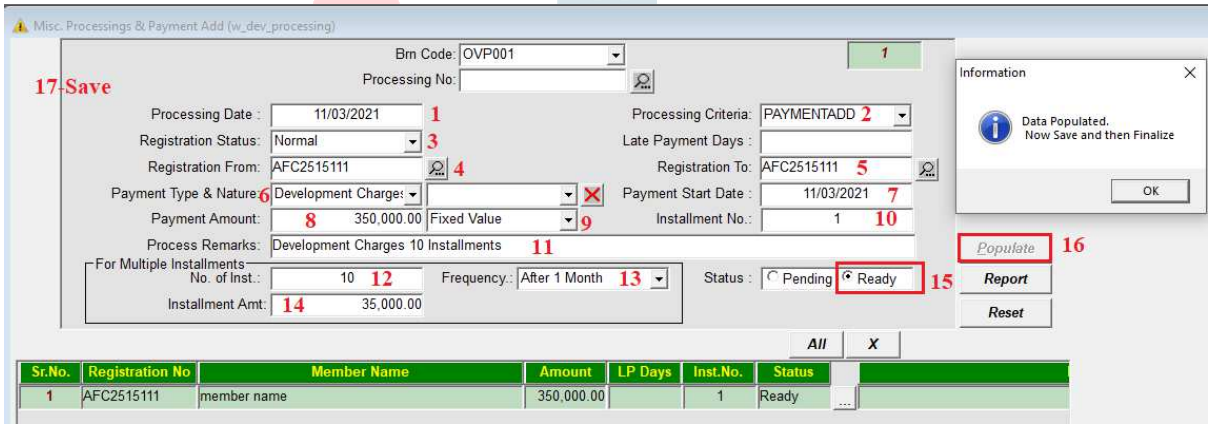
1.15. How to Due Payment Extra Payment(s)

1.15.1. "Add Payment" (Dev. Misc. Processing)

You can Due Unlimited Extra Payments to any already finalized registration.

Systems → Developers Management → Waive Amounts. Misc. Developers → Developers Misc. Processing

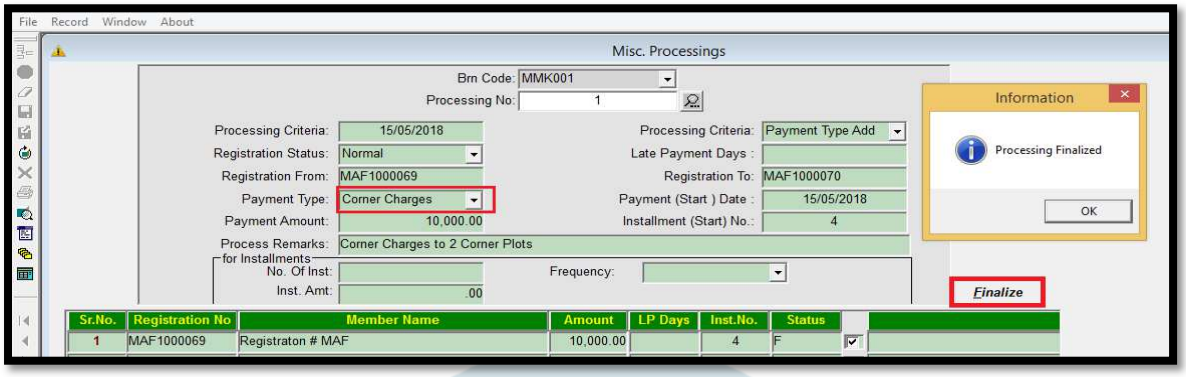
- Processing Date i.e. already set today date, you can change date if you need.
- Select "Payment ADD"
- Select Registration Status i.e. if you select normal, it will populate in normal files only.
- Enter Registration no from & Registration no To
  - Same reg_no (step # 4 and 5) in case of single registration
  - Range **0** to **zzzzz in case of add payment(s) in all files in project.**
- Select "**Payment Type**"
- Select "Payment Nature" (**Optional** – in case of multi registration i.e. residential / commercial)
- Payment Start Date (**Due Date(s)**)
- Total Amount of Payment i.e. 350,000
- Installment # (Starting installment no. in case of multi installment)
- Remarks
- In case of multiple installments Step # 12, 13, and 14 is required (otherwise leave blank)
- Click "**Ready**" (step # 15)
- Click "Populate"
- Save and Note processing no.



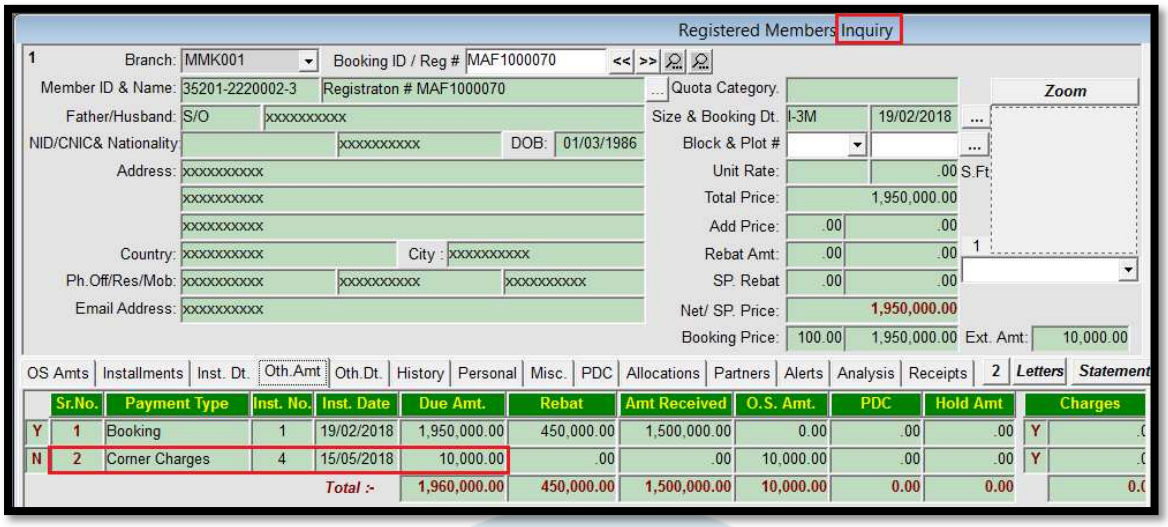
1.15.2. Finalize "Add Payment" (Dev. Misc. Processing)

Systems → Developers Management → Waive Amounts. Misc. Developers → Dev Misc. Processing-Finalize

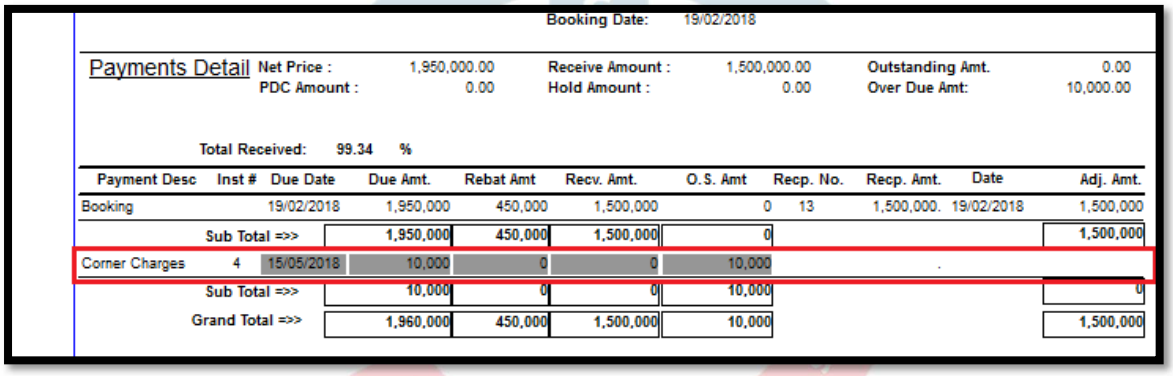
- Select "Processing No."
- Click "Finalize"



You can check that charges are added as per below screenshot (Inquiry – Ctrl + I)



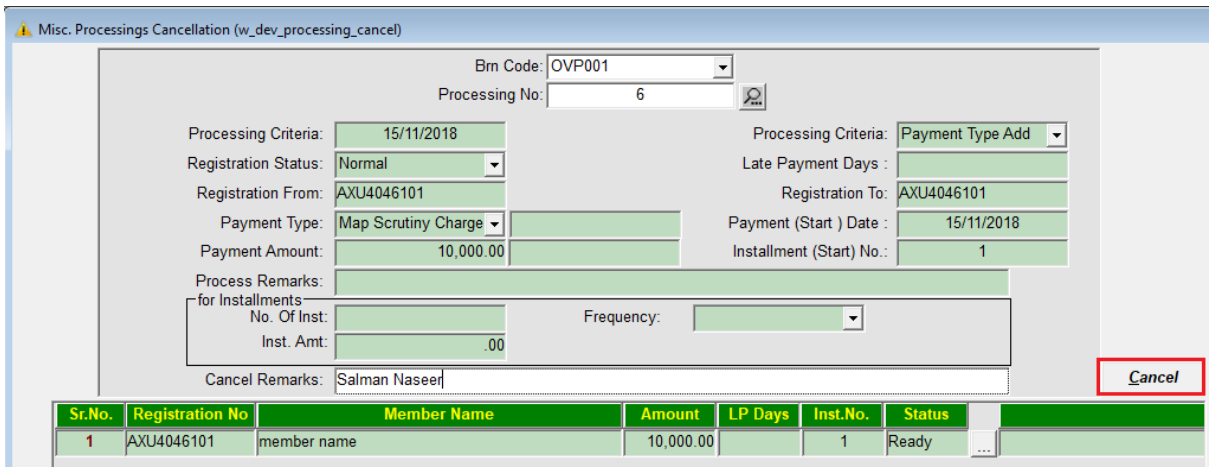
This is how it will be looked in reports.



1.15.3. Cancel Due Payment

Systems → Developers Management → Waive Amounts. Misc. Developers → Cancel Dev Misc. Processing

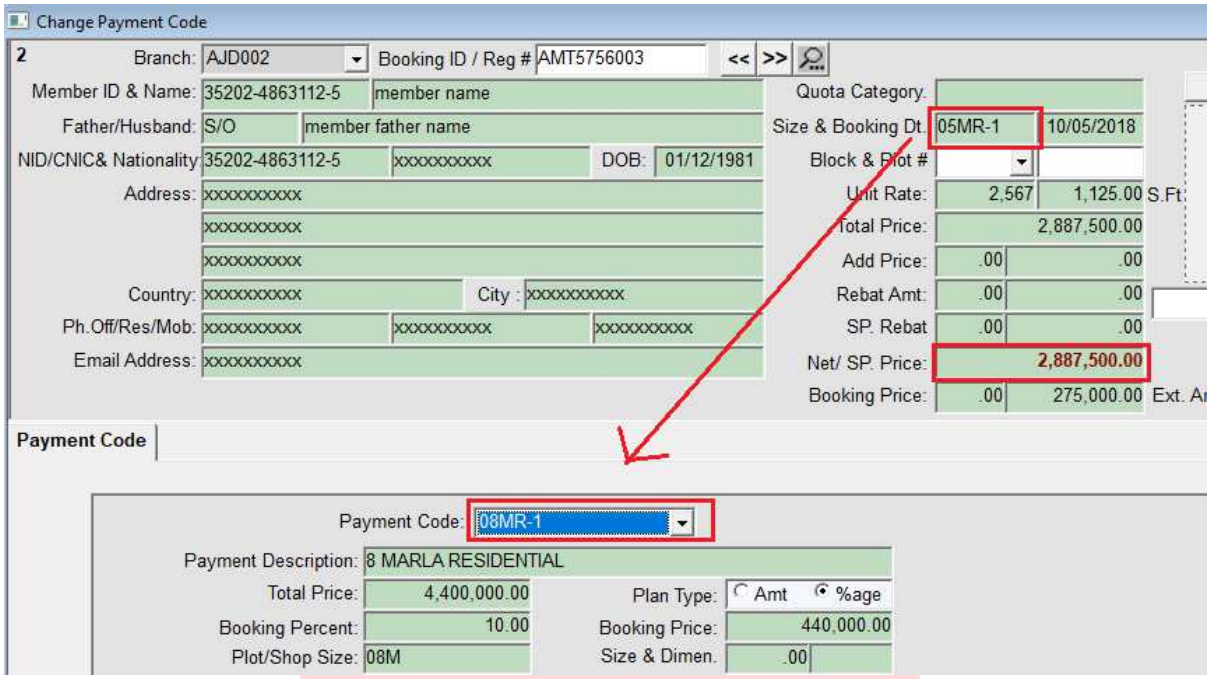
- Select **processing no**
- Click "**Cancel**" Button.



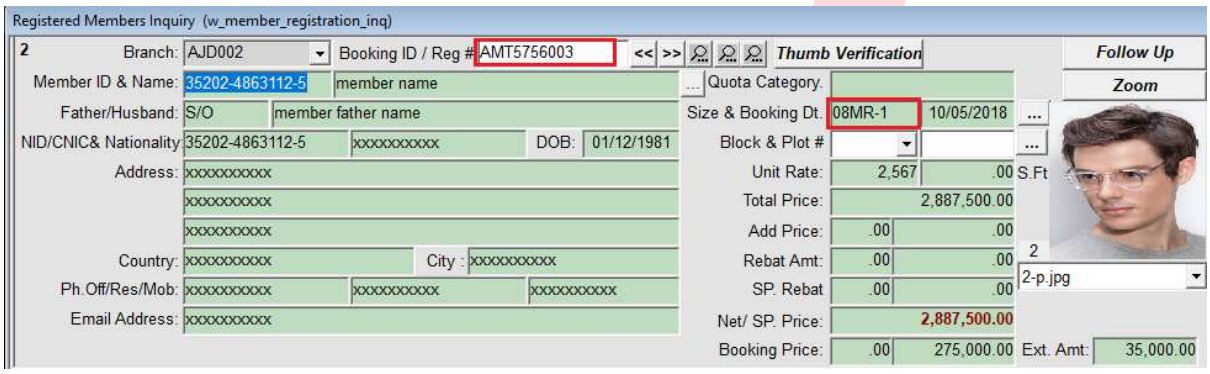
1.16. Change Payment Code

Systems → Developers Management → Changes & Misc. Information → Change Payment Code

- Select Reg #
- Change Payment Code + Save



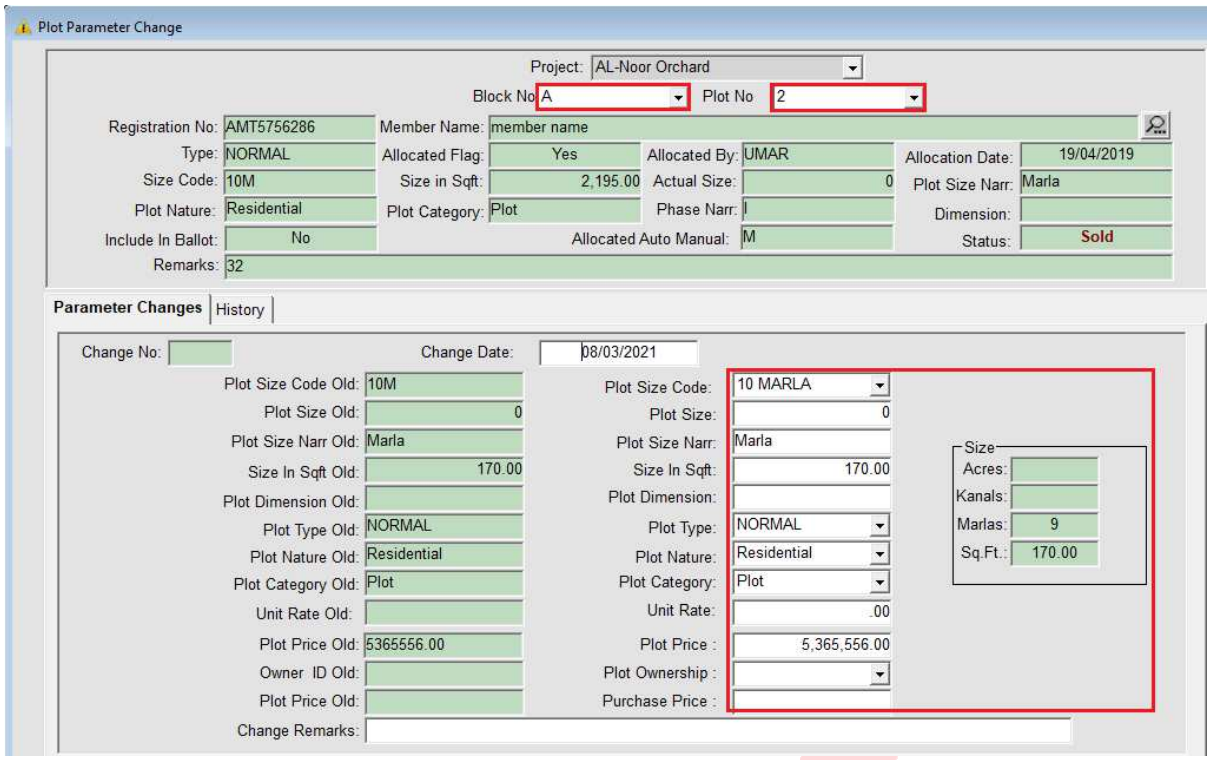
You can see the result in Inquiry screen. Now file's payment code is changed from 5M to 8M and user can allot 8 Marla plots to this file. (You can't allot 8 Marla plots to 5 Marla payment code.)



1.17. Plot Parameters Changes

Systems → Developers Management → Changes & Misc. Information → Plot Parameters Changes

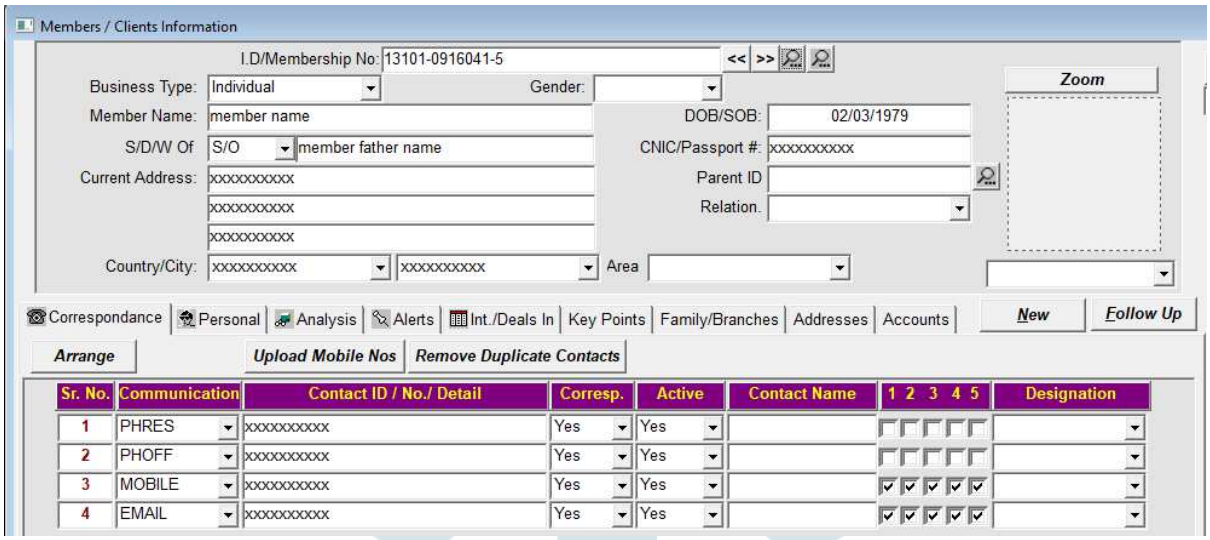
- Select Plot #
- Change the enabled fields + Save
- You can see history of changes in **History** Tab



1.18. Member & Client Information

Systems → Member & Clients → Member / Clients Information

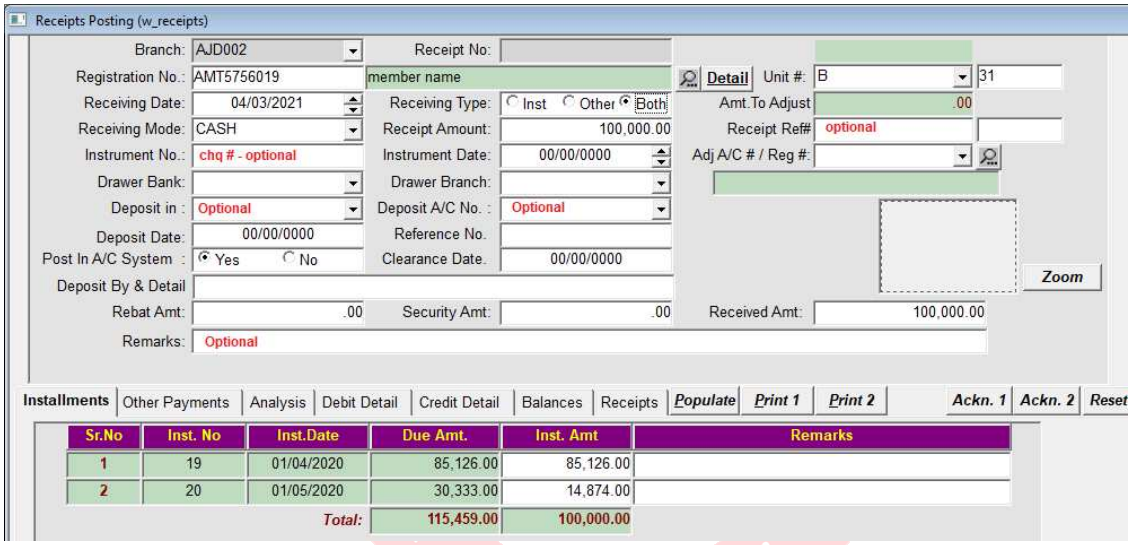
- You can Enter All Information of Any Member Here + Save



