MYMASJID

USER MANUAL (ENGLISH) - MYMASJID

© 2023 - AUTHENTIC VENTURE SDN BHD.

CONTENTS

1 - INTRODUCTION.....3

2 - MYMASJID.....5

2.1 INTRODUCTION.....5

2.2 REGISTER TO SYSTEM.....6

2.3 LOGIN INTO SYSTEM.....12

2.4 SETTING UP WIZARDS.....14

2.4 SETUP CONFIGURATIONS.....39

2.5 HOW TO MANAGE USERS.....69

2.6 HOW TO MANAGE MASJID MEMBERS.....77

2.7 HOW TO ADD AJK OR POSITION IN YOUR ORGANIZATION.....101

2.8 HOW TO GENERATE QR CODE FOR DONATION.....104

2.9 MANAGE FINANCIAL TRANSACTION.....109

2.10 MANAGE FEES.....134

2.11 GENERATE REPORTS.....144

2.12 GENERATE AND VIEW DASHBOARD.....161

1 - INTRODUCTION

MyMasjid is a sophisticated solution management system to manage accounts and operations of Mosques and suraus. MyMasjid will improve mosque/surau management to IR4.0 level using the latest digital technology and automation.

Social Media

Facebook: http://fb.officecentralcloud.com

Twitter: http://twitter.officecentralcloud.com

Linkedin (Authentic Venture): http://linkedin.officecentralcloud.com

Instagram: http://ig.officecentralcloud.com

TikTok: http://tiktok.officecentralcloud.com

Website: https://mymasjid.asia/

Online help

We provide online help to help you learn MyMasjid online. Certain websites for *support* are as follows:

Help Center: https://ventures.freshdesk.com/support/solutions/folders/27000060545 (Malay)

Contact Us

Authentic Venture Sdn.Bhd.

(470336-H) 906B, Level 2, Block D

Diamond Complex, Bangi Business Park

43650 Bandar Baru Bangi

Selangor, Malaysia.

P: + 603-27243826

E: sales@ventures.com.my

If you need any help /questions regarding the MyMasjid system, do not hesitate to contact us or email us at support@ventures.com.my.

All Rights Reserved

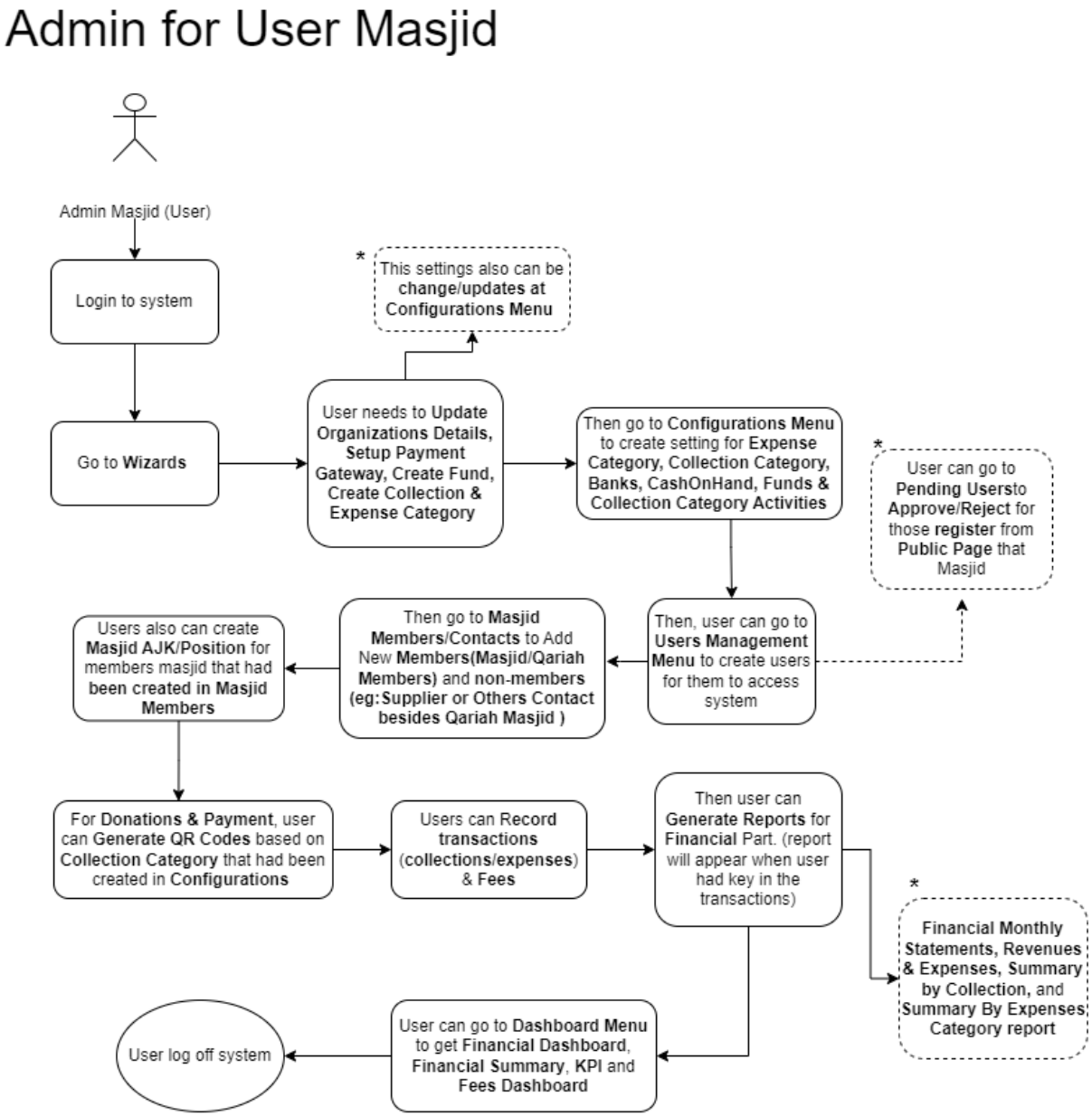
© 2023 -Authentic Venture Sdn Bhd. All rights reserved

2 - MYMASJID

2.1 INTRODUCTION

MyMasjid is a global initiative to digitalize masjid and musolla all around the world. MyMasjid platform provides a payment gateway for you to receive information/donations from MyMasjid members from all over the world.

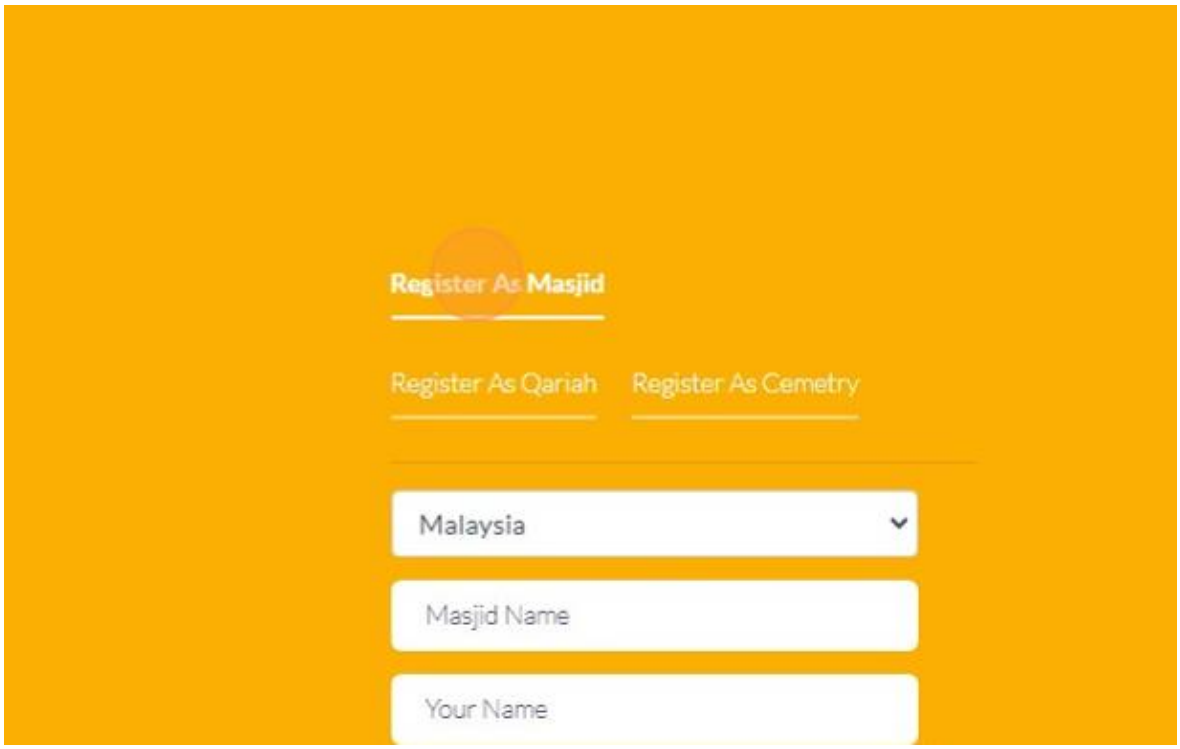
The process of the MyMasjid system is as below:



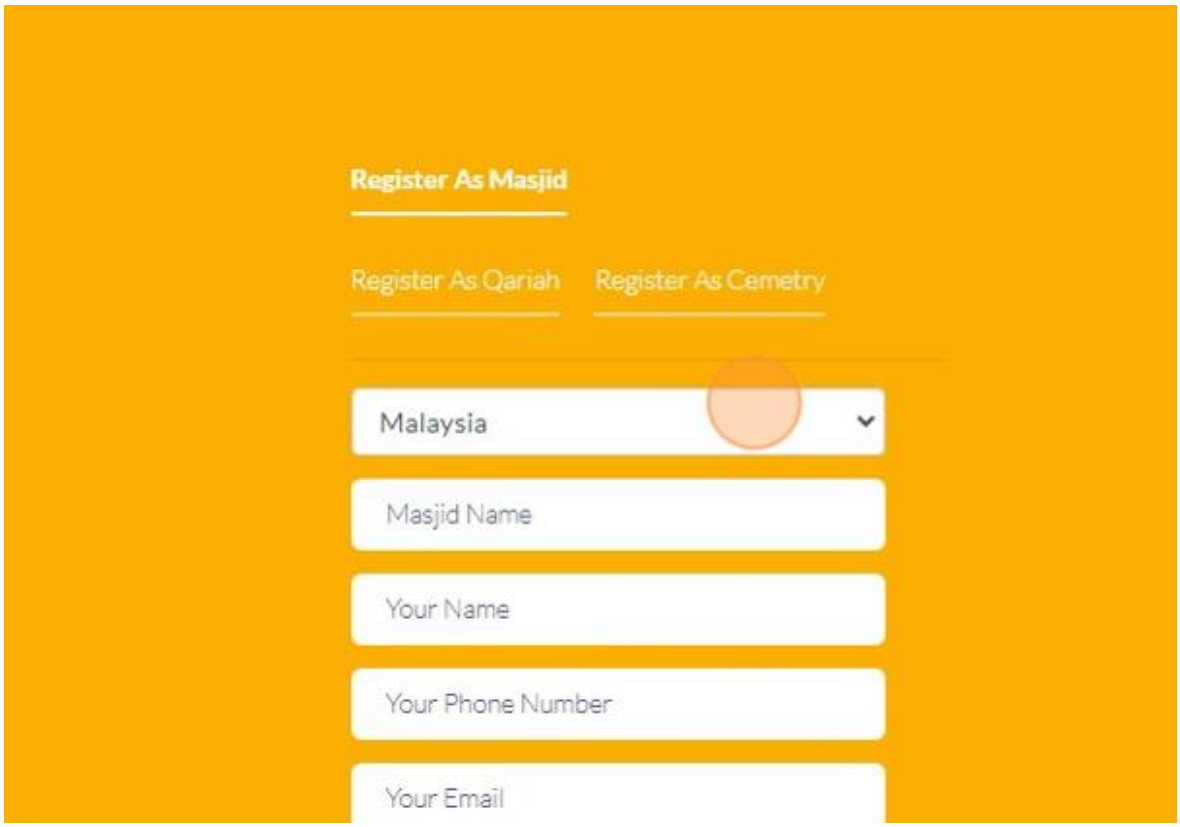
2.2 REGISTER TO SYSTEM

1. Navigate to https://app.mymasjid.asia/Identity/Account/Register

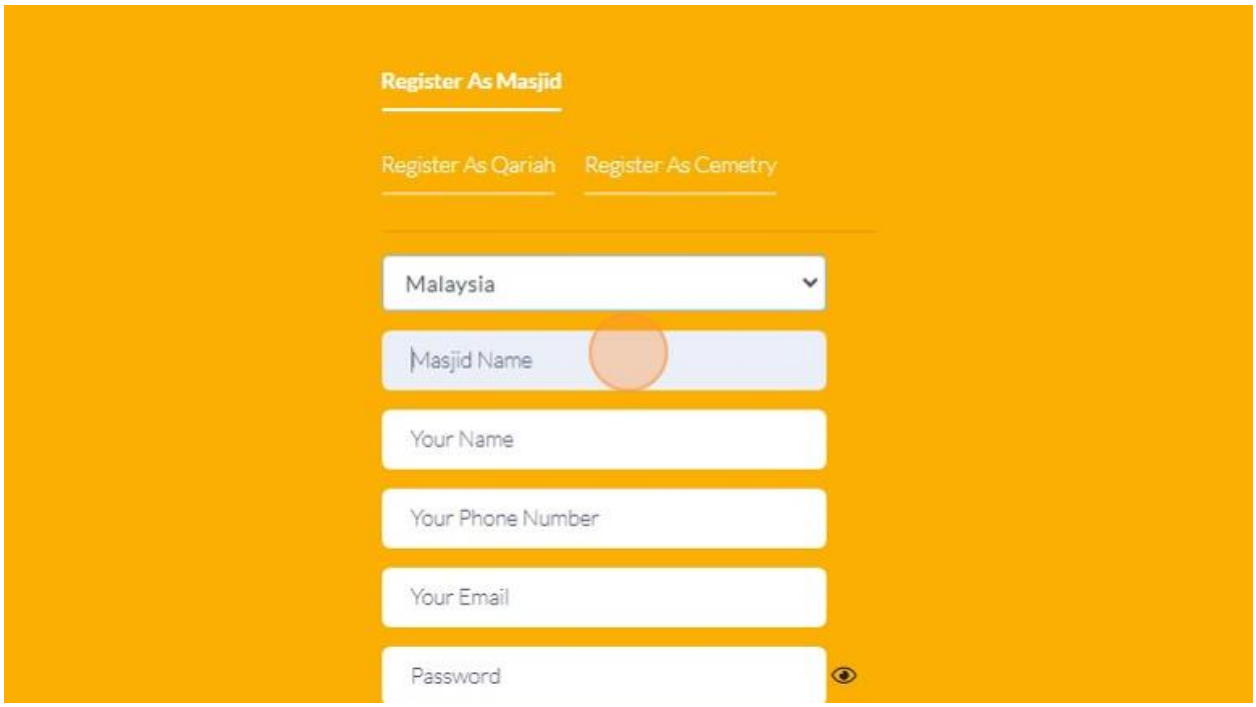
2. Click "Register As Masjid"



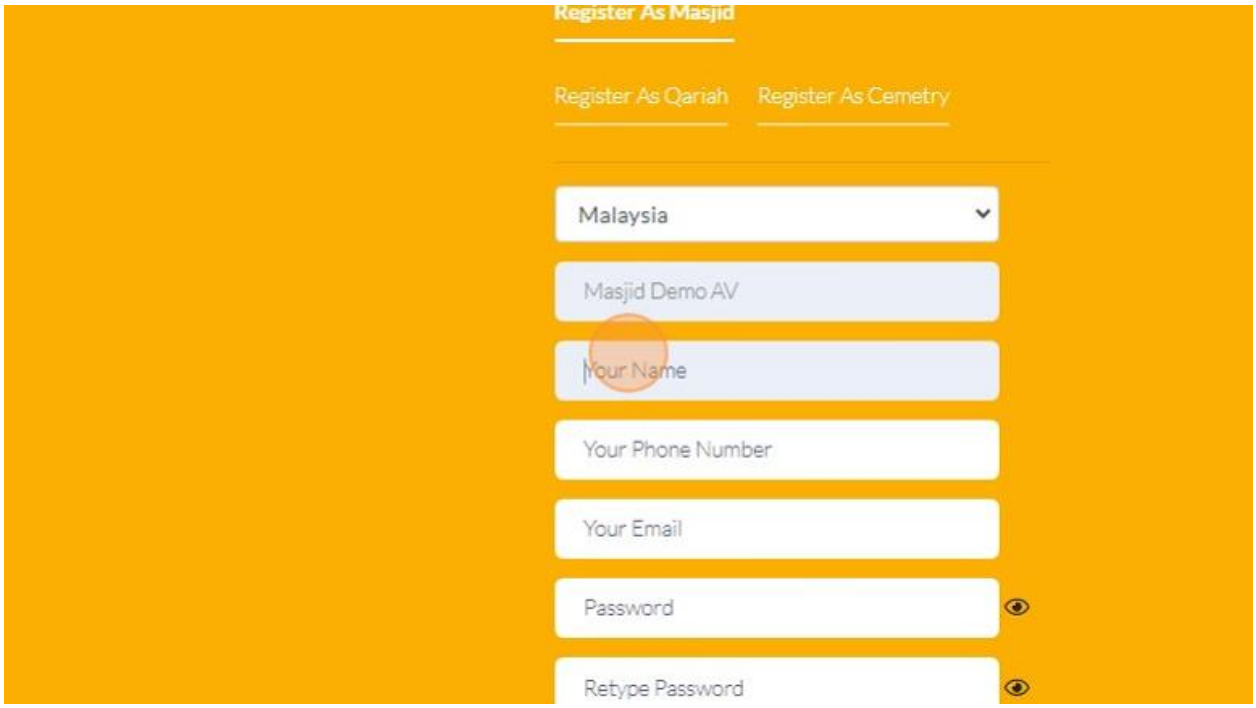
3. Click this dropdown to choose Country.



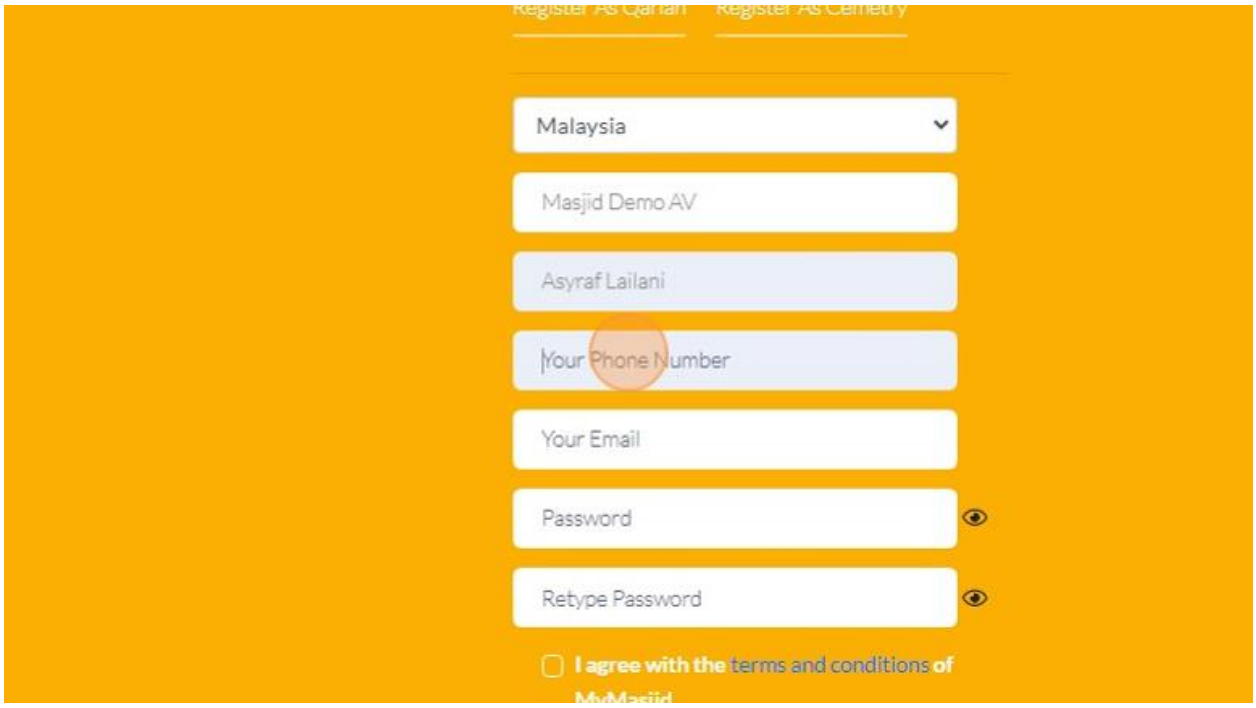
4. Click the "Masjid Name" field and field in your masjid/surau/organization name.



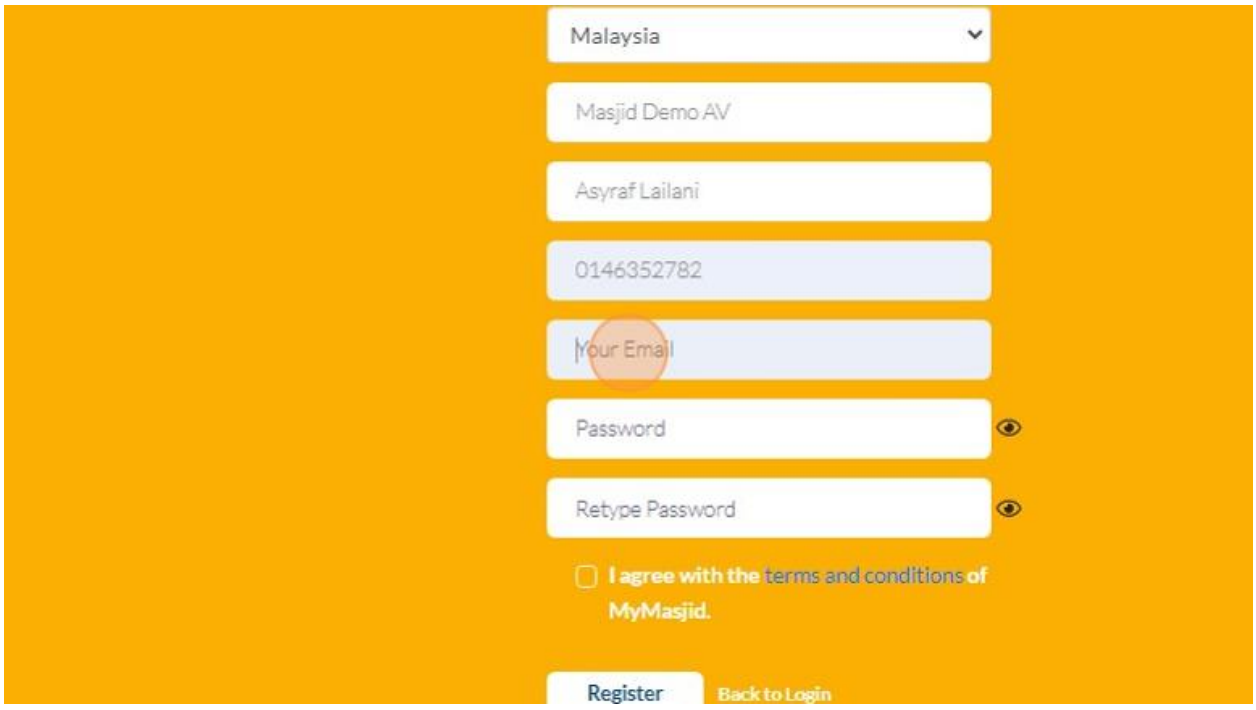
5. Click the "Your Name" field and keyin your name.



6. Click the "Your Phone Number" field to fill in your phone number.

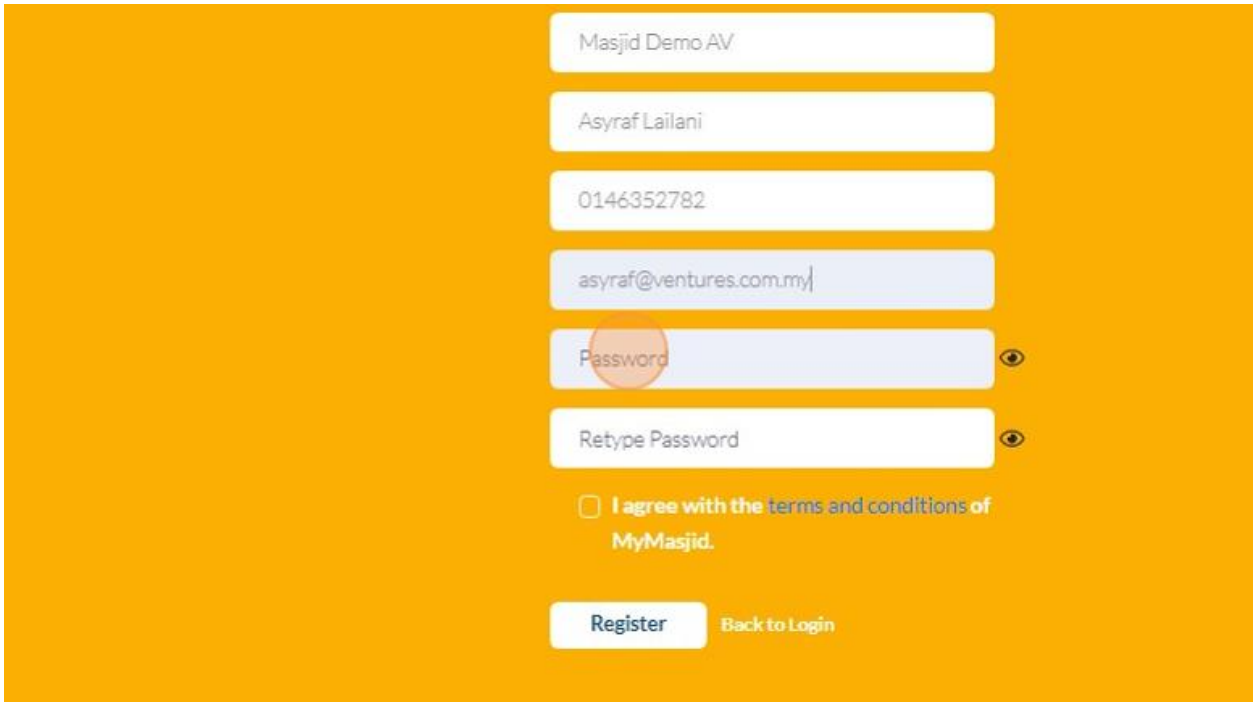


7. Click the "Your Email" field and fill in your email. (Make sure this email is active)

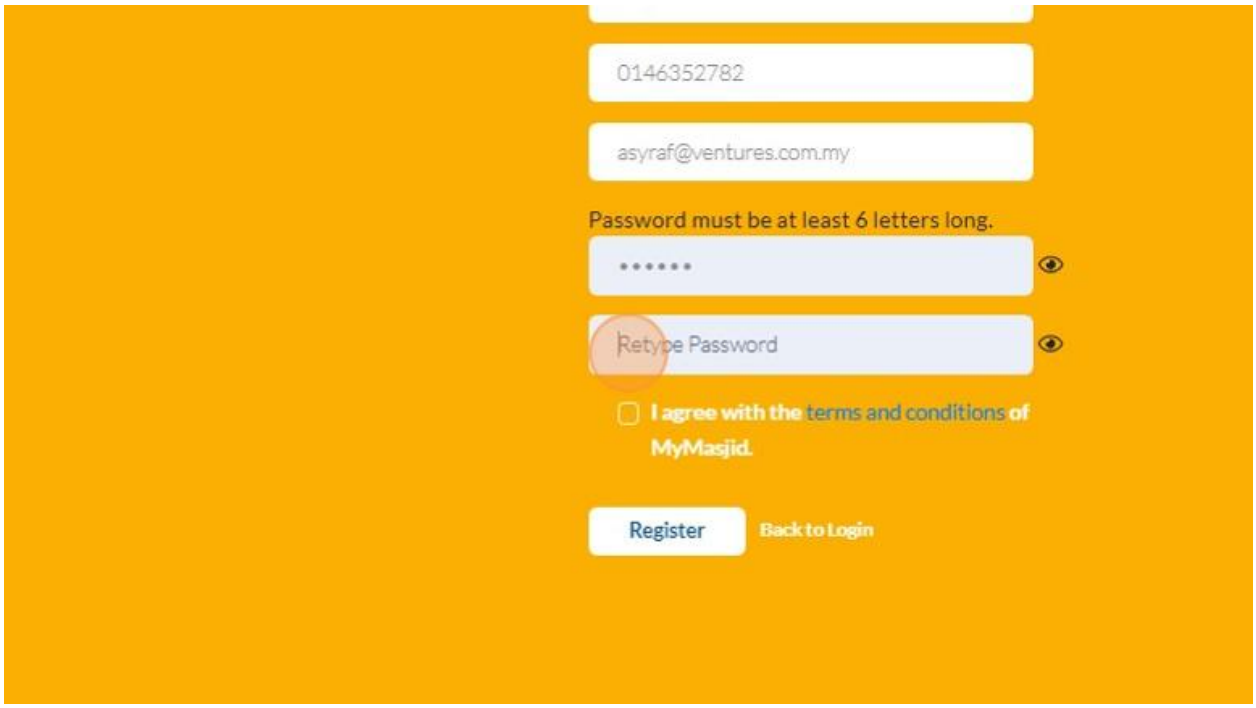


8. Click the "Password" field and fill in your own password. This password will be used once you want to login into system.

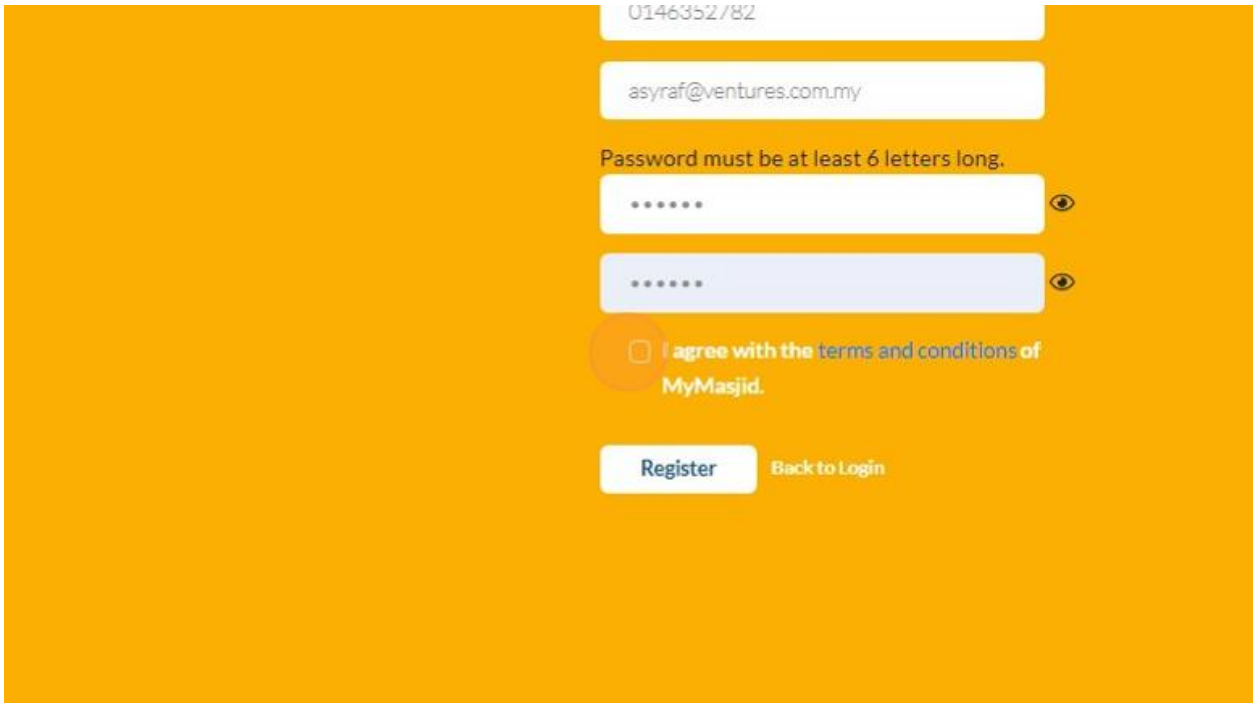
*Password can be anything such as alphabet, numbers, symbol or special character.