1.19. Receipts (Auto Generation)

Receipts & Payments → Developer Receipts → Receipts (Auto Generation) Ctrl + T

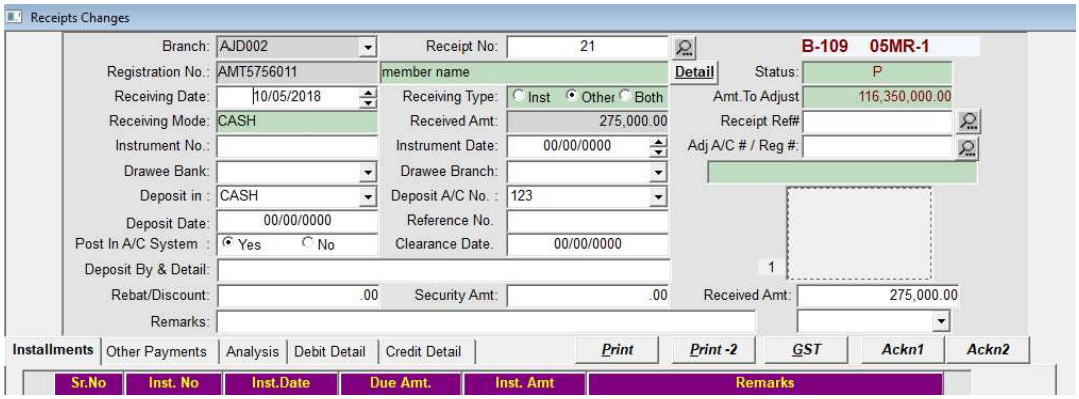
- Enter Registration No.
- Receiving Type (Inst = Installment, Other = Other than installments, Both = Both)
- Receiving Mode (Cash, Cheque, Adjustment)
- Enter Amount
- Receipt Ref# (Physical / Manual Receipt No.)
- Drawee Bank (Client's Bank – Just for information)
- Deposit in (I will deposit in this bank)
- Deposit A/C No. (Deposit bank sub account)
- Post in A/C System (Yes = will post its auto voucher in accounts)
- Enter Remarks
- Click populate (see populate in installment no. 19 and 20)
- Save



1.20. Receipt Changes

Receipts & Payments → Developer Receipts → Receipt Changes

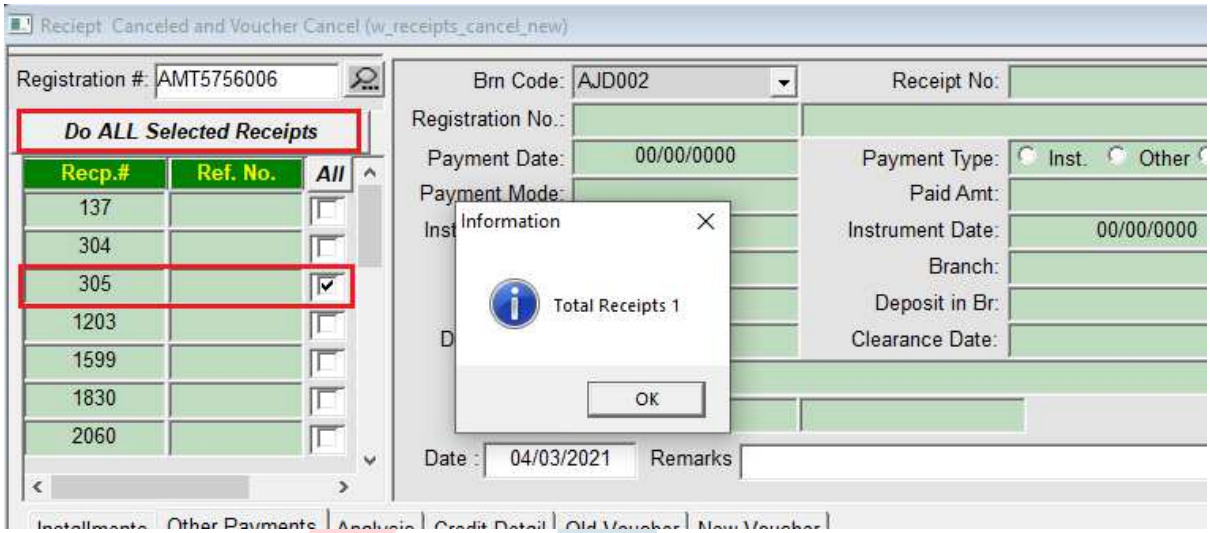
- Enter Receipt No.
- Do changes + Save (For Change Amount etc. you have other options.)



1.21. Receipt Cancel Voucher Cancel

Receipts & Payments → Developer Receipts → Receipt Cancel Voucher Cancel

- Enter Registration No.
- Select Receipt No. (Receipt # 305)
- Click Button "Do All Selected Receipts"
  (its voucher is also cancelled if already posted in accounts)



1.22. Receipt Cancel Voucher Reversal

Receipts & Payments → Developer Receipts → Receipt Cancel Voucher Reversal

This option is SAME as "Receipt Cancel Voucher Cancel". **Receipt will be cancelled** but **voucher will be reverse** (not cancel).

1.23. Receipt Hold Voucher Cancel

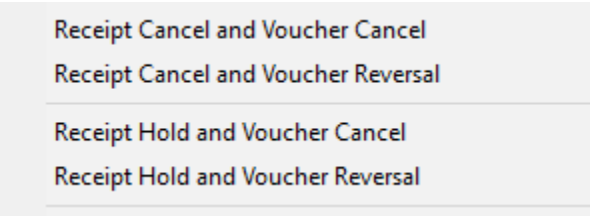
Receipts & Payments → Developer Receipts → Receipt Hold Voucher Reversal

This option is SAME as "Receipt Cancel Voucher Cancel". **Receipt will be Hold** but **voucher will be cancel**.

1.24. Receipt Hold Voucher Reversal

Receipts & Payments → Developer Receipts → Receipt Hold Voucher Reversal

This option is SAME as "Receipt Cancel Voucher Cancel". **Receipt will be Hold** but **voucher will be reverse** (not cancel).



1.25. Receipt Hold (Auto Generation)

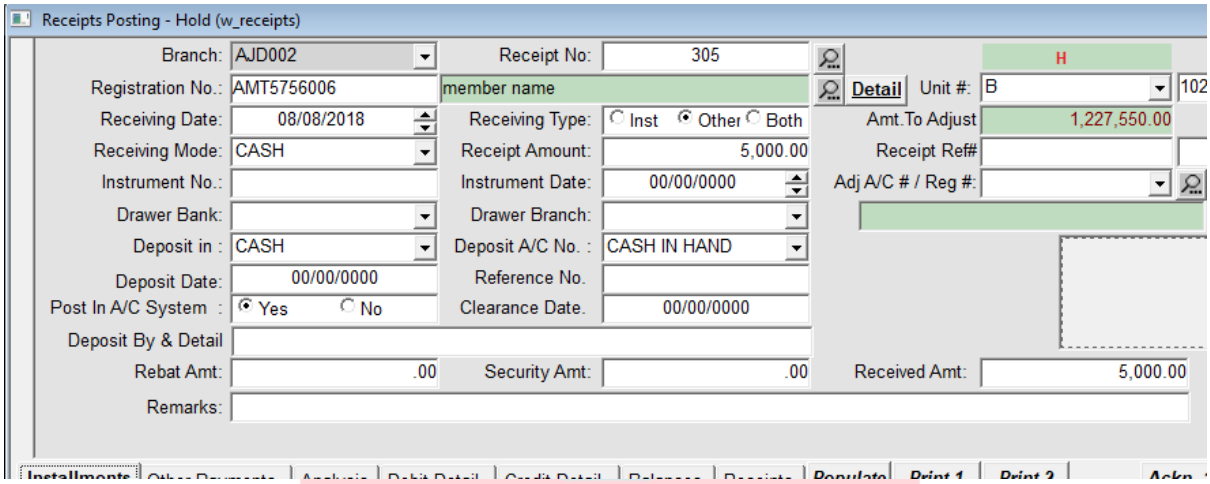
Receipts & Payments → Developer Receipts → Receipt Hold (Auto Generation)

If you want to post receipt with **hold** status then you can post by this option. Otherwise this option is same as **Receipt (Auto Generation)**

1.26. Receipt Hold Changes

Receipts & Payments → Developer Receipts → Receipt Hold Changes

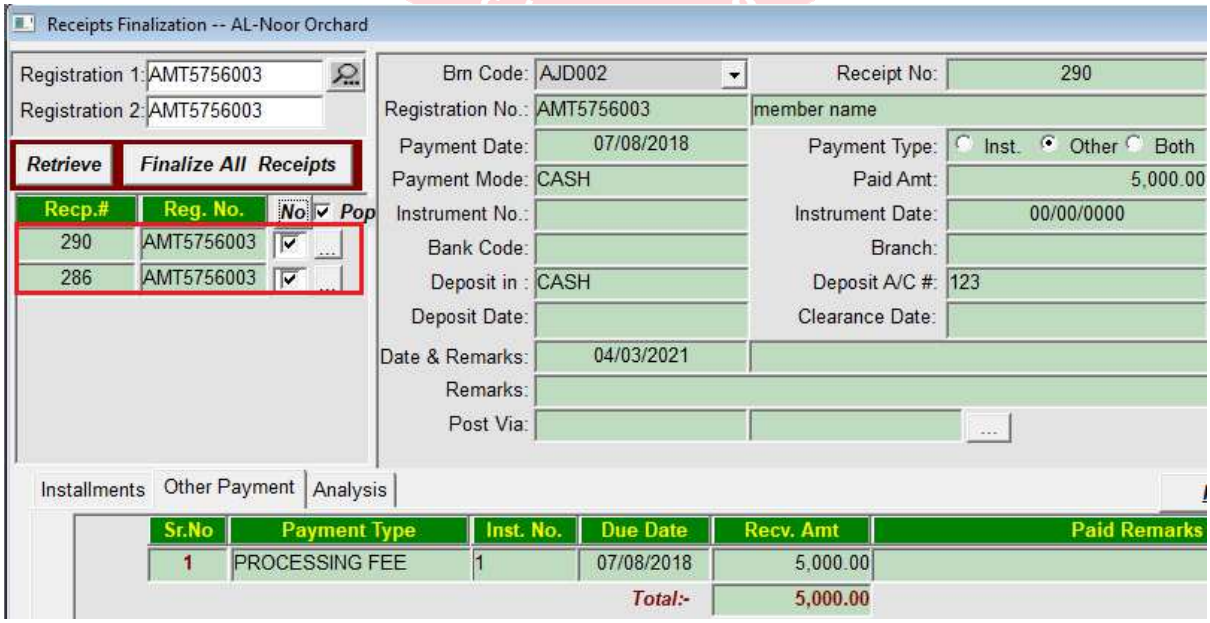
- Enter Receipt No.
- Do changes (everything can be change in hold status receipt using this option)



1.27. Receipt Finalization

Receipts & Payments → Developer Receipts → Receipt Hold Changes

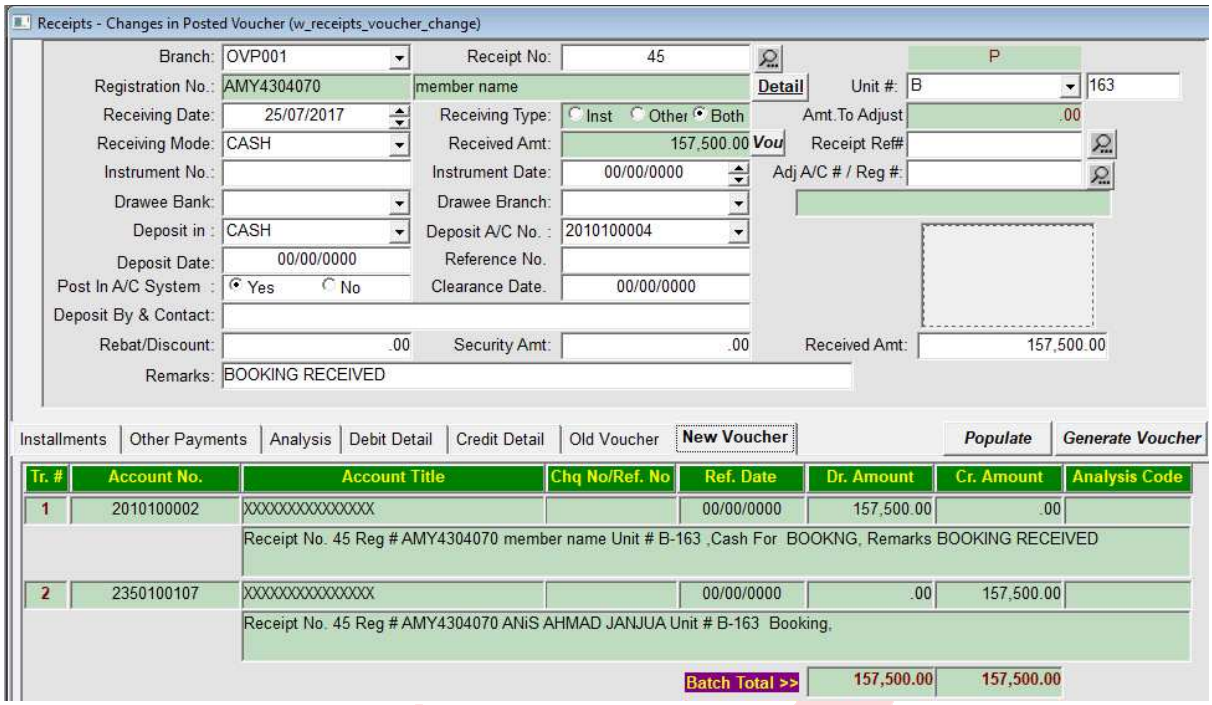
- Enter registration no. + Click Retrieve Button + Select Receipt to Finalize
- Tick "Pop" Button (if you want to populate and finalize)
- Click Button "Finalize All receipts"



1.28. Posted Voucher Changes

Receipts & Payments → Developer Receipts → Posted Voucher Changes

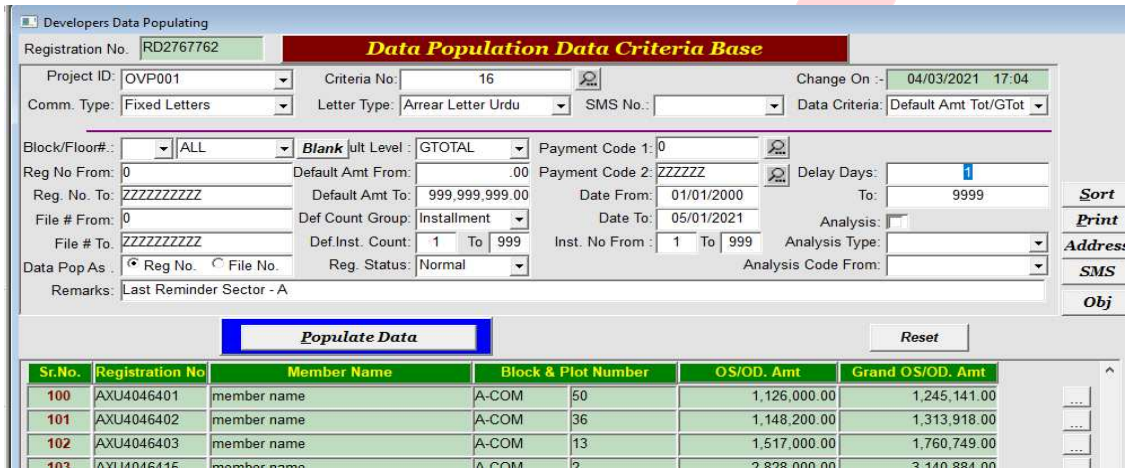
- Enter Receipt No.
- Payment Mode
- You can do changes (receipt and voucher both will be changed)
- Click Buttons "Populate" + "Generate Voucher"
- Save



1.29. Data Population

Communications → Developers Letters → Data Population New

- Select (Enter New) **Criteria No**.
- Select **Letter Type** (i.e. "Fixed Letters")
- Select **Letter Name** (i.e. Arrear Letter Urdu)
- Data Criteria
  - Default Amt tot/Gtot (Use it normally)
  - Next Inst. Reminder
  - Member Data (All Members without any filter i.e. Eid Mubarak Msg etc.)
- Block # i.e.
  Blank + **All** for not filter block
  = + **A** for A Block Only
- **Reg No. From, Reg No. To** (Registration No. Range)
- **Data Populate As** (Reg No.)
- **Default Level** (Amount Range)
  GTotal = Grand Total i.e. Installments + Other Include in Total + Other Not Include in Total)
  Total = Include in Total i.e. Installments + Other Include in Total
- **Default Count Group** (Overdue Installment Count)
  Create Group in Report 100109 and Include Payment Types in Your Custom Group
- **Default Inst. Count (1-999)**
  i.e. For Range 5-999 means 5 or More than 5 Payments are overdue / default
- **Registration Status** (Normal)
- **Payment Code** (Filter for Payment Code)
- **Date Range**
- **Installment Range** (Installment # From To)
  1-999 means it will check in all installment nos. of every payment type.
- **Delay Days Range** (10 – 9999 means overdue installments delay is 10 or more days.)
- **Analysis** (Filter Analysis Code wise)
- Click "**Populate Data**" (Its done)



1.29.1. Send SMS To Populated Data

- For SMS You need to select **Comm. Type** "SMS" and Select **Letter Type**: SMS Title
- After Populate Data List, click "SMS" to send SMS to this List

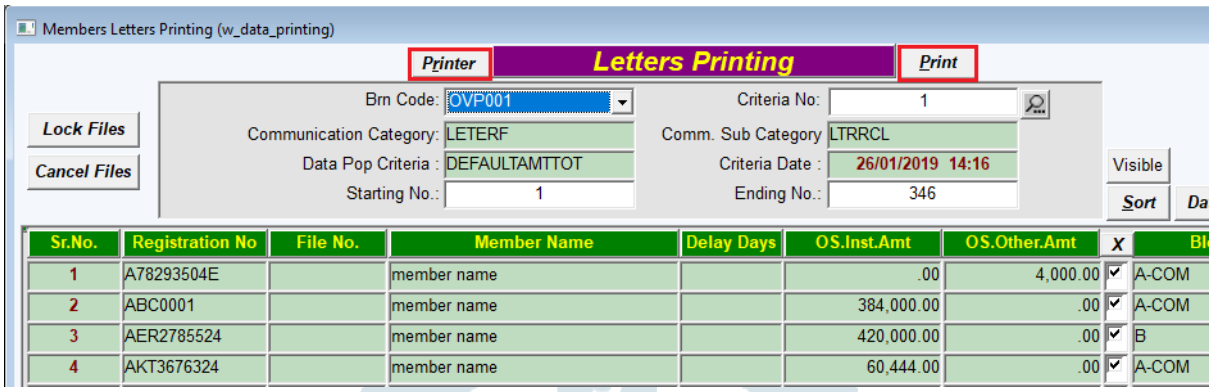
1.29.2. Address Printing

- After Populate Data List, click "Address" to Print Addresses

1.30. Printing of Populated Data

Communications → Developers Letters → Printing of Populated Data

- Select Criteria No. (You can sort the list also)
- Starting No. Ending No. i.e. 1 to 5 will print only Sr.No. From 1 to 5 in below list.
- You can skip the letter print by uncheck box for any specific registration in printing range.
- Click "Printer" and Select Printer
- Click Print and Give Print (it will give print of sr.no. Starting no. to Ending no.)



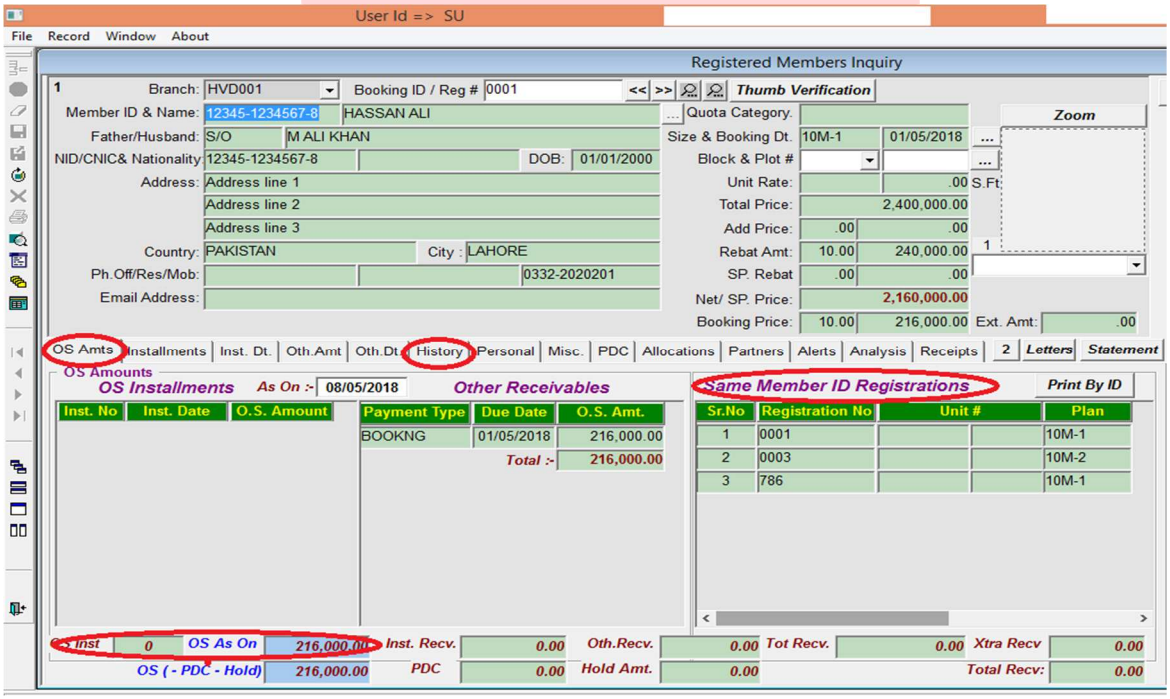
1.31. Inquiries:

1.31.1. Member registration Inquiry

Inquiries → Developers → Member Registration (Ctrl + I)

In this inquiry screen you will find each and everything regarding any file including below information i.e.