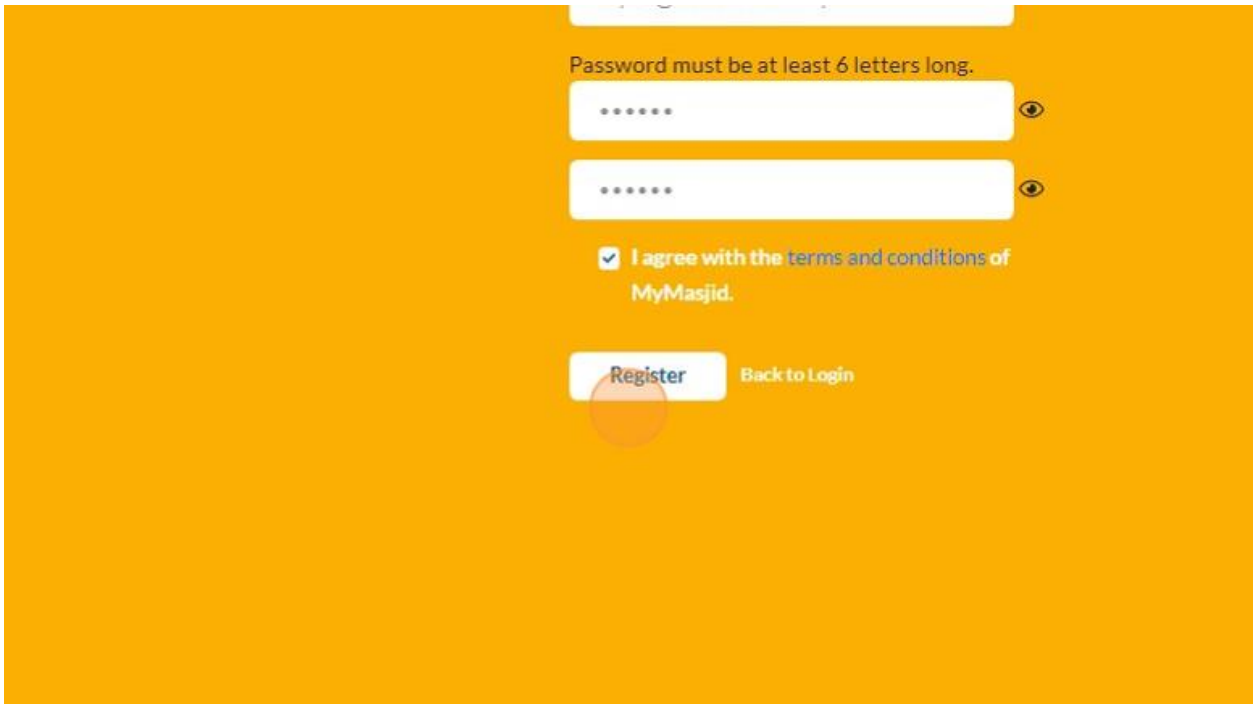
9. Click the "Retype Password" field. (Make sure it is same with password above that you had create)



10. Click "I agree with the terms and conditions of MyMasjid."

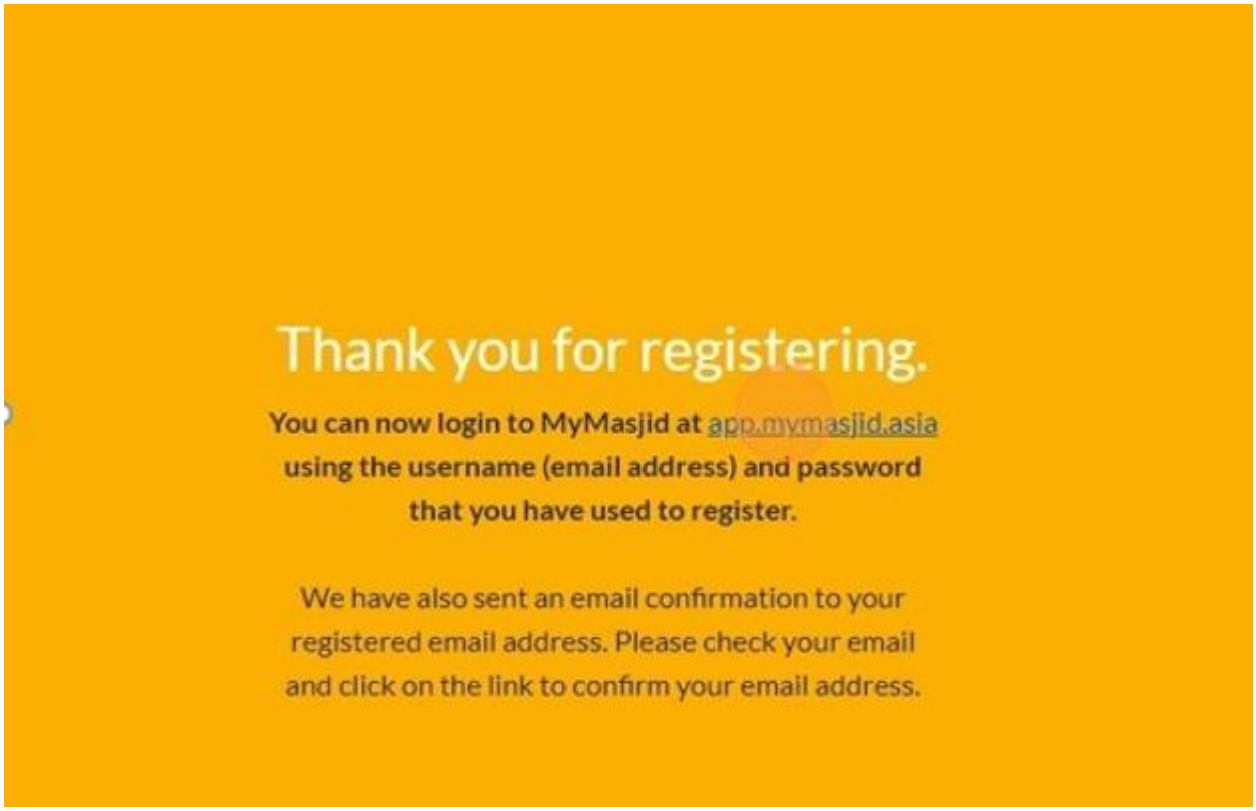


11. Then Click "Register" once done.



12. Once you had done Register your account, you will redirect to this page below.

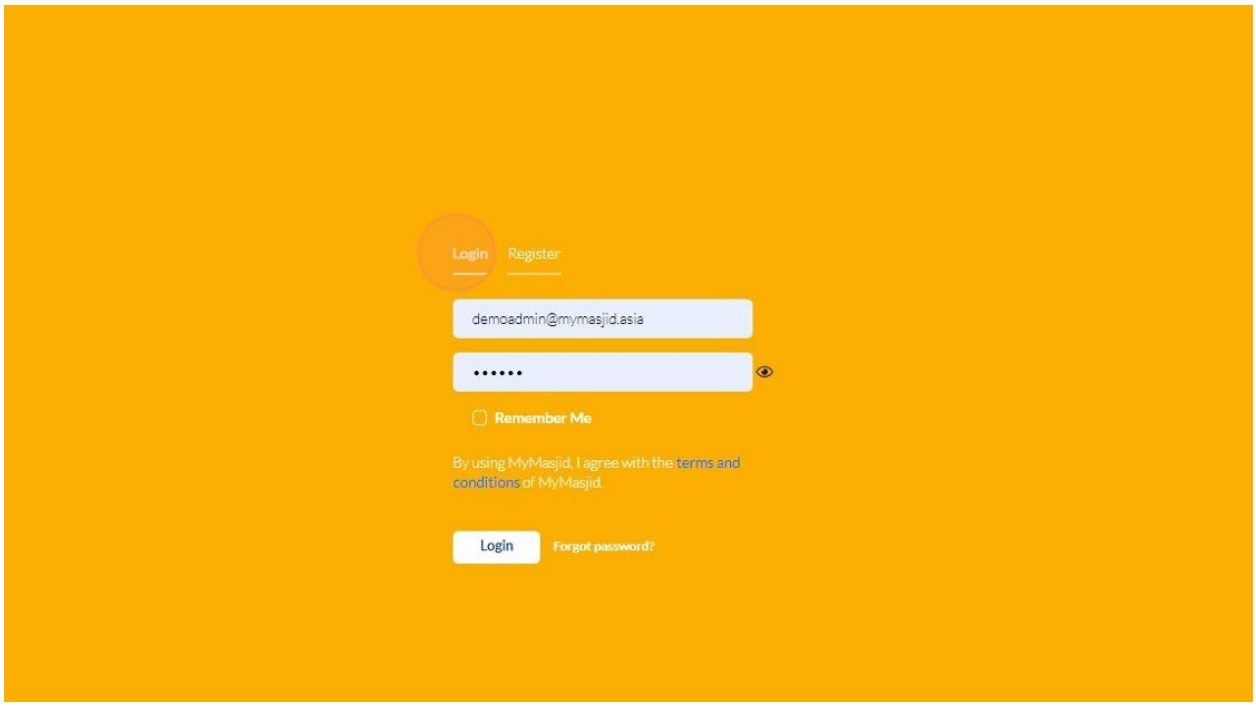
You can click "app.mymasjid.asia" to login to the system.



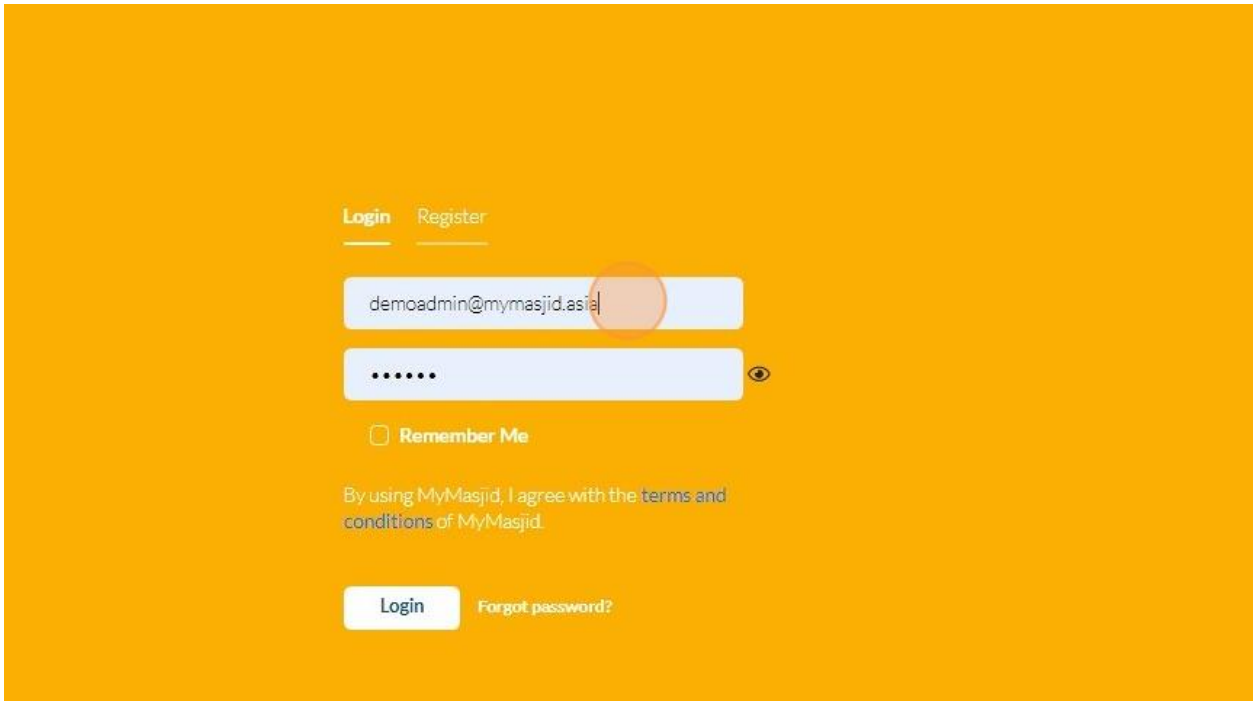
2.3 LOGIN INTO SYSTEM

1. Navigate to https://app.mymasjid.asia/Identity/Account/Login

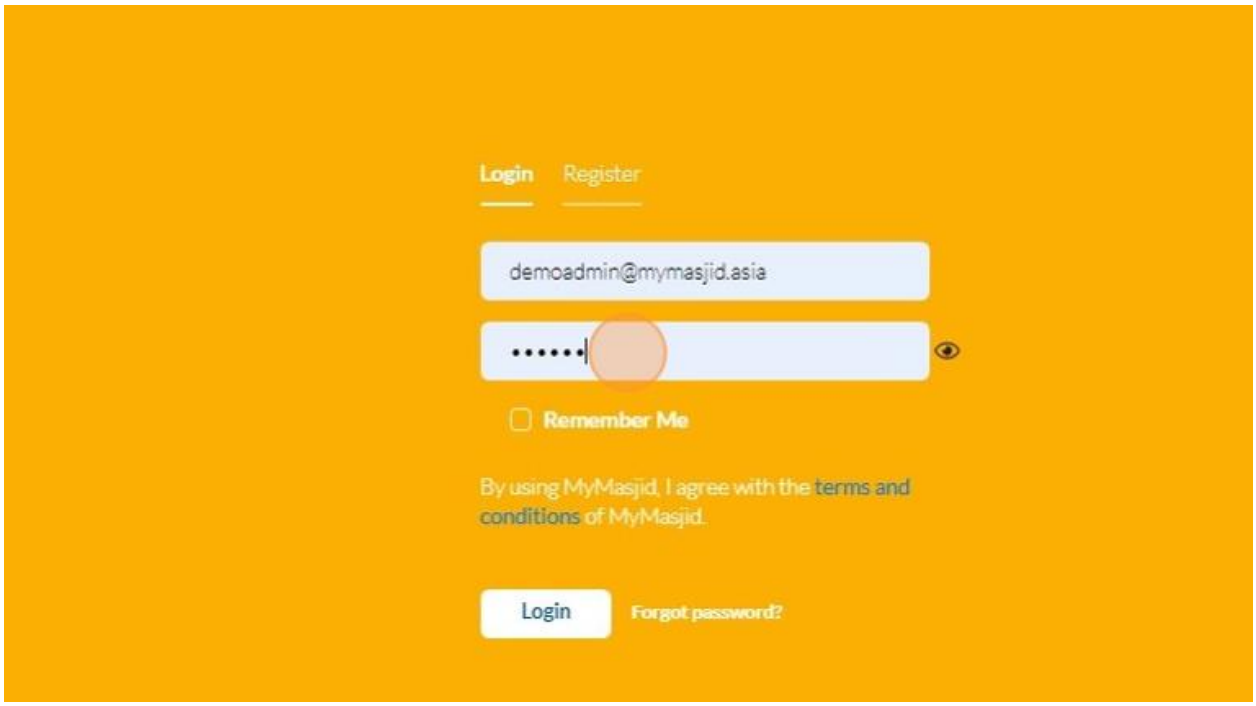
2. Click "Login"



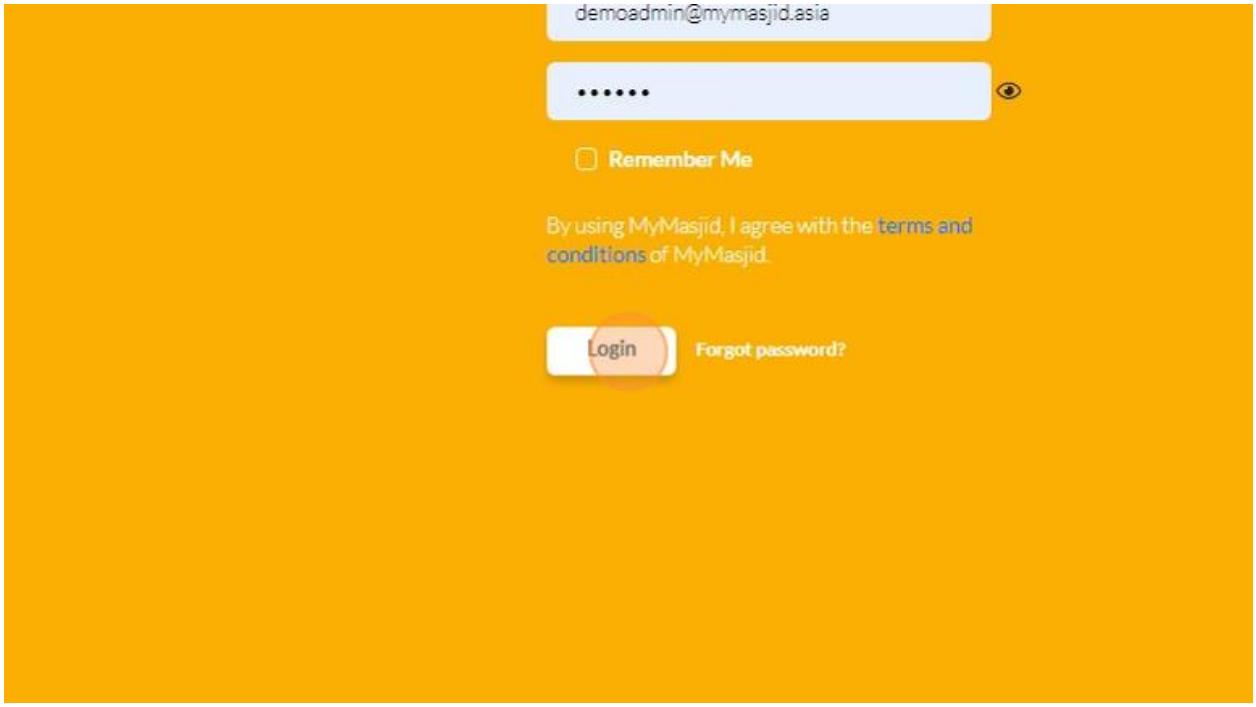
3. Enter you email address that had been registered in "E-mail Address" field.



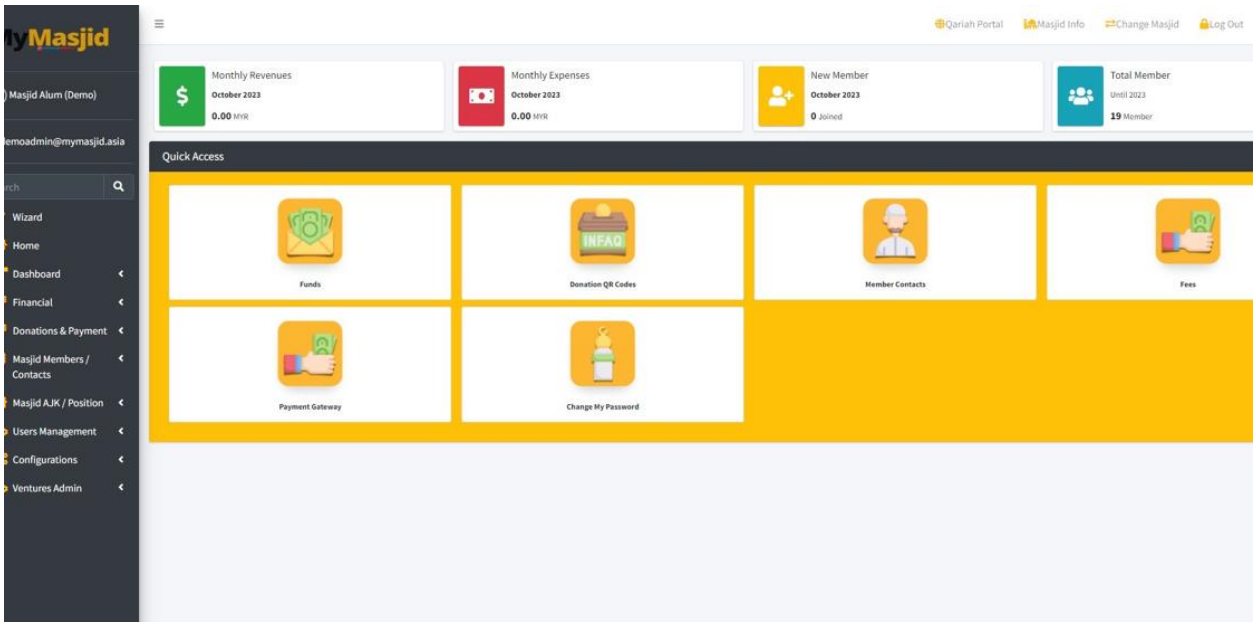
4. Enter your password that had been registered in "Password" field.



5. Then click "Login".



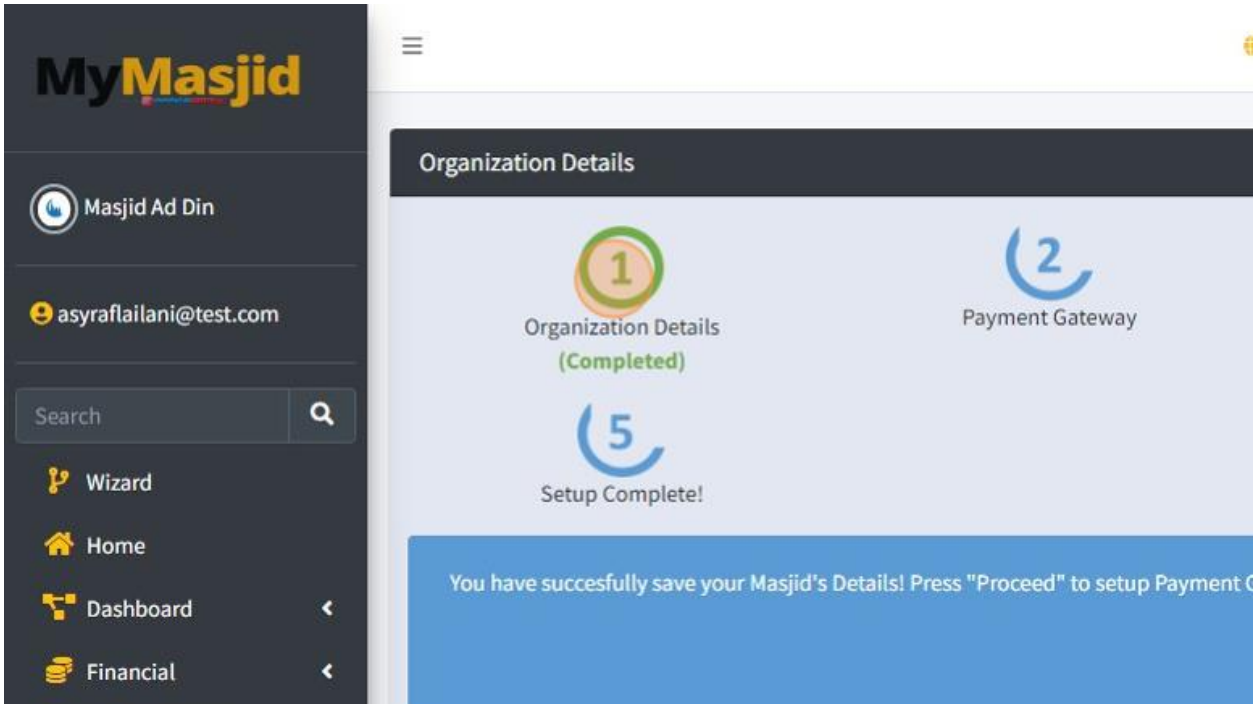
6. Once you Login, you will see this home page for system MyMasjid.



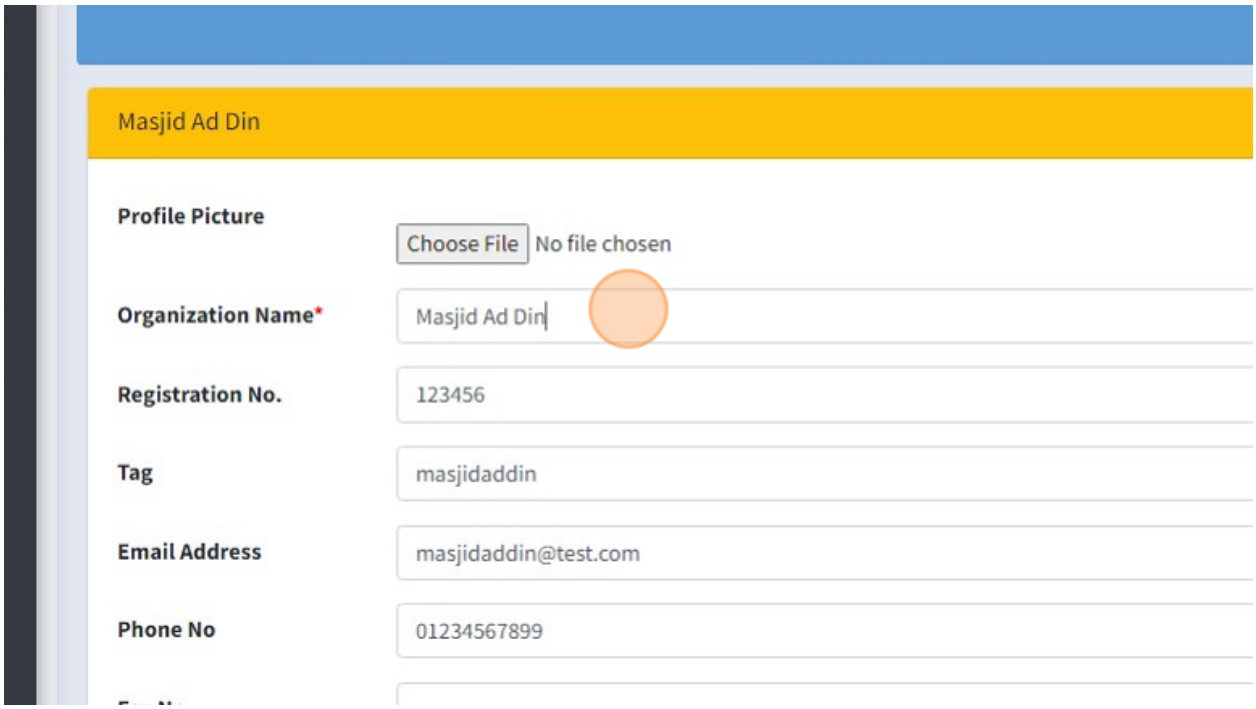
2.4 SETTING UP WIZARDS

1. Navigate to https://app.mymasjid.asia/Configurations/ShareLinkIndex

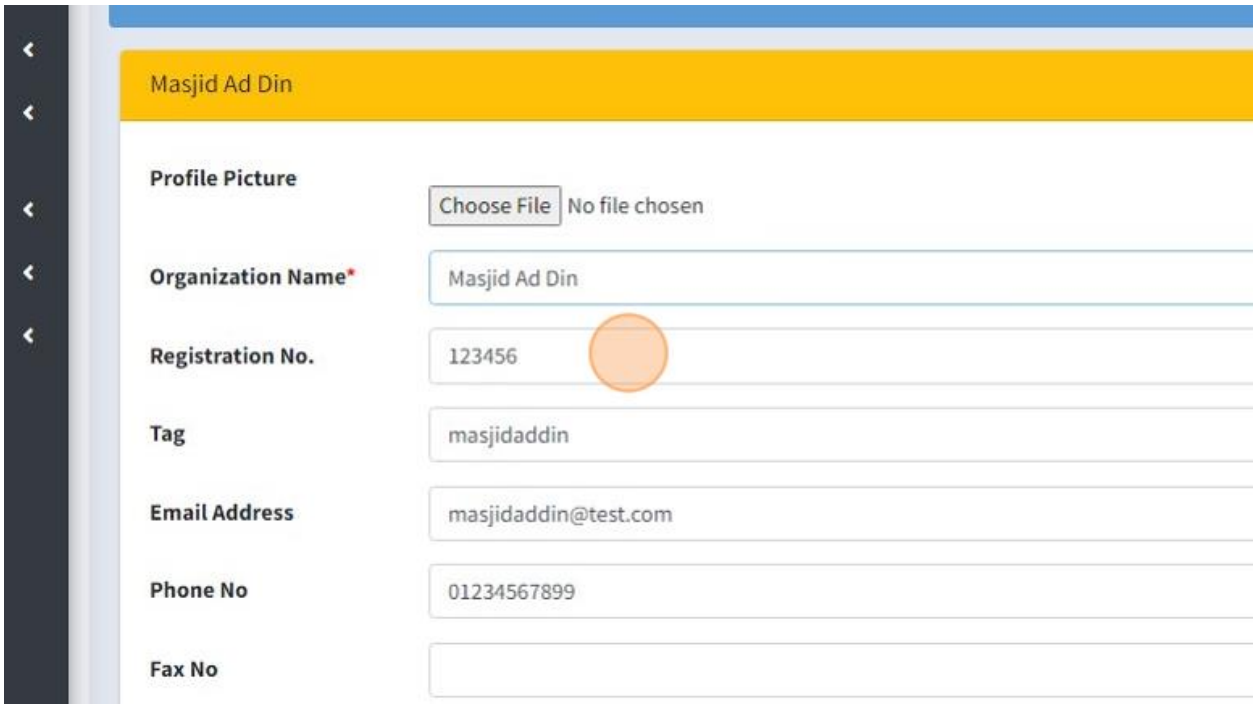
2. Click "Organization Details".



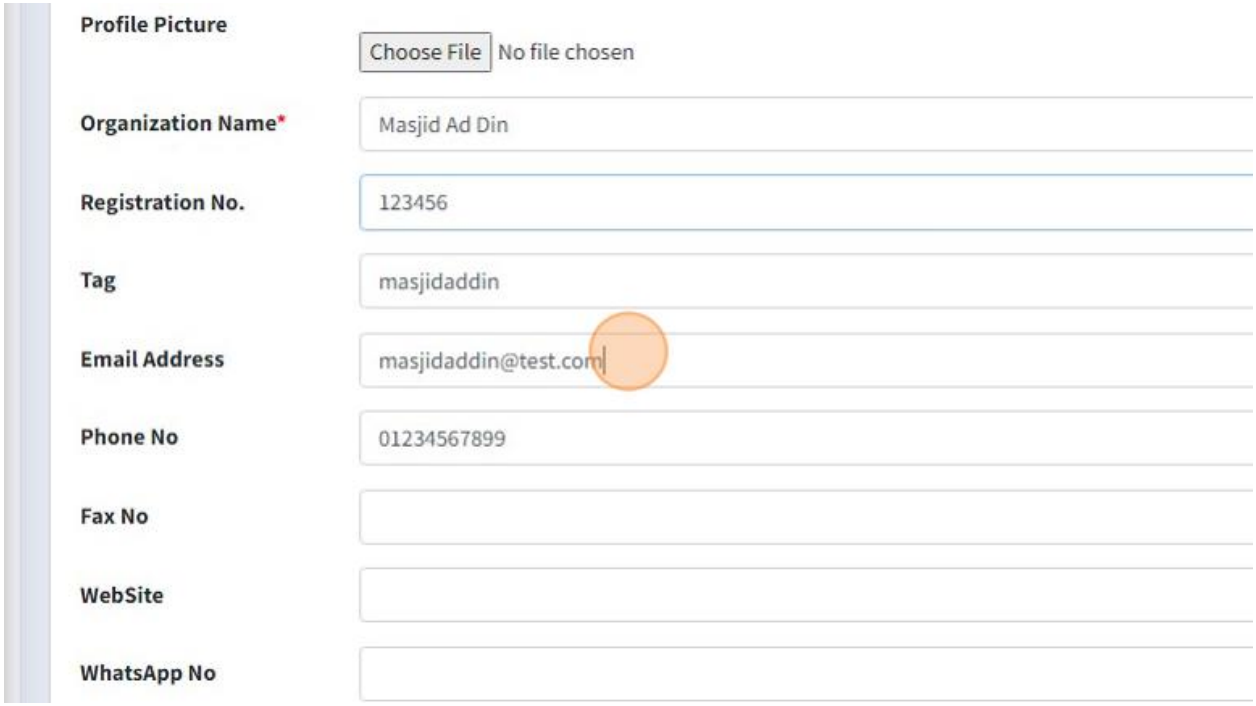
3. Click the "Organization Name*" field to change your organization name.



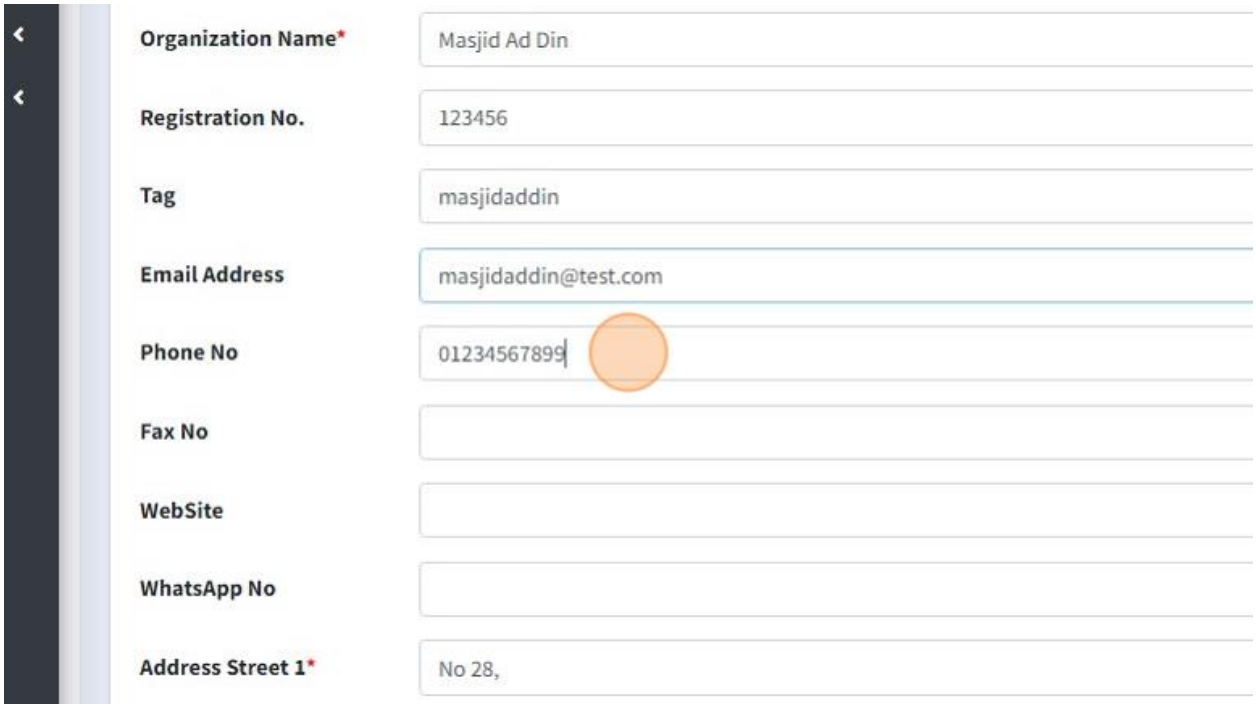
4. Click the "Registration No." field to fill in your organization registration number.



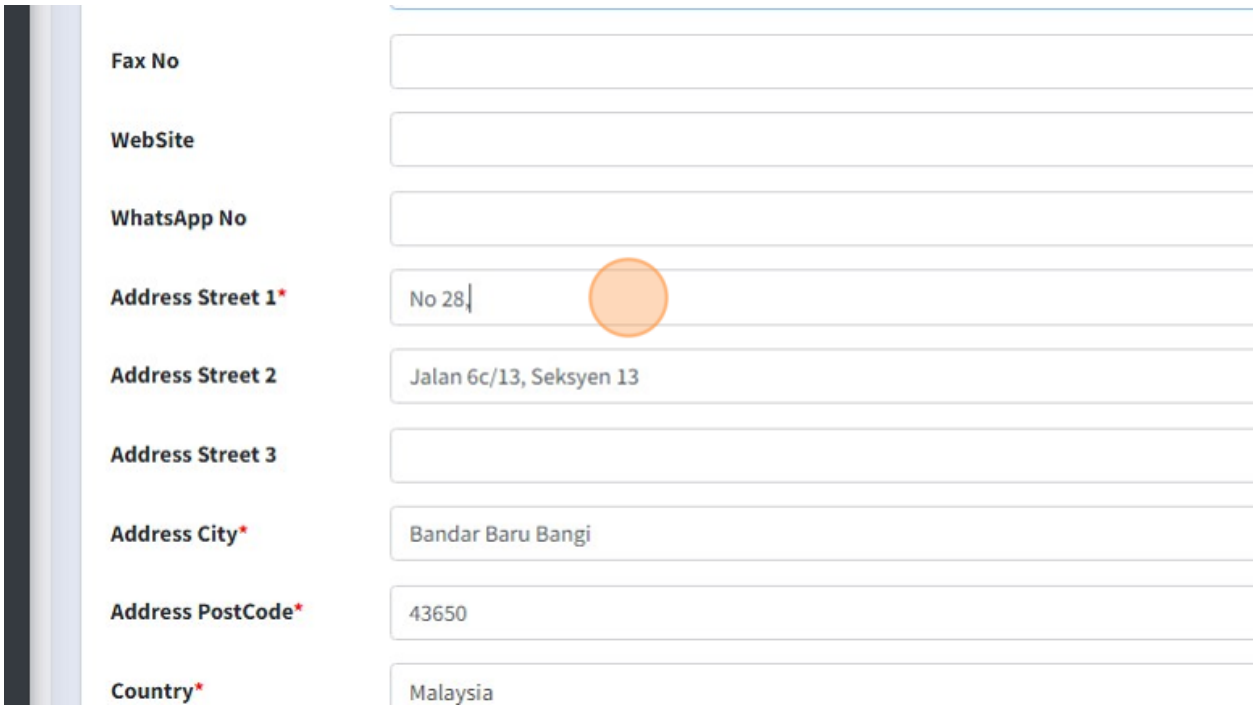
5. Click the "Email Address" field to fill in your organization Email.