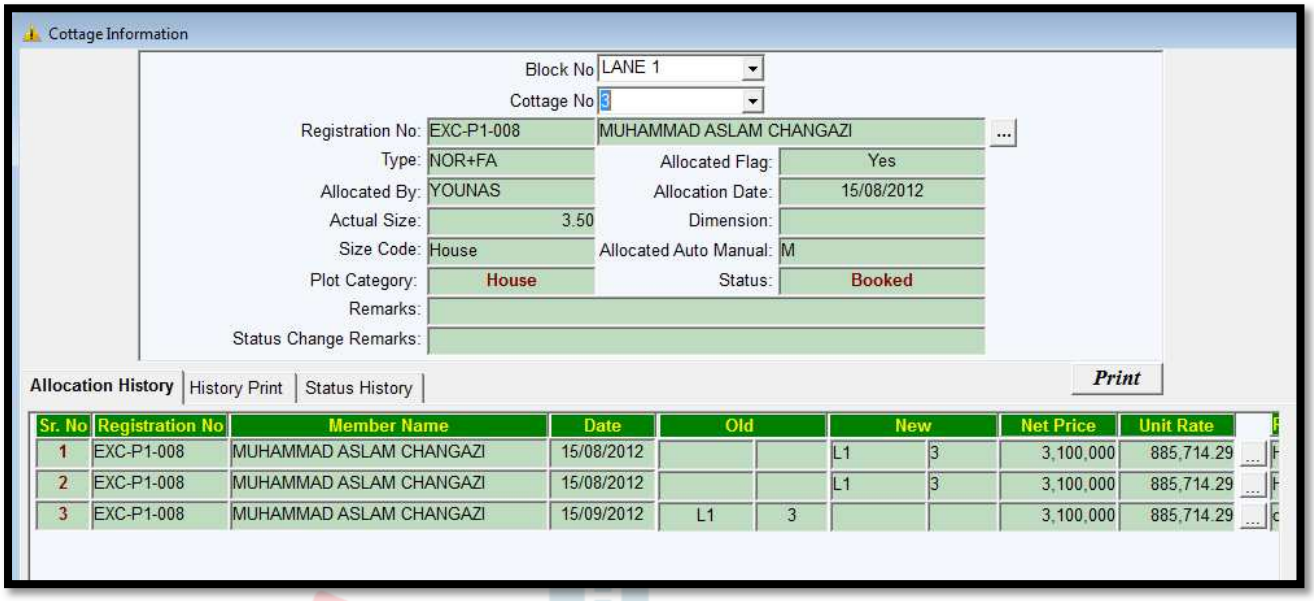
- Member File information
- Due & Outstanding
- Overdue
- Transfers & History
- Installments & Other Payments Detail
- Partners Information
- Alters
- Analysis codes and Agents
- Personal Information
- Misc. Information
- Receipts
- PDC
- Sales Vouchers & Account Ledgers
- Waive
- Thumb
- Notes
- Courier
- List of Other files on the name of this Member ID (CNIC)
- Etc.



1.31.2. Plot Inquiry

Inquiries → Developer → Plot/shop/apt/office Inquiry Detail (Ctrl + P)

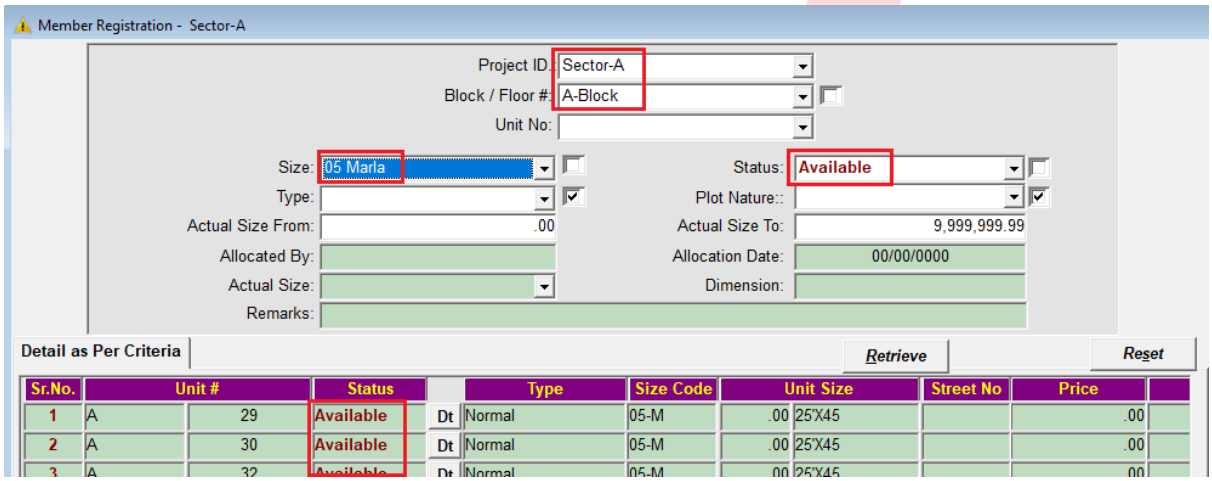
You can check plot status and plot history and parameters



1.31.3. Plot Inventory Checking

Inquiries → Developer → Plots / Shops – Inventory Checking

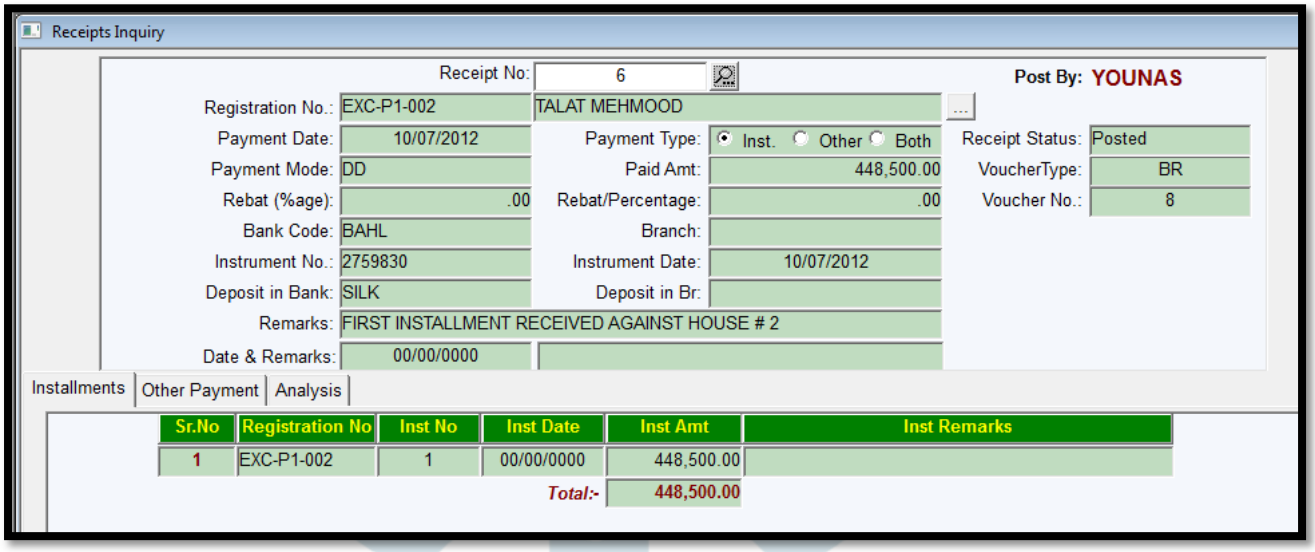
- Select Project + Select Block
- Can Select Different Fields to Filter i.e. Size of Plot, Status of Plot (To show list of plots / inventory as per filter using above fields)



1.31.4. Receipt Inquiry

Inquiries → Developer → Receipts Information

Receipt inquiry has all information about receipts.

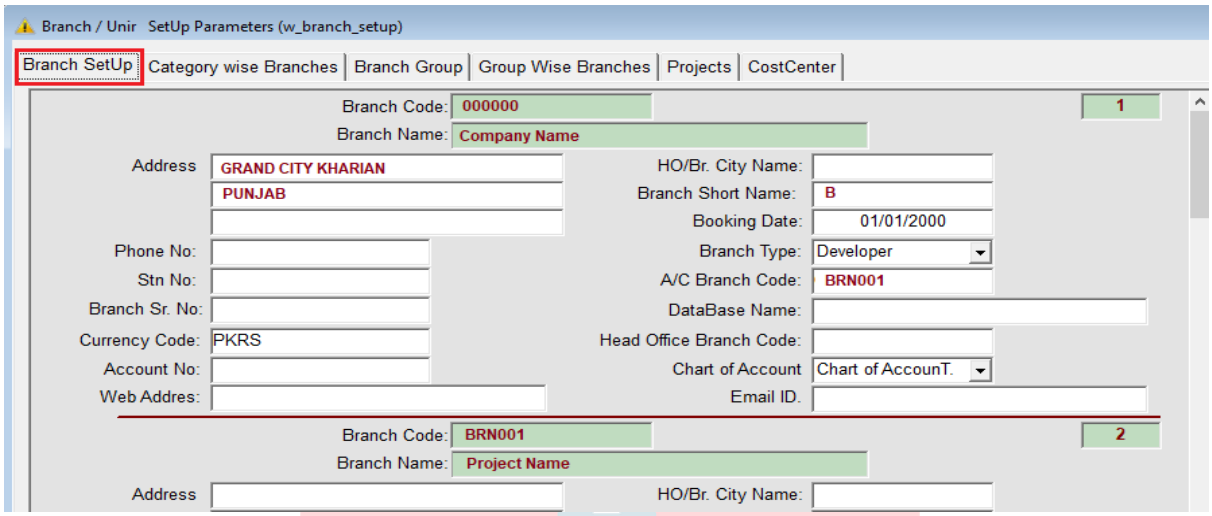


2. SAMS Parameters Guide

2.1. Branch Setup

Maintenance → Administration & Parameters → Branch Setup

- Address
- Branch Short Name
- Booking Date (Project Start Date)
- Account Branch Code



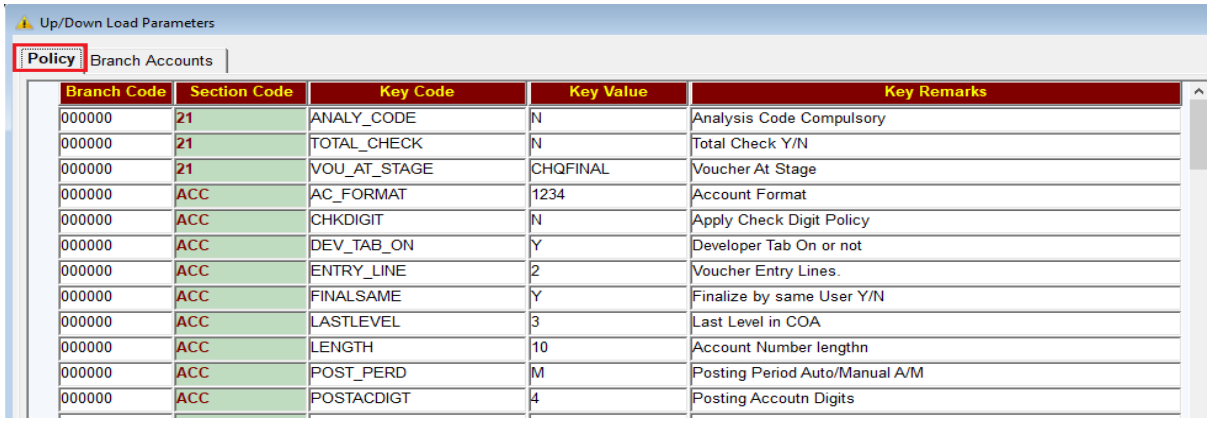
2.2. Systems Policies

Maintenance → Administration & Parameters → Systems Policies

You can set key value to set your policy

(i.e. if **key code** is FINALSAME and **Key value** "Y" then SAME User can finalize his own posted voucher while not in "N" case)

- You need to Set **key value** for relevant **key code**
- Key value is guided on every section if it is required any policy. So, you can see relevant section

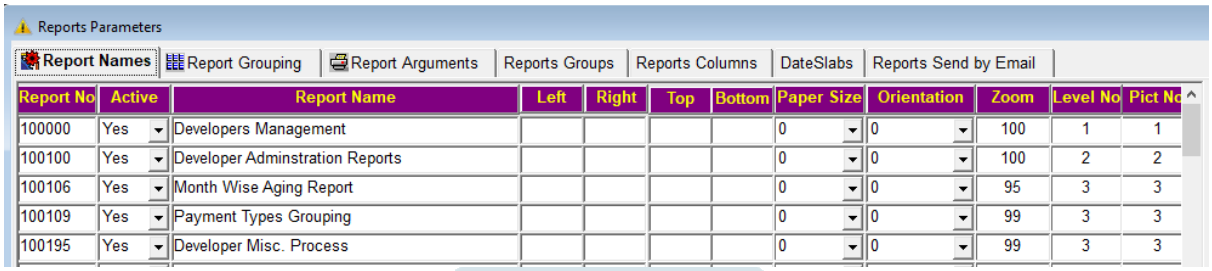


Branch Code	Section Code	Key Code	Key Value	Key Remarks
000000	21	ANALY_CODE	N	Analysis Code Compulsory
000000	21	TOTAL_CHECK	N	Total Check Y/N
000000	21	VOU_AT_STAGE	CHQFINAL	Voucher At Stage
000000	ACC	AC_FORMAT	1234	Account Format
000000	ACC	CHKDIGIT	N	Apply Check Digit Policy
000000	ACC	DEV_TAB_ON	Y	Developer Tab On or not
000000	ACC	ENTRY_LINE	2	Voucher Entry Lines.
000000	ACC	FINALSAME	Y	Finalize by same User Y/N
000000	ACC	LASTLEVEL	3	Last Level in COA
000000	ACC	LENGTH	10	Account Number lengthn
000000	ACC	POST_PERD	M	Posting Period Auto/Manual A/M
000000	ACC	POSTACDIGT	4	Posting Accoutn Digits

2.3. Report Parameters

Maintenance → Administration & Parameters → Report Parameters

- Active / Disable Report ("NO" case will hide report from all users)
- Change Report Name (It will display in report)
- Margin (Left / Right / Top / Bottom)
- Paper Size (A4, Legal)
- Orientation (Portrait / Landscape)
- Zoom (Report will print in this zoom size)



Report No	Active	Report Name	Left	Right	Top	Bottom	Paper Size	Orientation	Zoom	Level No	Pict No
100000	Yes	Developers Management					0	0	100	1	1
100100	Yes	Developer Adminstration Reports					0	0	100	2	2
100106	Yes	Month Wise Aging Report					0	0	95	3	3
100109	Yes	Payment Types Grouping					0	0	99	3	3
100195	Yes	Developer Misc. Process					0	0	99	3	3

2.4. Analysis code

Maintenance → Administration & Parameters → Analysis Code

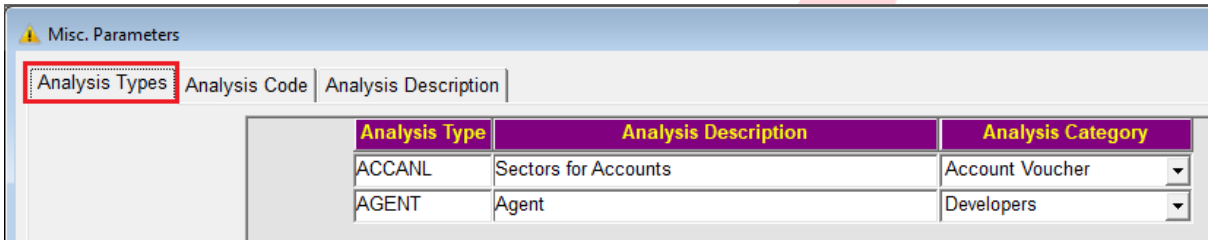
2.4.1. Analysis Types

Fixed (Hard Code) Analysis Types

- AGENT (This will use for dealer's management at different stages)
- ACCANL (This will show in Accounts Dropdowns as a Cost Center)

Other Analysis Types

- You can add more analysis types to use as criteria to filter reports and bulk printing etc.



Analysis Type	Analysis Description	Analysis Category
ACCANL	Sectors for Accounts	Account Voucher
AGENT	Agent	Developers

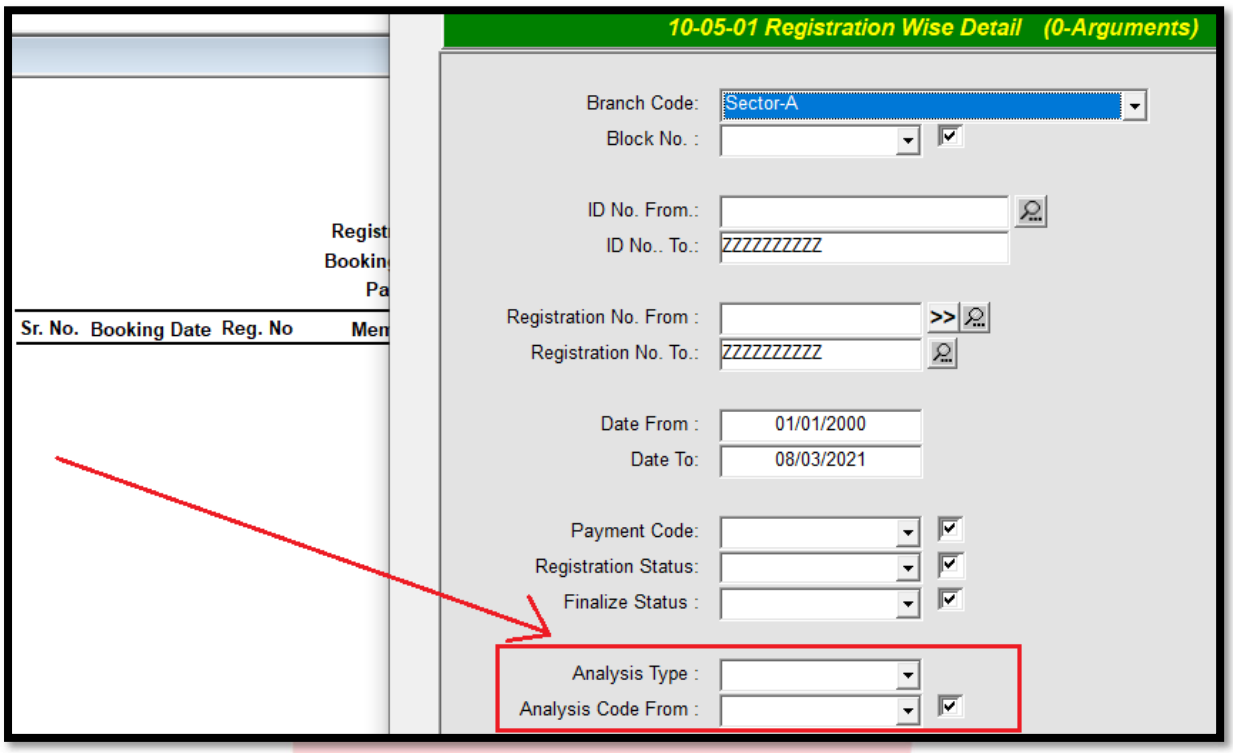
2.4.2. Analysis Code

- COMMAG - Commission Agent (Basic Agent Code)

Analysis Code	Analysis Description
COMMAG	Commission Agent
0015	Property Palace
0072	Property Master

Output:

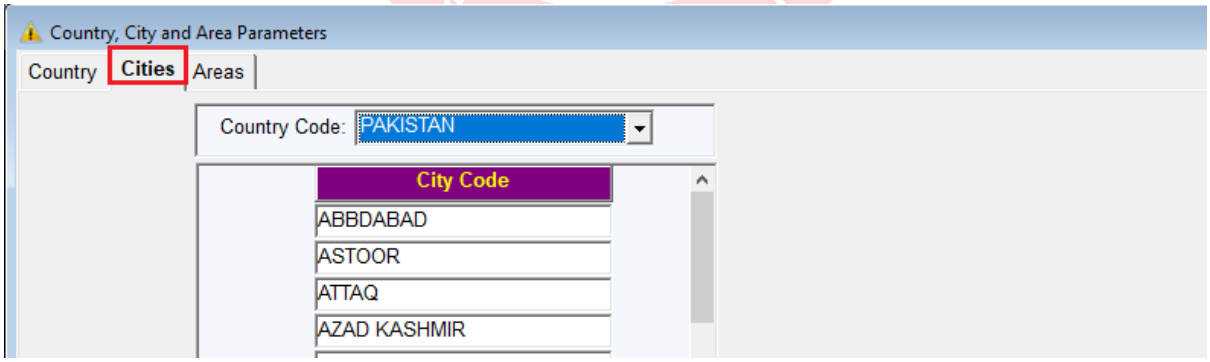
User can filter reports (etc.) using analysis type and analysis code.



2.5. Country, Cities, Areas

Maintenance → Administration & Parameters → Country, Cities, Areas

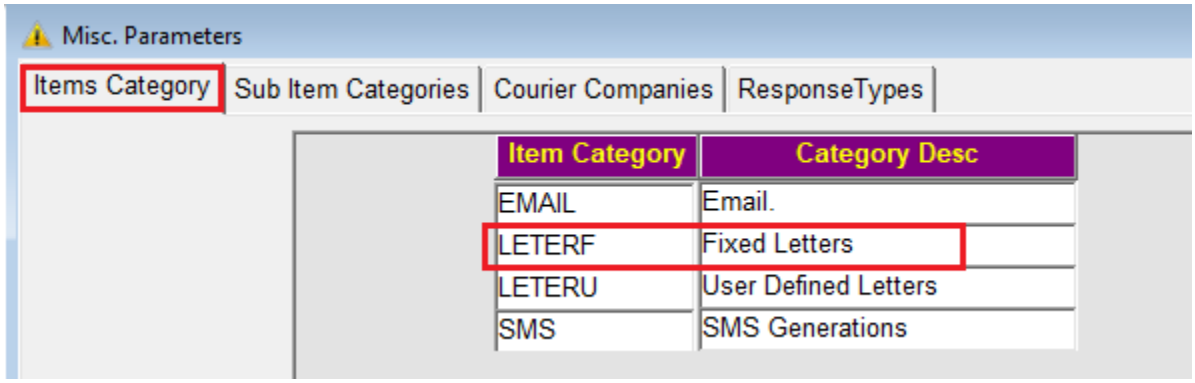
You can add Countries, Cities and Areas for Client Address and Filtration

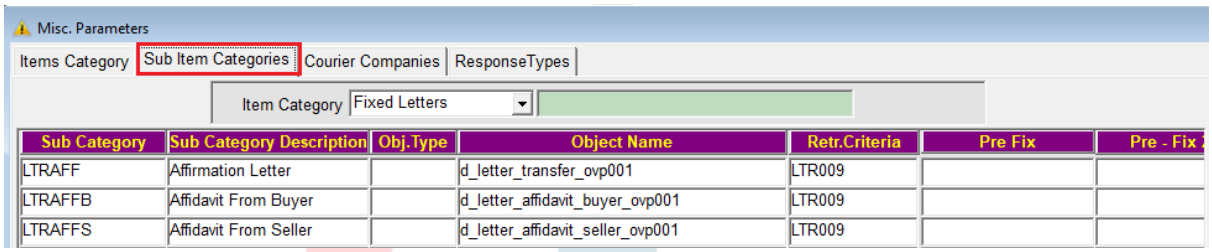


2.6. Communication Parameters

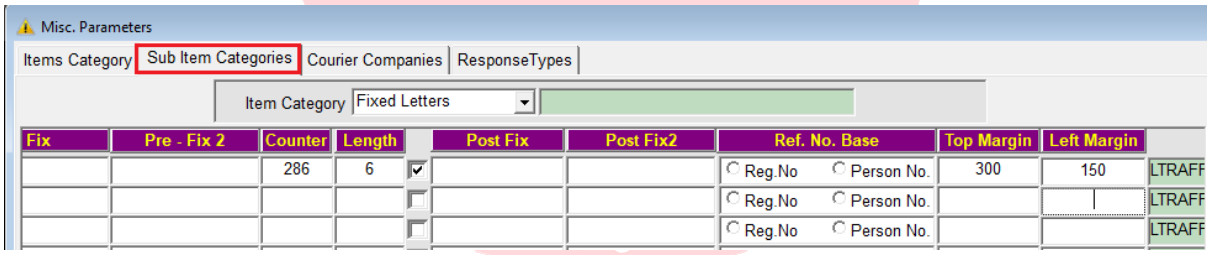
Maintenance → Administration & Parameters → Communication Parameters

2.6.1. Fixed Letters

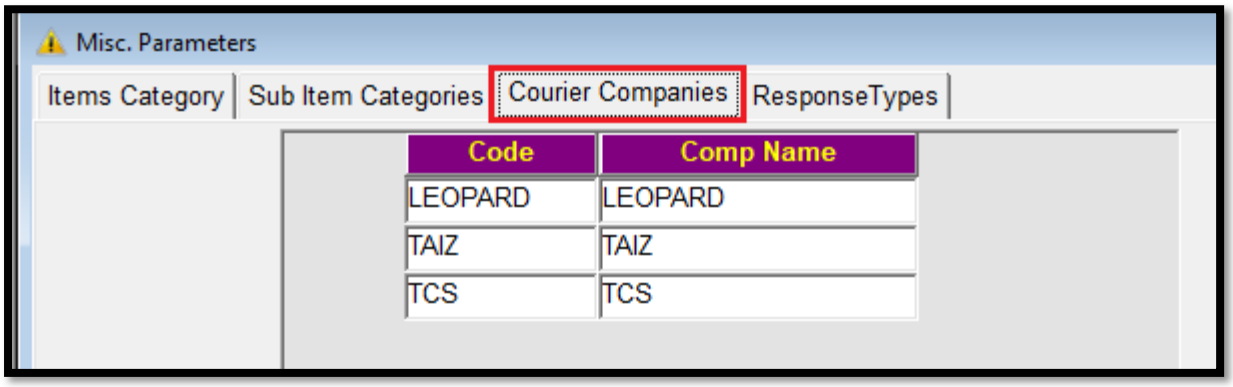




- Counter (Auto # for letter generation) + Length + Pre-Fix "RG" i.e. RG-000287
- Margin (Top, Left)

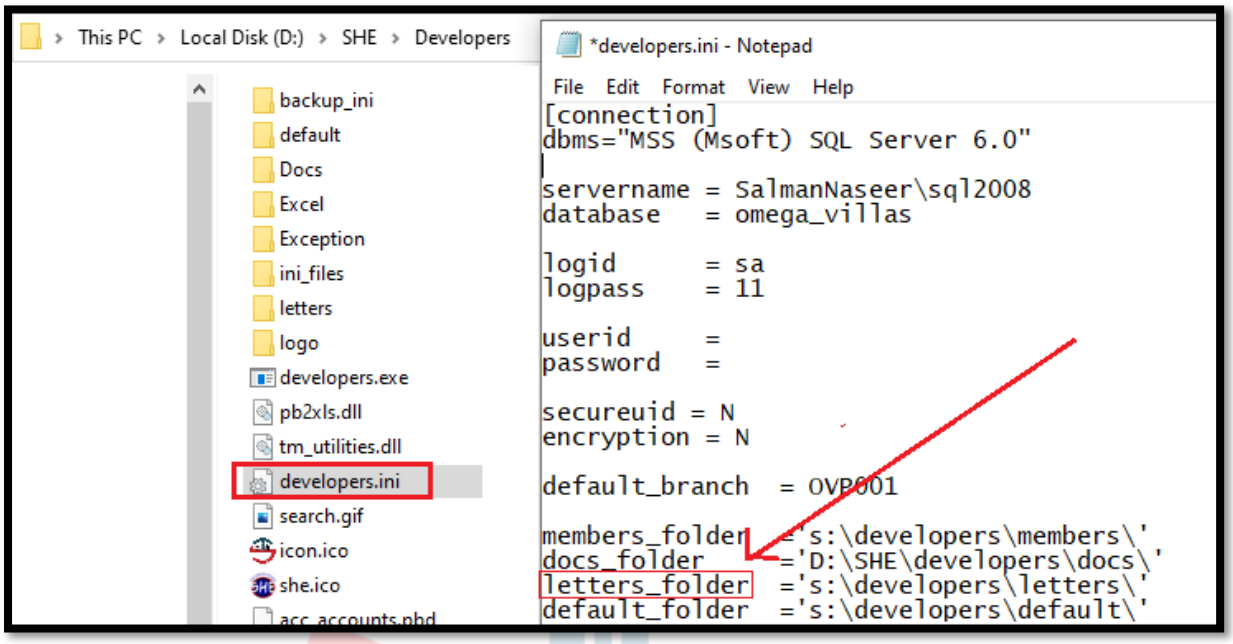


2.6.2. Courier Companies

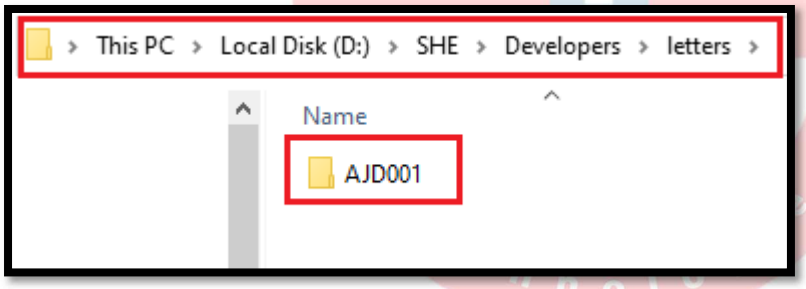


2.7. User Defined Letter

- Check Letters folder path in **developers.ini** File



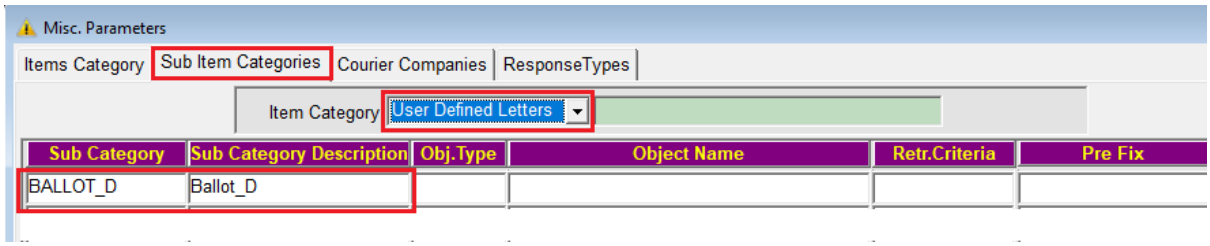
- Check "Branch" Folder in Letters Folder



- Come to This menu

Maintenance → Developer Addons → Letters → Communication Parameters

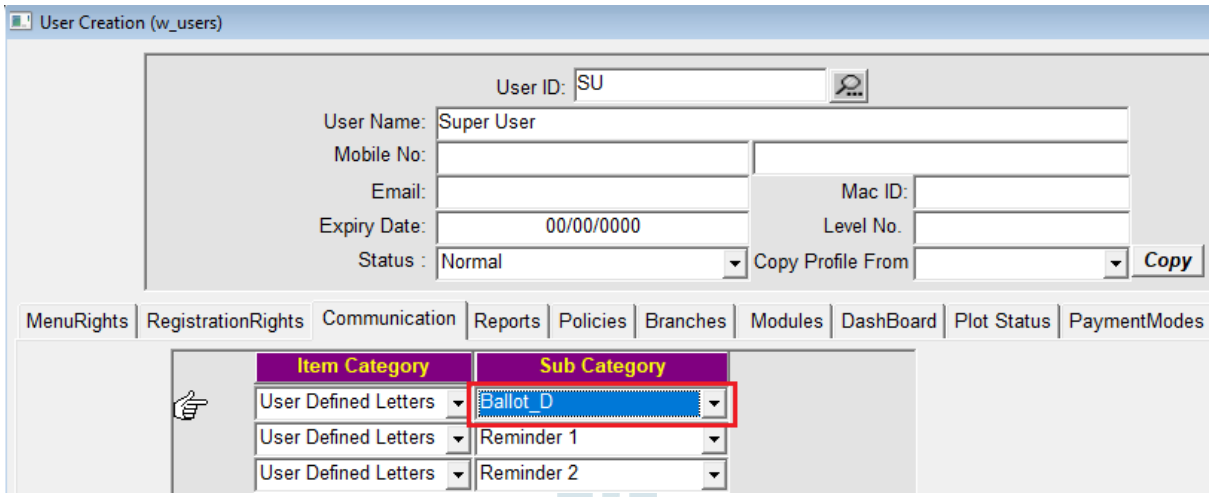
- Add Name of your letter i.e. "BALLOT_D"



- Give Rights of this letter to your user

Maintenance → Misc. → User Parameters → User Creation

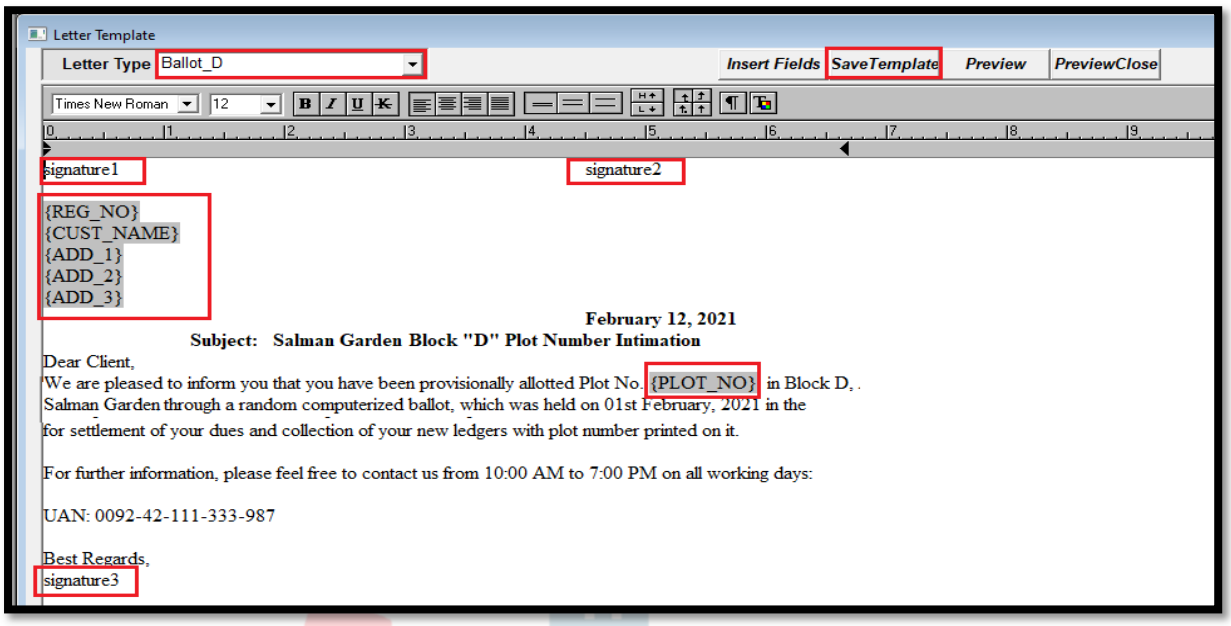
- Add new Line and (Ctrl + N)
- Select Item Category "User Defined Letters"
- **Select Letter Name** in Sub Category
- Save



2.7.1. Letter Design (New Letter Making)

- Come to this Menu

Maintenance → Developer Addons → Letters → Letter Formatting



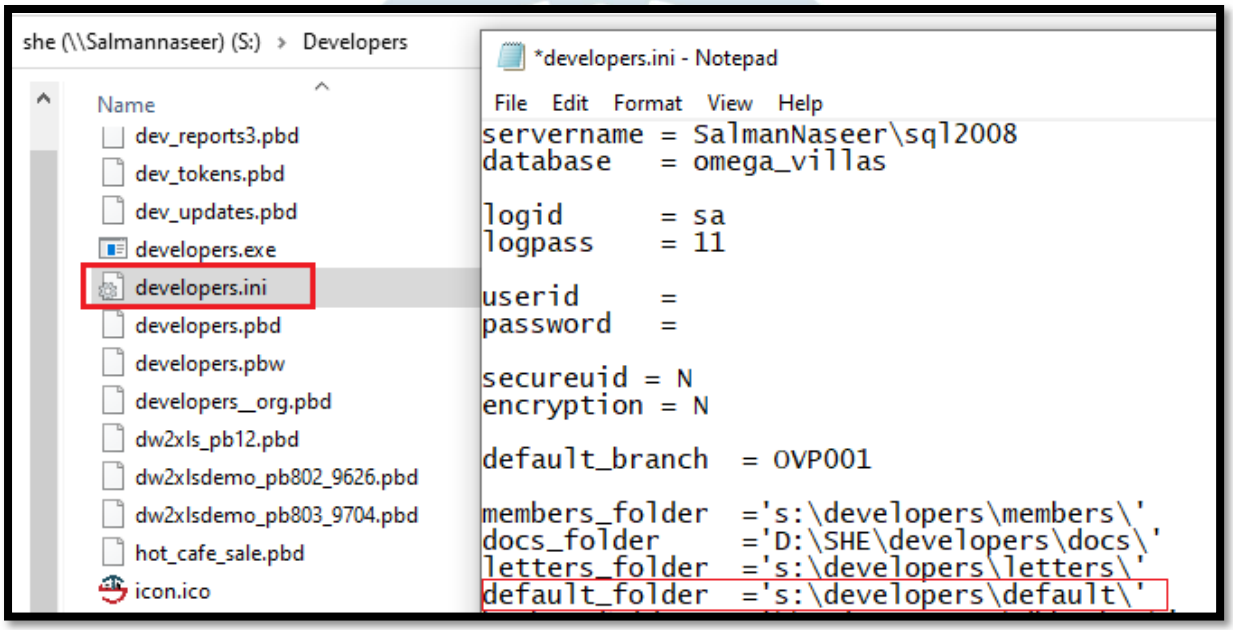
- Go to Member Registration Inquiry + Click Letters
- Select "User Define" + Select Letter "Ballot_D" + Click **Preview**

Use Can Add Fields (i.e. Member Name, Registration No, Address 1, Address 2, Address 3, Etc.)

- Click Button “Insert Fields”
- Tick Fields that you want add + Click “OK”

2.7.2. Use Logo, Signatures / Pictures in User Defined Letter

- Check “default” folder path in developers.ini

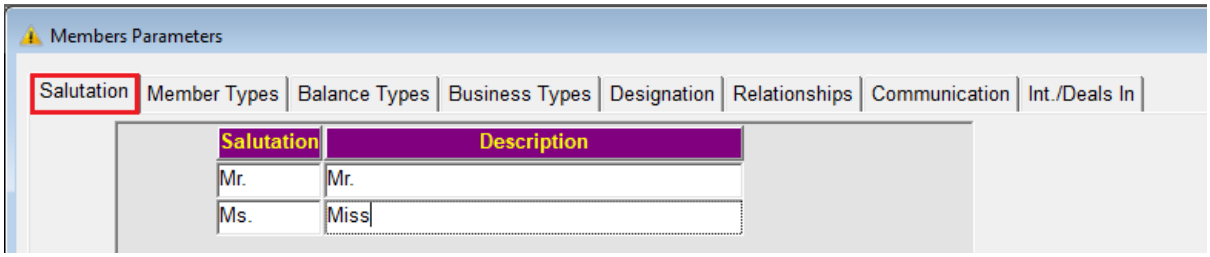


- Place pictures in bmp format at path s:\developers\default\
  Signature1.bmp, Signature2.bmp, signature3.bmp

2.8. Member Parameters

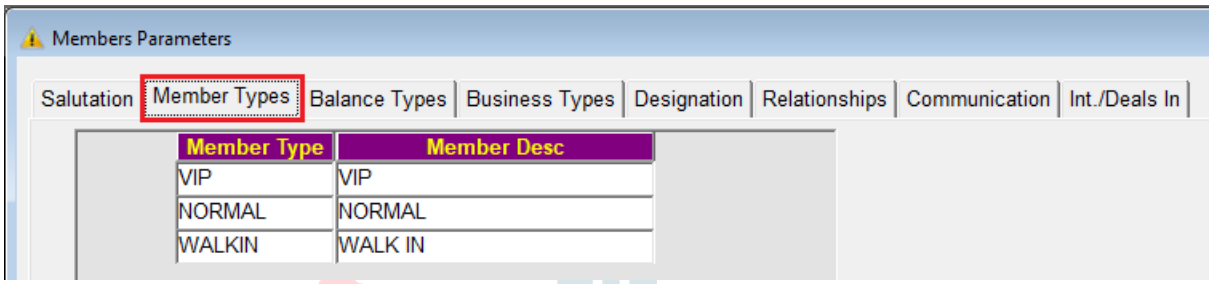
Maintenance → Member, Client & Sponsors → Member Parameters

2.8.1. Salutation



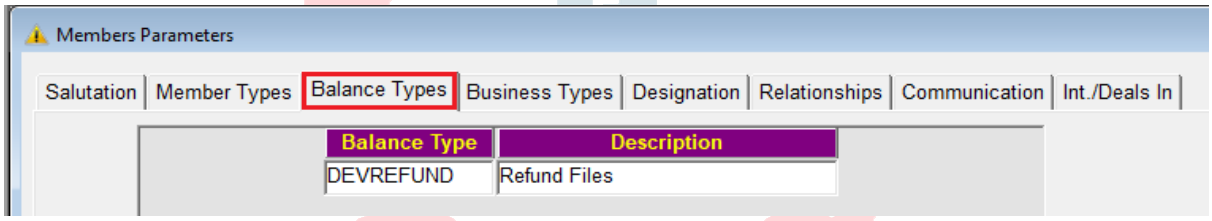
Salutation	Description
Mr.	Mr.
Ms.	Miss

2.8.2. Member Types



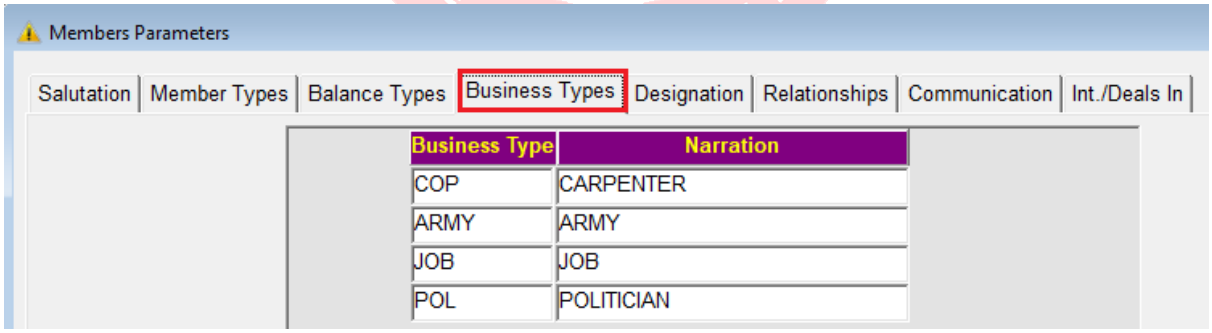
Member Type	Member Desc
VIP	VIP
NORMAL	NORMAL
WALKIN	WALK IN

2.8.3. Balance Type



Balance Type	Description
DEVREFUND	Refund Files

2.8.4. Business Type



Business Type	Narration
COP	CARPENTER
ARMY	ARMY
JOB	JOB
POL	POLITICIAN

2.8.5. Designation

Members Parameters

Salutation | Member Types | Balance Types | Business Types | Designation | Relationships | Communication | Int./Deals In

Desig Code	Description
CEO	CEO
OWNER	OWNER
MANAGE	MANAGER

2.8.6. Relationships

Members Parameters

Salutation | Member Types | Balance Types | Business Types | Designation | Relationships | Communication | Int./Deals In

Relation Code	Level No
WIFE	1
HUSBAND	2
SON	3
DAUGHTER	4
FATHER	5
MOTHER	6
BROTHER	7
FRIEND	8
UNCLE	9

2.8.7. Communication Channel

Members Parameters

Salutation | Member Types | Balance Types | Business Types | Designation | Relationships | Communication | Int./Deals In

Communication Type	Communication Description
EMAIL	Email Address
MOBILE	Mobile No.