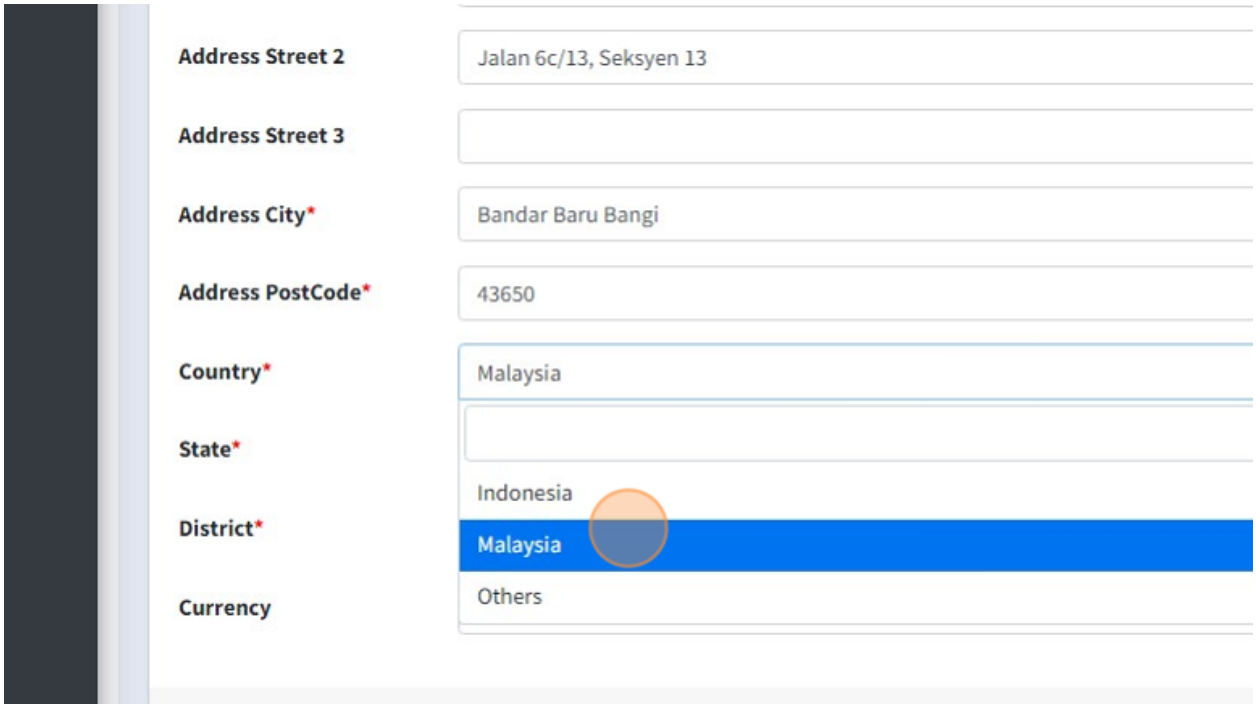
6. Click the "Phone No" field to fill in your organization phone number.



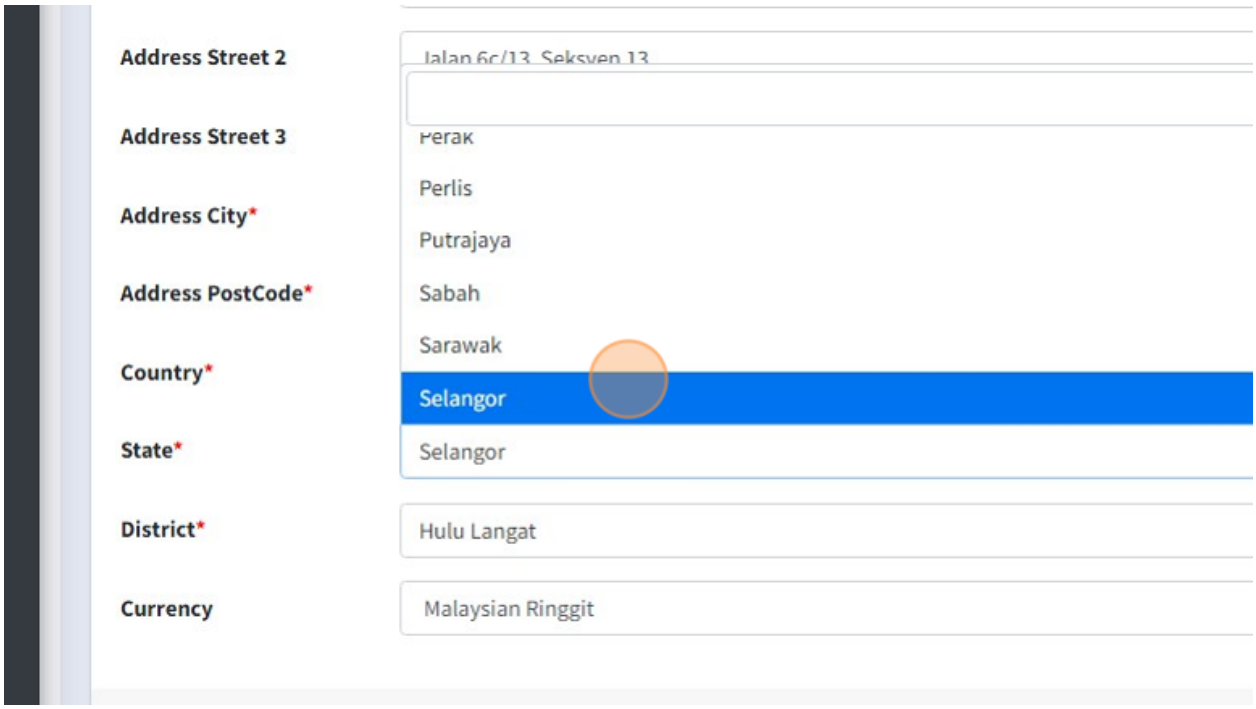
7. You can fill in your organization Address in Address Field.



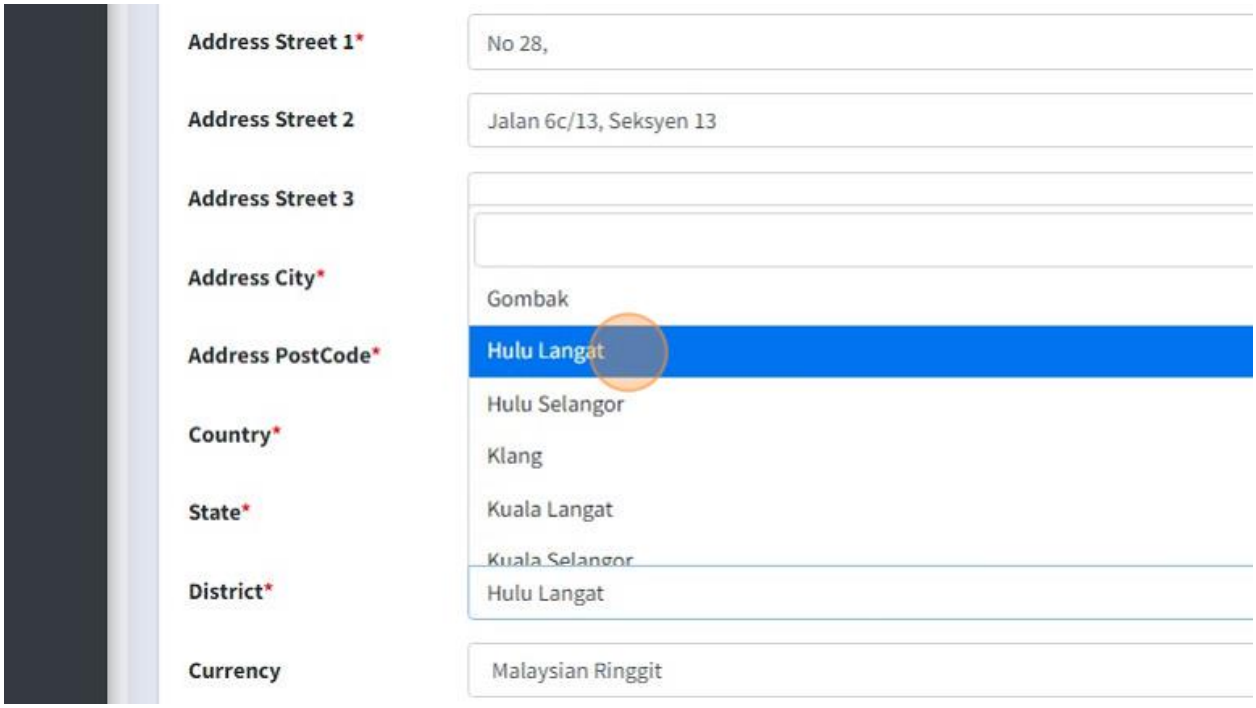
8. Choose your country.



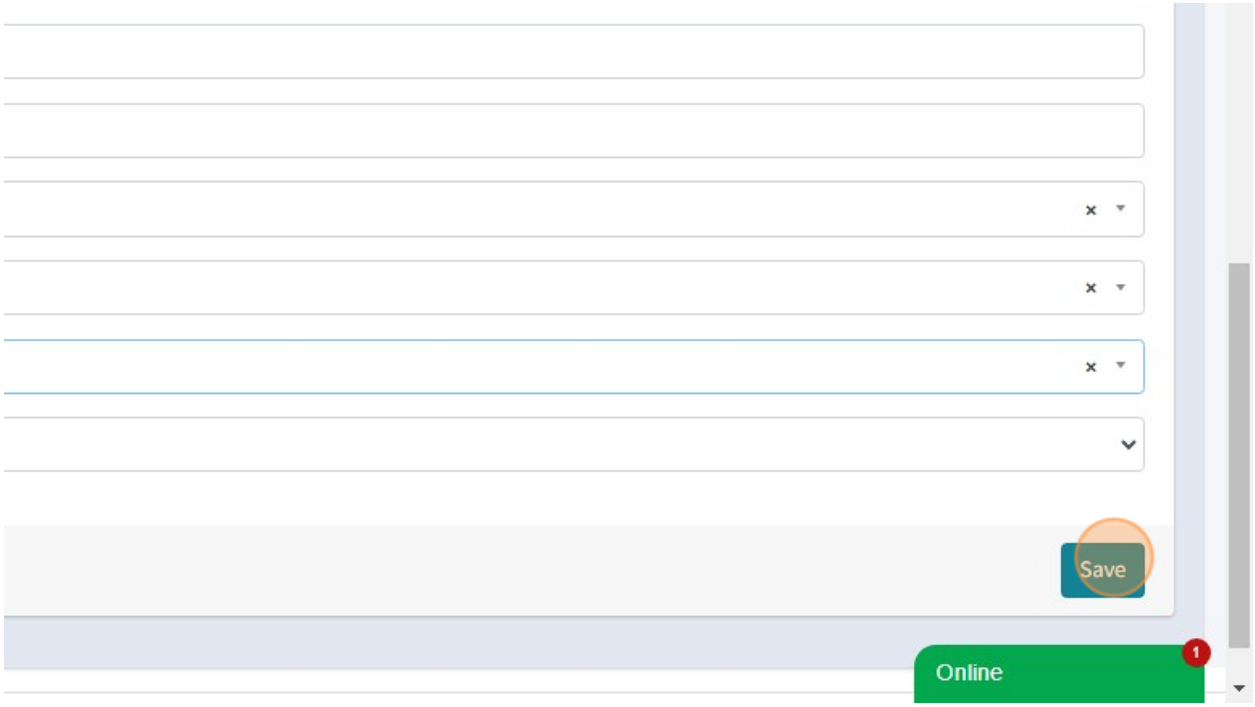
9. Choose your state.



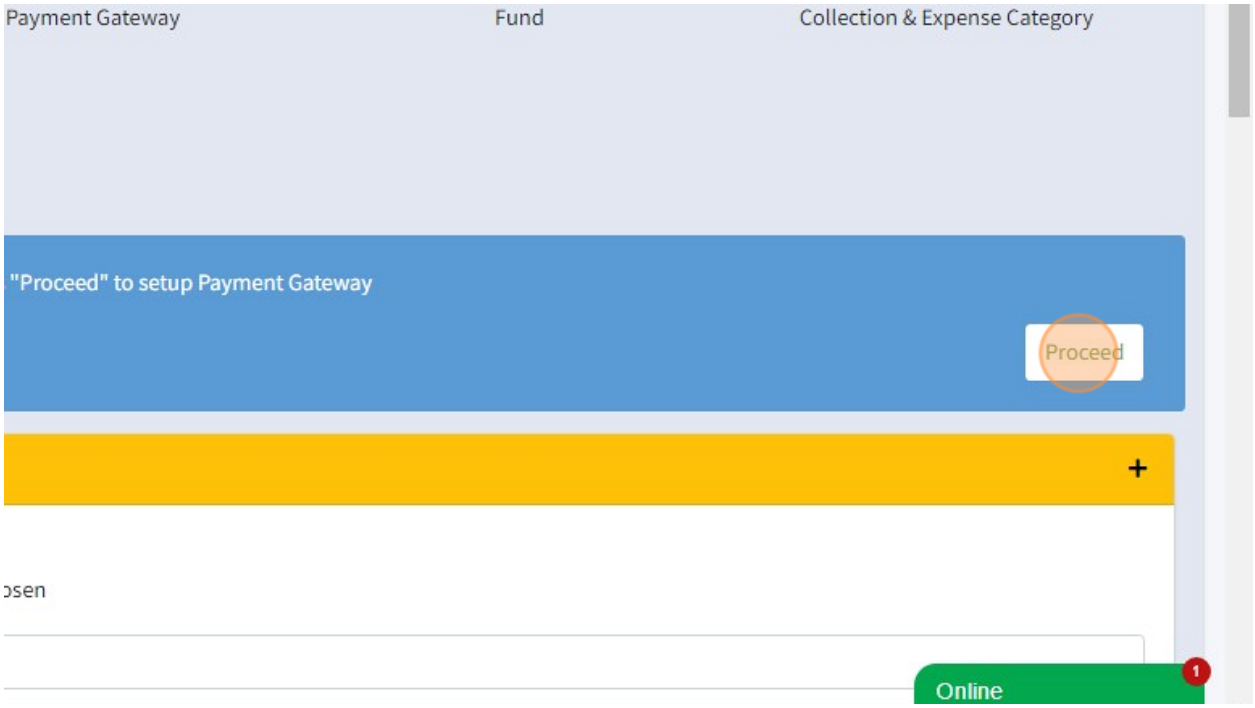
10. Choose your District.



11. Click "Save" once you had done fill in all the information.



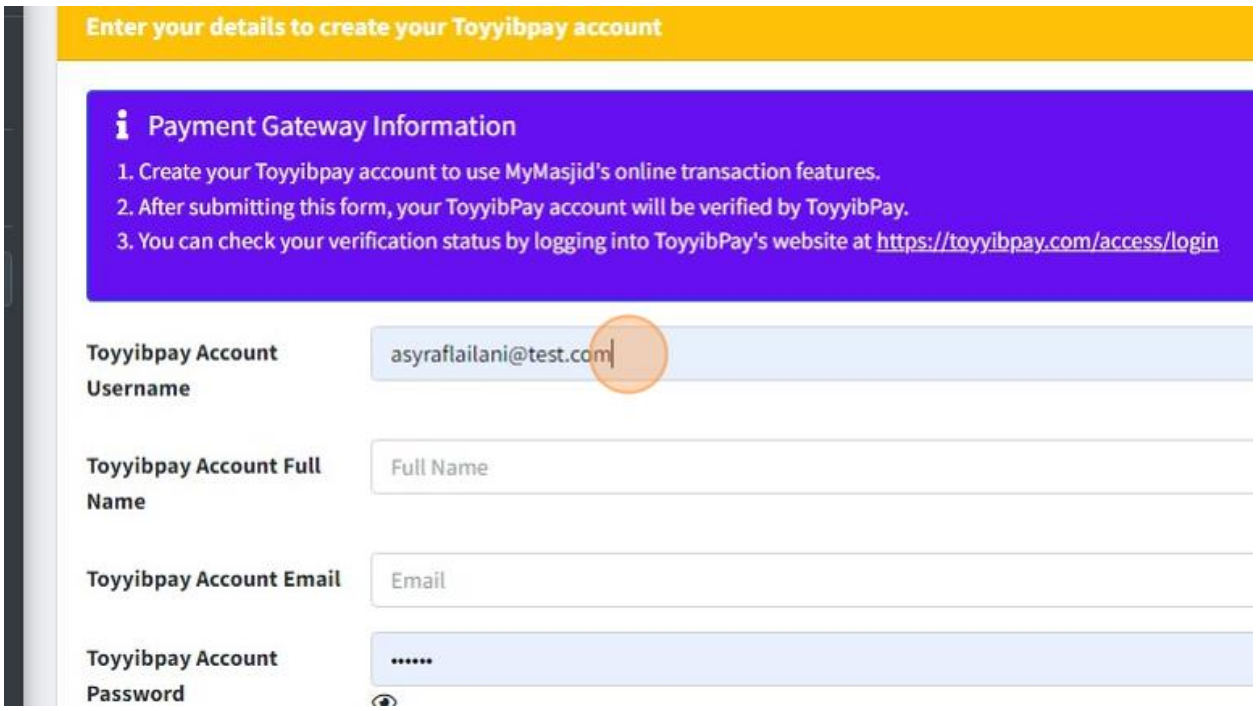
12. Click "Proceed" to go to next step.



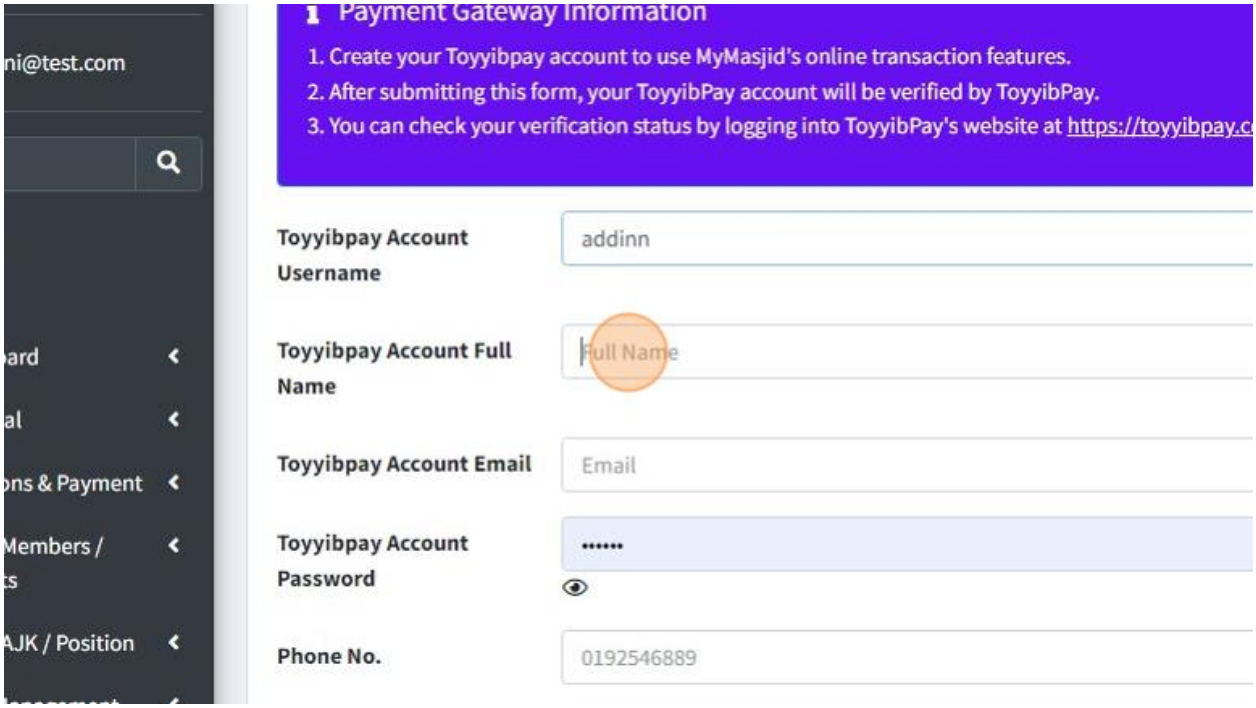
13. Here you can register your payment gateway. This payment gateway will be used for your organization can receive online donation. MyMasjid system used payment gateway FPX Toyyibpay.

You must fill in all the information below and this information will be used for your Toyyibpay account.

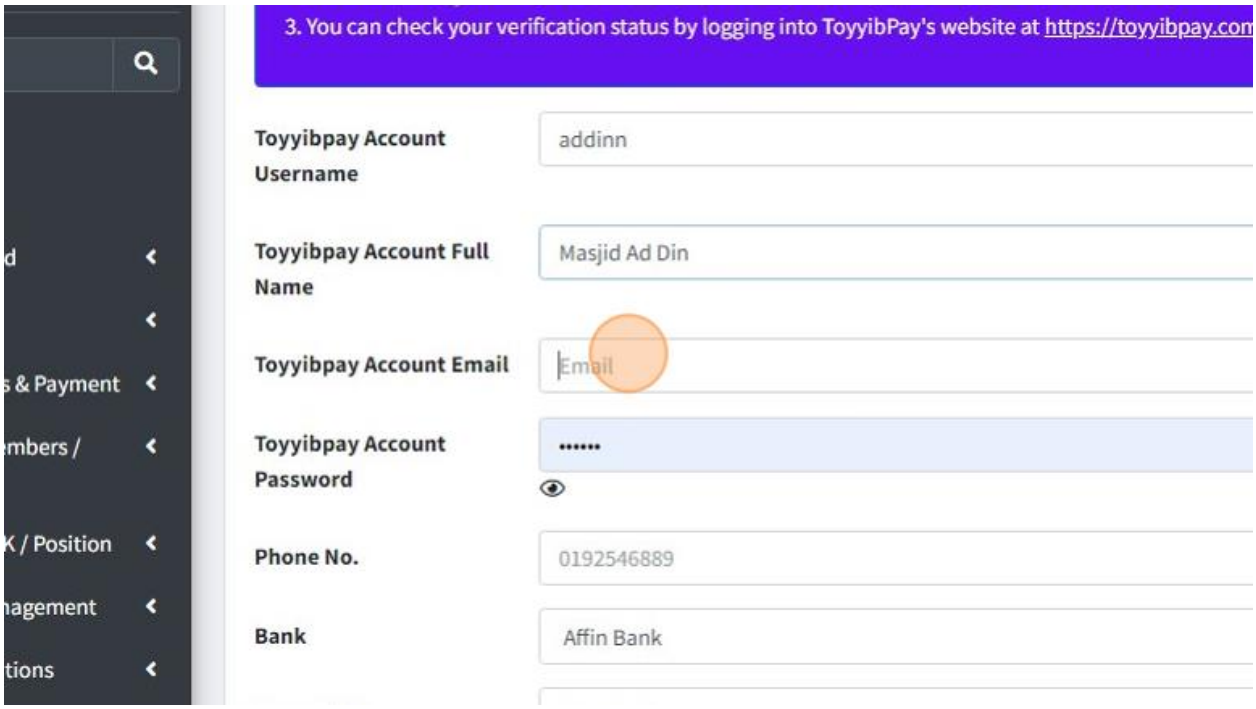
Firstly you must enter your Toyyibpay Account Username. This will be used once you want to login into Toyyibpay website.



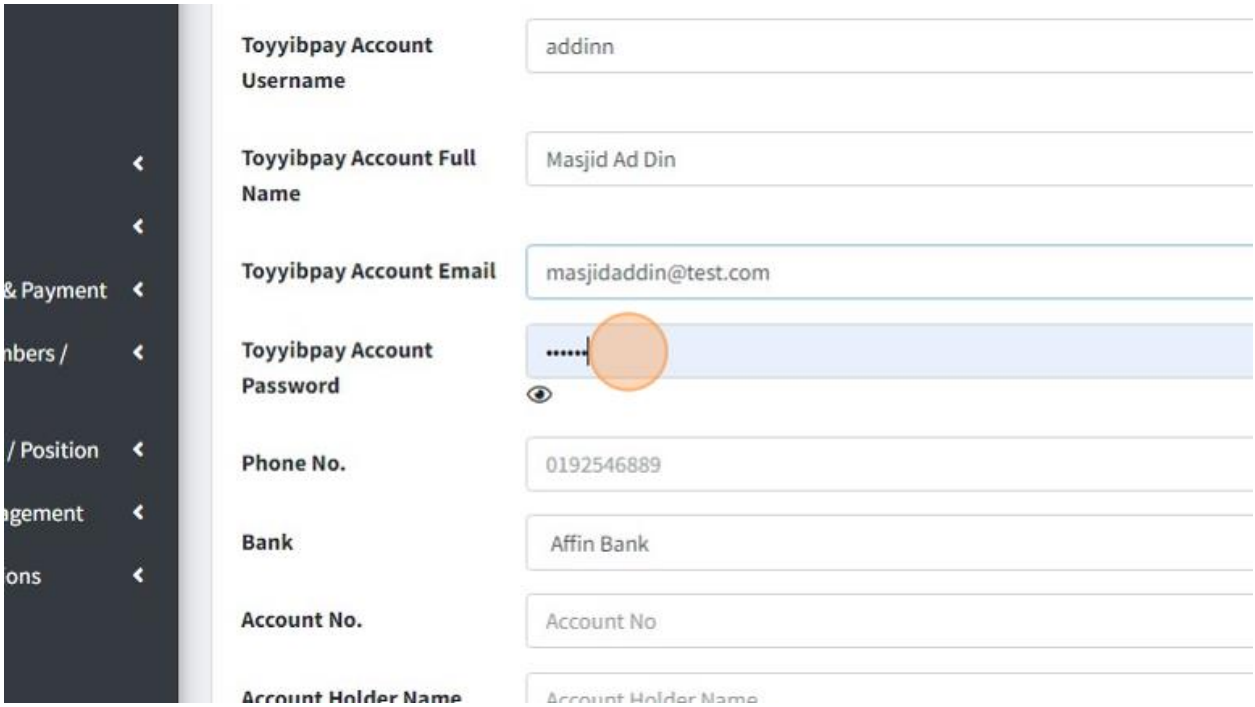
14. Click the "Full Name" field to fill in your Toyyibpay Account Full Name.



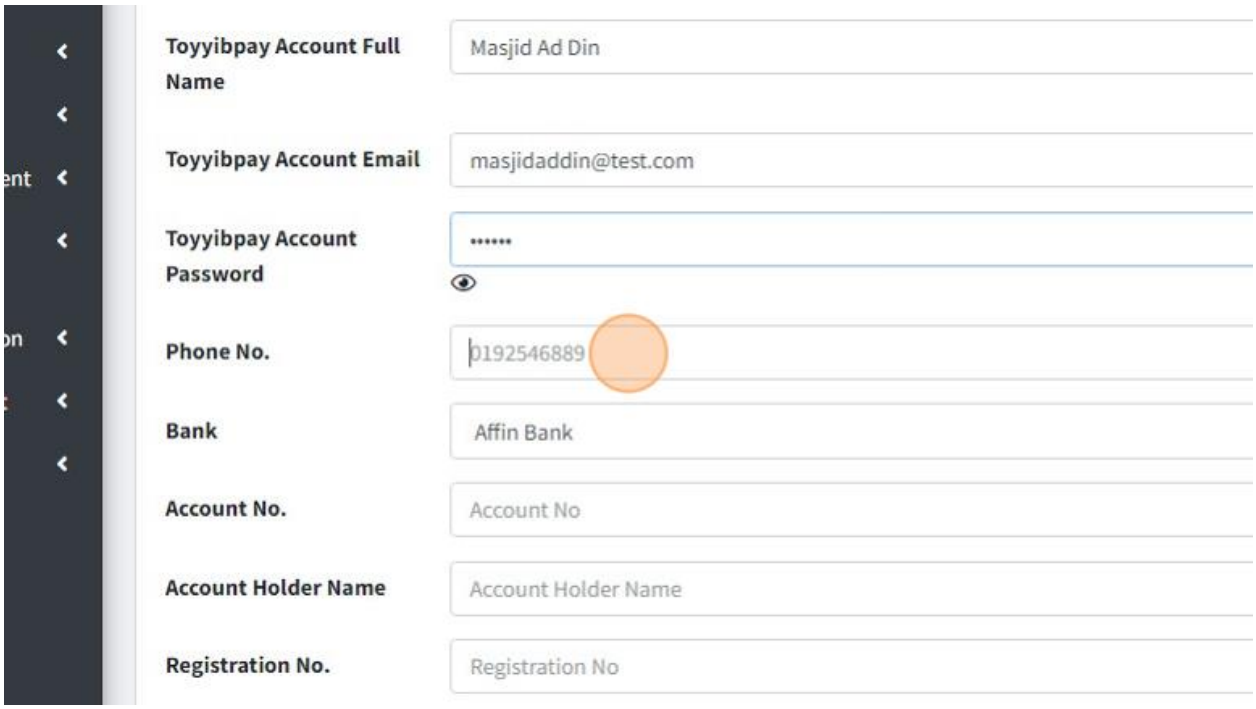
15. Click the "Email" field to fill your Toyyibpay Account Email. This email must be valid and active.



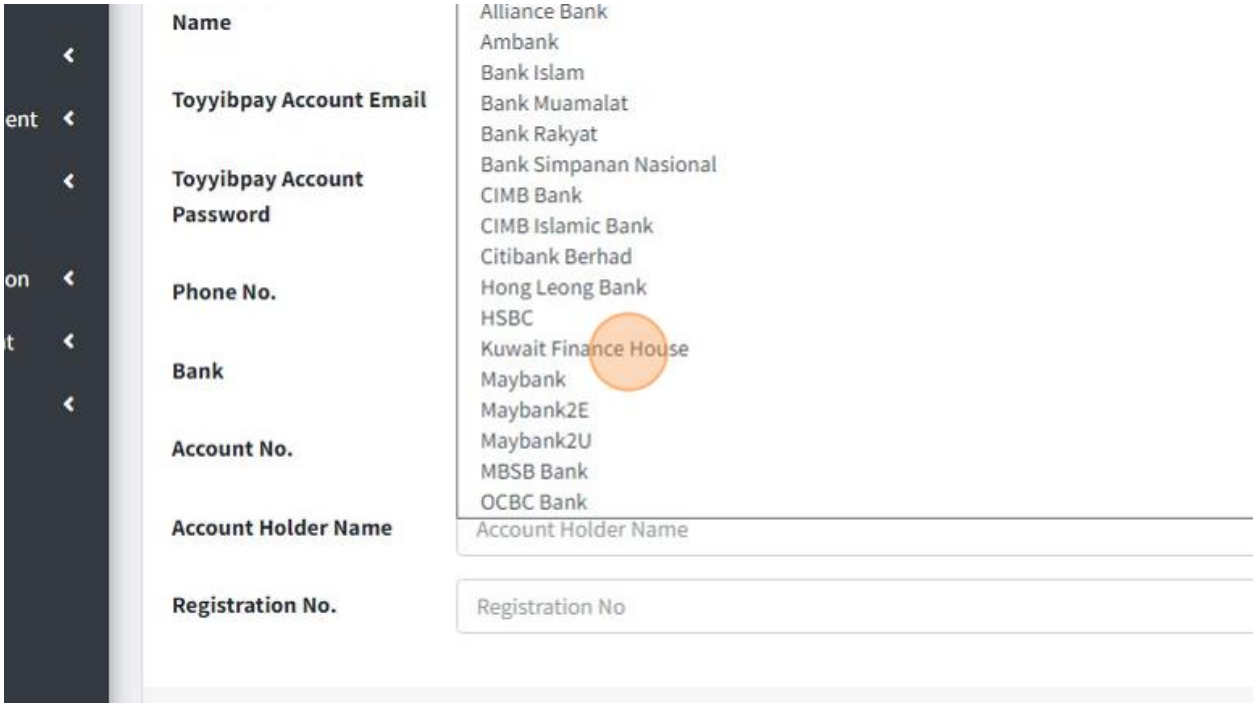
16. Click the "Password" field to create your Toyyibpay Account Password. This will be used once you want to login into Toyyibpay website.



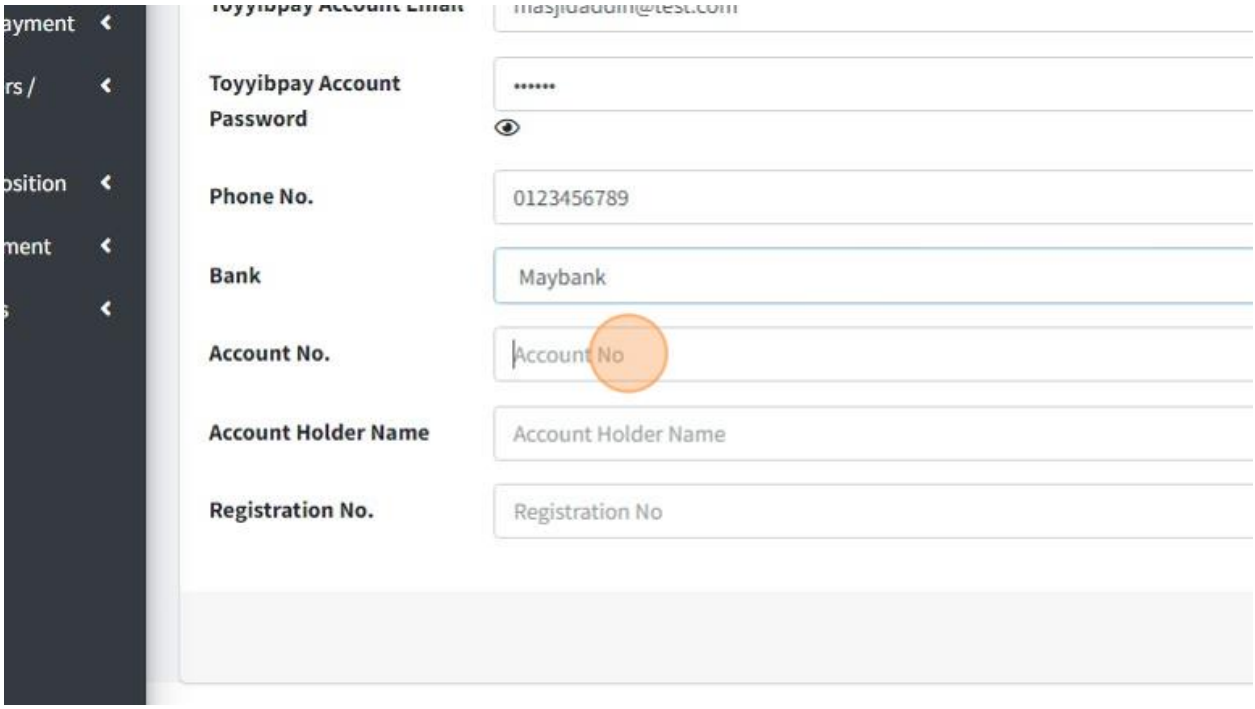
17. Click the "Phone No." field to fill in your organization phone number.