2.8.8. Interest / Deals In.

Members Parameters

Salutation | Member Types | Balance Types | Business Types | Designation | Relationships | Communication | Int./Deals In

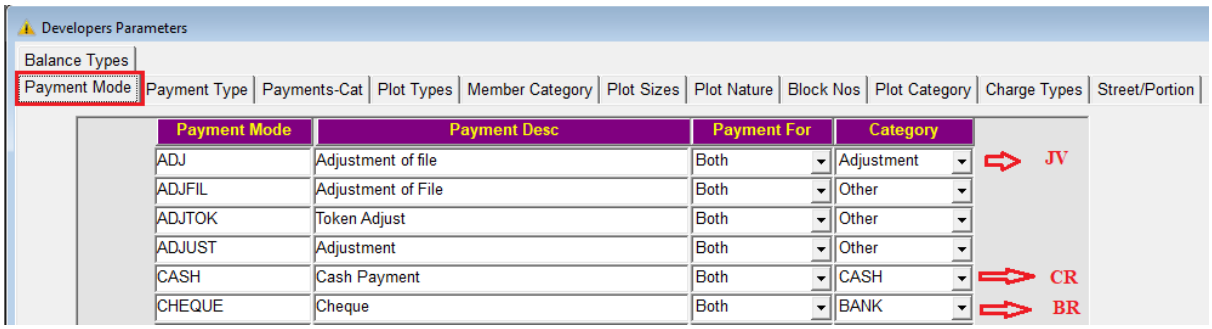
Deals In
RESIDENCE
INVENSTMENT

2.9. Developers Parameters

Maintenance → Developers → Parameters → Developers Parameters

2.9.1. Payment Mode

Admin User can add new payment modes i.e. cash, bank, cheque, DD, PO, Etc.



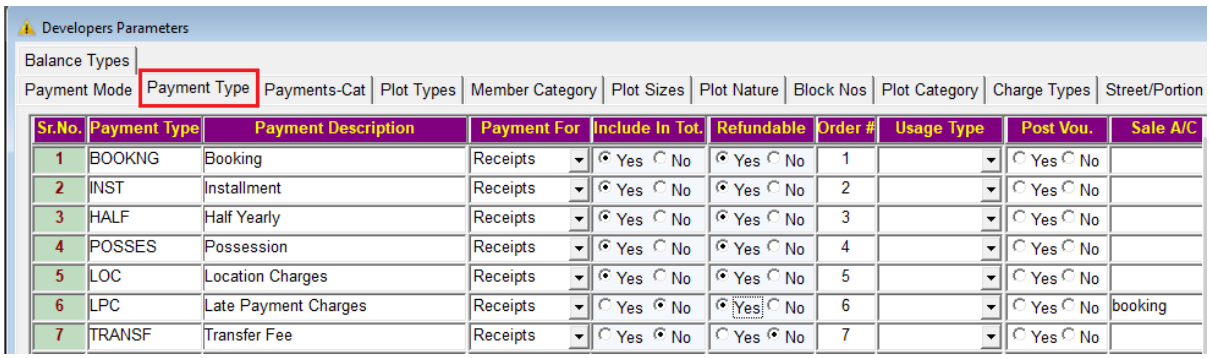
Payment Mode	Payment Desc	Payment For	Category
ADJ	Adjustment of file	Both	Adjustment
ADJFIL	Adjustment of File	Both	Other
ADJTOK	Token Adjust	Both	Other
ADJUST	Adjustment	Both	Other
CASH	Cash Payment	Both	CASH
CHEQUE	Cheque	Both	BANK

2.9.2. Payment Type

Maintenance → Developers → Parameters → Developers Parameters

You can add New Payment Types

- Payment Type (Booking, Inst, LPC, Transfer Fee, Etc.)
- Payment Type Description (User can edit it to show in reports)
- Payment For (Receipts)
- Include in Total (Case "Y" = payment type is part of total, Case "N" = Extra Other Payments)
- Refundable ("Y" = when file refund then this payment will be payable to client)
- Order # (Unique sequence no. 1.2.3….)
- Usage Type ("Blank" = Normally)
- Sale A/C
  ("6010010001" = this income account will be credit on post account voucher)
- Cr. A/C No.
  ("CLIENT_AC" = respective client account will be debit on post account voucher)
  ("6010010001" = Same income account in case of **LPC** payment type)
- Income A/C No.
  ("Blank" = Normally leave this column blank)
  ("6010010001" = same income account in case of **LPC** payment type)
- Post Voucher ("N" = Any User can't post voucher of this payment type)
- Show on Bill (No = it will hide in account statement of client)
- Calc. Charges (Yes = Late Payment Charges will be calculated on this payment type)



Sr.No.	Payment Type	Payment Description	Payment For	Include In Tot.	Refundable	Order #	Usage Type	Post Vou.	Sale A/C
1	BOOKNG	Booking	Receipts	Yes No	Yes No	1		Yes No	
2	INST	Installment	Receipts	Yes No	Yes No	2		Yes No	
3	HALF	Half Yearly	Receipts	Yes No	Yes No	3		Yes No	
4	POSSES	Possession	Receipts	Yes No	Yes No	4		Yes No	
5	LOC	Location Charges	Receipts	Yes No	Yes No	5		Yes No	
6	LPC	Late Payment Charges	Receipts	Yes No	Yes No	6		Yes No	booking
7	TRANSF	Transfer Fee	Receipts	Yes No	Yes No	7		Yes No	

2.9.3. Plot Types

Maintenance → Developers → Parameters → Developers Parameters

User can add plot types for detail of plot in map.

- Location Type (6-digit code, don't change it)
- Location Description (Description to show in reports)

Developers Parameters

Balance Types | Payment Mode | Payment Type | Payments-Cat | Plot Types | Member Category | Plot Sizes | Plot Nature | Block Nos | Plot Category | Charge Types | Street/Portion

Location Type	Description	Rd. Amt Type	Rd. Amt	Rd.Pay Type	Extr. Amt Type	Extr. Amt	Payment Type
40FTCP	40 Feet Road Corner Park-Face		.00			.00	
40FTCR	40 Feet Road Corner		.00			.00	
40FTPF	40 Feet Road Park-Face		.00			.00	
50FT	50 Feet Road Normal		.00			.00	
50FTCP	50 Feet Road Corner Park-Face		.00			.00	
50FTCR	50 Feet Road Corner		.00			.00	
50FTPF	50 Feet Road Park-Face		.00			.00	
MB	80 Feet Road Normal		.00			.00	
MBCR	Main Boulevard Corner		.00			.00	
MBPF	Main Boulevard Park-Face		.00			.00	
MBCRPF	Main Boulevard Corner Park-Face		.00			.00	

2.9.4. Plot Sizes

Maintenance → Developers → Parameters → Developers Parameters

You need to define plot sizes

- Plot Size Code
- Plot Size Description
- Order No. (1.2.3…)
- Include in Balloting (Yes/No)

Developers Parameters

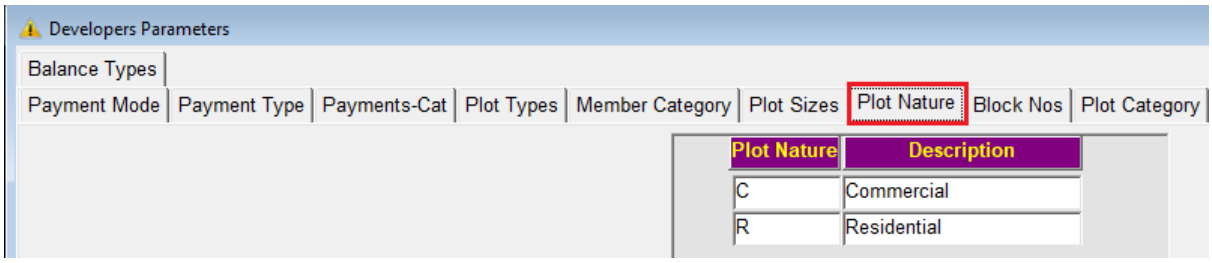
Balance Types | Payment Mode | Payment Type | Payments-Cat | Plot Types | Member Category | Plot Sizes | Plot Nature | E

Size Code	Size Description	Size	Dimension	Order No.	Include in Ballot
02M	02 MARLA	.00		1	Yes No
02MC	02 MARLA COMMERCIAL	.00		2	Yes No
03M	03 MARLA	.00	22X41.3	3	Yes No
04M	04 MARLA	.00		4	Yes No
04MC	04 MARLA COMMERCIAL	.00		5	Yes No
05M	05 MARLA	.00		6	Yes No
10M	10 MARLA	.00		7	Yes No

2.9.5. Plot Nature

Maintenance → Developers → Parameters → Developers Parameters

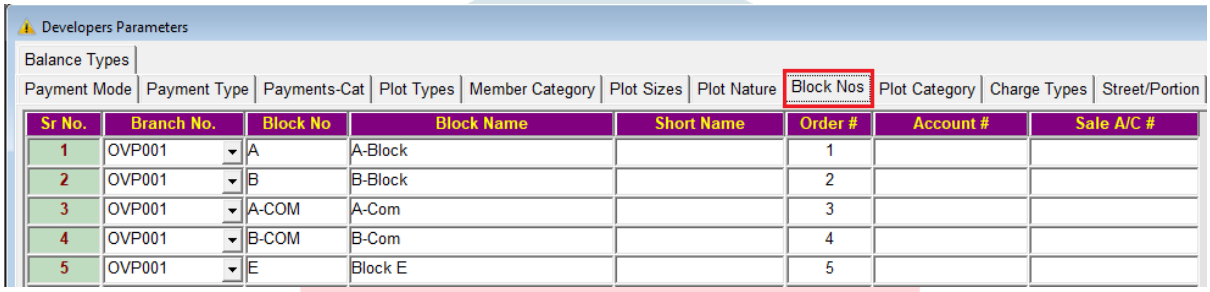
- Residential
- Commercial



2.9.6. Block No.

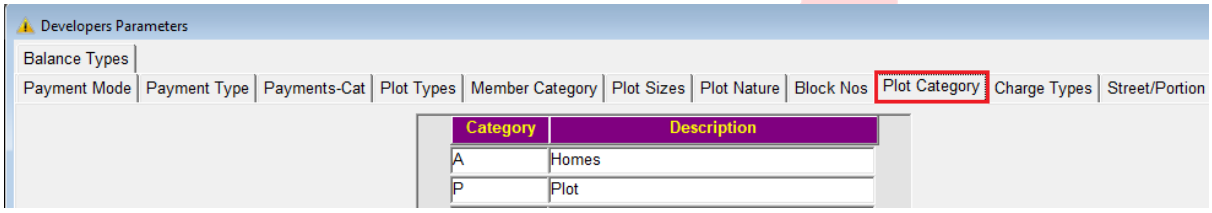
Maintenance → Developers → Parameters → Developers Parameters

You need to define block nos. before enter or uploading map



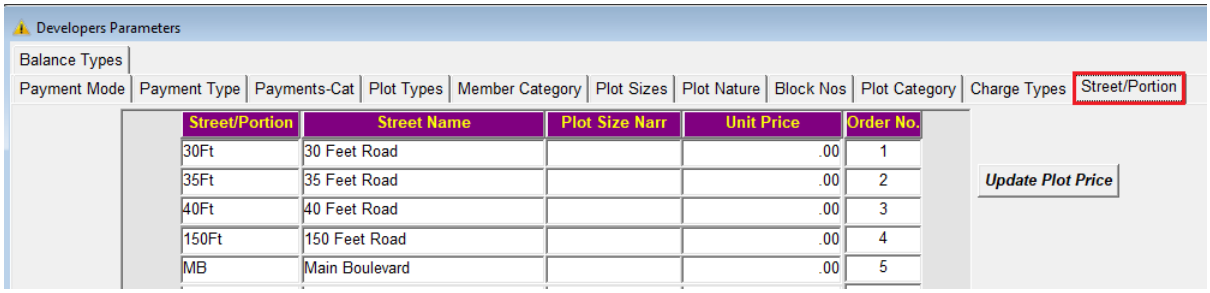
2.9.7. Plot Category

Maintenance → Developers → Parameters → Developers Parameters



2.9.8. Street (Portion)

Maintenance → Developers → Parameters → Developers Parameters

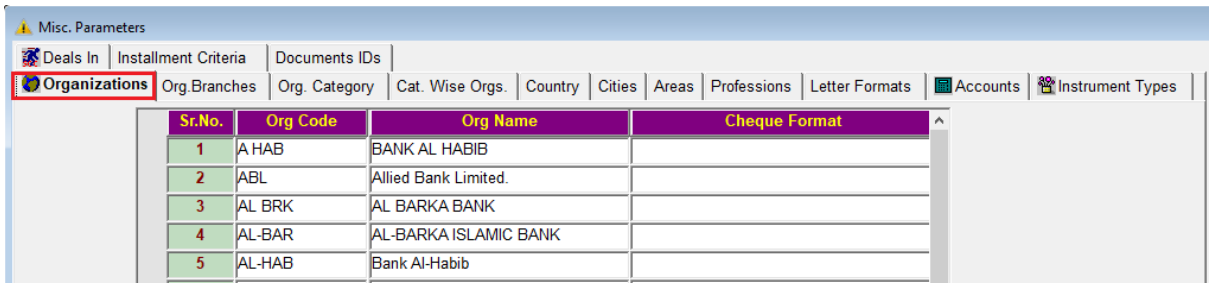


2.10. Misc. Parameters 1

2.10.1. Organizations (Banks Etc.)

Maintenance → Developers → Parameters → Misc. Parameters 1

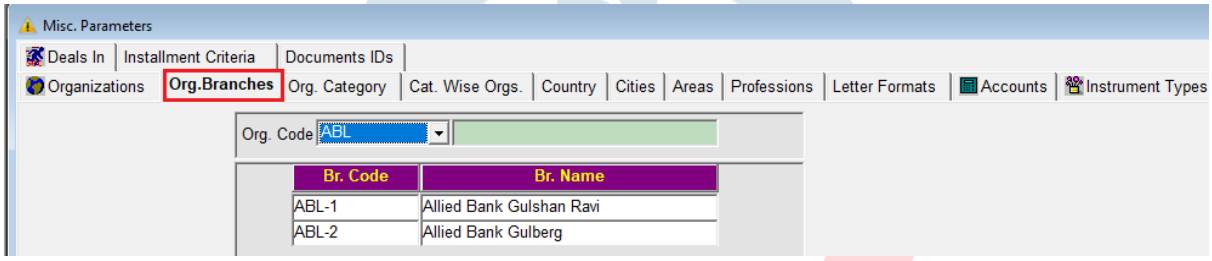
This is just a list of Organizations, **if you added bank name then further add it in Banks Category** in **Cat. Wise Orgs.**



2.10.2. Org. Branches

Maintenance → Developers → Parameters → Misc. Parameters 1

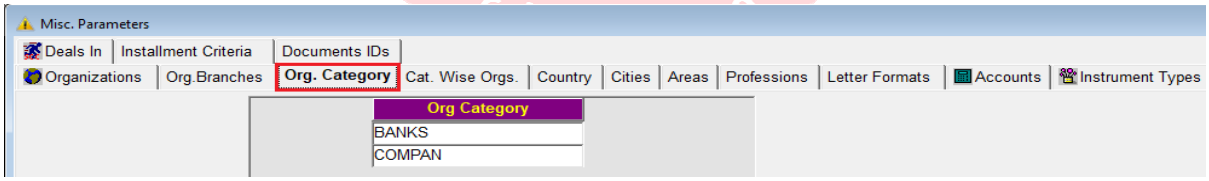
You can add organization's branches as below.



2.10.3. Org. Category

Maintenance → Developers → Parameters → Misc. Parameters 1

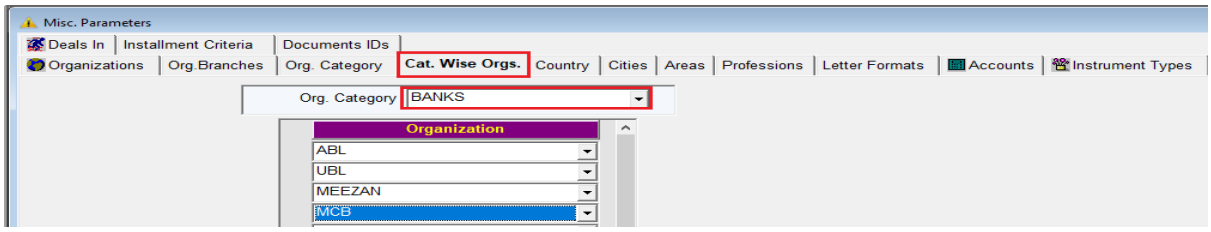
"BANKS" category is hard coded, it has some default links in software, don't delete it.



2.10.4. Cat. Wise Orgs.

Maintenance → Developers → Parameters → Misc. Parameters 1

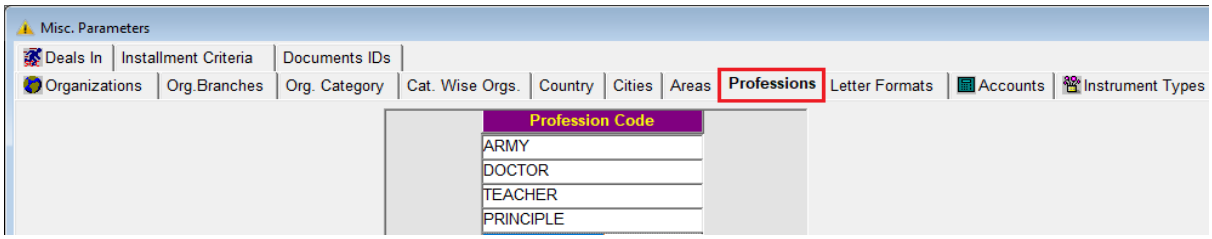
Now these organizations are treated as bank in software.