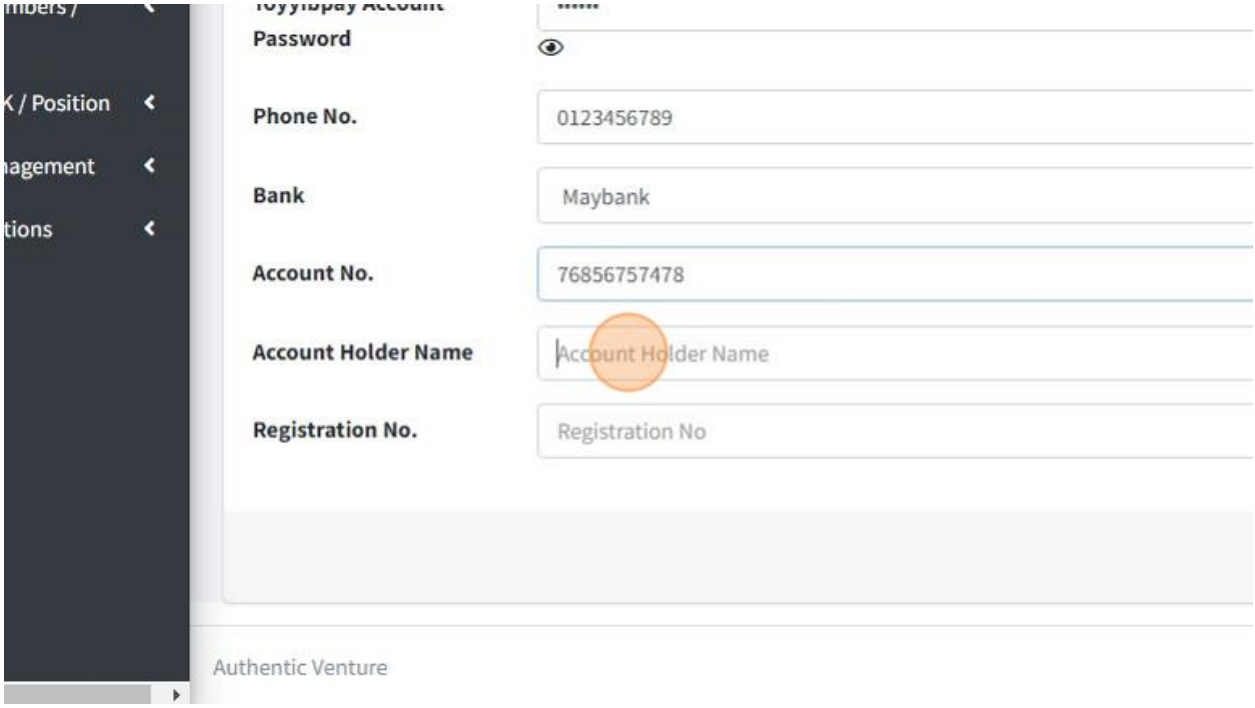
18. Choose your Organization's Bank that will be used for Toyyibpay account. This bank will be used for your Payment Gateway account.



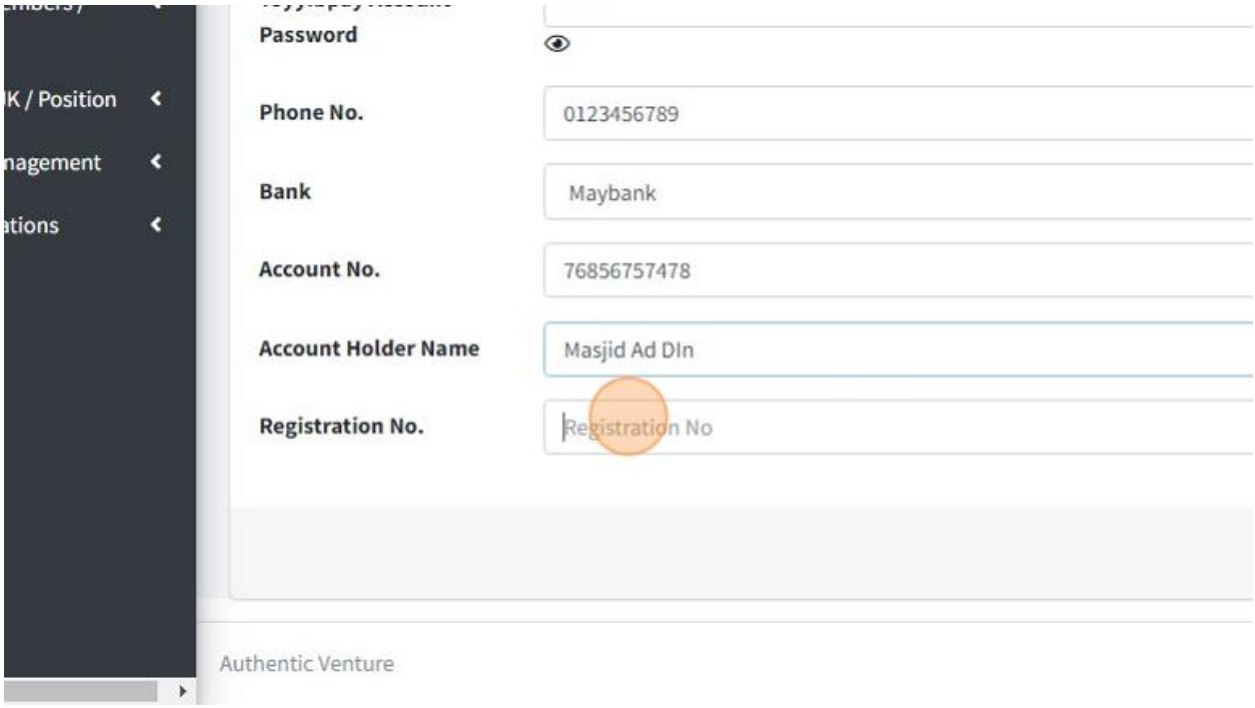
19. Click the "Account No" field to fill in your Bank's account number.



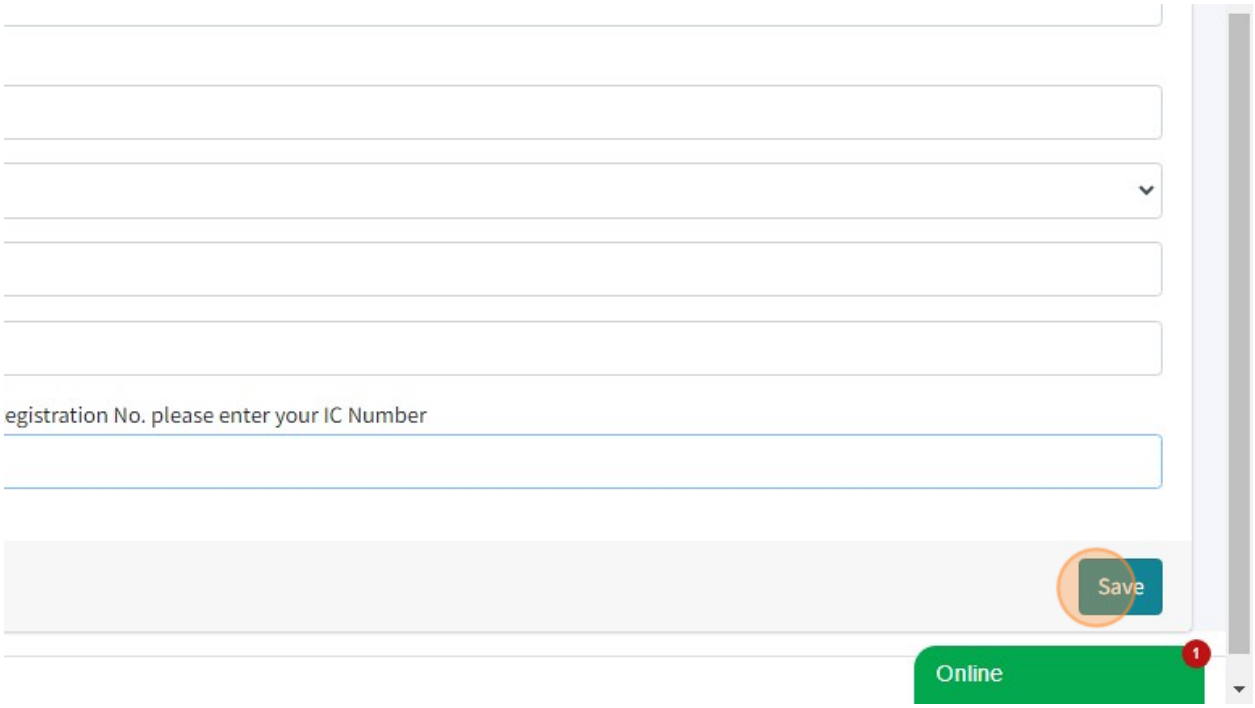
20. Click the "Account Holder Name" field to fill in your Bank Account's Holder Name.



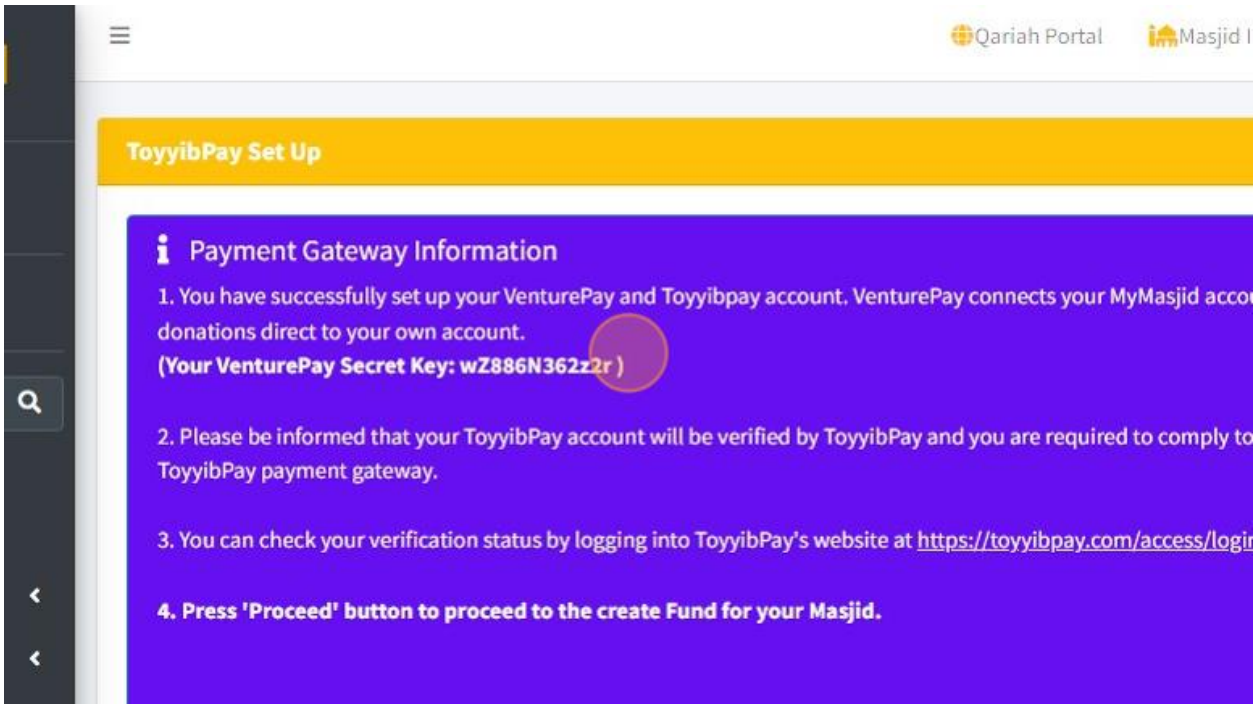
21. Click the "Registration No" field to fill in your Organization Registration Number.



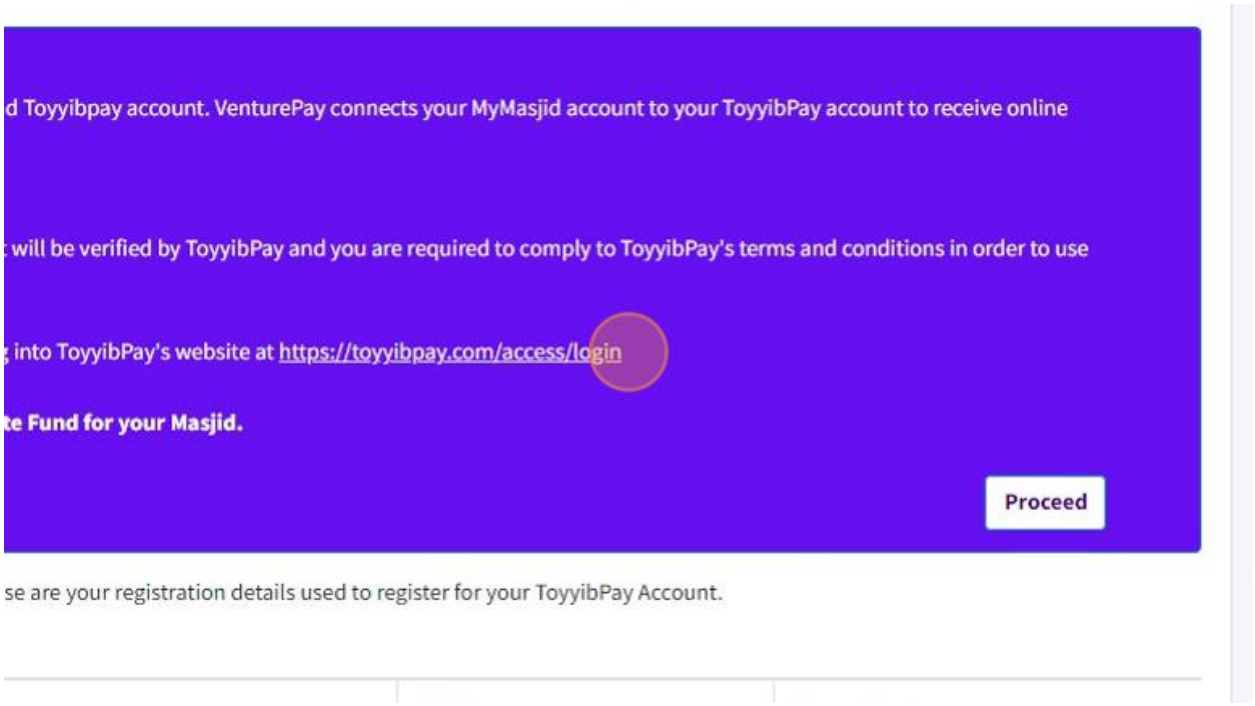
22. Click "Save" once you had fill in all the information.



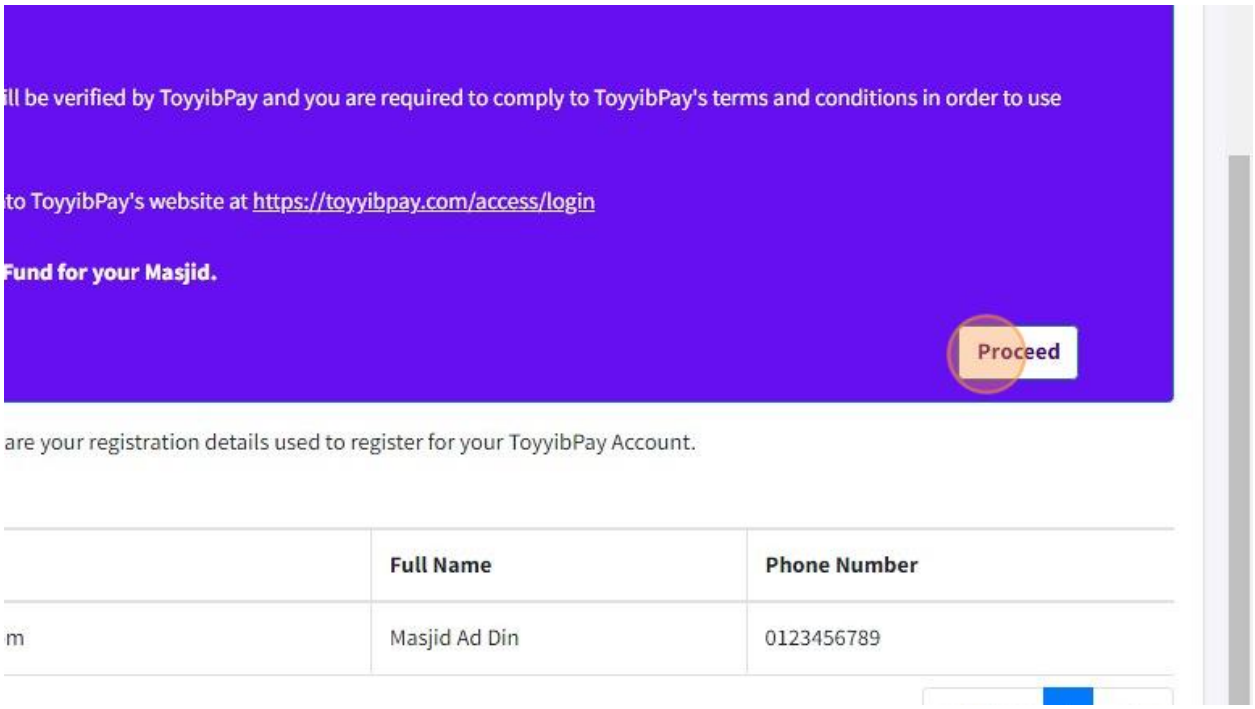
23. Once you had Save, you will see this following page. Toyyibpay will verify your account within 1-3 days working day.



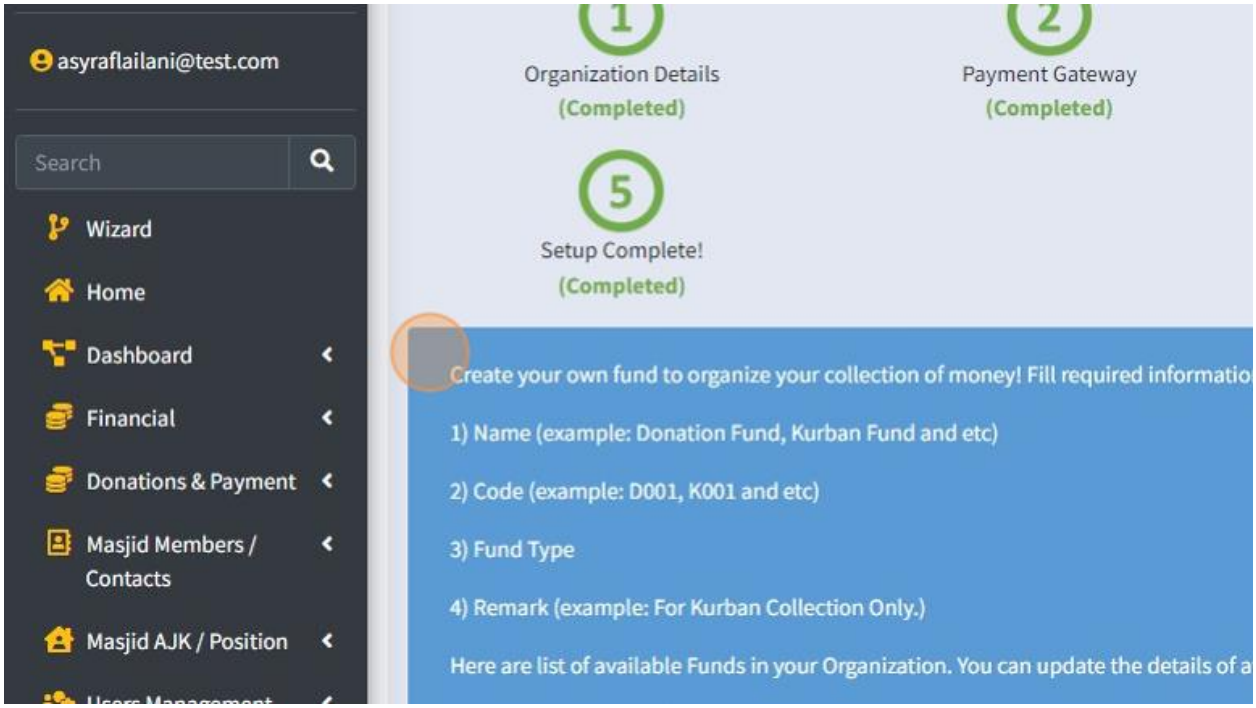
24. You can click at this link to Login into your Toyyibpay Account.



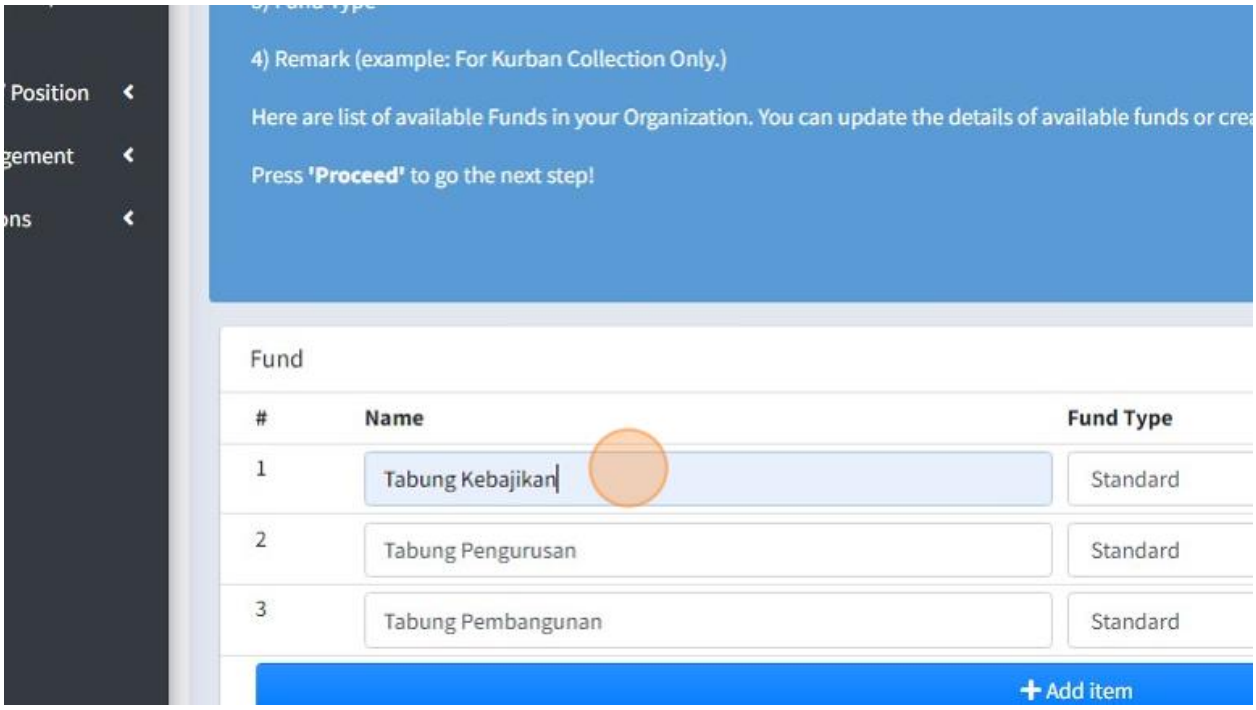
25. Click "Proceed" to go to next step.



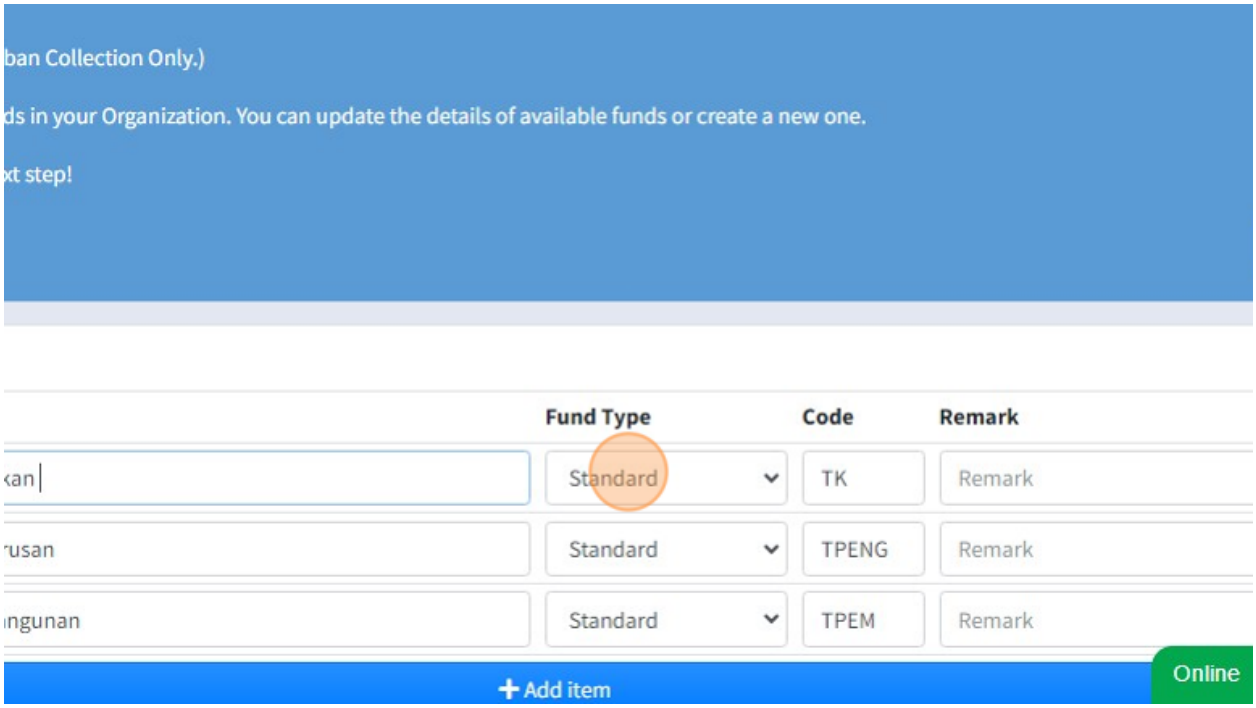
26. At this step, you can create Fund for your organization.



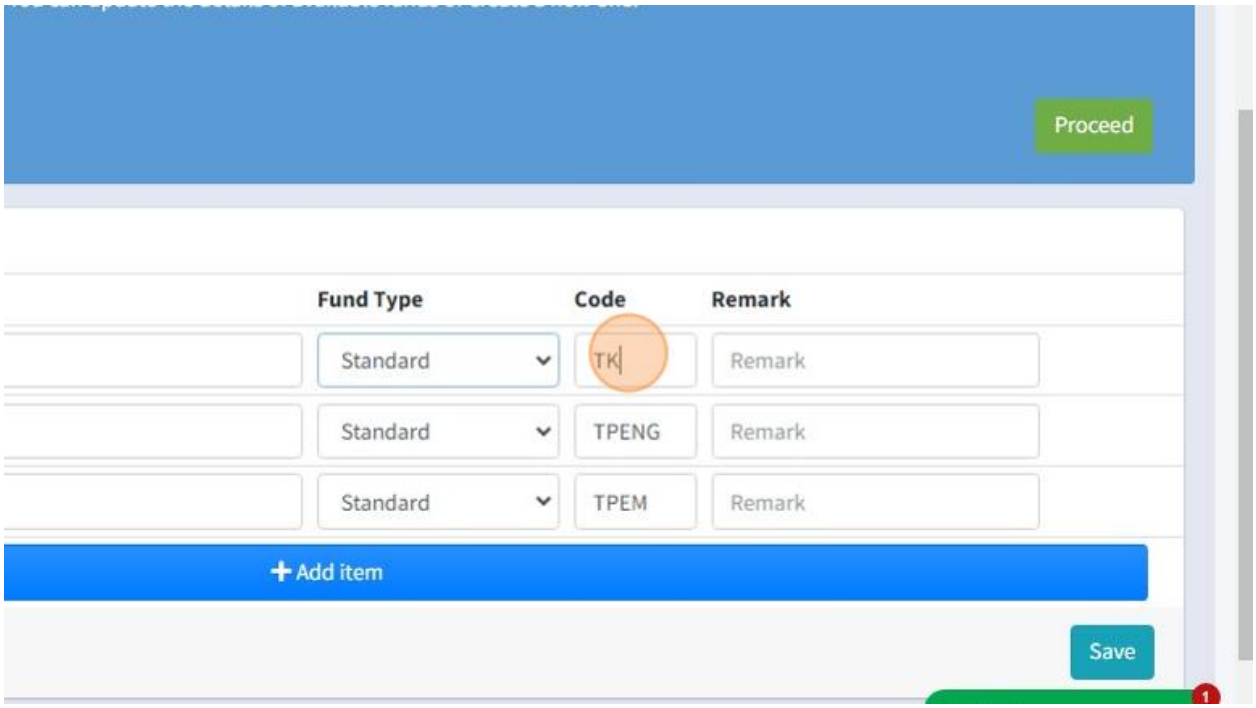
27. Click the "Name" field to fill in your Fund Name. Example: Tabung Kebajikan.



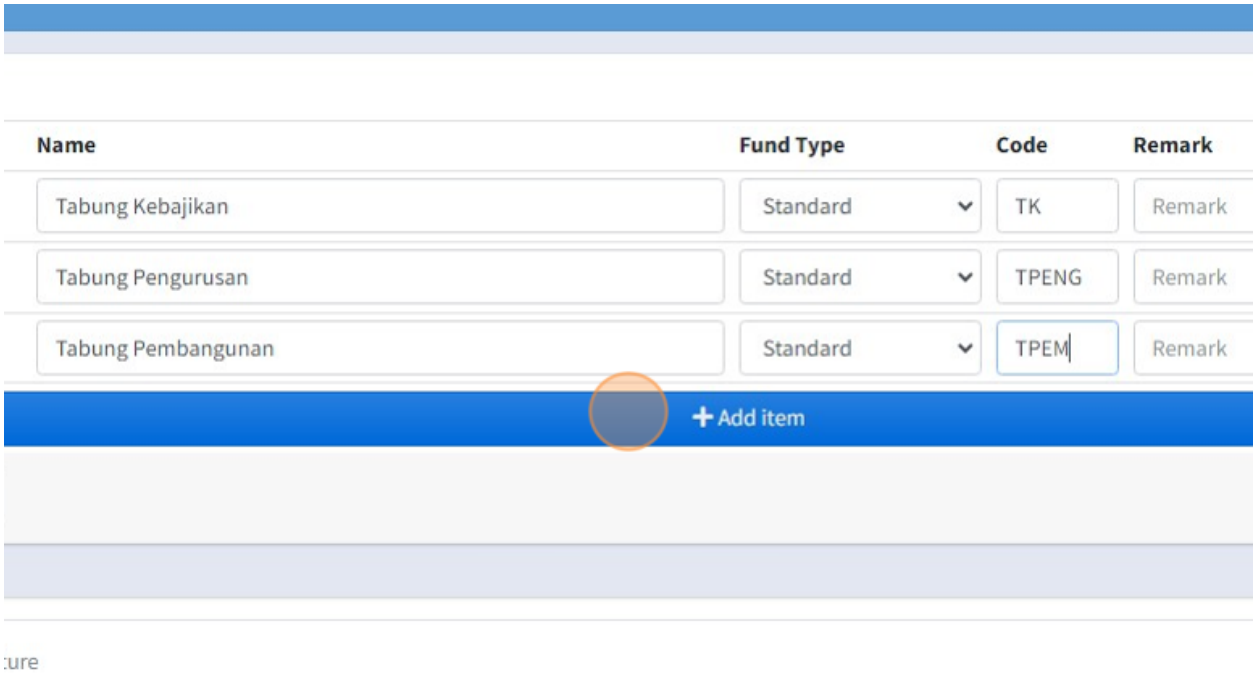
28. Choose your Fund Type.



29. Click the "Code" field to fill in your Fund Code. This code must be create by your own code. You just can make it short form code from your Fund Name.