2.10.5. Professions

Maintenance → Developers → Parameters → Misc. Parameters 1

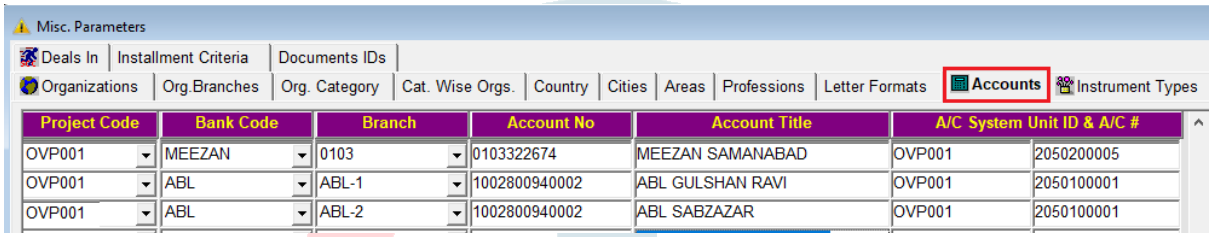
You can add professions for more detail of members



2.10.6. Accounts (Link GL Accounts to Bank Information)

Maintenance → Developers → Parameters → Misc. Parameters 1

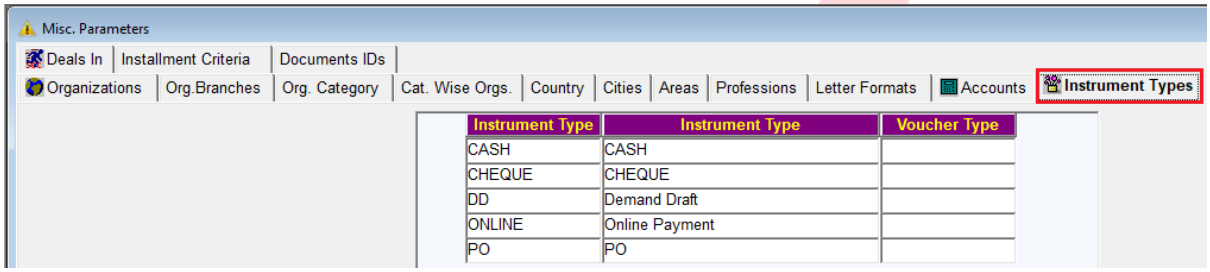
(when you will post receipt, you select Bank: **ABL,** Branch: **ABL-1**, then it will debit linked GL Account "2050100001" in accounts voucher of that particular receipt)



2.10.7. Instrument Types

Maintenance → Developers → Parameters → Misc. Parameters 1

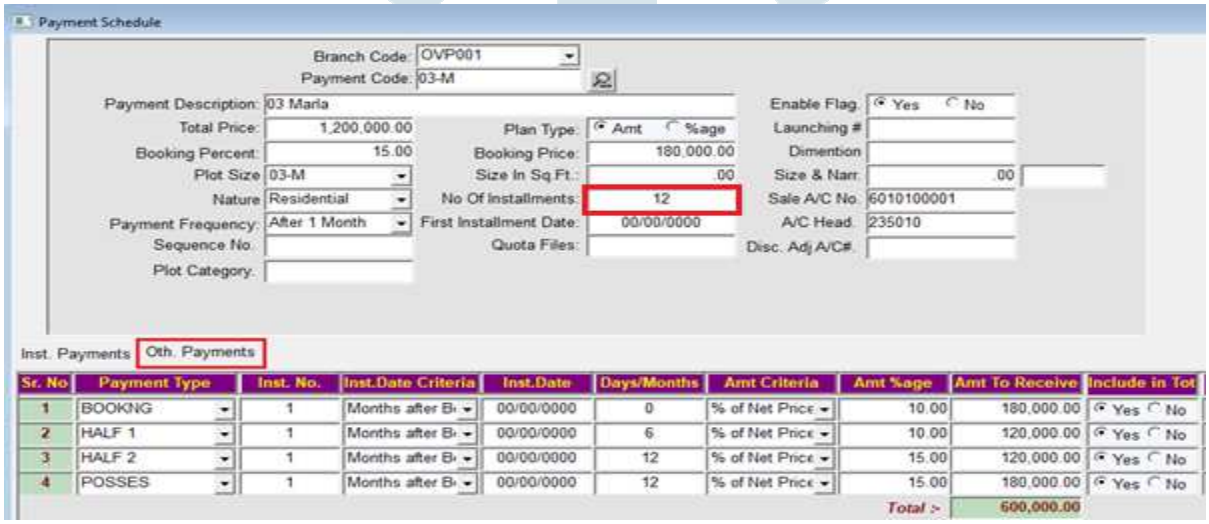
Instrument types can be defined to use in PDC and different stages in software.



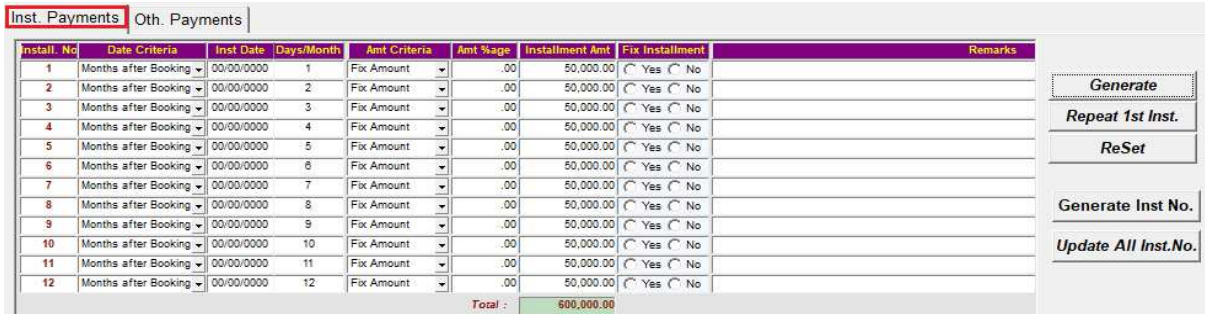
2.11. Payment Schedule

Maintenance → Developers → Parameters → Payment Schedule

- Select Branch
- Payment Code i.e. 03M
- Payment Code Description i.e. 03 Marla Residential
- Total Price i.e. 12,00,000
  Total of Instalments + Total in Other Payments (Include in Total) = Total Price
  600,000 + 600,000 = 12,00,000
  if Include in Tot = "No" then payment is extra
  i.e. Transfer Fee, Late Payment Charges are not part of total but extra other payments
- Plan Type i.e. %age
- Booking Percent i.e. 15% Booking (Booking Price 180,000)
- Plot Size i.e. 03-M
- Nature (Residential, Commercial)
- Payment Frequency (Monthly = After 1 Month, Quarterly = After 3 Month, Etc.)
- Sale A/C No. (Income Account)
- A/C Head. (235010)
- Other Payments (Booking, Half Yearly, Possession, Etc.)
- Include in Total "Y" = This Payment is part of **Total**
- Include in Total "N" = This Payment is **Extra** i.e. Processing Fee, Transfer Fee, Etc.



- Come on **Installments** Tab
- Click Button "**Generate**" Installment + Save
  (it will generate 12 installment as given No. of Installments: 12)

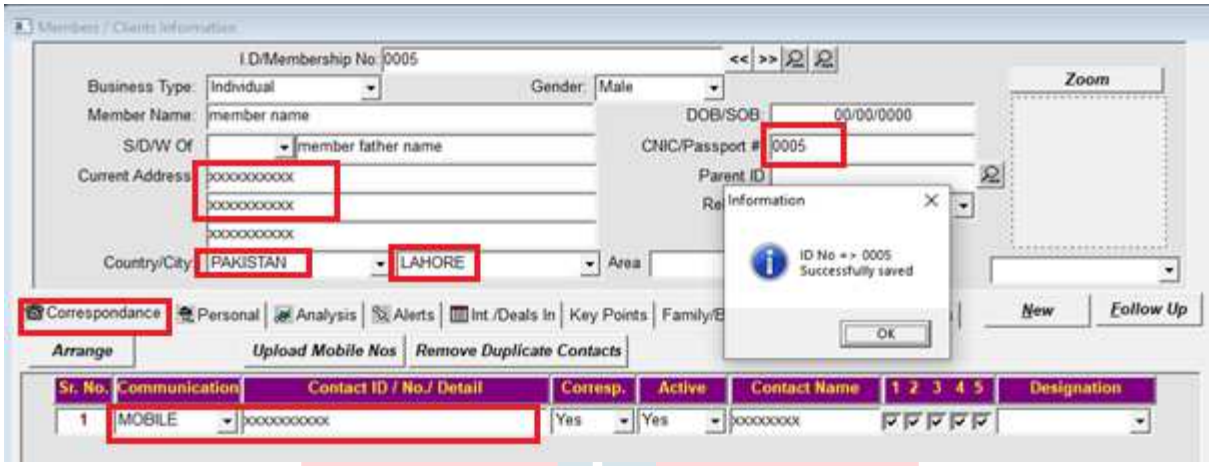


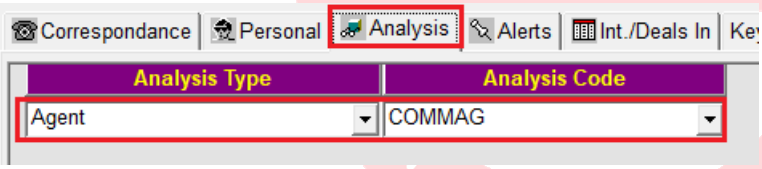
2.12. Member Registration – Bulk Entries

2.12.1. Add / Check Agent Mandatory Fields in Member Information

Systems → Member & Clients → Member / Client Information

- CNIC/Passport # should be SAME as ID. No i.e. 0005
- Address 1, Address 2, Country, City
- Mobile No.
- Analysis Type = "Agent"
- Analysis Code = "COMMAG"
  (You can search and see relevant section, how to open analysis code)

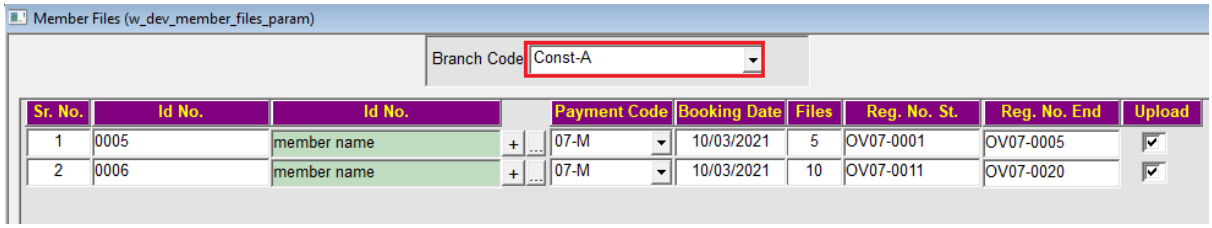




2.12.2. Bulk Files Range / Parameters

Maintenance → Developers → Parameters → Member Files – Parameters

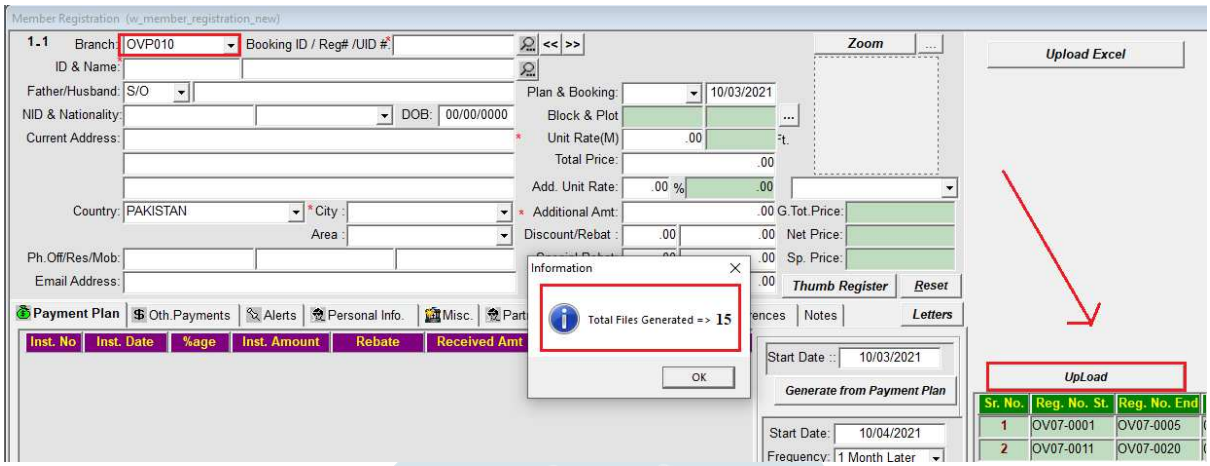
- Select Branch
- Enter Agent id.no. i.e. 0005 and 0006 (Click "+" to Search id. No)
- Payment Code i.e. 07-M
- Booking Date i.e. 10-03-2021
- No. of Files to Enter in Bulk i.e. 5, 10, or 100
- Registration No. Range i.e. OV07-0001 to OV07-0005 for 5 files
- Tick Upload



2.12.3. Generate Bulk Files

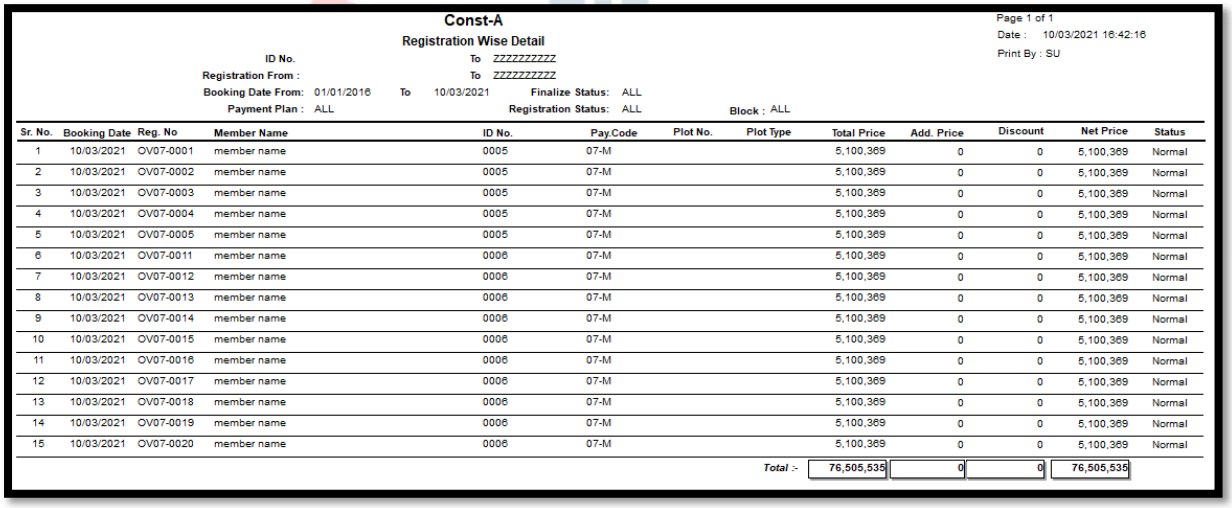
Systems → Developers Management → Member Registration (Ctrl + R)

- Select Branch
- Click Upload Button i.e. see message 15 files generated.



2.12.4. Result

You can see in Reports i.e. 10-05-01 showing below 15 files created



Const-A

Registration Wise Detail

Page 1 of 1
Date : 10/03/2021 16:42:16
Print By : SU

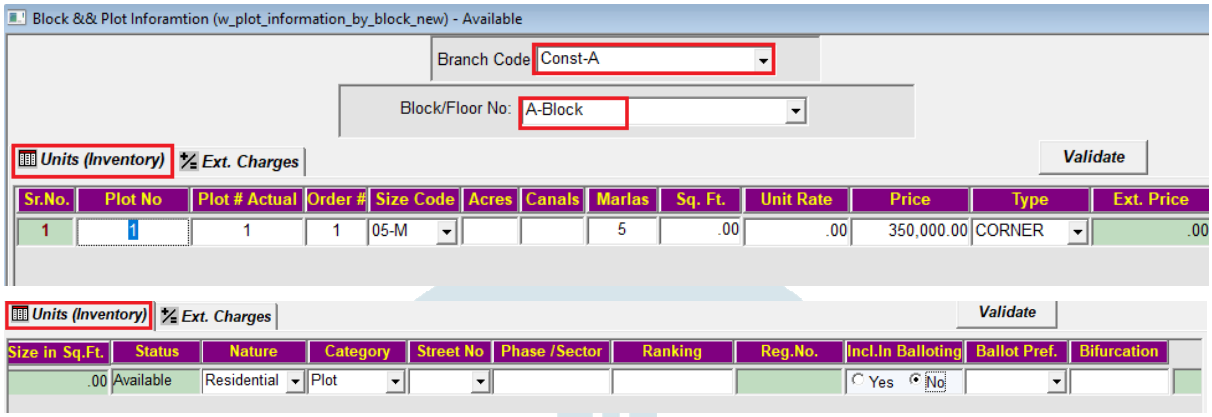
ID No. To zzzzzzzzzz
Registration From : To zzzzzzzzzz
Booking Date From: 01/01/2016 To 10/03/2021 Finalize Status: ALL
Payment Plan : ALL Registration Status: ALL Block : ALL

Sr. No.	Booking Date	Reg. No	Member Name	ID No.	Pay.Code	Plot No.	Plot Type	Total Price	Add. Price	Discount	Net Price	Status
1	10/03/2021	OV07-0001	member name	0005	07-M			5,100,369	0	0	5,100,369	Normal
2	10/03/2021	OV07-0002	member name	0005	07-M			5,100,369	0	0	5,100,369	Normal
3	10/03/2021	OV07-0003	member name	0005	07-M			5,100,369	0	0	5,100,369	Normal
4	10/03/2021	OV07-0004	member name	0005	07-M			5,100,369	0	0	5,100,369	Normal
5	10/03/2021	OV07-0005	member name	0005	07-M			5,100,369	0	0	5,100,369	Normal
6	10/03/2021	OV07-0011	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
7	10/03/2021	OV07-0012	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
8	10/03/2021	OV07-0013	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
9	10/03/2021	OV07-0014	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
10	10/03/2021	OV07-0015	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
11	10/03/2021	OV07-0016	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
12	10/03/2021	OV07-0017	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
13	10/03/2021	OV07-0018	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
14	10/03/2021	OV07-0019	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
15	10/03/2021	OV07-0020	member name	0006	07-M			5,100,369	0	0	5,100,369	Normal
							Total :-	76,505,535	0	0	76,505,535	

2.13. Add Plots in Map

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot/Shop/Apt/Ofc Information by Block

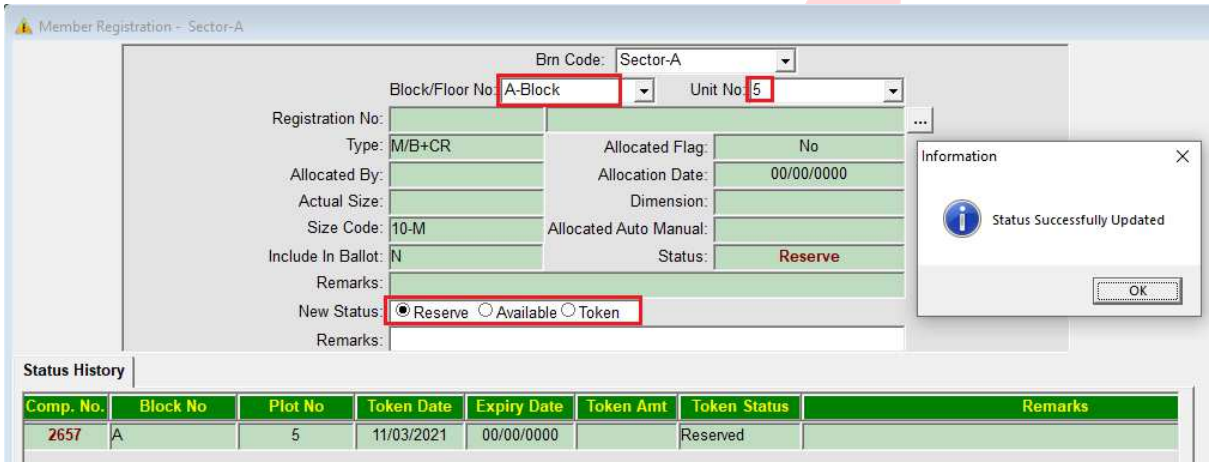
- Select Branch
- Select Block
- Add New Line (Ctrl + N)
- Add (Edit) Information in Line i.e. below screenshot
- Save



2.14. Plot/Shop/Apt/Ofc Status Change

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot/Shop/Apt/Ofc Status Change

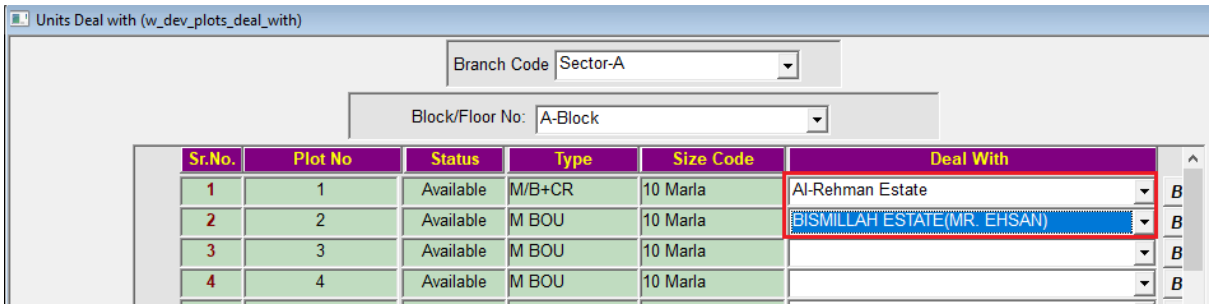
- Select Block and Plot
- Mark Status
- Remarks (Optional) + Save



2.15. Plot Deal with Dealers

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot Deal with Dealers

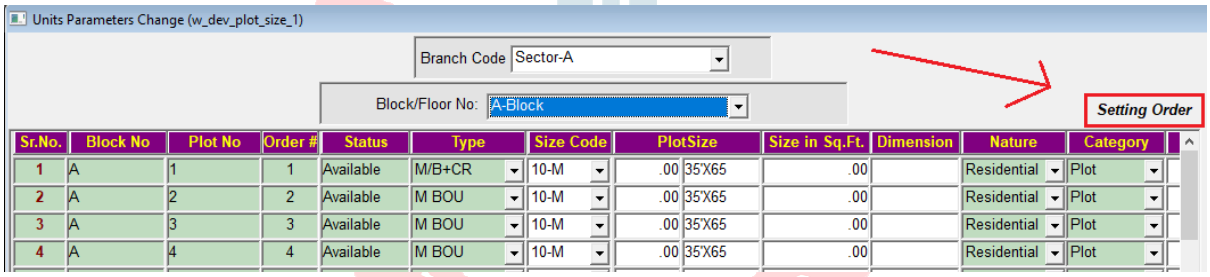
- Select Branch + Select Block No.
- Assign dealer to any plot no(s) i.e. Al-Rehman Estate
- Save