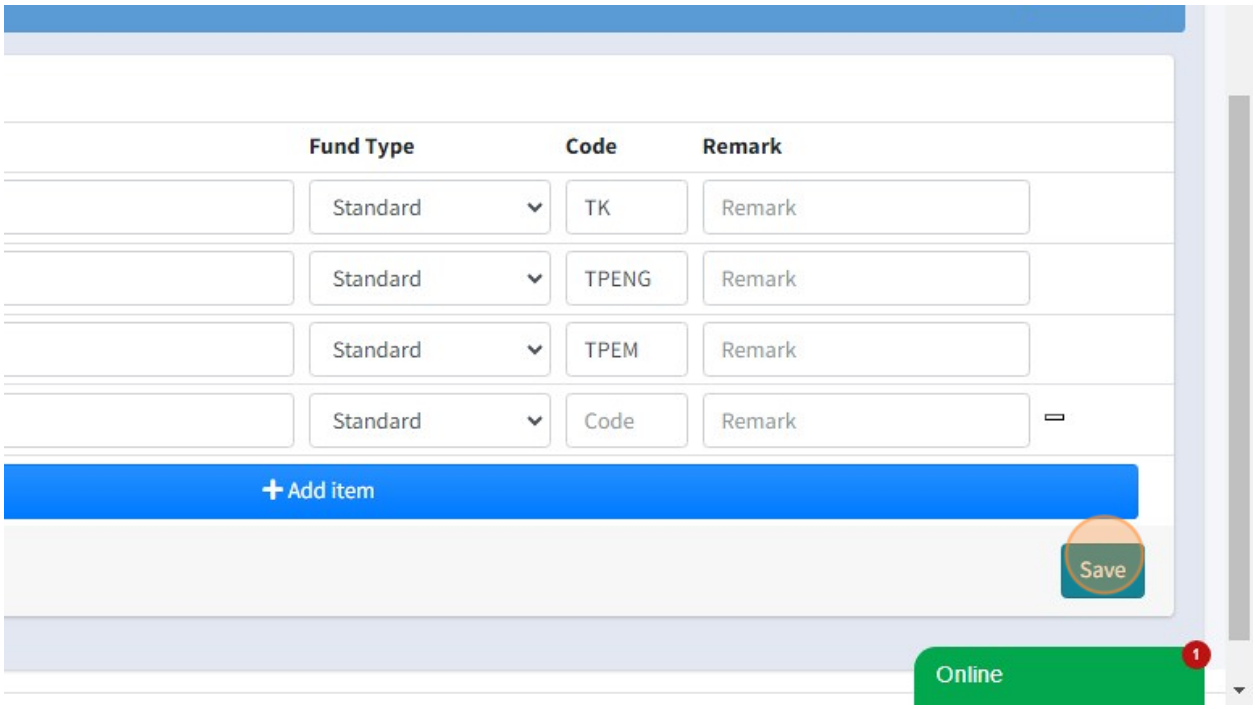


30. Click "Add item" to add more Fund.

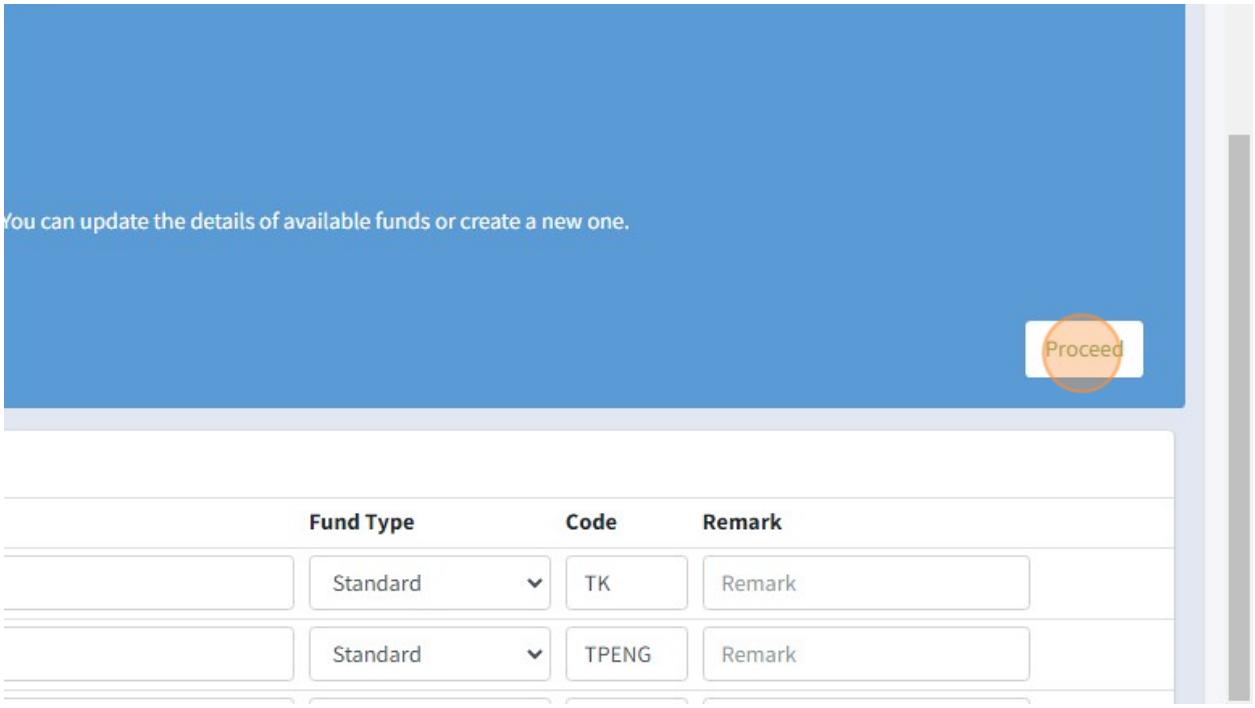


:ure

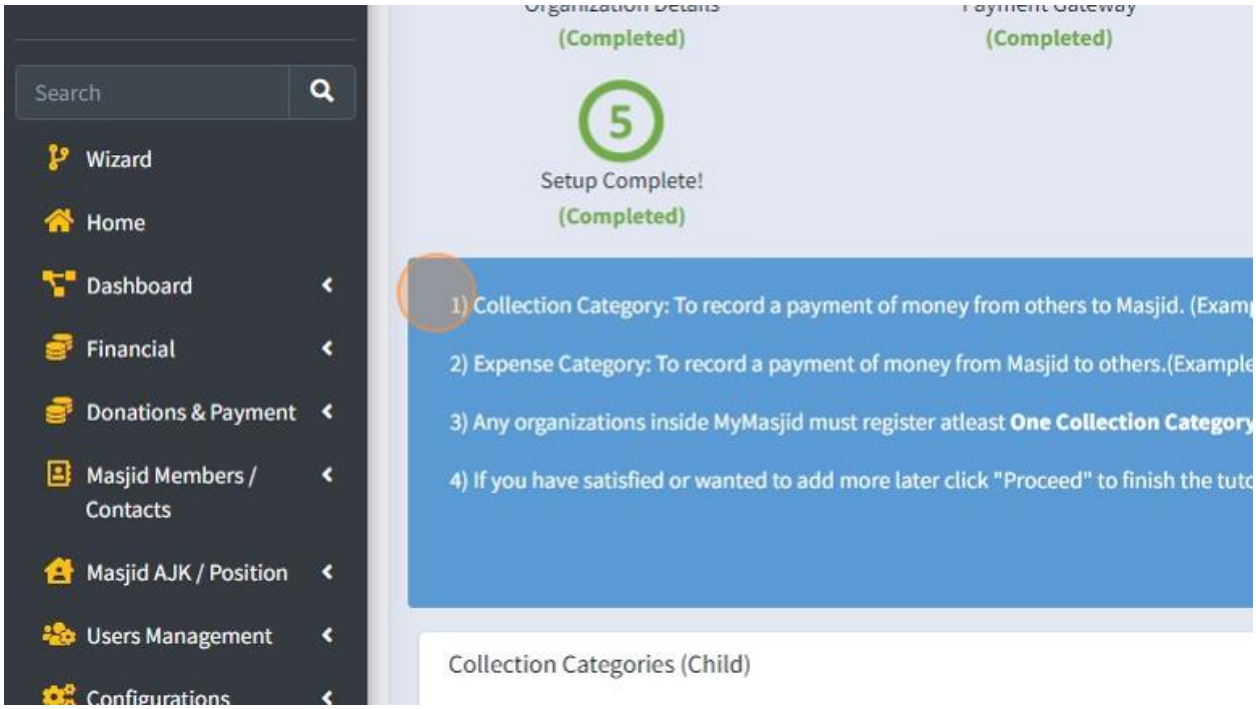
31. Click "Save" once you had done create your Fund.



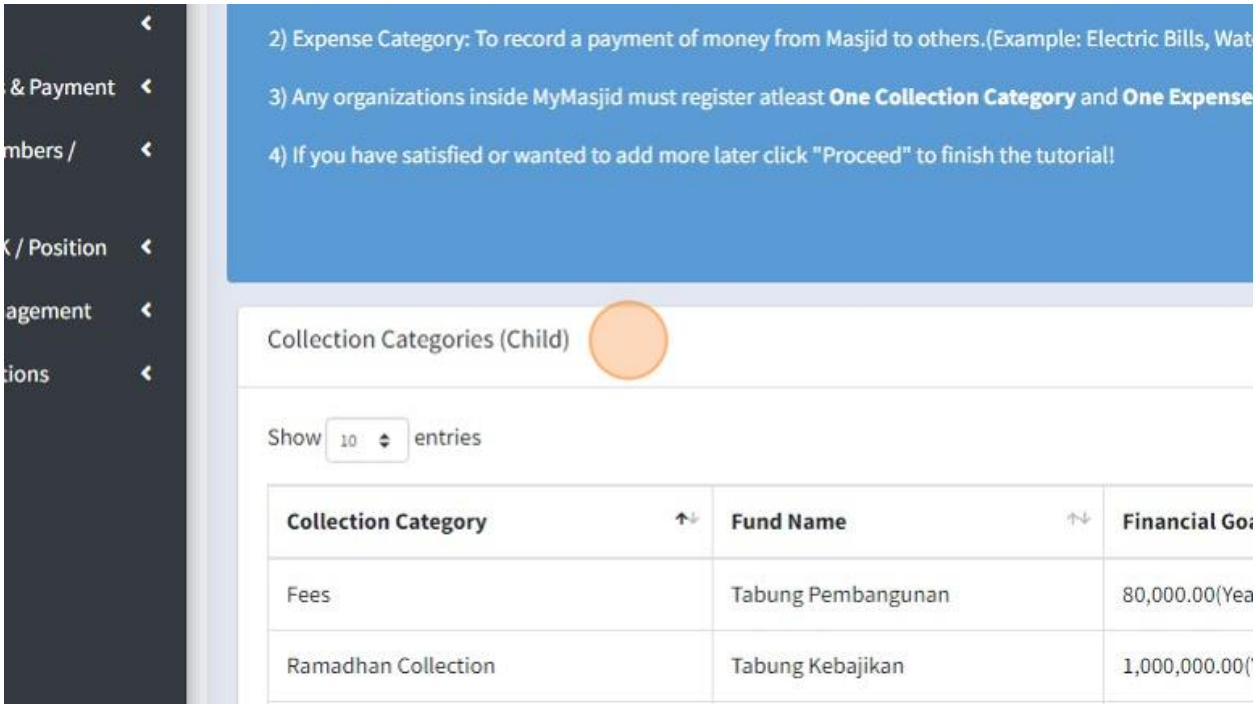
32. Click "Proceed" to go to next step.



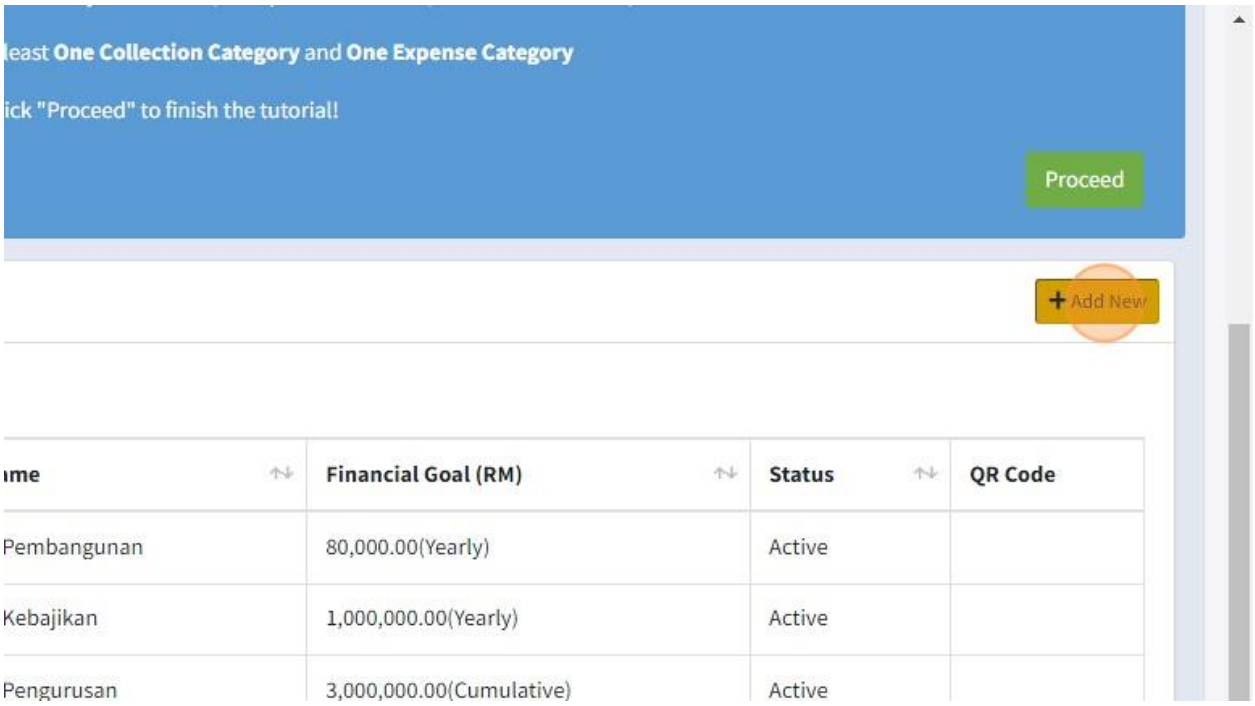
33. For next step, you must create your Collection Category and Expense Category.



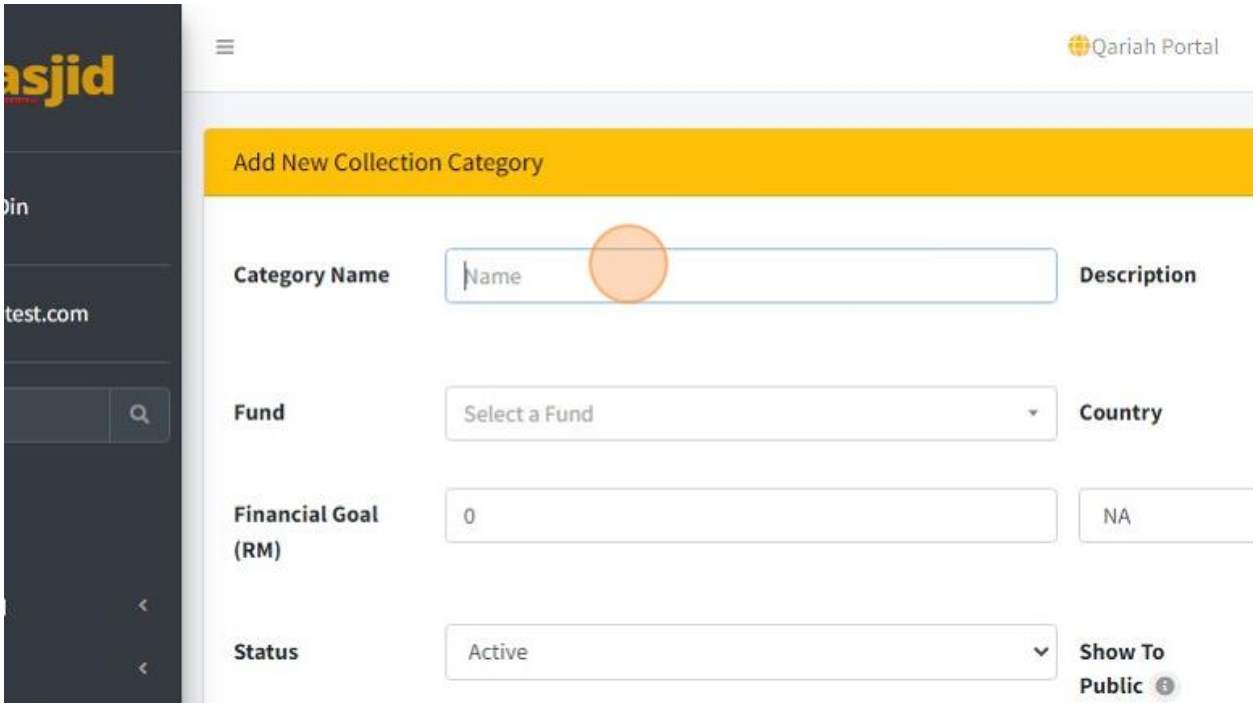
34. First you must create Collection Categories.



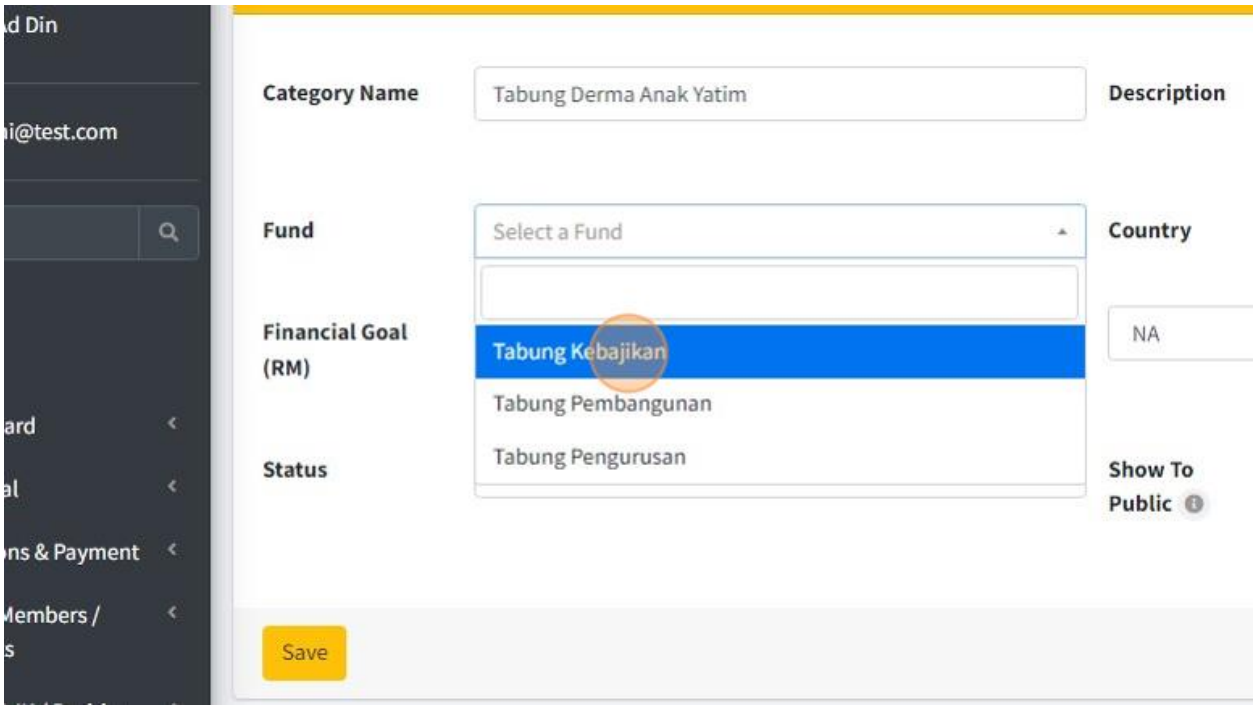
35. Click "Add New" to add Collection Category.



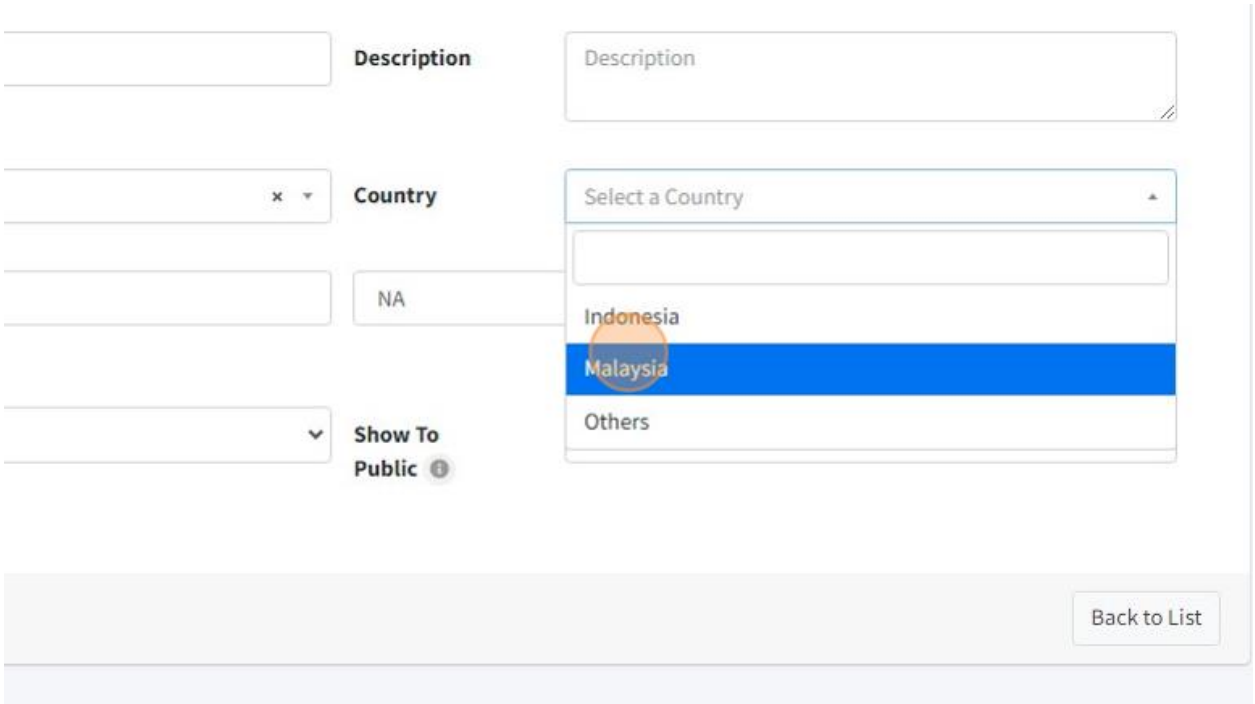
36. Click the "Category Name" field to fill in your collection category name. Example: Tabung Anak Yatim.



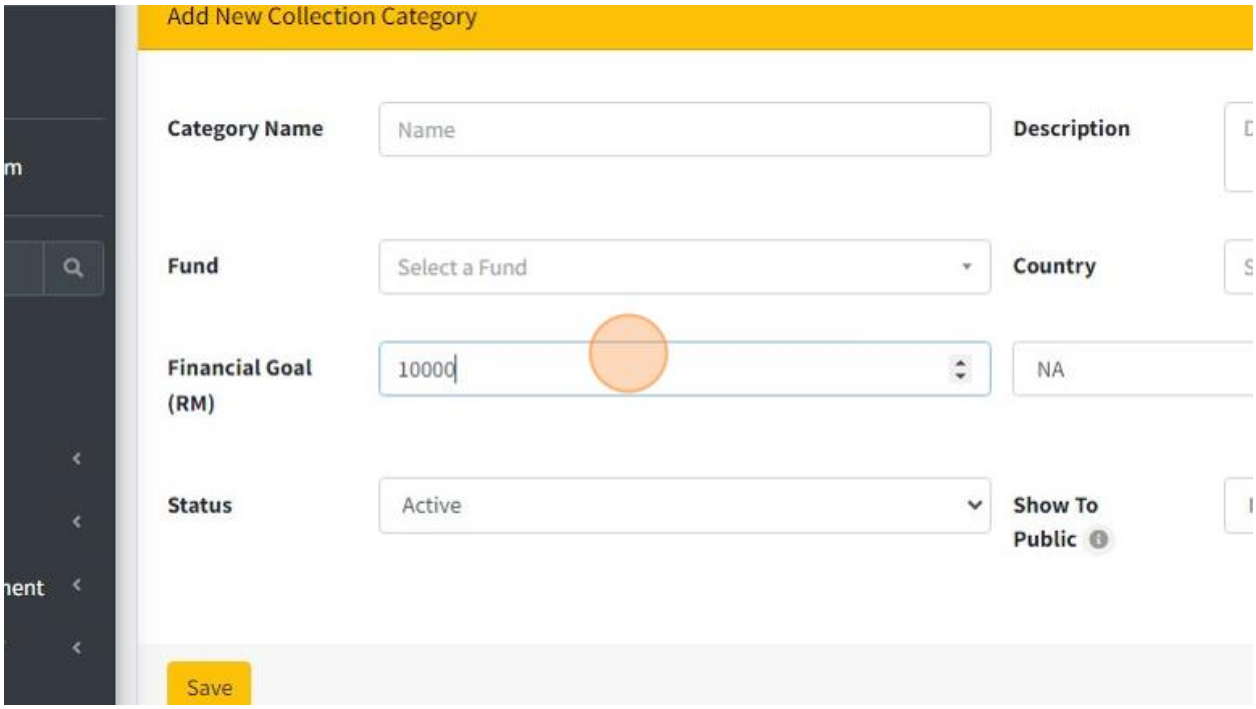
37. Select Fund for this collection category. Collection Category must assign under Fund.



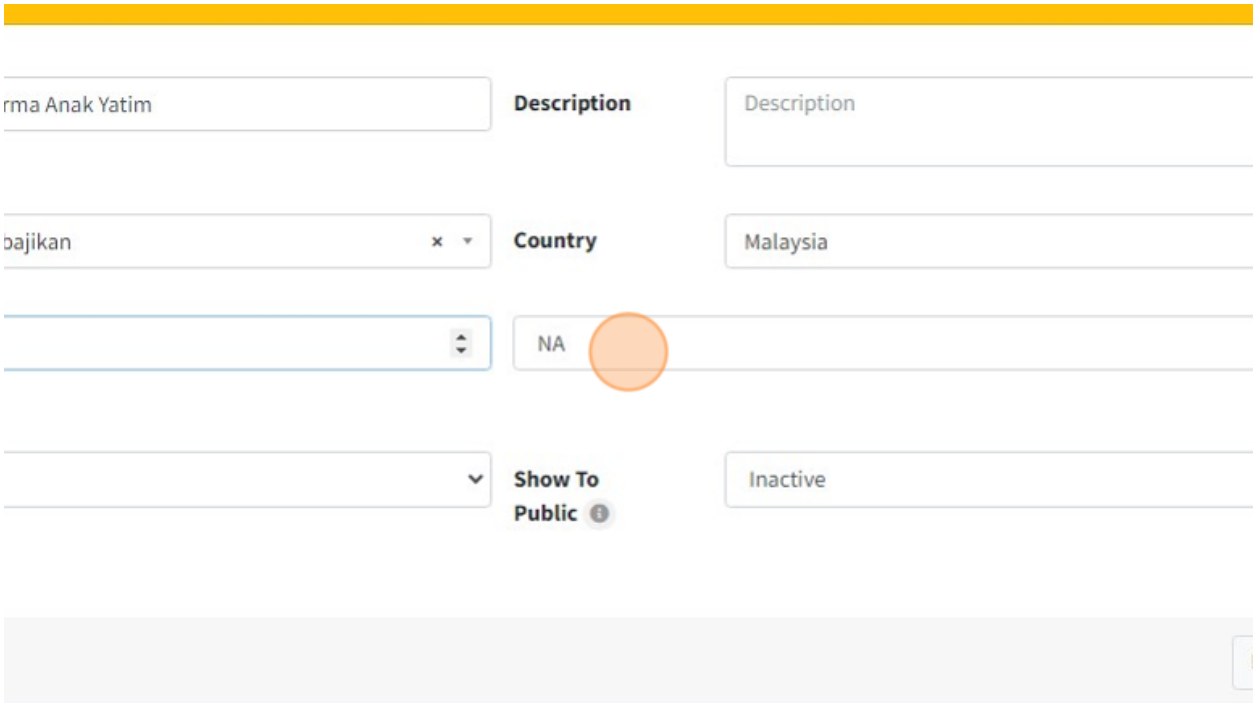
38. Click "Select a Country" to choose country for this collection category.



39. Click the "Financial Goal (RM)" field to fill in your financial goal for each collection category.

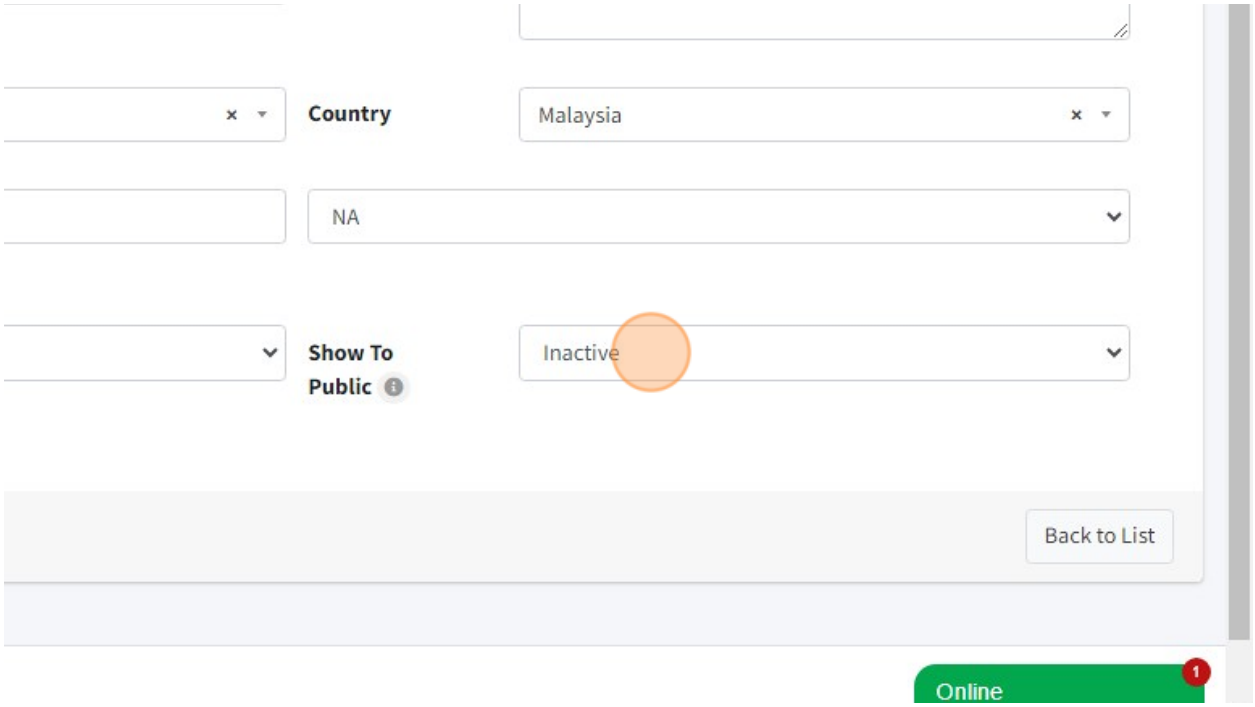


40. Click this dropdown to choose whether your financial goal is based on Yearly, Quarterly, Monthly or NA

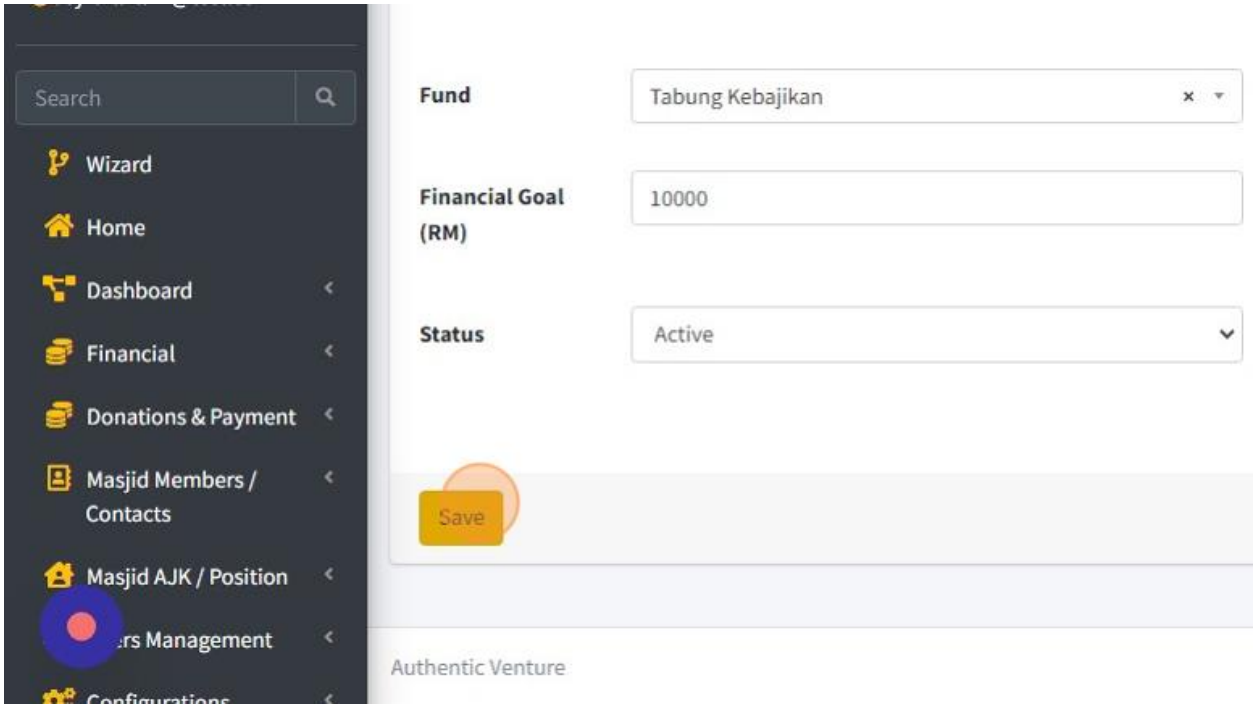


41. You can show your Collection Category to Public. Choose 'Active' to show and 'Inactive' if you do not want show to public.

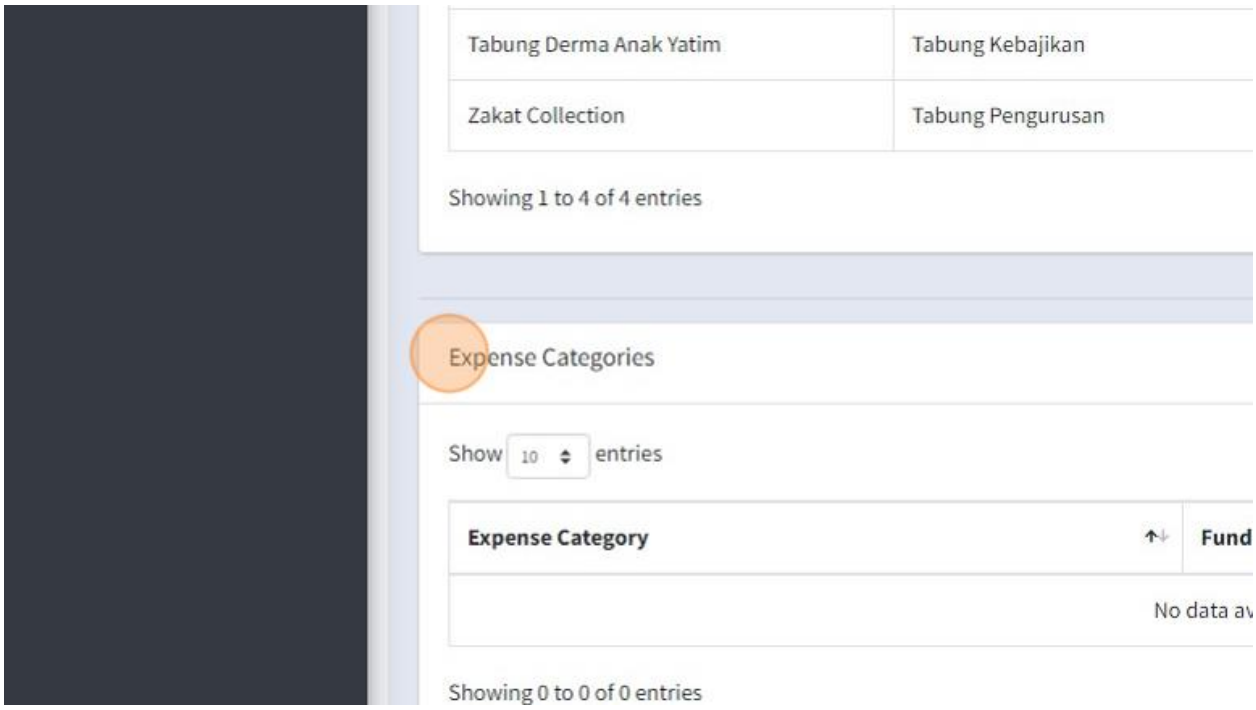
This will appear in Public donation page at website MyMasjid.