2.16. Plot Sorting Serial No. wise

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot Size Change by Block

- Select Branch + Select Block
- Click Button "Setting Order"
- Save

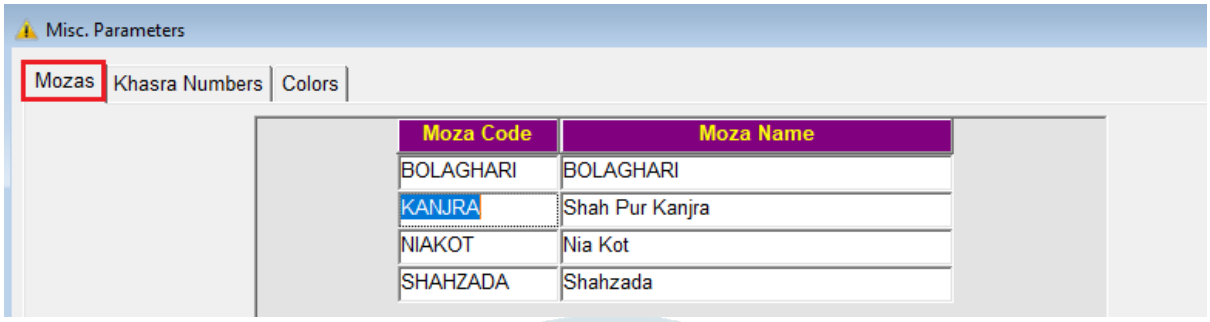


2.17. Moza & Khasra Parameters

2.17.1. Moza

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot Size Change by Block

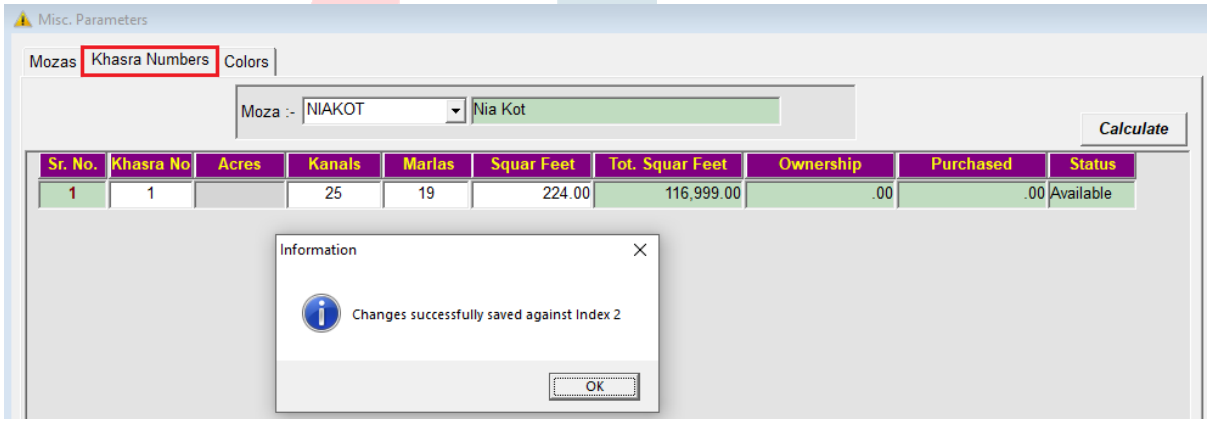
- Add New Line (Ctrl + N)
- Enter Moza Code + Save



2.17.2. Khasra

Maintenance → Developers → Plot/Shop/Apt/Ofc Information → Plot Size Change by Block

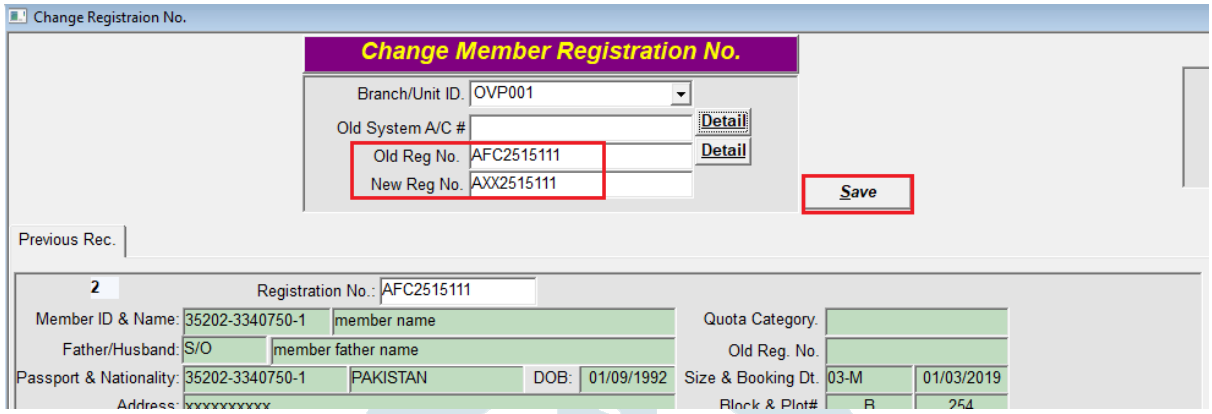
- Select Moza + Add New Line (Ctrl + N)
- Enter Khasra No. and Details
- Save



2.18. Change Registration No.

Maintenance → Developers → Changes & Deletion → Change Registration No.

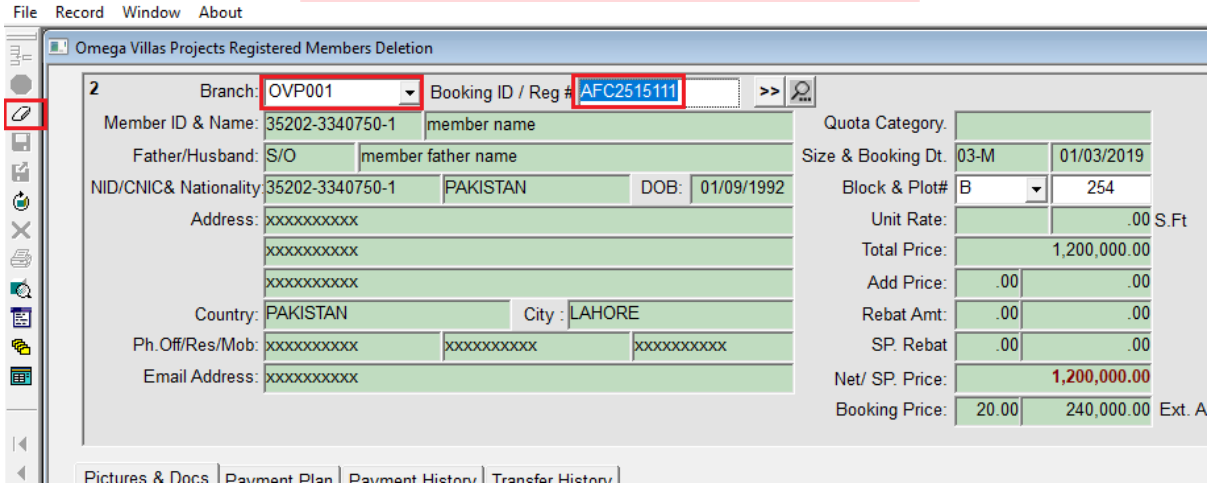
- Select Branch
- Enter Old (Current Reg. No.)
- Enter New Reg. No.
- Save



2.19. Member Registration Deletion

Maintenance → Developers → Changes & Deletion → Member Registration Deletion

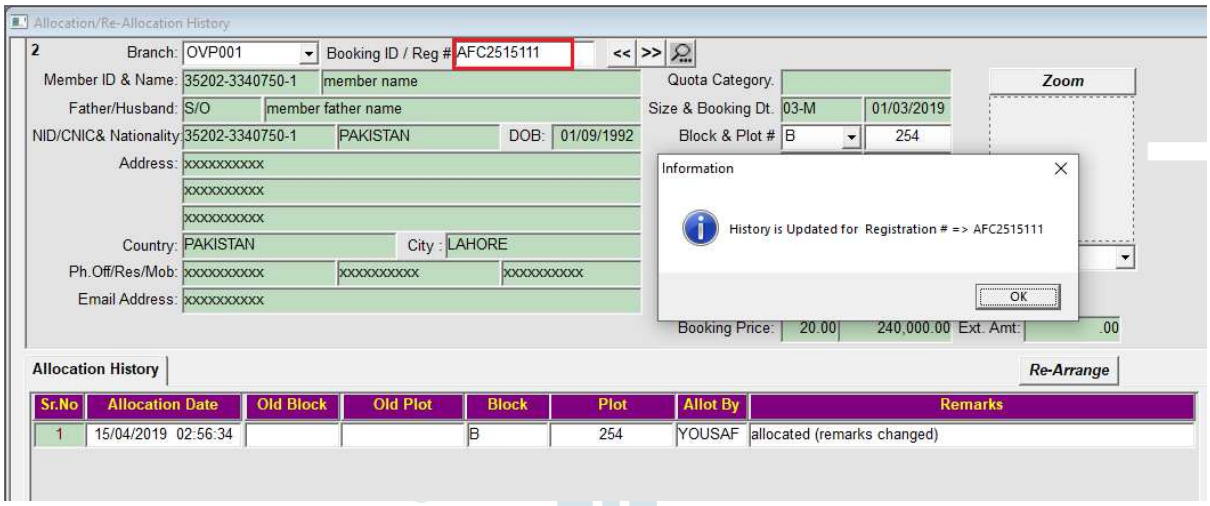
- Select Branch + Enter Registration No.
- Click Button "Delete"



2.20. Correct Allocation/De-allocation History of Plot

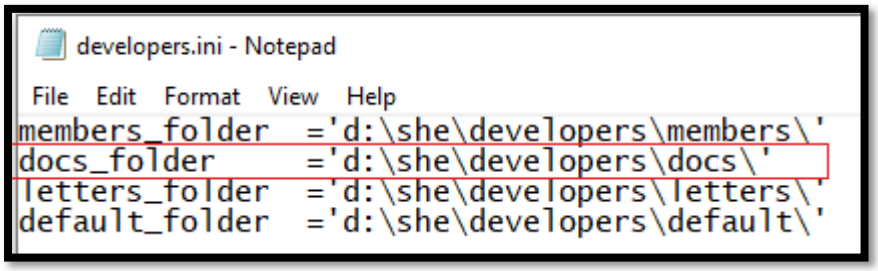
Maintenance → Developers → Changes & Deletion → Correct Allocation / De-allocation History

- Select Branch + Select Registration No.
- Changes in below detail lines
- Save

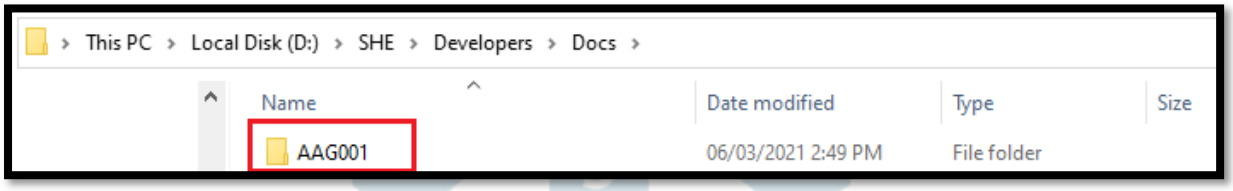


2.21. Create Folders for Registrations

- See d:\she\developers\developers.ini for **docs folder** path
  (You can change this path)



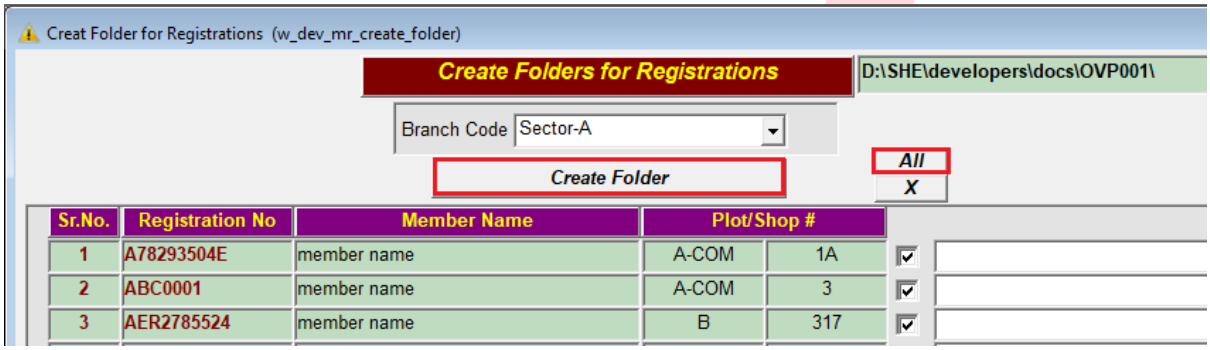
- Make Sure that Branch code folder is there i.e. d:\she\developers\docs\AAG001



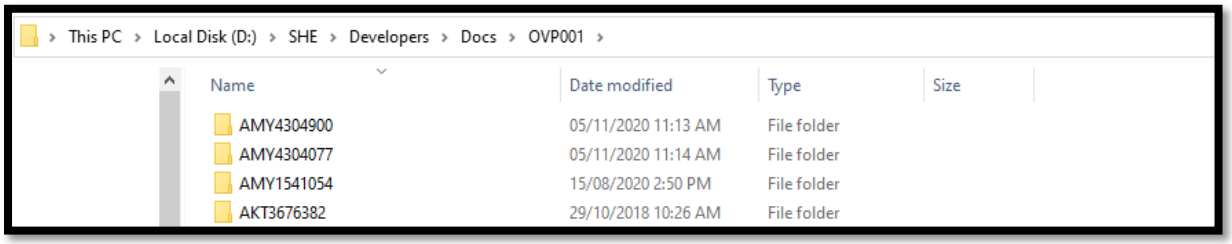
2.21.1. Create Folders

Maintenance → Developers → Misc. for Developer → Create Folders for Registrations

- Select Branch
- Click Button "All" (to select all registrations)
- Click Button "Create Folder"



See Result as below screenshot



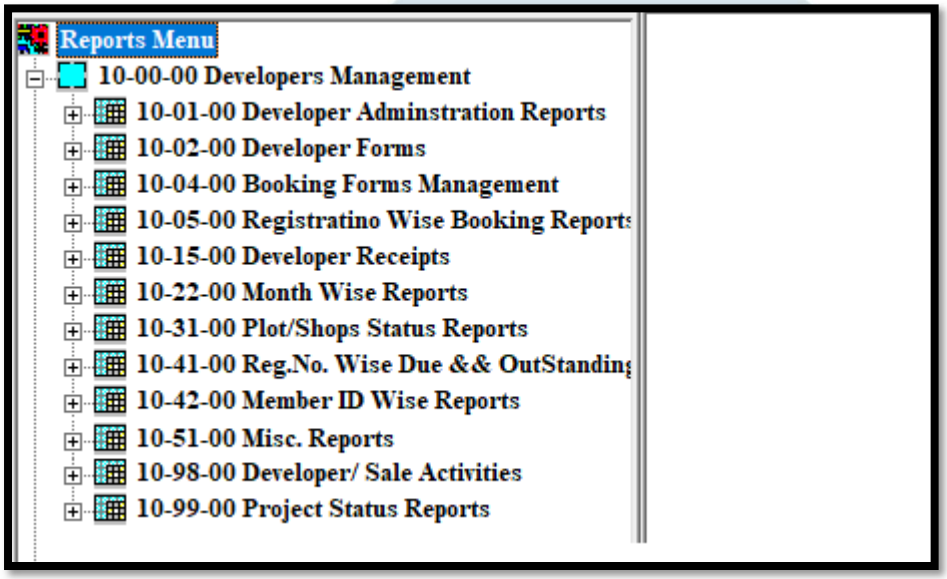
3. Reports

Reports New → (All Reports)

These are all reports of SAMS which covers all your basic reporting need, feel free to order new report formats and changing in existing reports.

3.1.1. SAMS Reports Basic Information

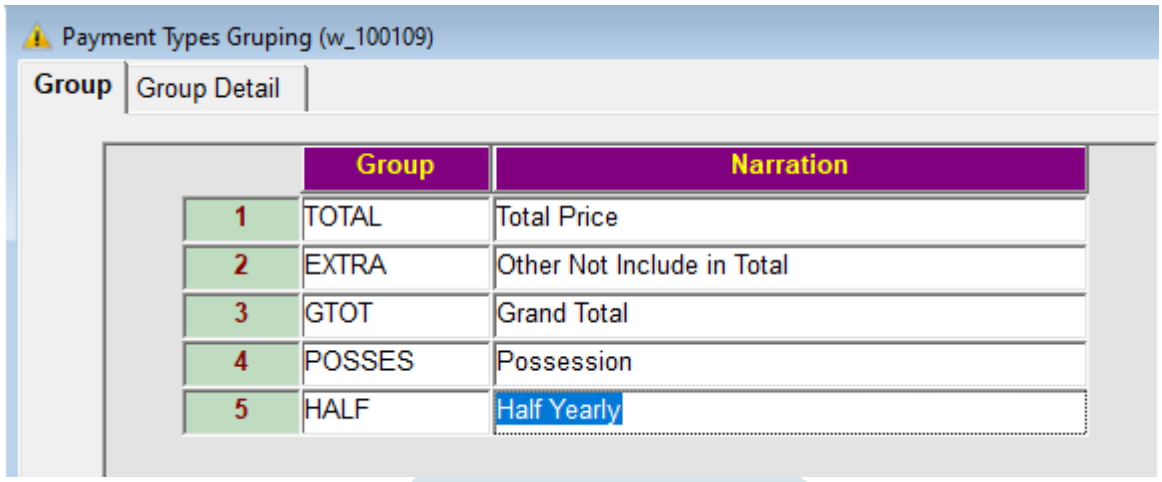
- 10-01-00 – Payment Type Grouping (Report Setting / Exceptions)
- 10-02-00 – Single Client Detail Reports (Account Statement)
- 10-05-00 – Client wise Details & Summaries
- 10-15-00 – Receipts Details & Summaries
- 10-22-00 – Month wise Due & Received Reports
- 10-31-00 – Plots Details & Summaries (Map / Inventory)
- 10-41-00 – Client wise Due & Outstanding (Details & Summaries)
- 10-42-00 – Member CNIC / ID wise Reports (Details & Summaries
- 10-51-00 – Transfers & Refund Reports
- 10-98-00 – User Log Reports
- 10-99-00 – Project Status (Details & Summaries)



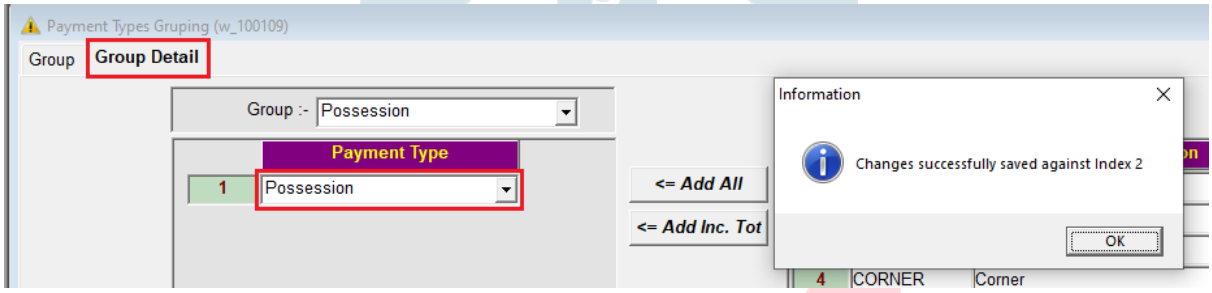
3.1.2. Payment Type Grouping - Report Setting / Exceptions – (10-01-00)

10-01-09 – Payment Type Grouping

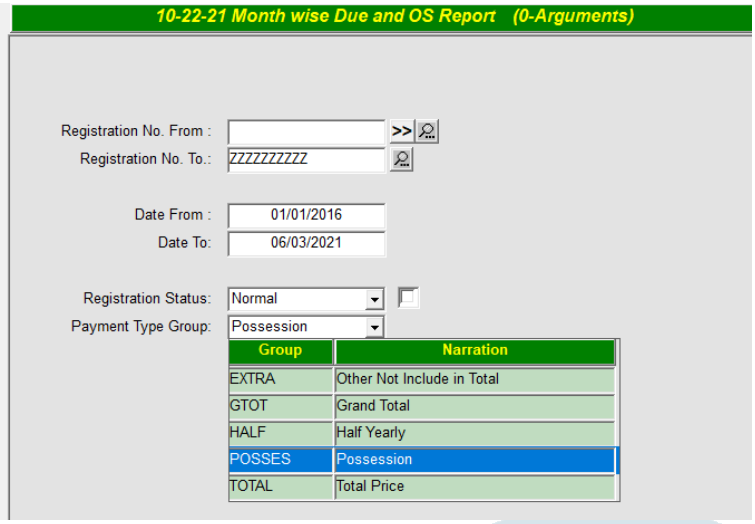
- Define custom group in this screen. i.e. **Possession**



- Add payment types in Group (Custom Defined Group)



- You can call this group on inquiry or different reports i.e. **10-22-21**



The report is showing for possession group

(i.e. Total will show report for all payment types added in **Total** group)

Month wise Due and OS Report

Date: 06/03/2021

Print By: SU

Due Date From : 01/01/2021 **To** 06/03/2021

Registration From : **To** ZZZZZZZZZZ

Registration Status: Normal **To** Normal

Group : Possession

Sr.No	Inst. Month		Net.Receivable	Received Amt	%age Received	OS Amount	Accum.Total
						Opening Balance :	**212,988,080**
1	Jan	2021	9,138,000	88,000	0.96	9,050,000	222,038,080
2	Feb	2021	9,138,000	88,000	0.96	9,050,000	231,088,080
3	Mar	2021	12,000	0	0.00	12,000	231,100,080
		Total :-	**18,288,000**	**176,000**	**0.96**	**231,100,080**	

3.1.3. Single Client Detailed Reports - Account Statement (10-02-00)

10-02-01 – Account Statement (Form1)

This is clients account statement, showing its all details regarding file and financials.