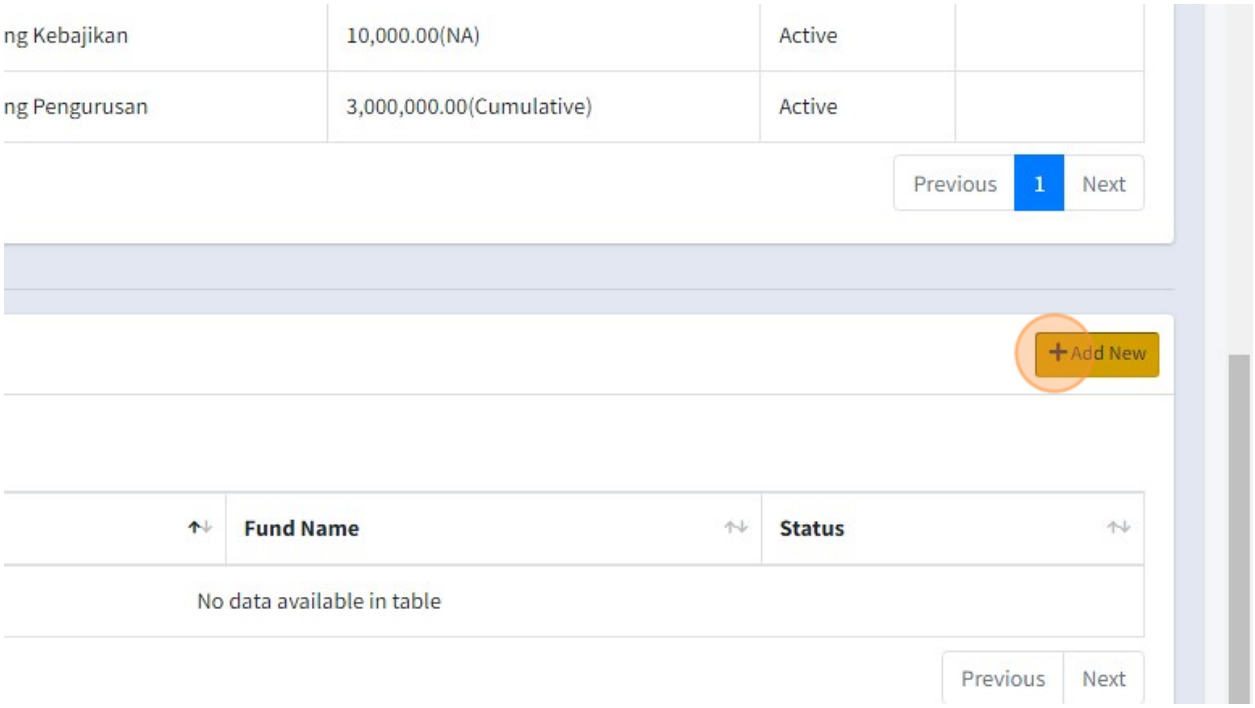
42. Click "Save" once you had fill in all the information.



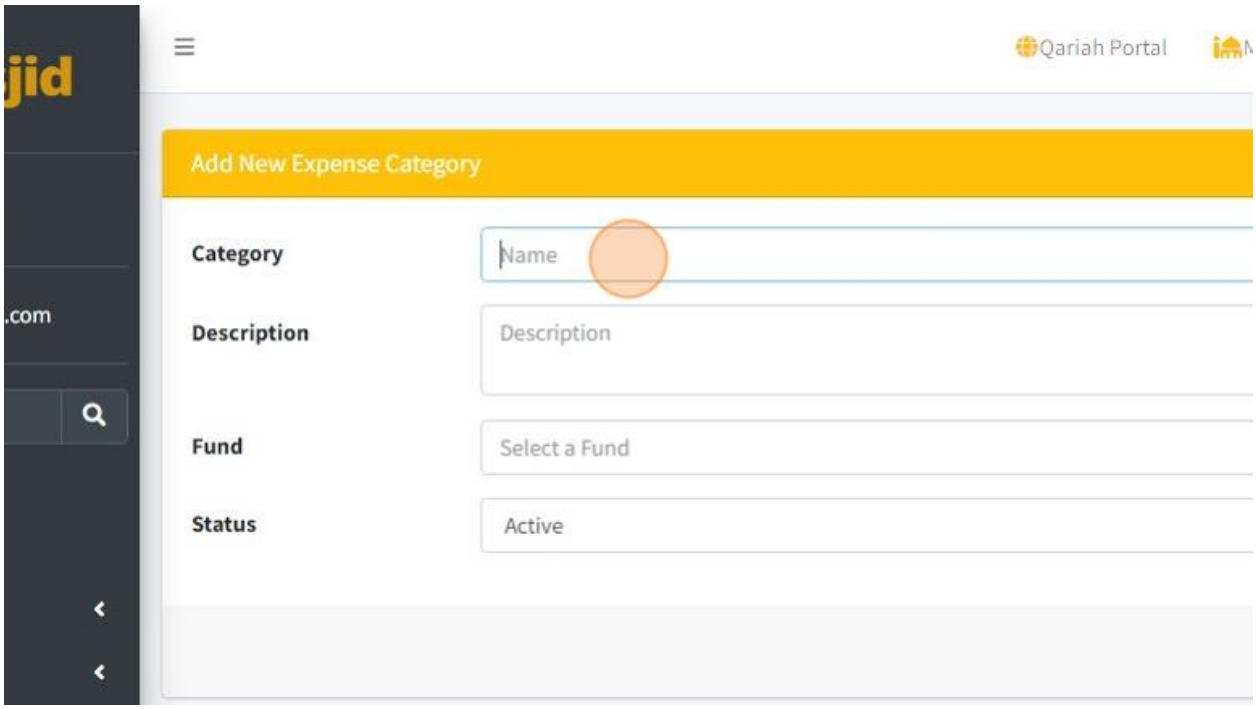
43. Click "Expense Categories" to create your expense for your organization.



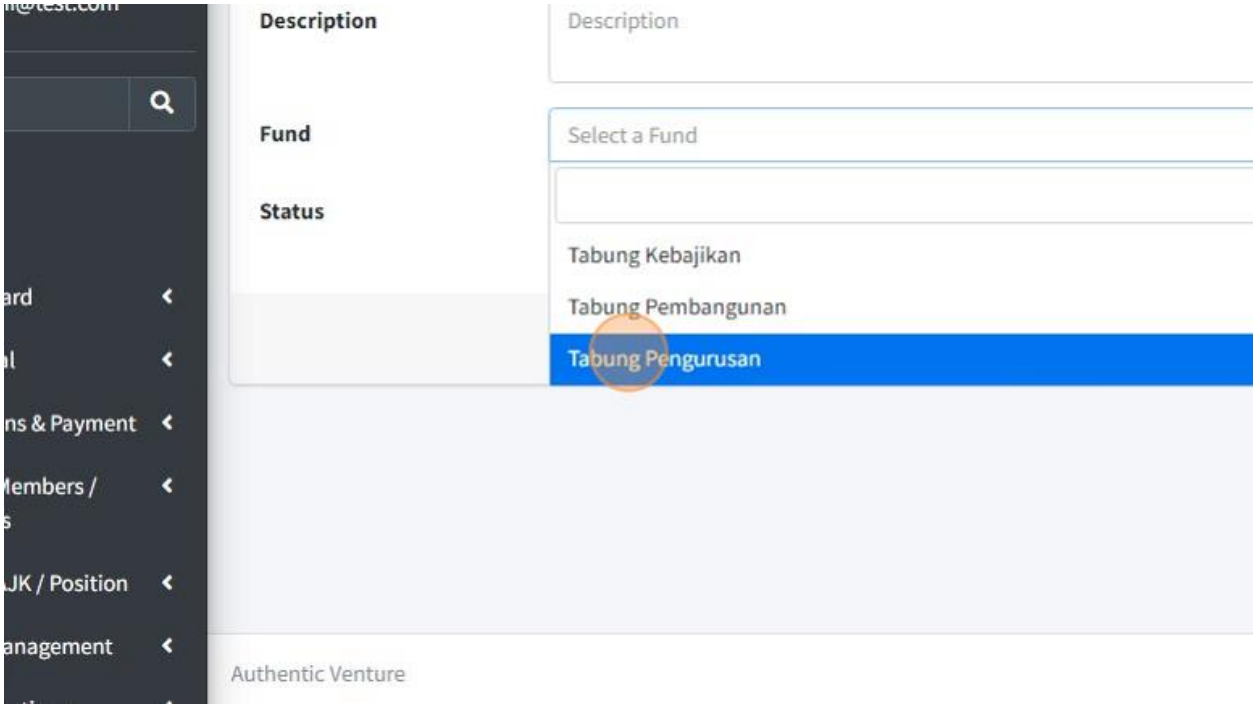
44. Click "Add New" to create your Expense Category.



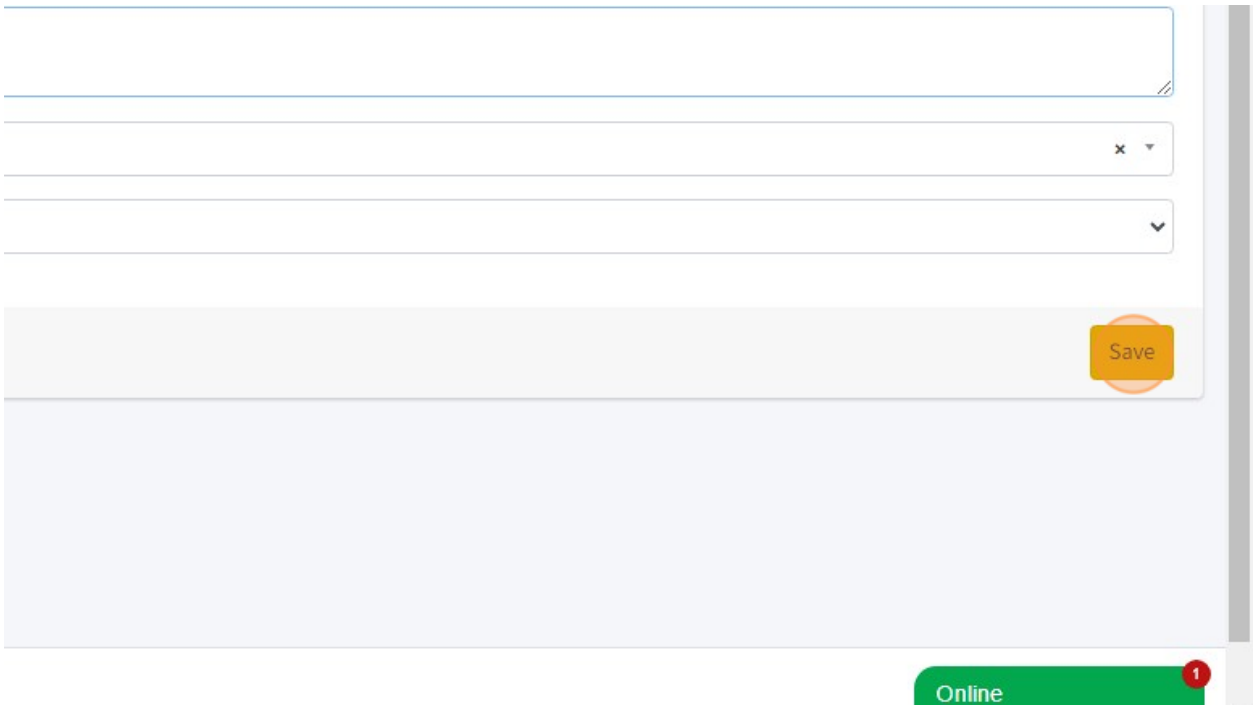
45. Click the "Category" field to fill in your Expense Name.



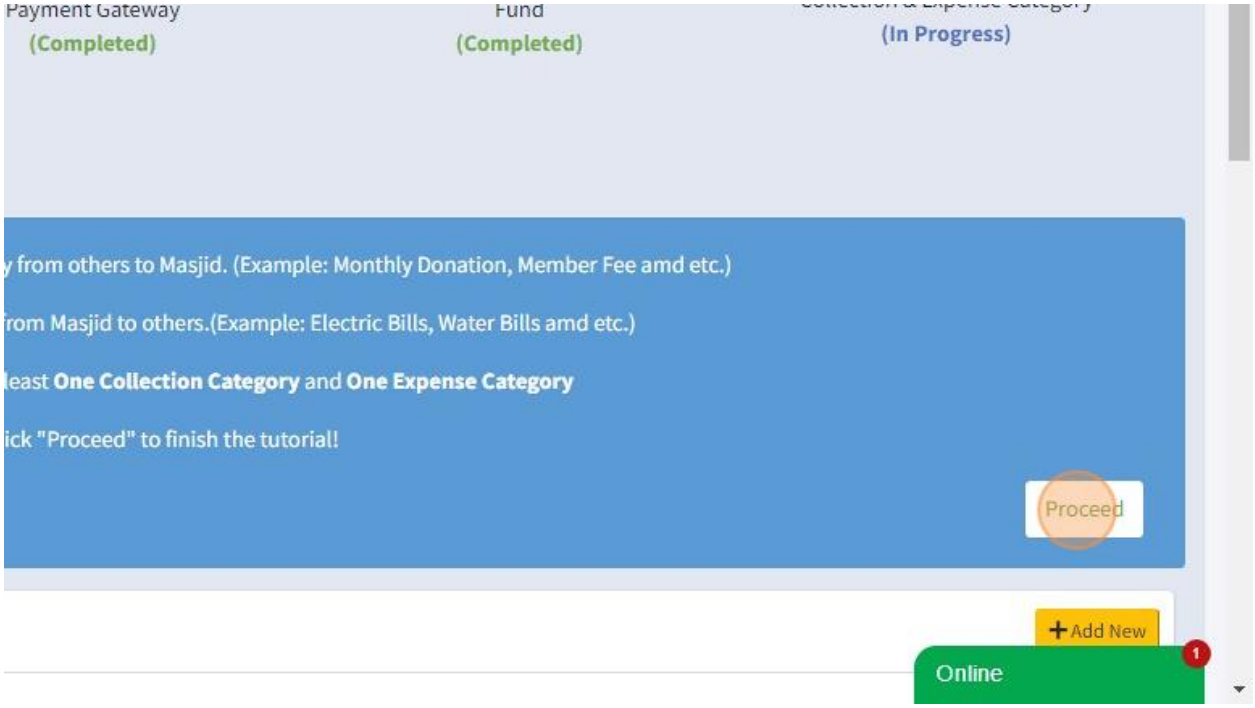
46. You must choose Fund for this Expense Category by click at Fund Dropdown list.



47. Click "Save" once you had fill in all the information.

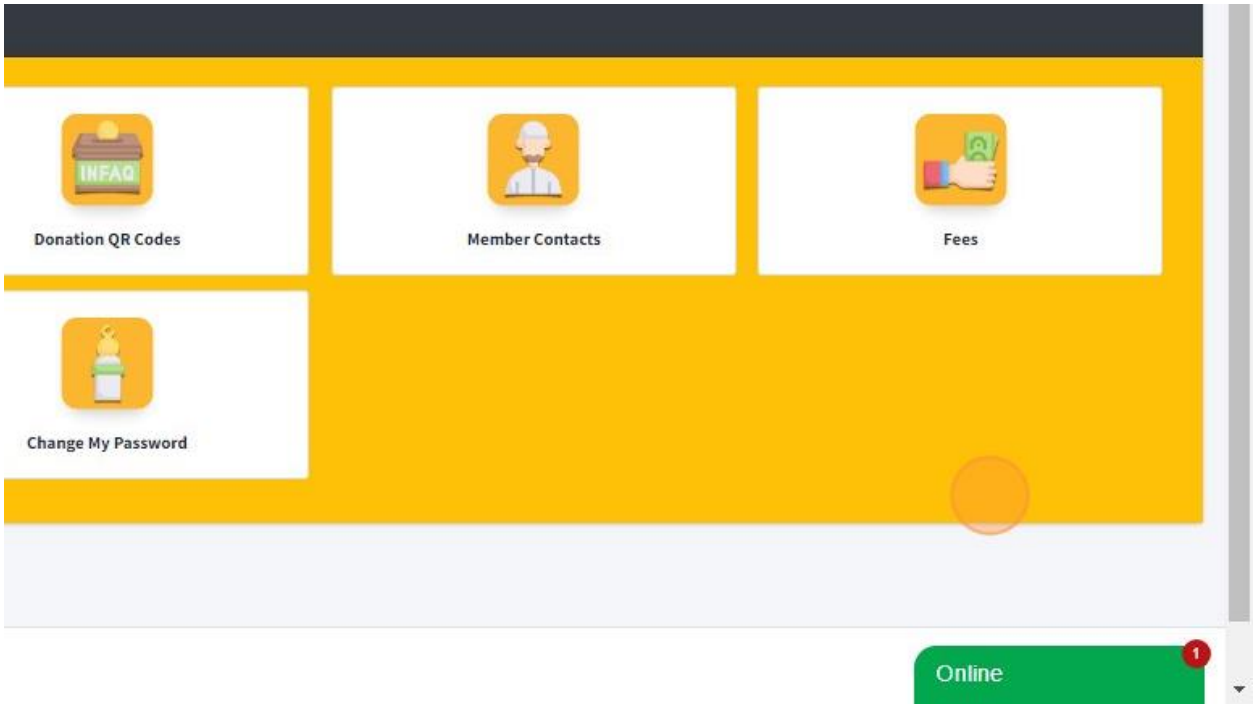


48. Click "Proceed" to go to next step.



49. Once you had done all step, you can click "Proceed" to complete your wizard.

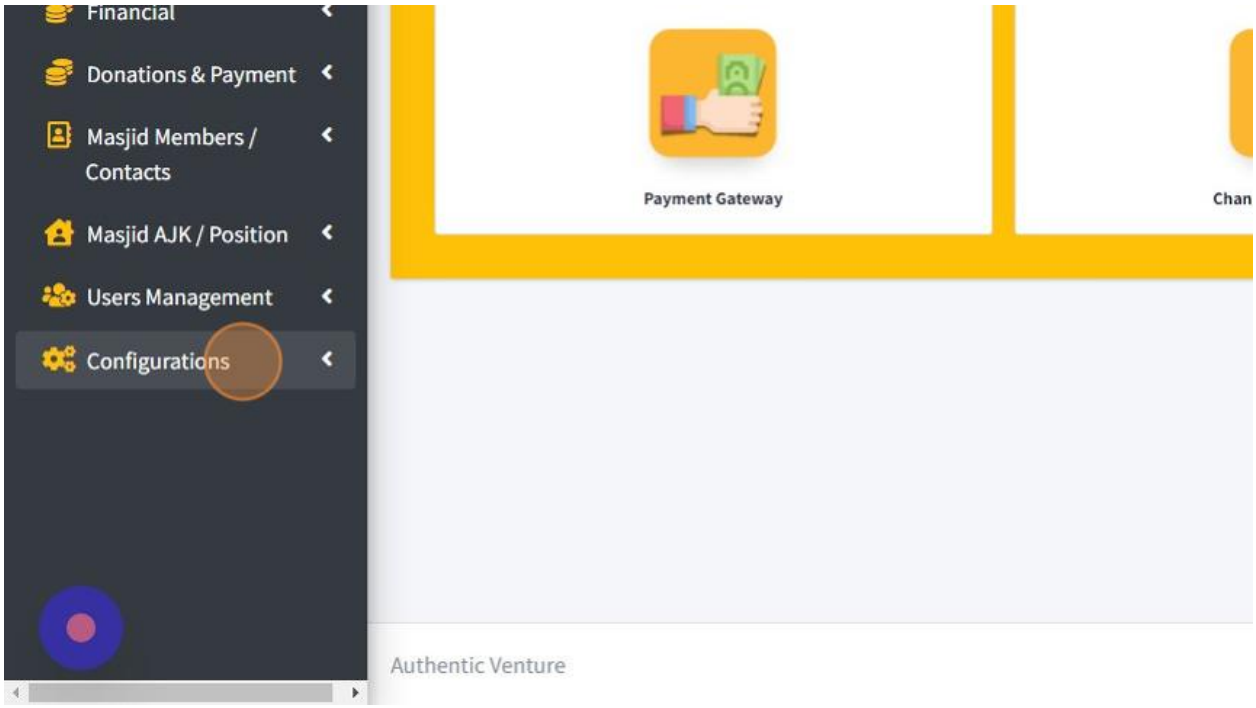
50. You will redirect to HomePage once Wizard had been setup.



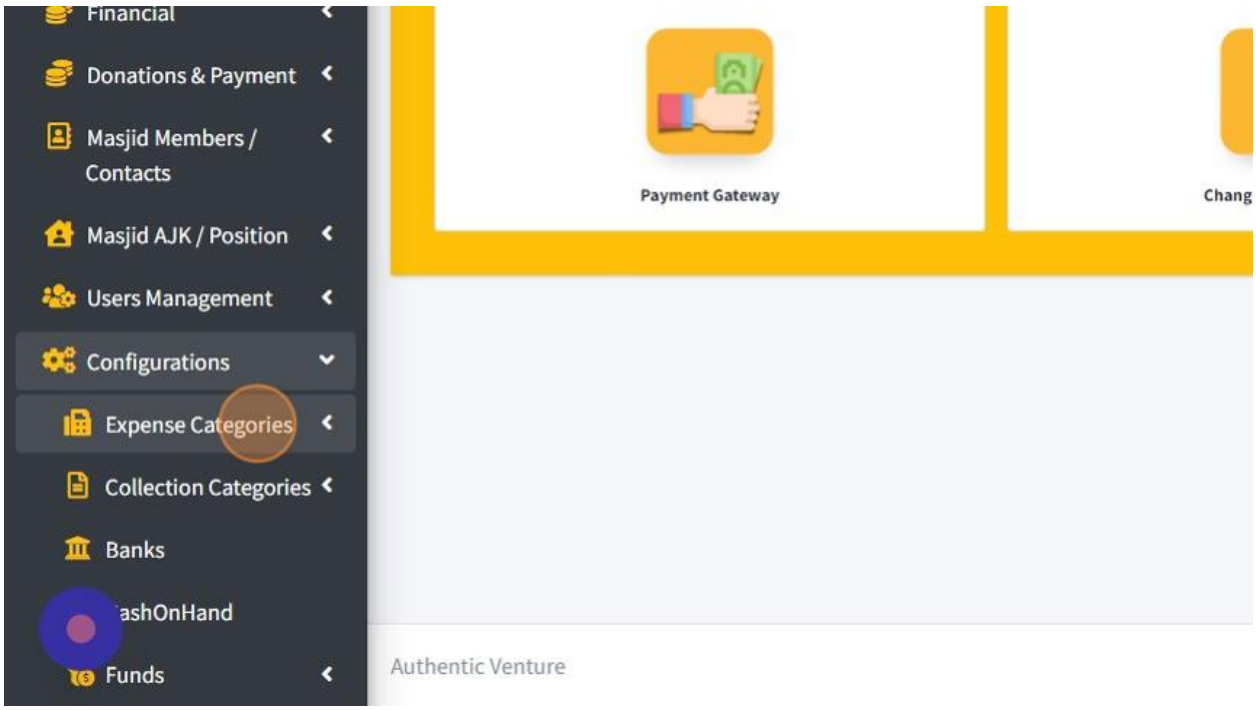
2.4 SETUP CONFIGURATIONS

1. Navigate to https://app.mymasjid.asia/QuickAccess

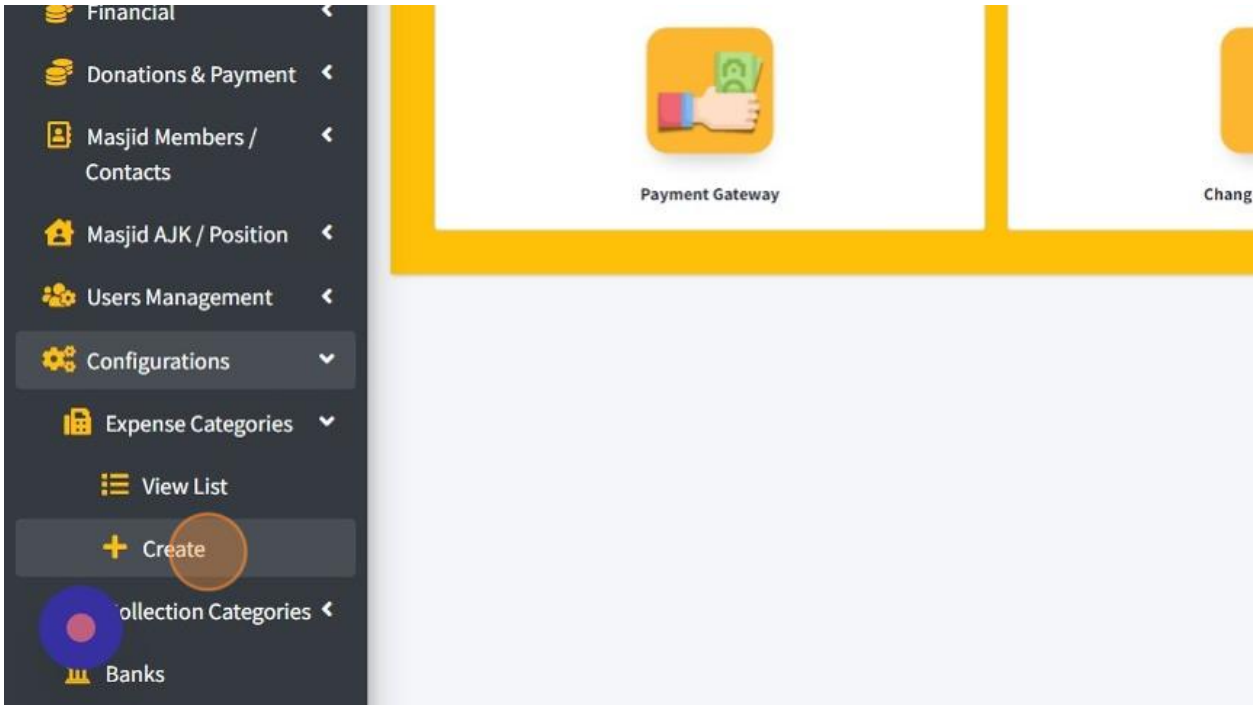
2. First you need to click "Configurations"



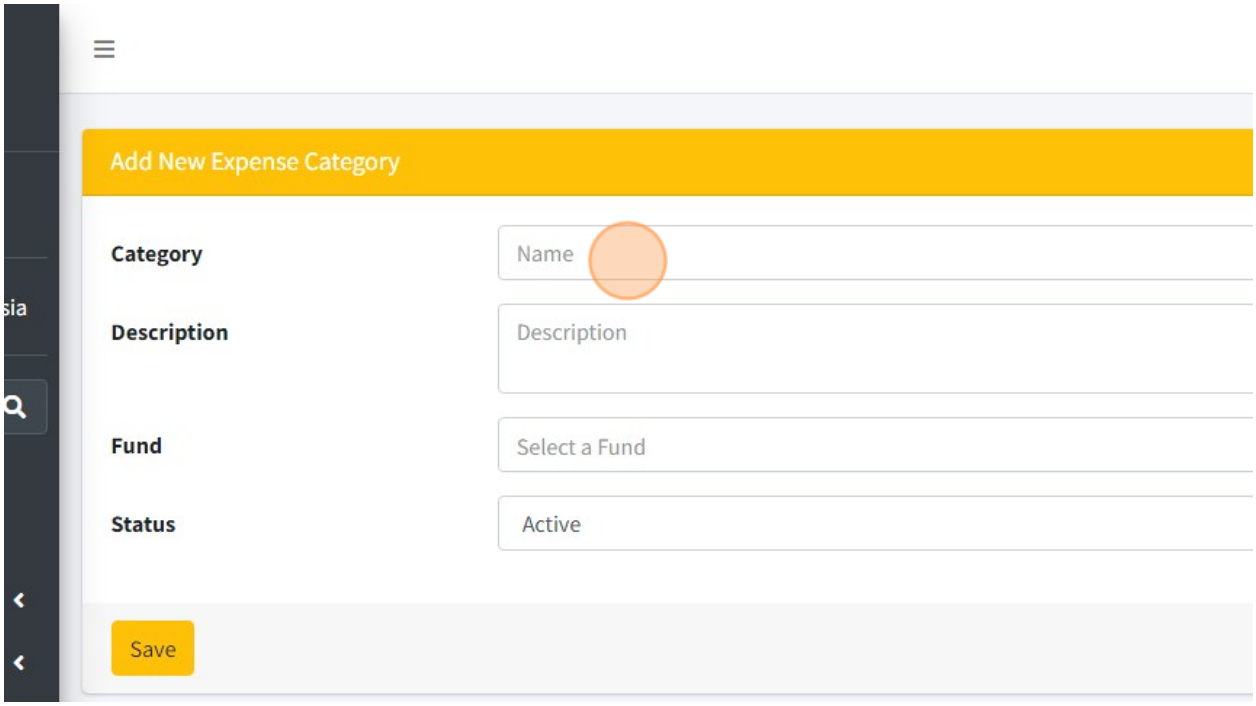
3. Then click "Expense Categories"



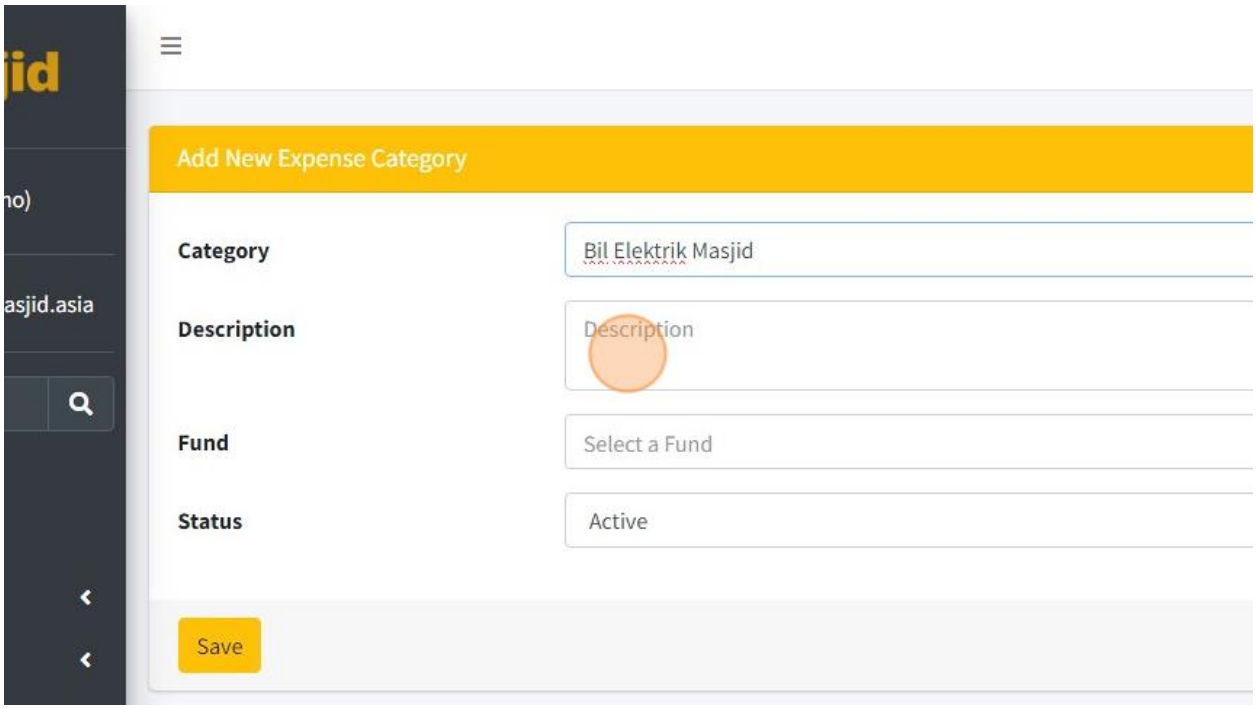
4. Click "Create" to add new Expense Categories.



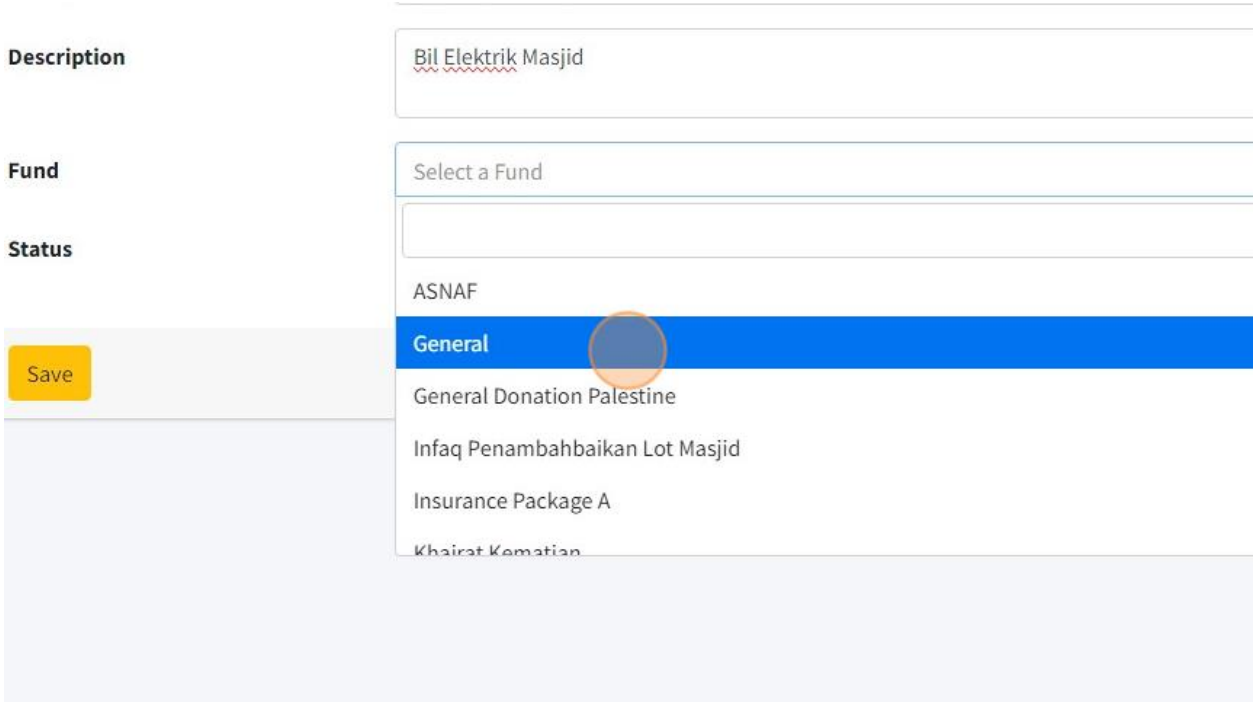
5. Click the "Category" field to fill in your Expense Name.