Account Statement

Member Information

Registration No:	3014
CNIC No.	0
Member Name:	1. OPEN PARTY
S/O :	abc
Address:	LAHORE
	LAHORE
	LAHORE ALL.
Mobile , Ph. Off/Res. :	0333-6546752 , ,

Plot Information

Block Name:	Block E	Size:	3.00	Marlas
Plot No.:	311	Booking Date:	07/06/2017	
Type:	Residential-Norm	Dimension:	20*40	

Payments Detail

Total Price :	825,000.00	Discount :	0	Net Price :	825,000.00
Receive Amount :	545,000.00	Outstanding Amt :	280,000.00	Over Due Amt :	152,000.00

Total Received: %

Payment Desc	Inst #	Due Date	Due Amt.	Recv. Amt.	O.S. Amt	Recp. No.	Recp. Amt.	Pay. Mode	Date	Adj. Amt.
Booking		07/06/2017	213,750.00	213,750.00	0.00	225	213,750.	CASH	15/06/2017	213,750.00
Installment	1	07/07/2017	8,000.00	8,000.00	0.00	1606	8,000.	CASH	03/10/2017	8,000.00
	2	07/08/2017	8,000.00	8,000.00	0.00	1608	8,000.	CASH	03/10/2017	8,000.00
	3	07/09/2017	8,000.00	8,000.00	0.00	1986	8,000.	CASH	07/11/2017	8,000.00
	4	07/10/2017	8,000.00	8,000.00	0.00	2380	8,000.	CASH	07/12/2017	8,000.00
	5	07/11/2017	8,000.00	8,000.00	0.00	2926	8,000.	CASH	31/12/2017	8,000.00

3.1.4. Clients Details & Summaries (10-05-00)

10-05-01 – Registration Detail Report

This report shows list of all clients with details, price and status.

Registration Wise Detail

Date : 08/03/2021 17:19:41
Print By : SU

ID No. To ZZZZZZZZZZ
Registration From : To ZZZZZZZZZZ
Booking Date From: 01/01/2000 To 08/03/2021 Finalize Status: ALL
Payment Plan : ALL Registration Status: ALL Block : ALL

Sr. No.	Booking Date	Reg. No	Member Name	ID No.	Pay.Code	Plot No.	Plot Type	Total Price	Add. Price	Discount	Net Price	Status
1	12/06/2017	AMY4304035	member name	35202-4157496-3	5-M	B-263	NORMAL	1,875,000	0	0	1,875,000	Cancel
2	14/06/2017	AMY4304050	member name	35402-3045965-3	5-M	B-206	P FAC	1,706,250	0	0	1,706,250	Cancel
3	14/06/2017	AMY4304077	member name	35202-2583656-1	5-M	B-204	P FAC	1,706,250	0	0	1,706,250	Normal
4	14/06/2017	AMY4304078	member name	35401-9388908-5	5-M	B-205	P FAC	1,706,250	0	0	1,706,250	Normal
5	14/06/2017	AMY4304079	member name	35202-7738608-8	03-M	B-302	NORMAL	975,000	0	0	975,000	Normal
6	15/06/2017	AMY4304036	member name	35401-4507396-1	5-M	B-264		1,750,000	0	0	1,750,000	Purchased
7	15/06/2017	AMY4304037	member name	35401-4507396-1	5-M	-		1,750,000	0	0	1,750,000	Refunded

10-05-21 – Members List and Information Report

Member Information Detail

Booking Date From: 01/01/2000 To 08/03/2021
Registration Status ******* Block : ALL

Sr. No	Reg. / App #	ID./DOB/Bk.Dt	SDW Of	Member Name/Father Name	Address	City/Country/ Email Add.	Ph. Res/Off./Mob.	Tot./Book/Net	Rebat,Rcvd,OS	PlotType/Size	Plot Info.
1	AFC1251541	35141-1258154-1		member name	xxxxxxxxxx	LAHORE	xxxxxxxxxx	2,117,500.00	.00	5-M	
		00/00/0000	S/O	member father name	xxxxxxxxxx	PAKISTAN	xxxxxxxxxx	317,625.00	100,000.00		Residential
		03/12/2017			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	2,117,500.00	2,017,500.00		
2	AKT3676587	34101-7810756-4		member name	xxxxxxxxxx	LAHORE	xxxxxxxxxx	4,250,000.00	.00	10-M	
		00/00/0000	S/O	member father name	xxxxxxxxxx	PAKISTAN	xxxxxxxxxx	850,000.00	1,500,000.00		Residential
		26/09/2018			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	4,250,000.00	2,750,000.00		
3	AMC0172801	35102-9099378-3		member name	xxxxxxxxxx	LAHORE	xxxxxxxxxx	1,050,000.00	.00	03-M	
		00/00/0000	S/O	member father name	xxxxxxxxxx	PAKISTAN	xxxxxxxxxx	157,500.00	.00		Residential
		25/04/2018			xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	1,050,000.00	1,050,000.00		

3.1.5. Receipts List & Summaries (10-15-00)

10-15-01 – Daily Receipt Summary

Daily Receipts Summary

Receipt Date From: 01/01/2021 To 01/01/2021 Payment Mode: ZZZZZZ Receipt Status: Posted
Registration Status: ALL User ID : To ZZZZZZ Plot Size: ALL
Registration No. From : To ZZZZZZZZZZ Analysis Type: Regardless Analysis Code: Regardless

Post By	CASH	ONLINE	Grand Total
ASAD	47,000		47,000
SHAHZ2		45,210	45,210
Grand Total	47,000	45,210	92,210

10-15-11 – Receipt Detail Report

This report shows all receipts list with detail.

Receipts Detail

Receipt Date From: 01/01/2000 To 06/03/2021 User ID : To ZZZZZZ
Registration Status: ALL Plot Size : ALL
Payment Mode: ZZZZZZ Receipt Status: Posted Analysis Type: Regardless Analysis Code: Regardless Registration No. From : To ZZZZZZZZZZ

Sr. No.	Receipt No	Receipt Date	Pay Mode	Cheque No.	Receipt Amt.	Discount Amt.	Security Amt.	Recvd Amt.	Cheque Date	Reg.No	Member Name:	Block & Plot	Pay Code	Deposit Date
49	40	26/07/2017	CASH		157,500.00	.00	.00	157,500.00	00/00/0000	AMY4304127	member name	B - 251	03-M	00/00/0000
50	62	29/07/2017	CASH		787,500.00	.00	.00	787,500.00	00/00/0000	AMY4304073	member name	B - 120	5-M	00/00/0000
51	63	29/07/2017	CASH		945,000.00	.00	.00	945,000.00	00/00/0000	AMY4304134	member name	B - 247	03-M	00/00/0000
52	64	29/07/2017	CASH		262,500.00	.00	.00	262,500.00	00/00/0000	AMY4304141	member name	B - 44	5-M	00/00/0000
53	65	29/07/2017	CASH		240,000.00	.00	.00	240,000.00	00/00/0000	AMY4304071	member name	B - 25	5-M	00/00/0000
54	67	31/07/2017	CASH		240,000.00	.00	.00	240,000.00	00/00/0000	AMY4304140	member name	B - 26	5-M	00/00/0000
55	68	31/07/2017	CASH		157,500.00	.00	.00	157,500.00	00/00/0000	AMY4304102	member name	B - 134	03-M	00/00/0000

3.1.6. Month wise Due & Received Reports (10-22-00)

10-22-21 – Month wise due & outstanding

Month wise Due and OS Report

Date: 06/03/2021
Print By: SU

Due Date From : 01/01/2000 To 06/03/2021
Registration From : To ZZZZZZZZZZ
Registration Status Normal To Normal Group : Half yearly

Sr.No	Inst. Month		Net.Receivable	Received Amt	%age Received	OS Amount	Accum.Total
						Opening Balance :	0
11	Apr	2020	1,120,000	1,106,952	98.84	13,048	13,048
12	Jul	2020	456,000	456,000	100.00	0	13,048
13	Sep	2020	1,110,000	800,000	72.07	310,000	323,048
14	Oct	2020	1,120,000	697,286	62.26	422,714	745,762
15	Dec	2020	43,066	43,066	100.00	0	745,762
16	Jan	2021	456,000	136,000	29.82	320,000	1,065,762
17	Mar	2021	320,000	0	0.00	320,000	1,385,762
		Total :-	10,807,066	9,421,304	87.18	1,385,762	

3.1.7. Plots Details & Summaries - Map / Inventory – (10-31-00)

10-31-01 – Plot Summary Size wise, Location Wise

Size & Category Wise Plot/Shops Report

Status : ALL Nature : ALL

Order No	Plot Size	Description	CORNER	M BOU	M/B+CR	NORMAL	P FAC	P+COR	P+CR+M	Grand Total
18	05-M C	05 MARLA COMMERCIAL		1						1
21	04-M C	04 Marla commercial		53	3					56
23	02-M C	02 Marla Commercial		33	2					35
24	03-M	03 Marla	8			83				91
26	04-M	04 Marla	5			73				78
27	05-M	05 Marla	19		3	153	27	4		206
29	07-M	07 Marla	2	5	8	1			2	18
31	10-M	10 Marla	1	28	10	19				58
454	3.06 M	3.06 COMMERCIAL PLOT		1						1
554	3.8 MC	3.8 MARLA COMMERCIAL		2						2
750	3.86 M	3.86 MARLA COMMERCIAL		1						1
Grand Total			35	124	26	329	27	4	2	547

10-31-02 – Plot Summary Block wise

Block & Category Wise Plot/Shops Report

Size : ALL Nature : ALL
Status : ALL

Order #	Block Name	CORNER	M BOU	M/B+CR	NORMAL	P FAC	P+COR	P+CR+M	Total
1	A-Block	8	17	7	101				133
2	B-Block	27	16	14	228	27	4	2	318
3	A-Com		65	4					69
4	B-Com		26	1					27
Grand Total		35	124	26	329	27	4	2	547

10-31-05 – Plot Detail Report

Plots Detail Reprot

Date: 06/03/2021

Size : ALL Nature : ALL
Status : ALL Block : ALL

Sr.No	Plot #	Type	Nature	Size	Actual Size	Status	Unit Rate	Plot Price	Location Amt	G.Tot. Amt	Reg. No	Member Name	Allocation Date	Allocated By	Dealer name
13	A_ 13	M BOU	Residential	10-M	.00	Sold					AKT3676567	member name	11/09/2018		
14	A_ 14	M BOU	Residential	10-M	.00	Sold					AUK3995595	member name	28/10/2018		
15	A_ 15	M BOU	Residential	10-M	.00	Sold					AMY2561454	member name	09/05/2018		
16	A_ 16	M BOU	Residential	10-M	.00	Sold					AMC0172802	member name	09/05/2018		

3.1.8. Client wise Due & Outstanding (Details & Summaries) – 10-41-00

10-41-11 – Block wise Due & Outstanding Summary

Block Wise Due && OutStanding

Page:- Page 1 of 1
Print By:- SU

Registration Status: Normal

Sr.No	Block #	No. of plots	Net Price	G.Tot. Due.	G.Tot. Rcvd.	G.Tot. OS.	Inst. O.D.:	Oth. O.D.	Extra. O.D.	Tot. O.D.	OD.Inst
1	A-Block	73	147,488,844	161,129,498	117,672,291	43,457,207	6,924,988	11,322,628	1,048,832	19,296,448	117
2	B-Block	185	336,261,375	384,731,446	295,800,562	88,930,884	12,654,630	15,664,956	1,087,368	29,406,954	278
3	A-Commercial	44	192,364,365	208,001,975	145,630,167	62,371,808	6,919,747	7,639,709	921,801	15,481,257	123
4	B-Commercial	18	94,290,000	101,659,139	66,911,007	34,748,132	2,143,850	10,124,760	99,999	12,368,609	28
	Total =>	322	770,404,584	855,522,058	626,014,027	229,508,031	28,643,215	44,752,053	3,158,000	76,553,268	546

10-41-12 – Size wise Due & Outstanding Summary

Size Wise Due && OutStanding

Page:- Page 1 of 1
Print By: SU

Registration Status: Normal

Sr.No	Size	No. of files	Net Price	G.Tot. Due.	G.Tot. Rcvd.	G.Tot. OS.	Inst. O.D.:	Oth. O.D.	Extra. O.D.	Tot. O.D.	OD.Inst
1	04 Marla commercial	38	195,368,365	210,167,134	142,837,597	67,329,537	5,538,935	13,531,067	988,467	20,058,469	59
2	02 Marla Commercial	22	68,360,000	74,190,802	50,327,604	23,863,198	2,629,631	3,283,162	33,333	5,946,126	80
3	03 Marla	64	70,196,653	82,450,686	66,238,074	16,212,612	3,219,119	1,772,804	430,500	5,422,423	69
4	04 Marla	46	69,905,066	75,651,845	60,320,327	15,331,518	990,965	2,336,705	1,048,832	4,376,502	49
5	05 Marla	109	202,432,500	233,304,277	173,290,193	60,014,084	8,176,017	9,568,534	656,868	18,401,419	200
6	07 Marla	10	28,831,000	31,416,003	25,832,712	5,583,291	397,818	1,417,542	0	1,815,360	10
7	10 Marla	29	112,385,000	123,038,133	87,791,547	35,246,586	6,795,699	11,891,999	0	18,687,698	67
	Total =>	322	770,404,584	855,522,058	626,014,027	229,508,031	28,643,215	44,752,053	3,158,000	76,553,268	546

10-41-65 – Due & Outstanding Reports client wise

Due && OutStanding Amount Summary

ID No. To ZZZZZZZZZZ Till Date : 06/03/2021
Reg No. To ZZZZZZZZZZ Block : ALL Registration Status: Normal

Sr.No	Reg. No.	Member Name	Plot No.	PayCd	Booking Date	Net Price	G.Tot. Due.	G.Tot. Rcvd.	G.Tot. OS.	Discount Amt	Security Amt	Inst. Over Due:	OD. Inst.	Oth. Over Due:	Extra. Over Due:
1	AFC2515111	member name	B 254	03-M	01/03/2019	1,200,000	1,270,159	669,000	601,159	0	0	121,000	7	0	0
2	AKT3676324	member name	A-COM 49	02-M C	17/09/2018	3,200,000	3,305,411	2,074,000	1,231,411	0	0	77,108	3	0	0
3	AKT3676366	member name	A 10	10-M	12/08/2018	4,250,000	4,322,736	3,000,194	1,322,542	0	0	0	0	634,240	0
4	AKT3676543	member name	B 161	03-M	21/08/2017	1,050,000	1,112,543	1,015,174	97,369	0	0	0	0	49,826	0

3.1.9. Member CNIC / ID wise Reports - Details & Summaries – (10-42-00)

10-42-11 – Member ID Wise Due & Outstanding

One member can have more than one file on his CNIC. This report shows member wise list with details.

Member Wise Due & Recv. Summary

Date:- 06/03/2021
Page:- Page 1 of 498

Sr.No	ID. No.	Member Name	Total	G.Tot. Due.	G.Tot. Rcvd.	G.Tot. OS.	Inst. Over Due:	Oth. Over Due:	Extra. Over Due:	Tot. Over Due	OD.Inst
1	35202-3036987-1	member name	10	38,035,059	5,447,289	32,587,770	0	0	0	0	0
2	35404-4929920-9	member name	9	5,130,792	5,116,616	14,176	14,176	0	0	14,176	4
3	352022-194924-1	member name	8	3,534,512	3,534,512	0	0	0	0	0	0
4	35202-8903205-7	member name	8	20,916,524	18,436,360	2,480,164	111,250	1,372,084	0	1,483,334	1
5	42201-3225805-3	member name	8	16,710,129	12,326,000	4,384,129	1,153,085	663,361	0	1,816,446	55

3.1.10. Transfers & Refund Reports (10-51-00)

10-51-01 – Transfers Report

This report shows transfers list.

Transfer Reports

Date From : 01/01/2000 To 06/03/2021

Print By :- SU

Sr.No	Transfer Date	Reg. No	Booking Dt.	App No.	Transfer No.	Plot #	Size	Last Tr.Dt.	Seller Name	Seller ID	Buyer Name	Buyer ID	Transfer Chg.	Transfer By	Net Price	Recv.Till Trnsfr	O S Payment	Nature
1	06/03/2018	AMY4304064	21/07/2017		1	B _ 32	5-M	00/00/0000	MUHAMMAD RIAZ HOUSE # 15, MOHALLA SHAKEEL STREET, CHOHAN ROAD, CHOTA SANDA LAHORE PAKISTAN	35202-2739614-7	member name xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx LAHORE PAKISTAN	35202-2515437-8	.00	NADIA	1,800,000	366,000	1,434,000	Residential
2	06/03/2018	AMY4304065	21/07/2017		1	B _ 33	5-M	00/00/0000	MUHAMMAD RIAZ HOUSE # 15, MOHALLA SHAKEEL STREET, CHOHAN ROAD, CHOTA SANDA LAHORE PAKISTAN	35202-2739614-7	member name xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx LAHORE PAKISTAN	352023-001487-7	.00	NADIA	1,800,000	366,000	1,434,000	Residential
3	02/05/2018	AMY4304167	13/09/2017		1	A _ 45	5-M	00/00/0000	ZULFIQAR ALI B-291, BLOCK N NORTH NAZIMABAD LAHORE PAKISTAN	421011-759259-7	member name xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx LAHORE PAKISTAN	35202-2765655-5	.00	NADIA	1,650,000	293,500	1,356,500	Residential

10-51-91 – Refund Report

Refund Report

Page 1 of 2
Date: 06/03/2021

Regestration No. From To ZZZZZZZZZZ
Date From 01/01/2000 To 06/03/2021

Sr.No.	Reg. No	Member Name	Booking Date	Refund Date	Net Price	Tot. Received	Charges Amt	Other Charges	Discount	Refund Charges	Refund Amt	Remarks	Status
1	AMY4307067	member name	21/07/2017	05/02/2019	1,750,000.00	250,000.00	0.00	0.00	0.00	0.00	250,000.00	NEW REG MAKE AMY4304067	Refund Finalized
2	AMC0172888	member name	26/09/2018	29/04/2019	6,400,000.00	1,400,000.00	0.00	0.00	0.00	0.00	1,400,000.00	As Per Townplainer Mr Asif This plot con	Refund Finalized
3	AMY4304291	member name	07/11/2017	03/07/2019	3,500,000.00	1,100,000.00	0.00	0.00	0.00	0.00	1,100,000.00	AMOUNT 1,100,000/- PAID AGAINST CI	Refund Finalized
4	AMY4304292	member name	07/11/2017	03/07/2019	3,500,000.00	1,100,000.00	0.00	0.00	0.00	0.00	1,100,000.00	AMOUNT 1,100,000/- PAID AGAINST CI	Refund Finalized
5	AFC1251541	member name	03/12/2017	21/09/2019	2,117,500.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	NEW PURCHASER REHANA KAUSER	Refund Finalized

3.1.11. User Log Reports (10-98-00)

10-98-05 – User Wise Log Report

All users activity can be monitored.

User wise Log / Activity -

Date From: 01/01/2000 00:00:00 **To** 06/03/2021 23:59:59 **User Name:** All

Sr. No	Activity Date	Activities	Activity Code	User	Log Remarks
1	21/03/2008 00:31:05	INQURIY	AMY4304292	SHUM	Inquiry / View Reistration AMY4304292
2	21/03/2008 00:32:28	INQURIY	AMY4304292	SHUM	Inquiry / View Reistration AMY4304292
3	21/03/2008 00:32:37	100201VIEW	AMY4304292	SHUM	Ledger View by using option 100201 of Reg # AMY4304292
4	21/03/2008 00:40:29	INQURIY	AMY4304292	SHUM	Inquiry / View Reistration AMY4304292
5	21/03/2008 00:40:42	100201VIEW	AMY4304292	SHUM	Ledger View by using option 100201 of Reg # AMY4304292

3.1.12. Project Status - Details & Summaries (10-99-00)

10-99-02 – Client wise Payment Wise Due, Received & Outstanding Report

This is complete detail of due, received & outstanding.

Project Status Payment Type wise

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Date: 06/03/2021 17:41:08
Print By : SU

From Date 01/01/2000 To 06/03/2021 Registration Status: Normal

Sr No.	Registration No	Member Name	Plot #	Net Price	Payment Type	Install. No.	Installment Date	Amt To Receive	Rebat Amt	Amt Received	OS Amt	Mobile No.	Status
22	AFC2515111	member name	B 254	1,200,000.00	INST	20	01/11/2020	18,000	0	0	18,000	xxxxxxxxxx	Normal
23	AFC2515111				INST	21	01/12/2020	18,000	0	0	18,000	xxxxxxxxxx	
24	AFC2515111				INST	22	01/01/2021	18,000	0	0	18,000	xxxxxxxxxx	
25	AFC2515111				INST	23	01/02/2021	18,000	0	0	18,000	xxxxxxxxxx	
26	AFC2515111				INST	24	01/03/2021	18,000	0	0	18,000	xxxxxxxxxx	
27	AFC2515111				TRNSFR	1	24/02/2020	15,000	0	15,000	0	xxxxxxxxxx	
28	AFC2515111				TRPROF	1	24/02/2020	1,000	0	1,000	0	xxxxxxxxxx	
29	AKT3676324		A-COM 49	3,200,000.00	BOOKNG	1	17/09/2018	640,000	0	640,000	0	xxxxxxxxxx	Normal
30	AKT3676324				HALF 1	1	18/06/2019	160,000	0	160,000	0	xxxxxxxxxx	
31	AKT3676324				HALF 2	1	18/09/2019	160,000	0	160,000	0	xxxxxxxxxx	
32	AKT3676324				HALF 3	1	18/03/2020	160,000	0	160,000	0	xxxxxxxxxx	

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