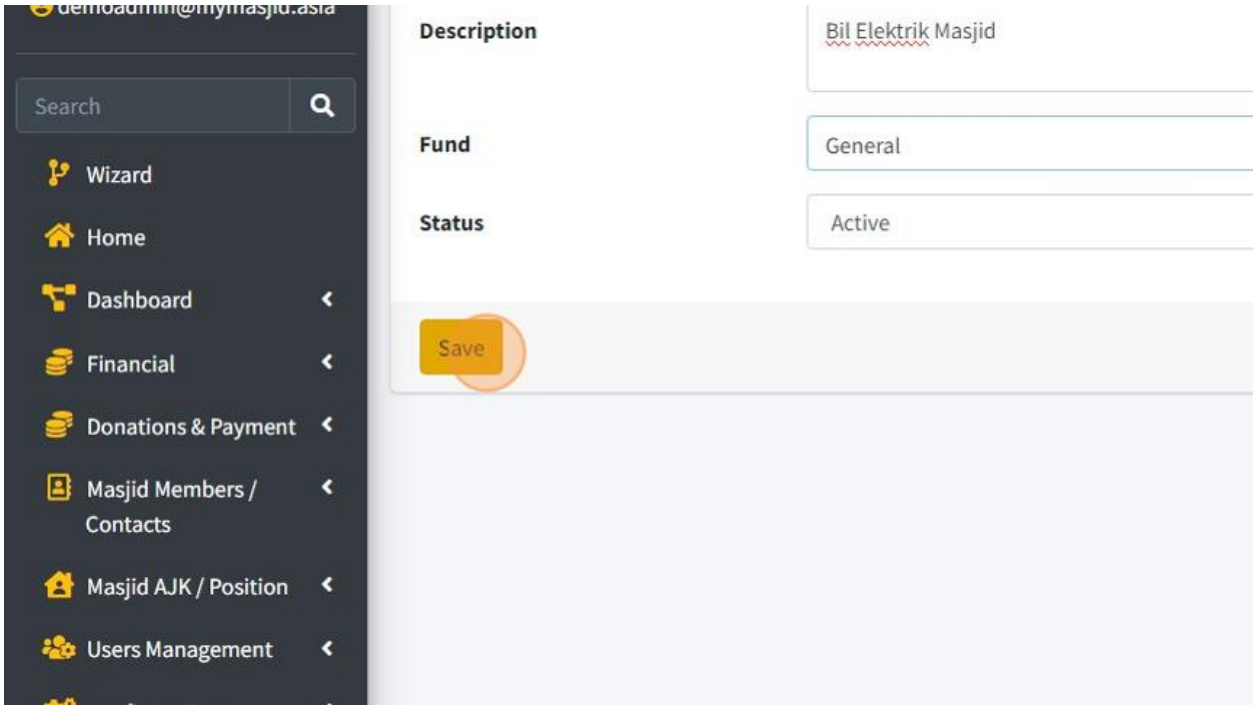
6. Click the "Description" field to describe more detail about your expense category.



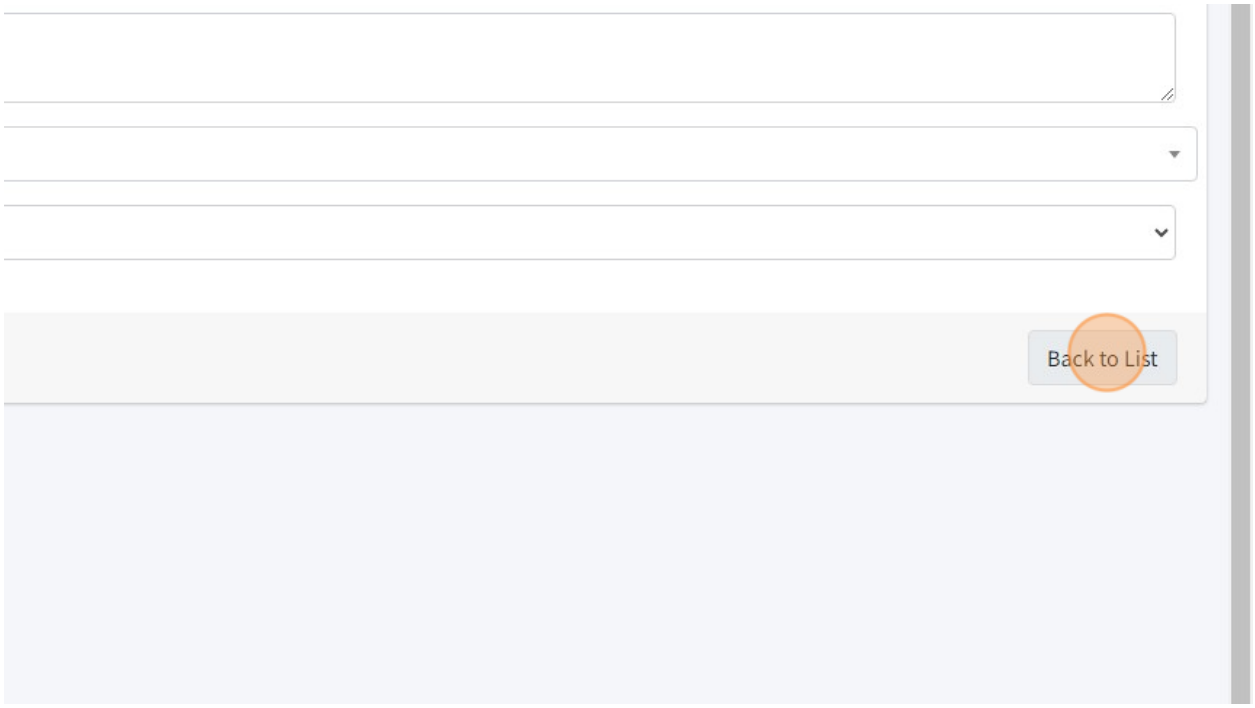
7. You must choose Fund for this Expense Category by click at Fund Dropdown list.



8. Click "Save" once you had fill in all the information.

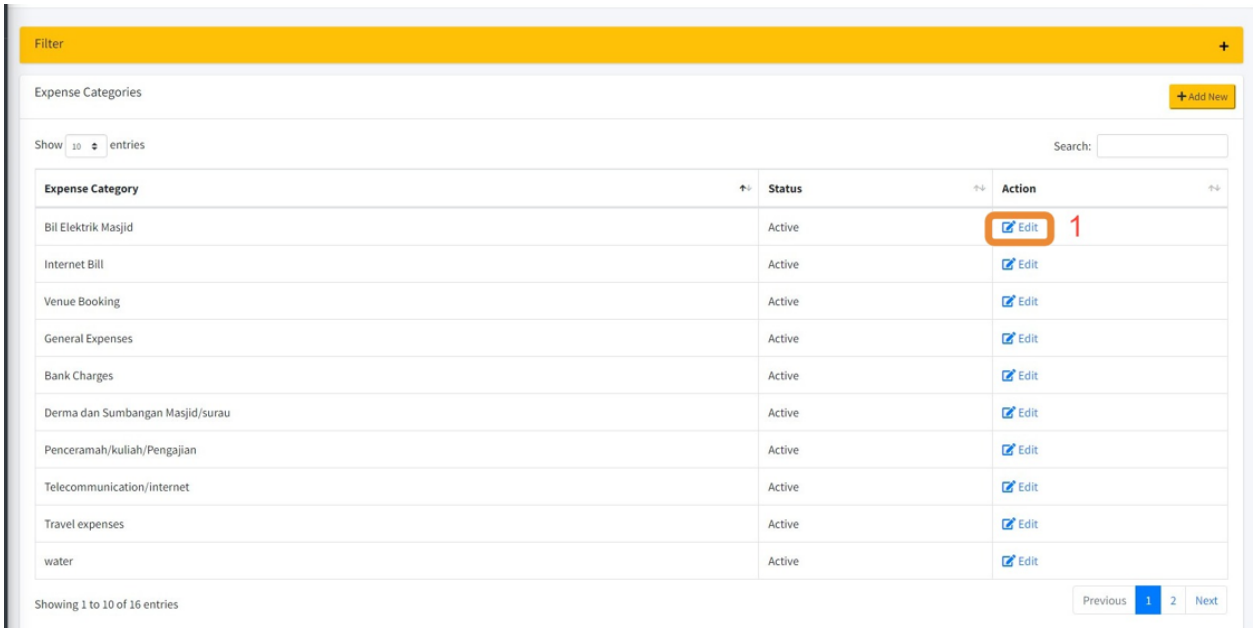


9. Click "Back to List" to go to page list of Expense Categories.

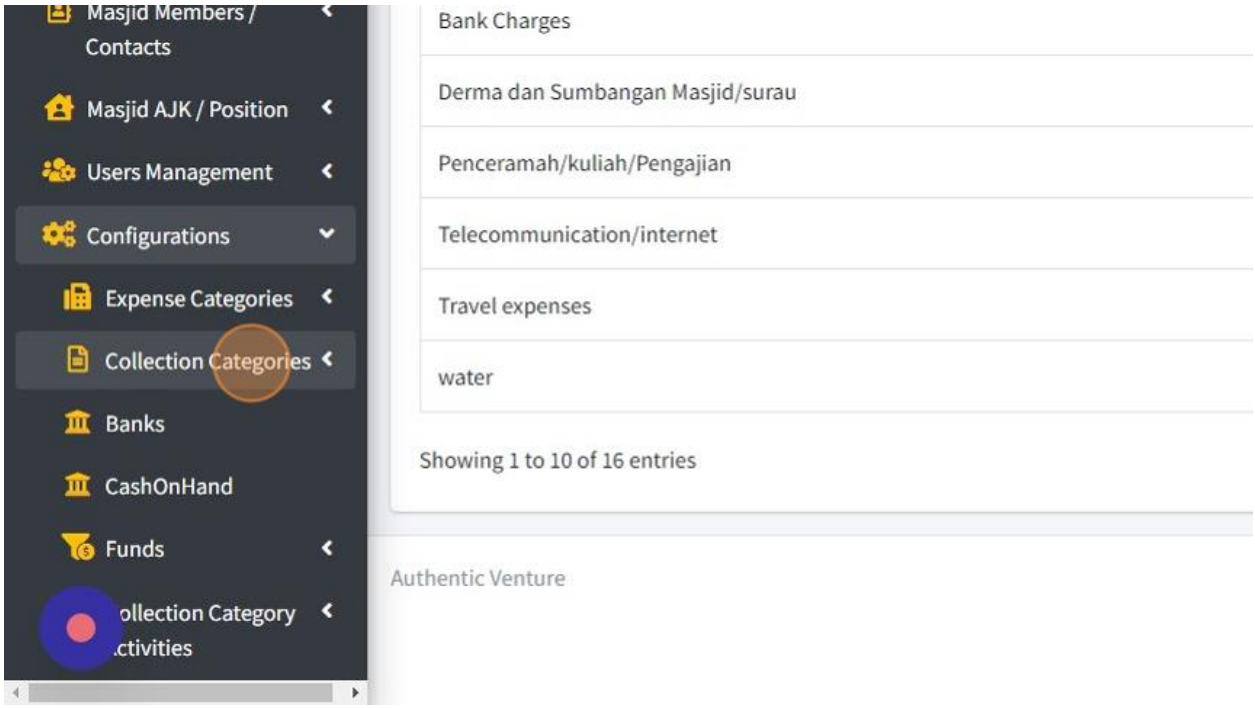


10. List of Expense Category page.

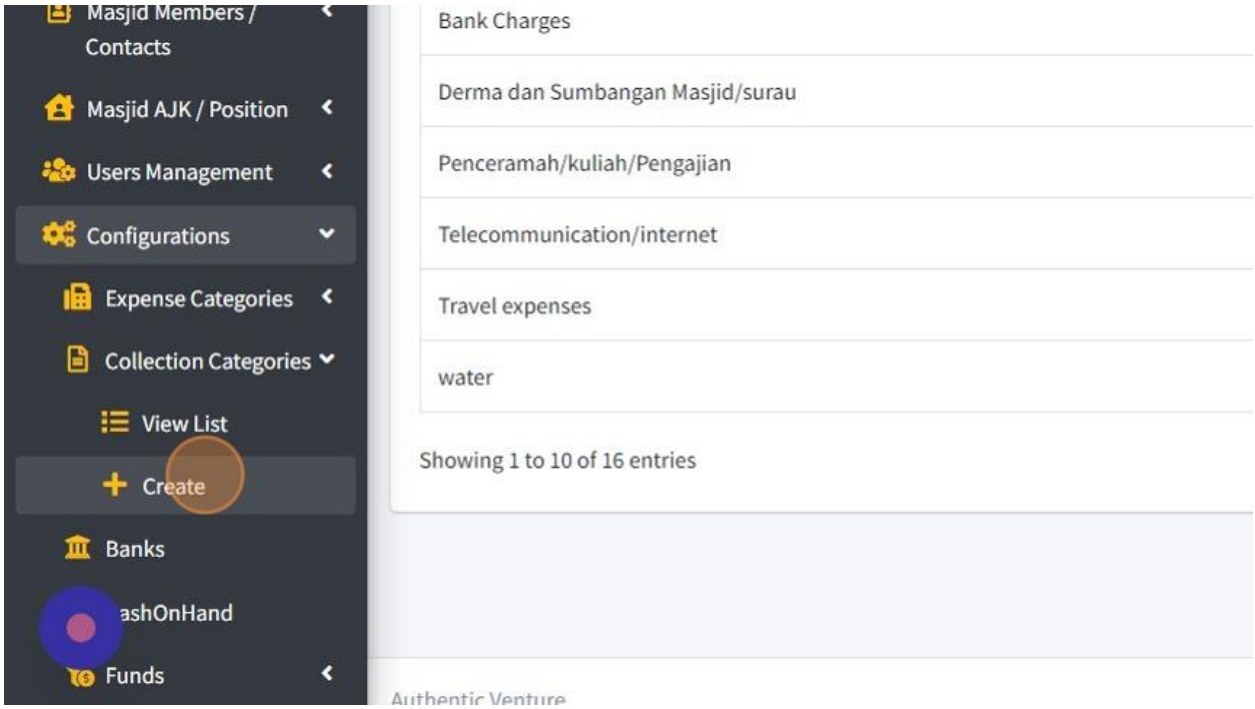
You can Edit your Expense Category by click on "Edit" button.



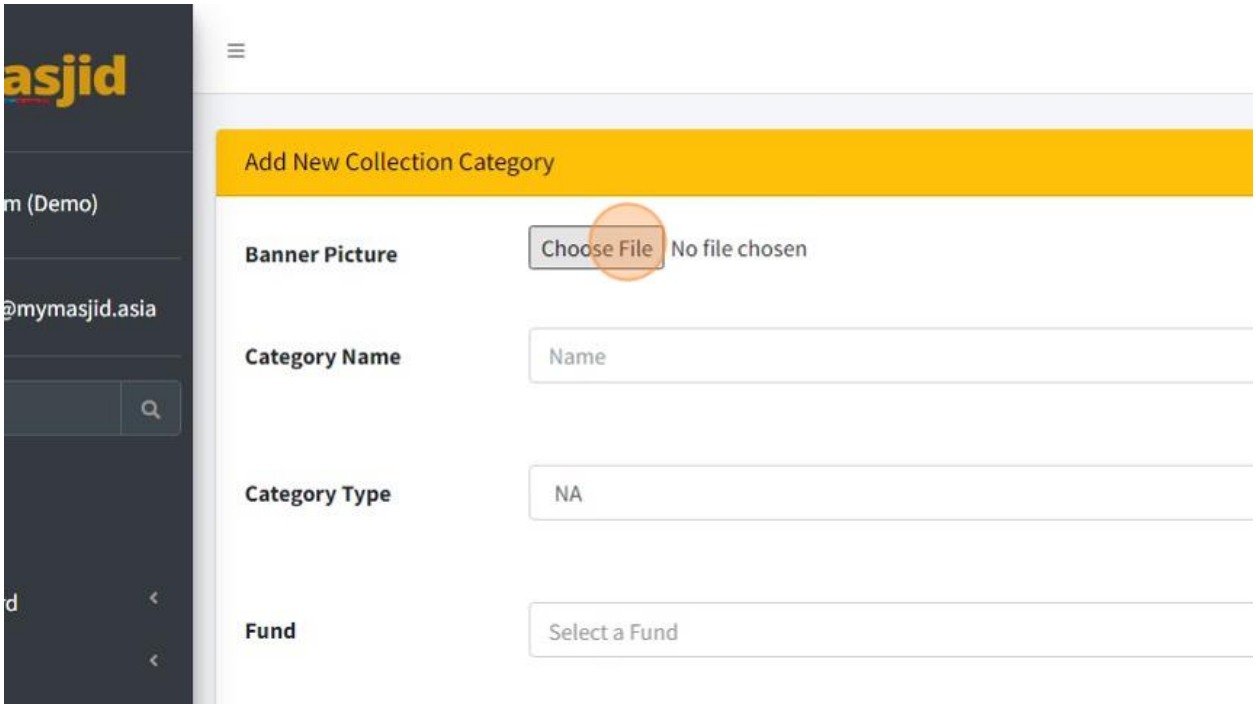
11. Click "Collection Categories".



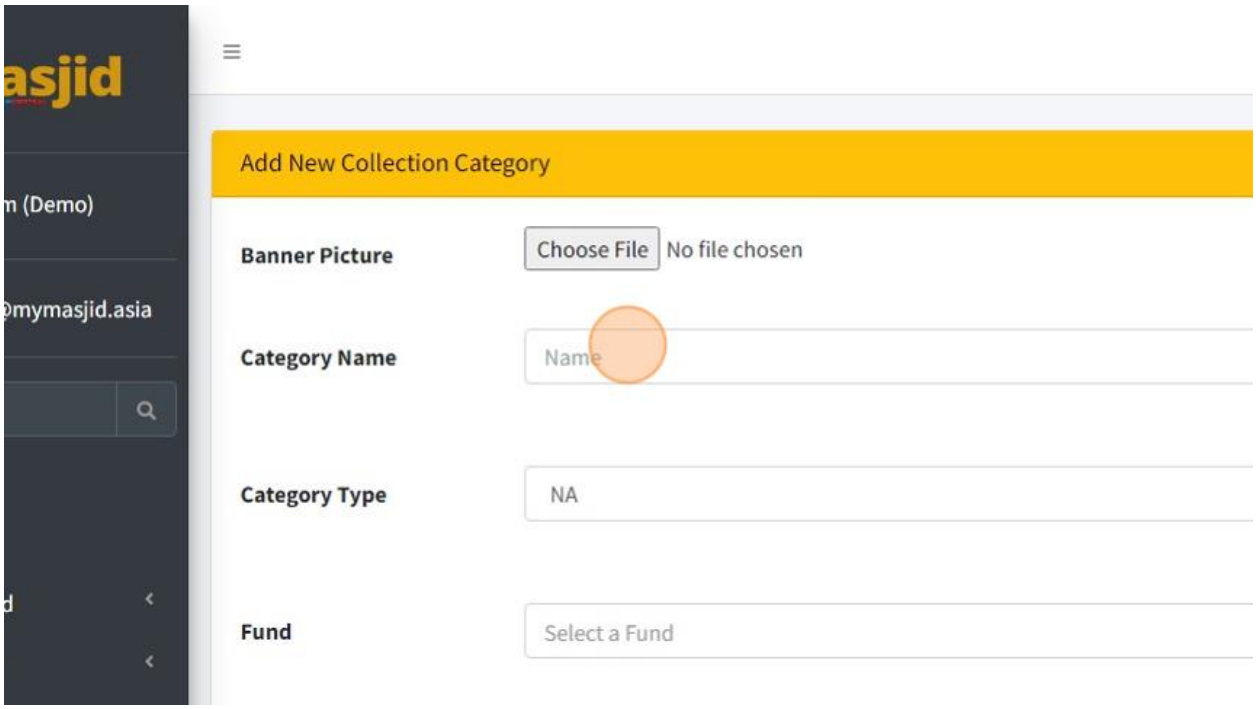
12. Click "Create" to add Collection Category.



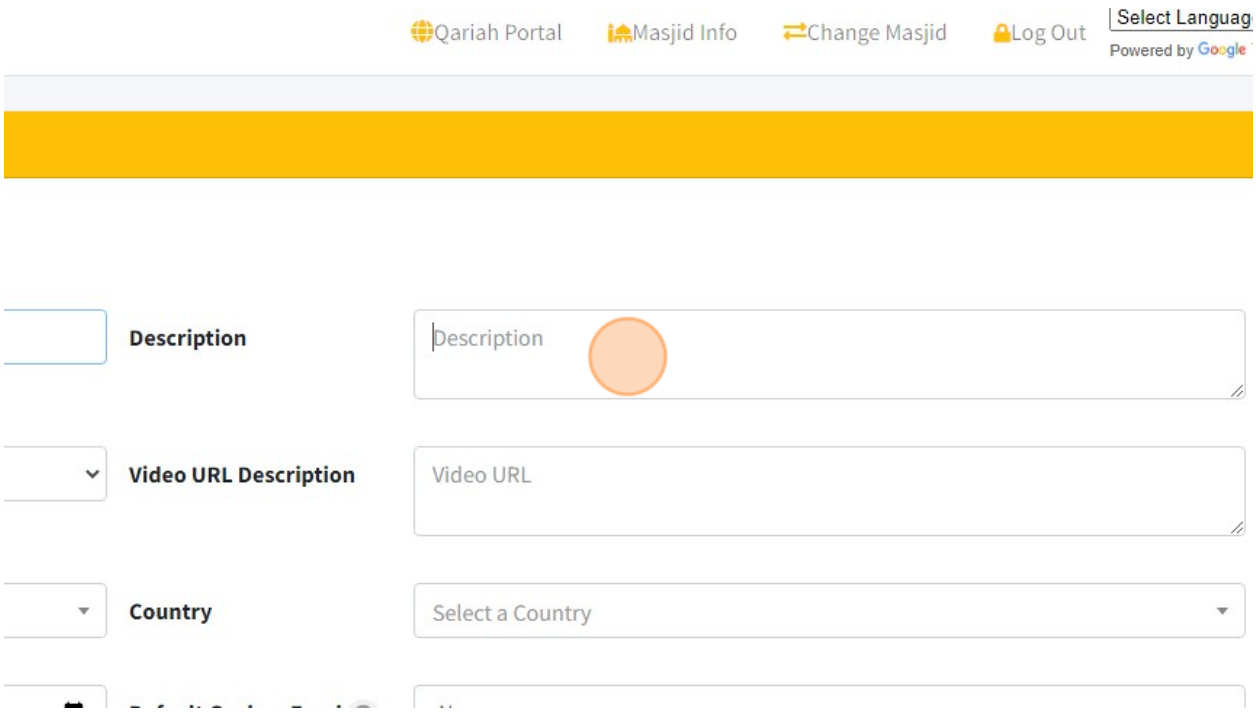
13. Click the "Banner Picture" field to insert picture of your Collection Banner (if necessary).



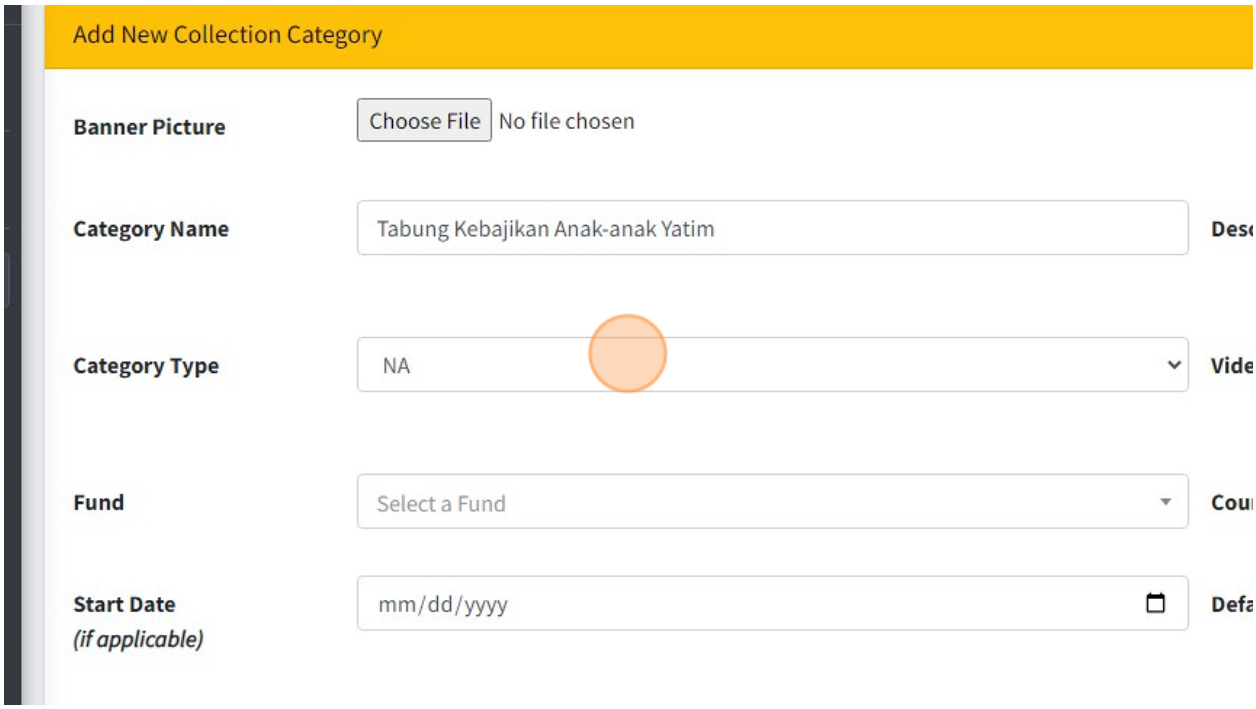
14. Click the "Category Name" field to fill in your collection category name. Example: Tabung Anak Yatim



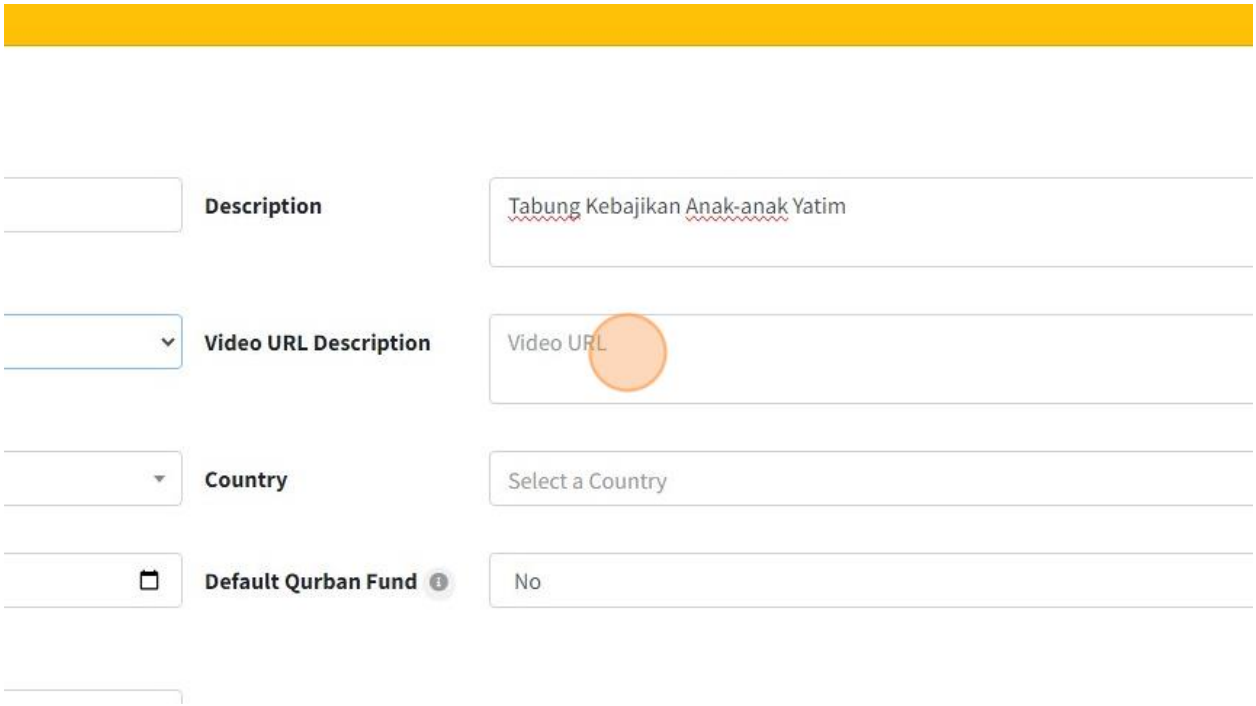
15. Click the "Description" field to describe more detail about your collection category.



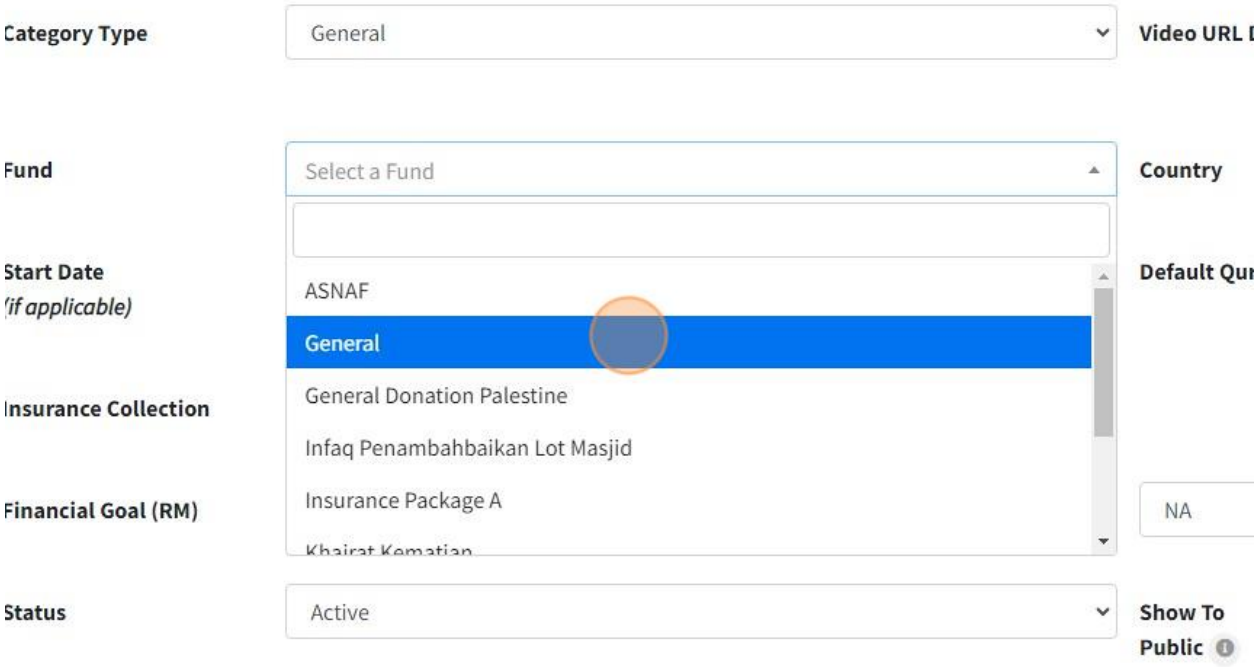
16. Click this dropdown "Category Type" to choose what type of your Category Collection if your collection is for ASNAF.



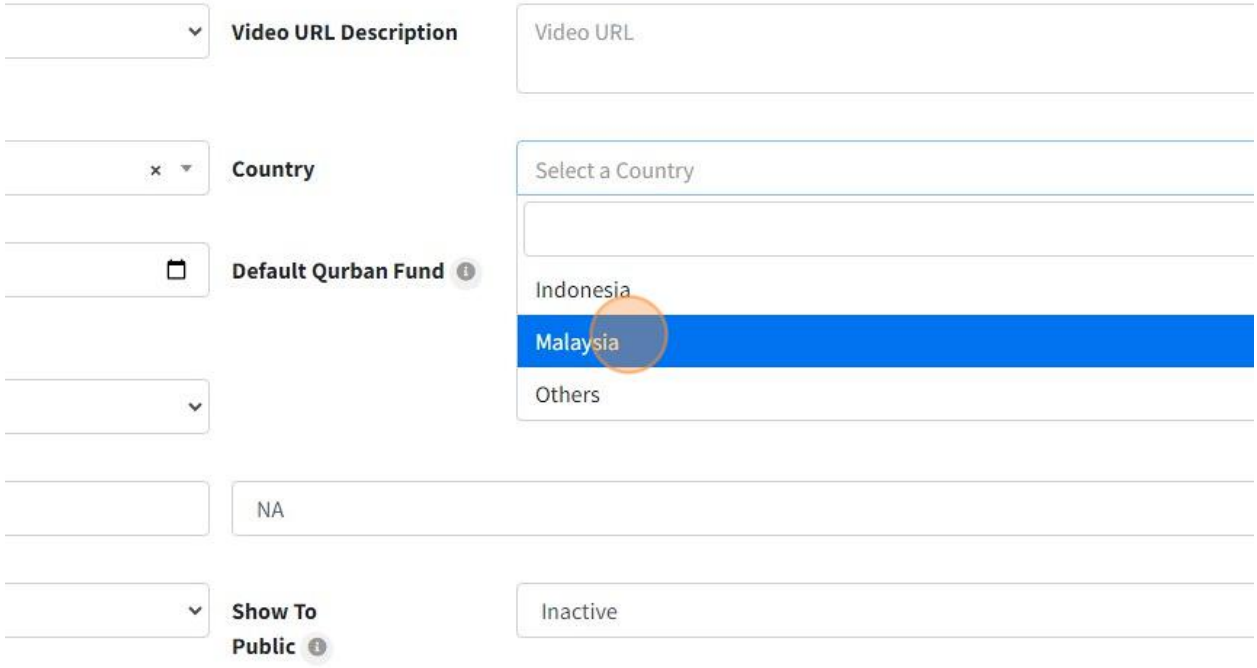
17. Click the "Video URL" field to fill in link video for your collection. (If necessary)



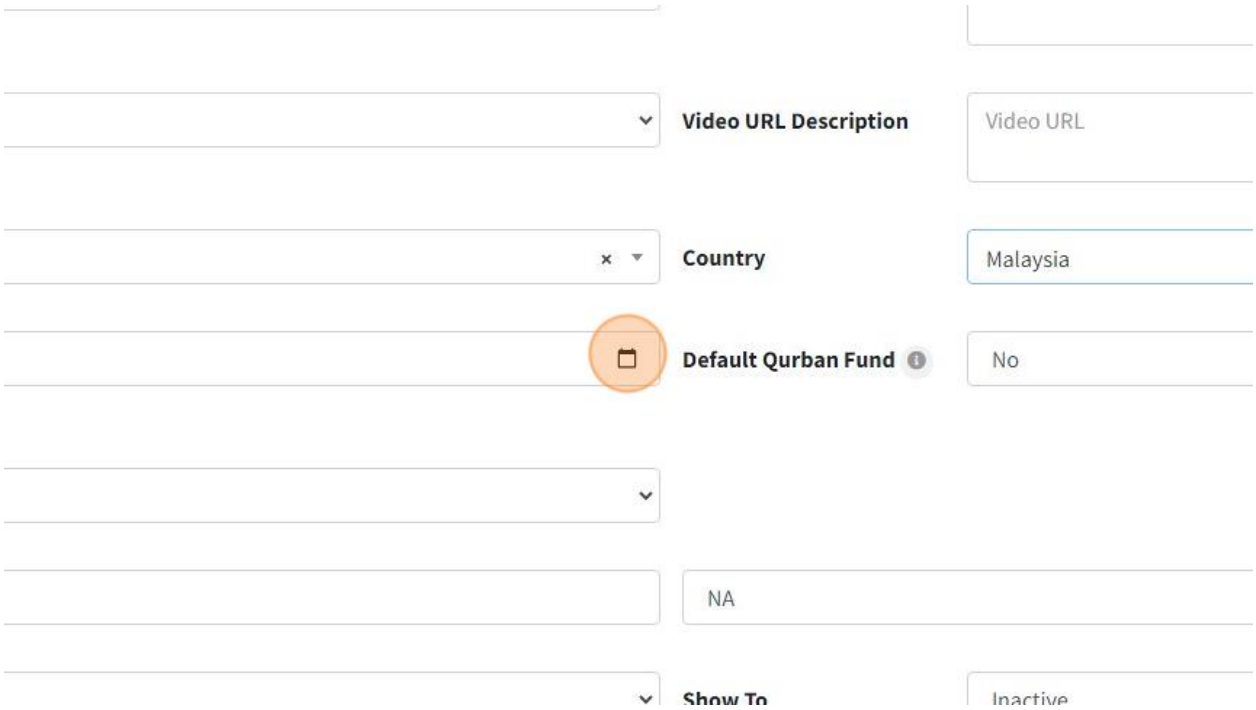
18. Select Fund for this collection category. Collection Category must assign under Fund.



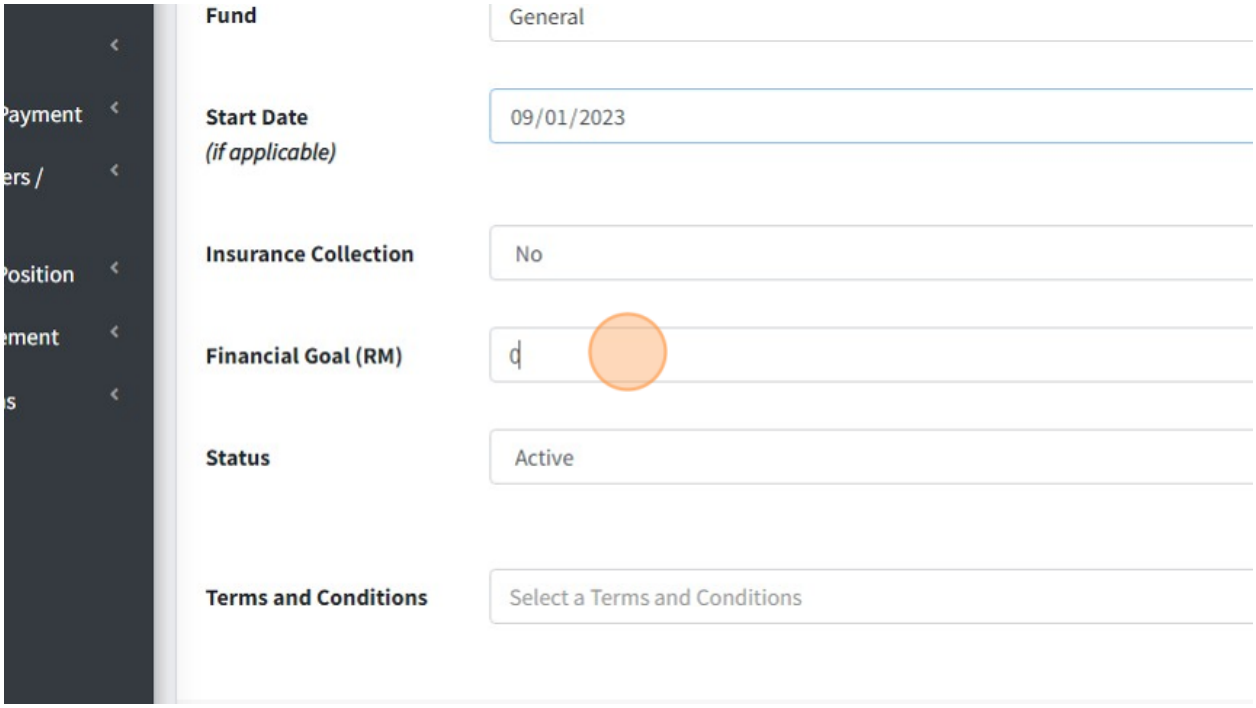
19. Click "Select a Country" to choose country for this collection category.



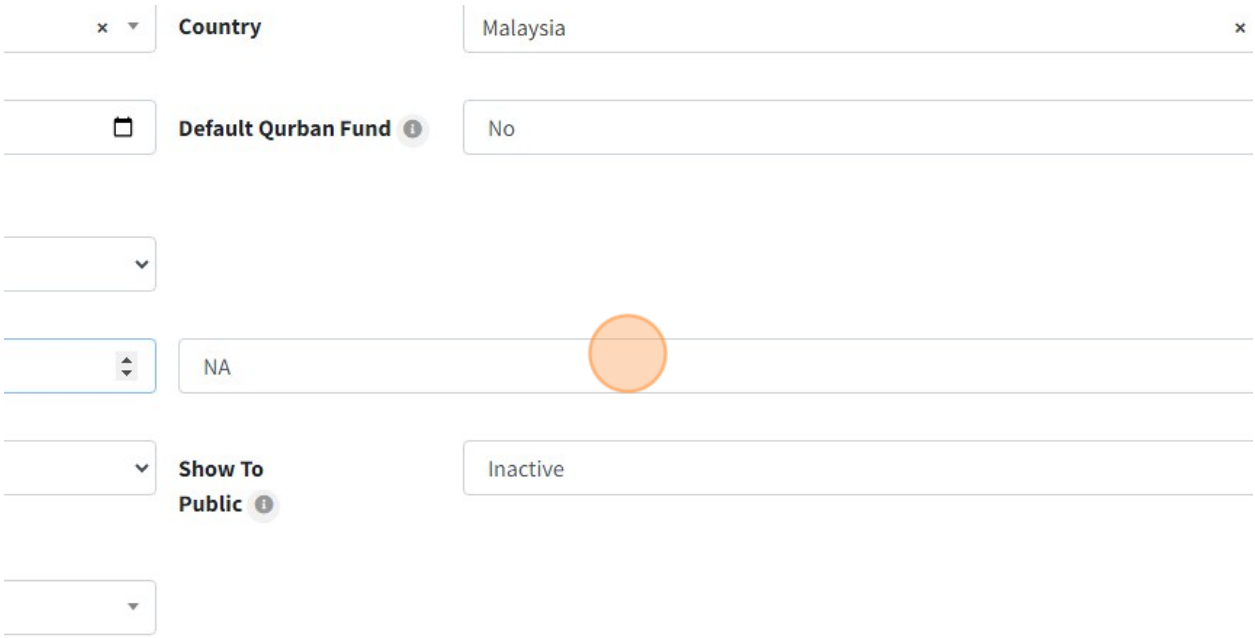
20. Click the "Start Date (if applicable)" field if your collection have specific dates.



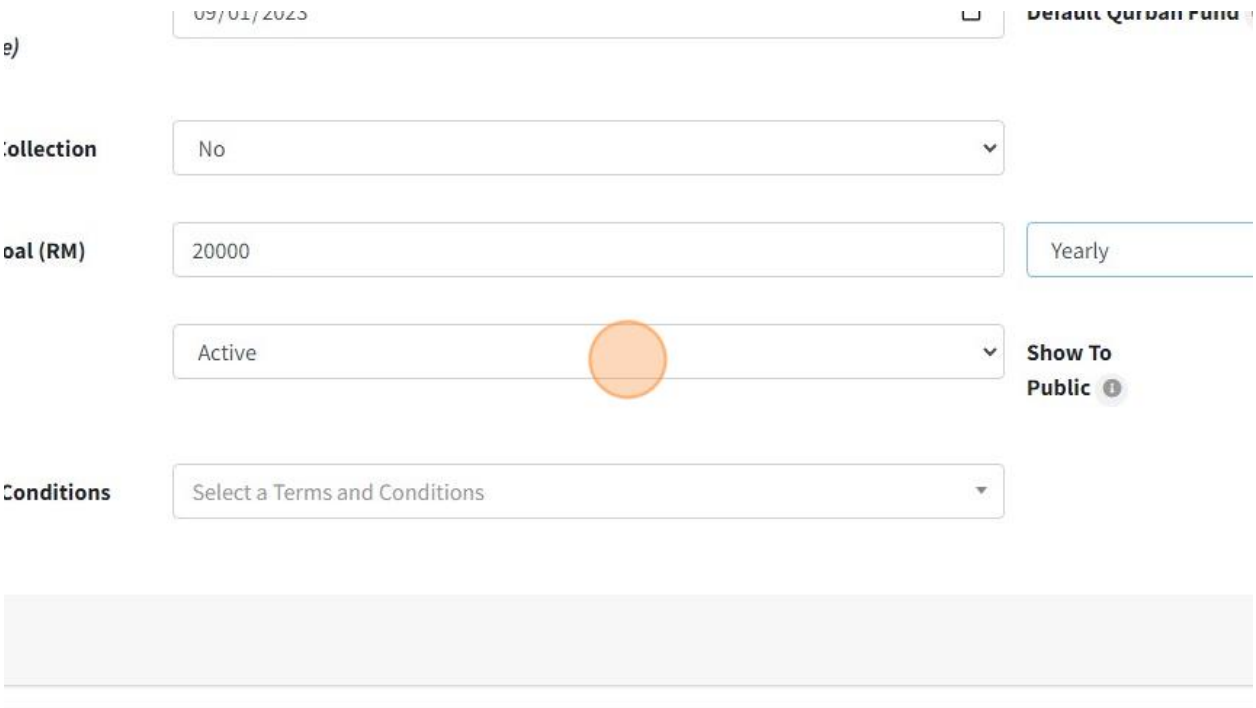
21. Click the "Financial Goal (RM)" field to fill in your financial goal for each collection category.



22. Click this dropdown to choose whether your financial goal is based on Yearly, Quarterly, Monthly or NA.

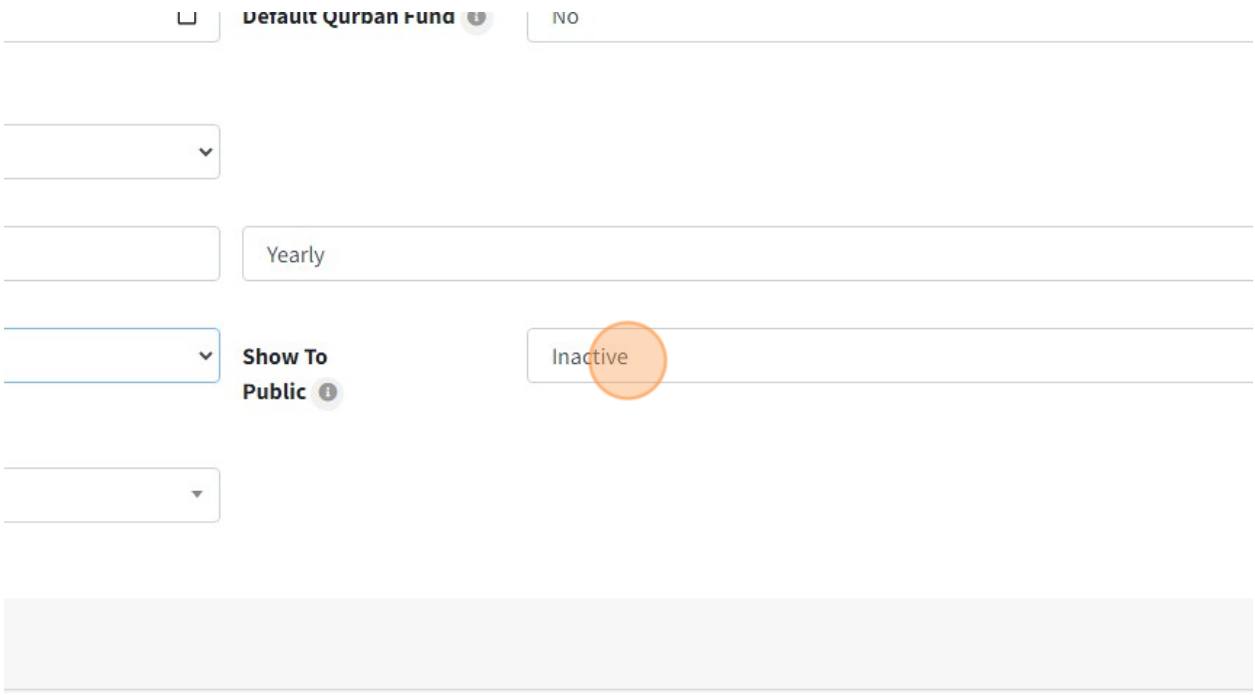


23. Click this dropdown whether your Collection Category is Active or Not Active.

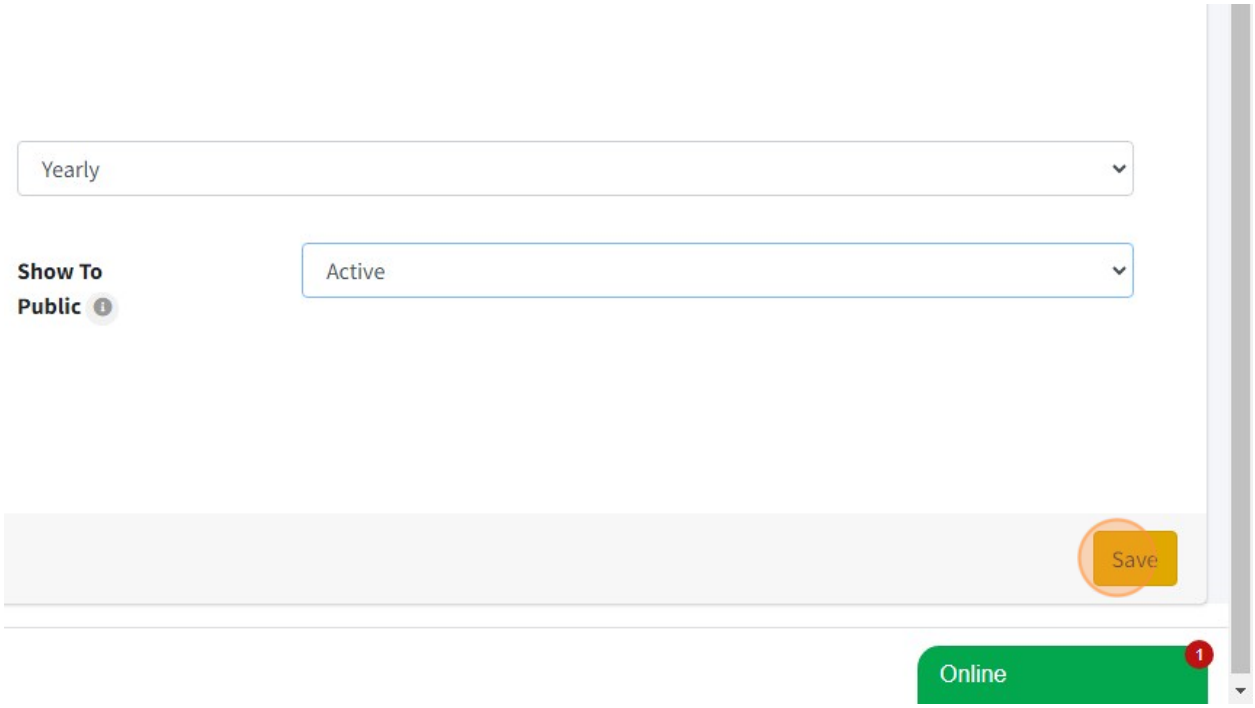


24. You can show your Collection Category to Public. Choose 'Active' to show and 'Inactive' if you do not want show to public.

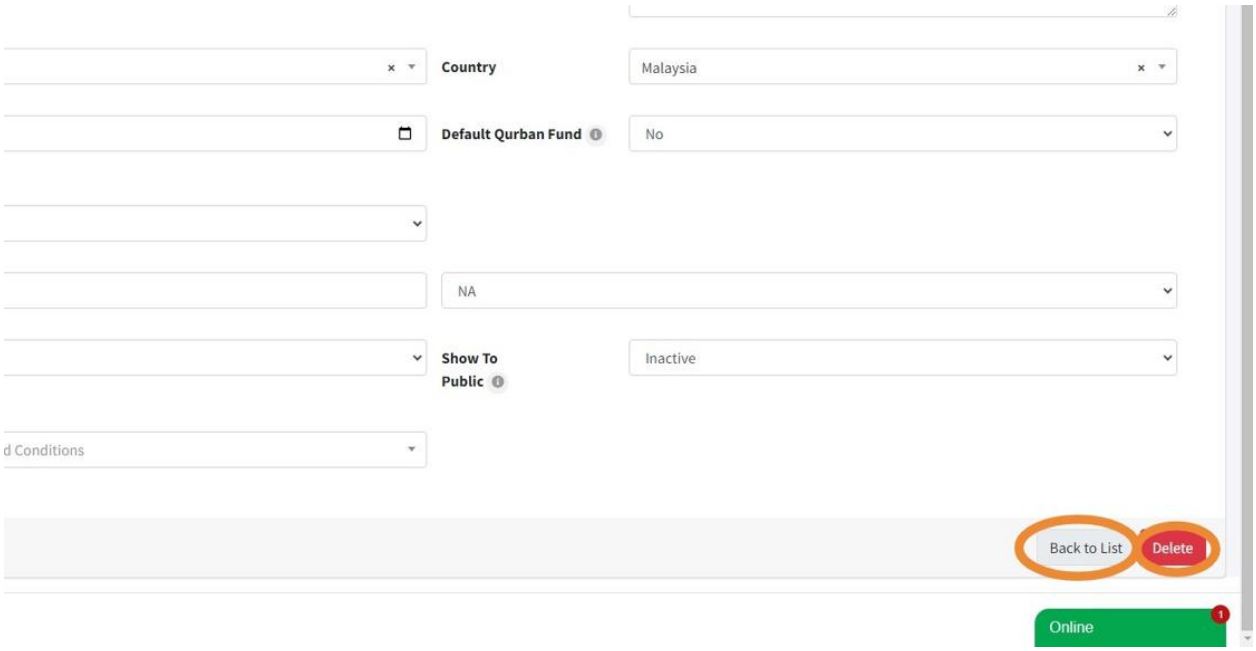
This collection category will appear in Public donation page at website MyMasjid if you choose Active.



25. Click "Save" once you had fill in all the information.

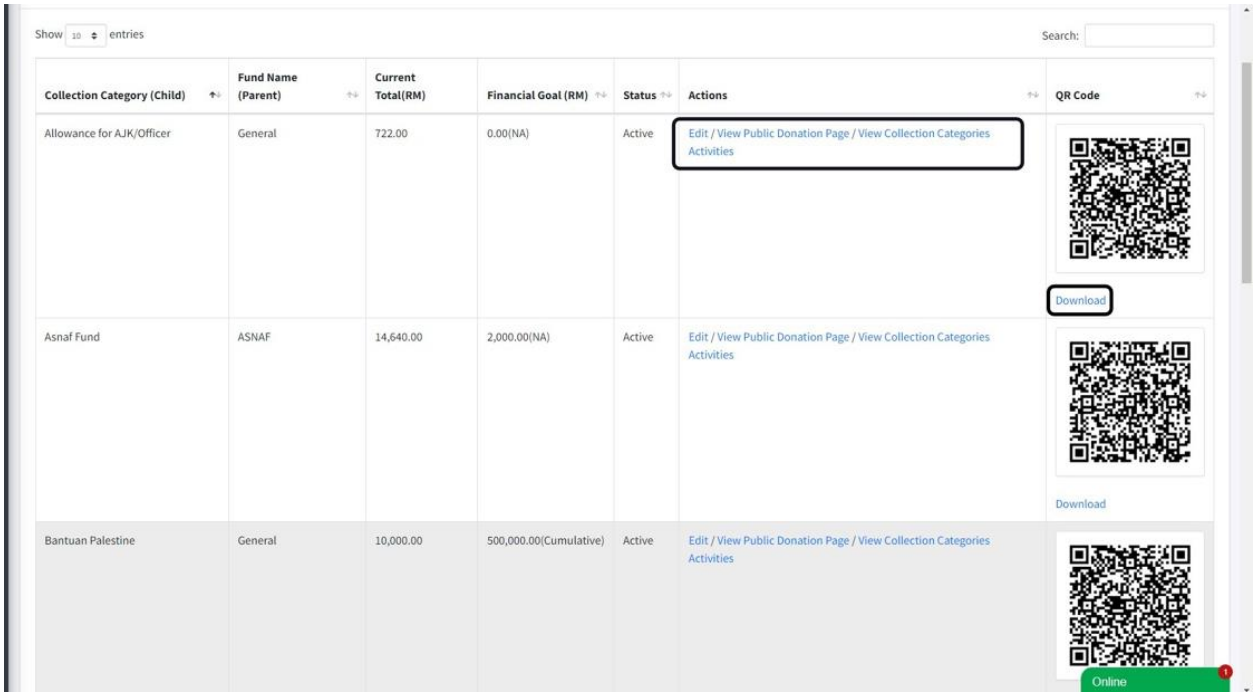


26. Click "Back to List" to go to page List of Collection Category and click "Delete" to delete this Collection Category.

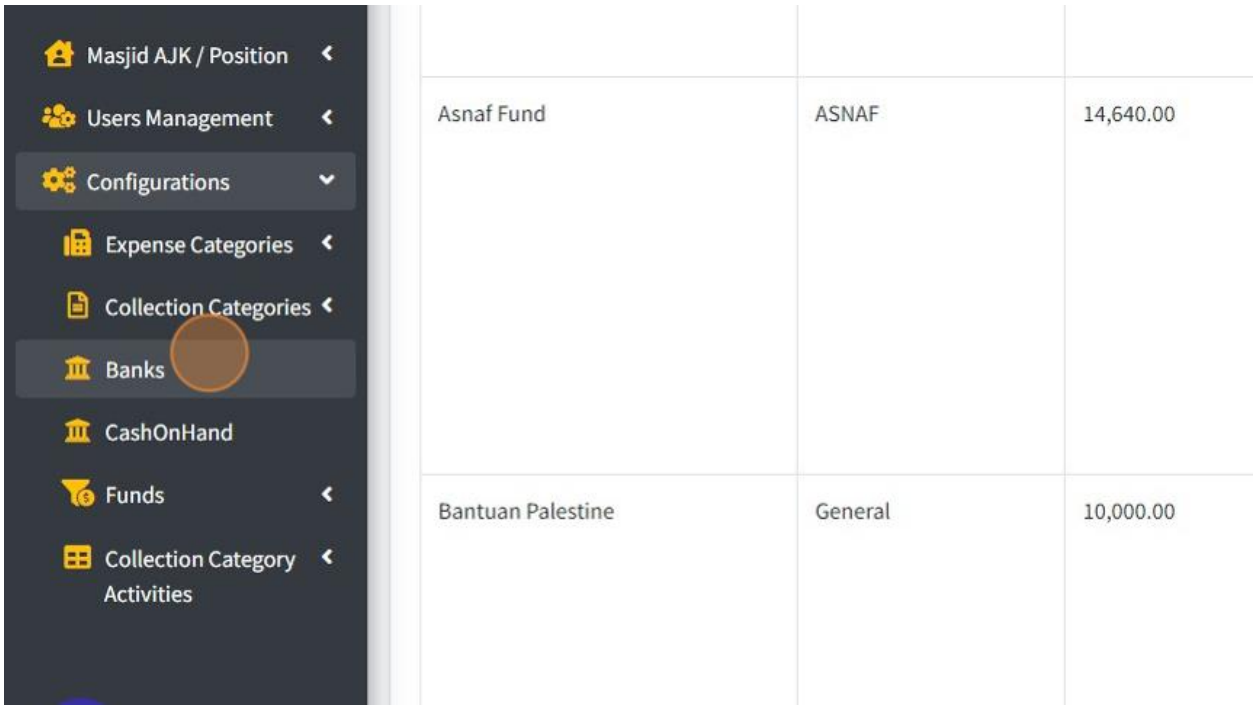


27. List of Collection Category page.

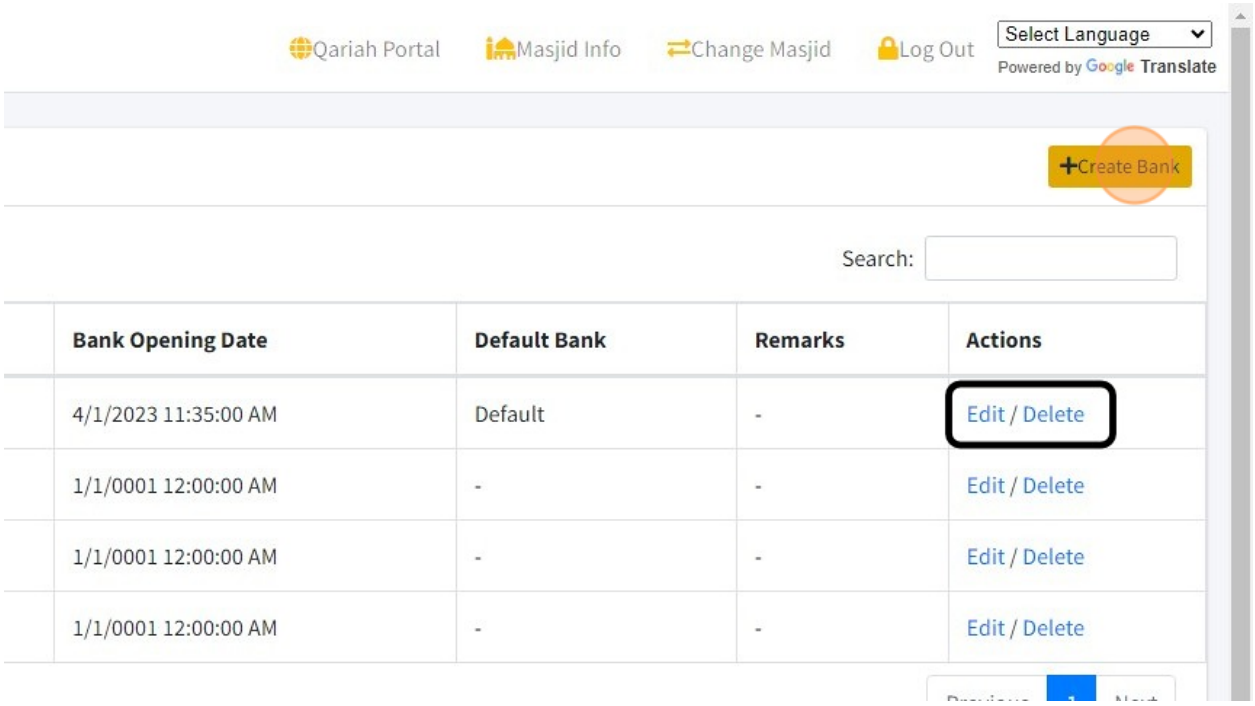
1. You can click "Edit" to edit detail for each collection category.
2. Click "View Public Donation Page" to view this collection category in Public Page.
3. Click "View Collection Categories Activities" to view what activities that had assign under this collection category.
4. Click button "Download" QR code for each collection category.



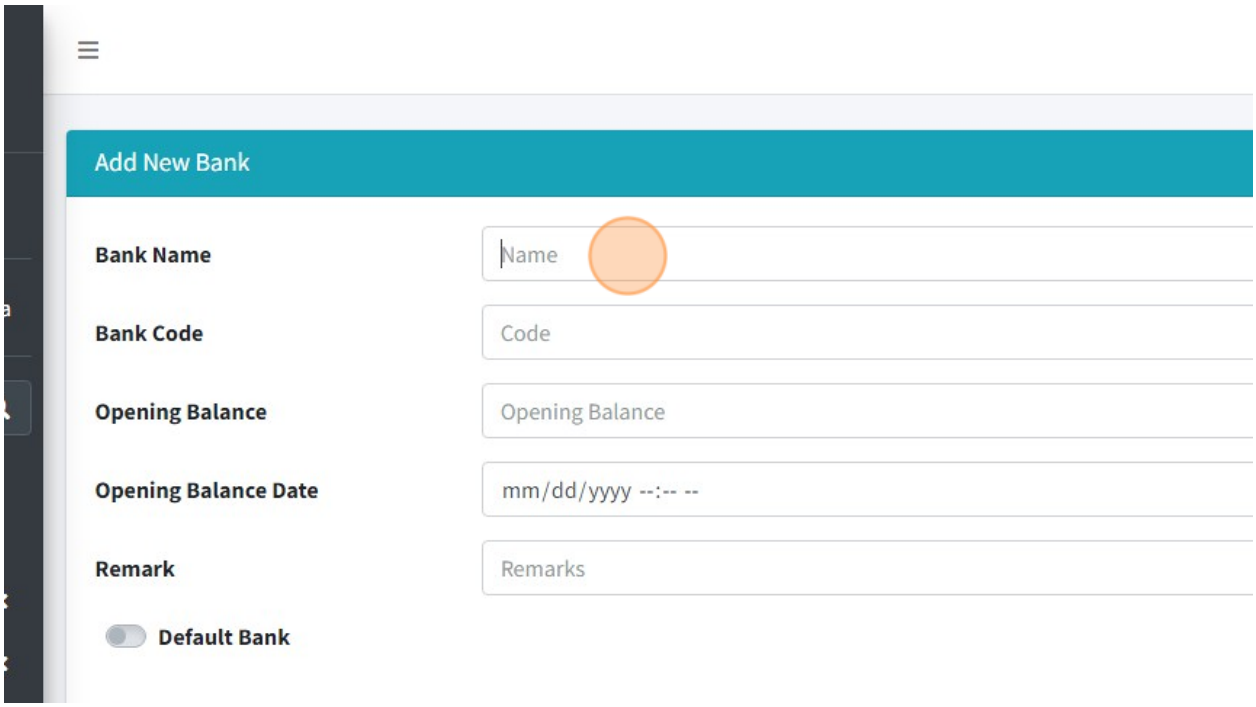
28. Click "Banks" to key in your Bank that had been used by your mosque or organization.



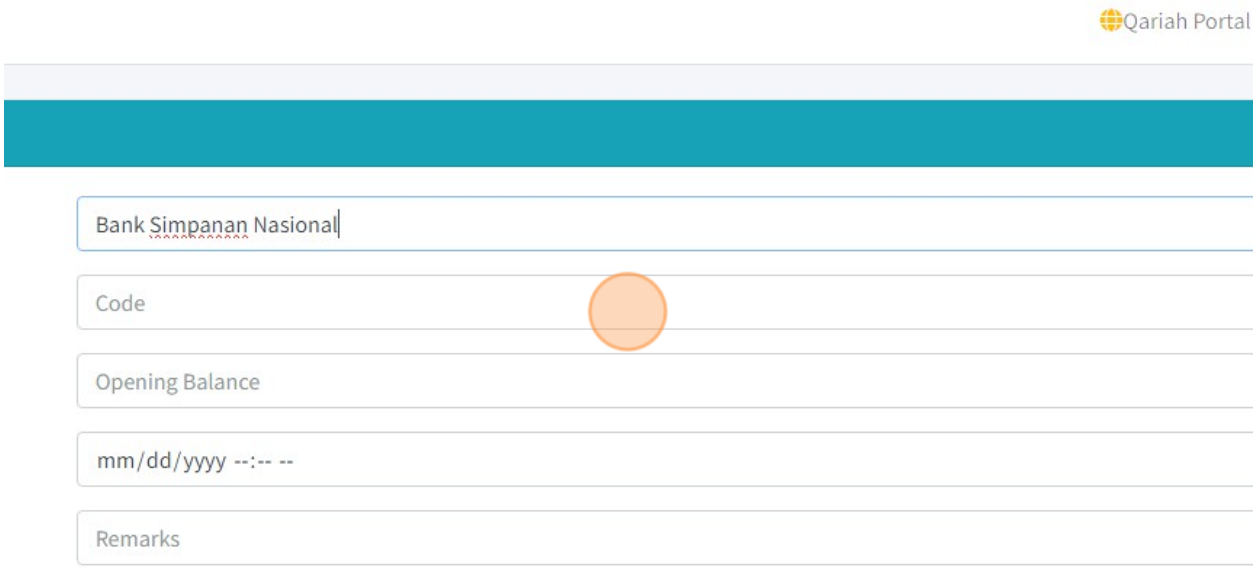
29. 1. Click "Create Bank" to add new Bank.
2. Click "Edit" to edit your bank detail.
3. Click "Delete" to delete your bank.



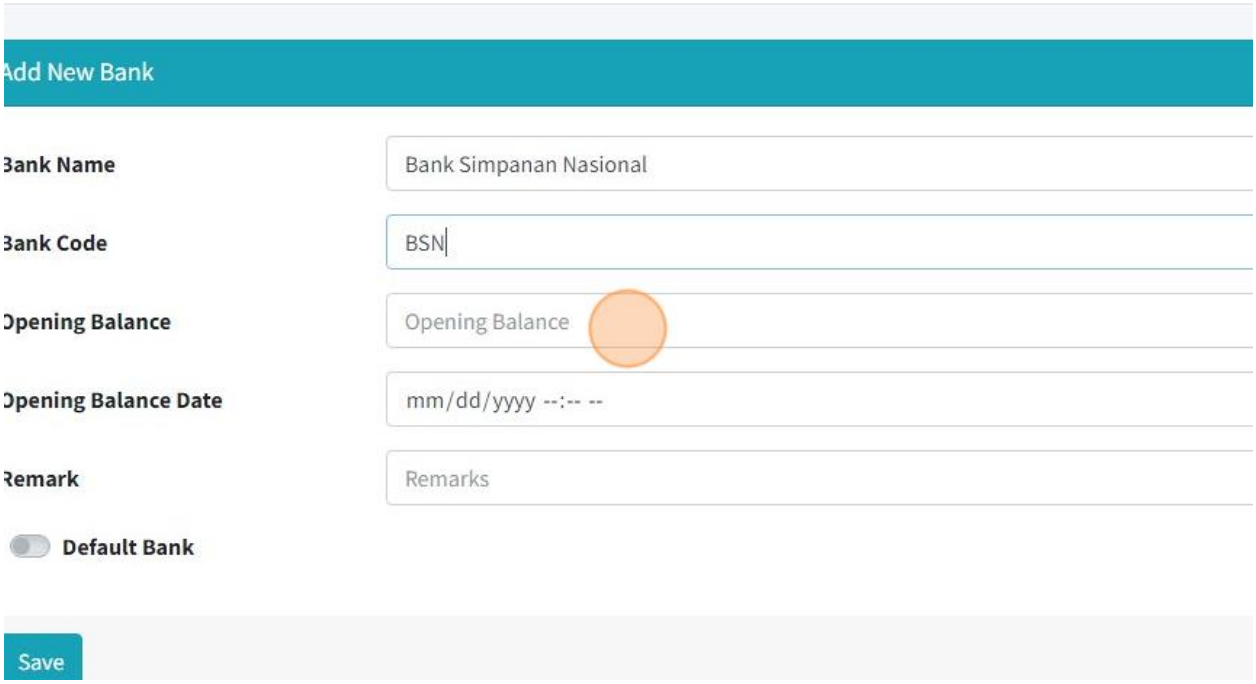
30. Click the "Bank Name" field to fill in your bank's name.



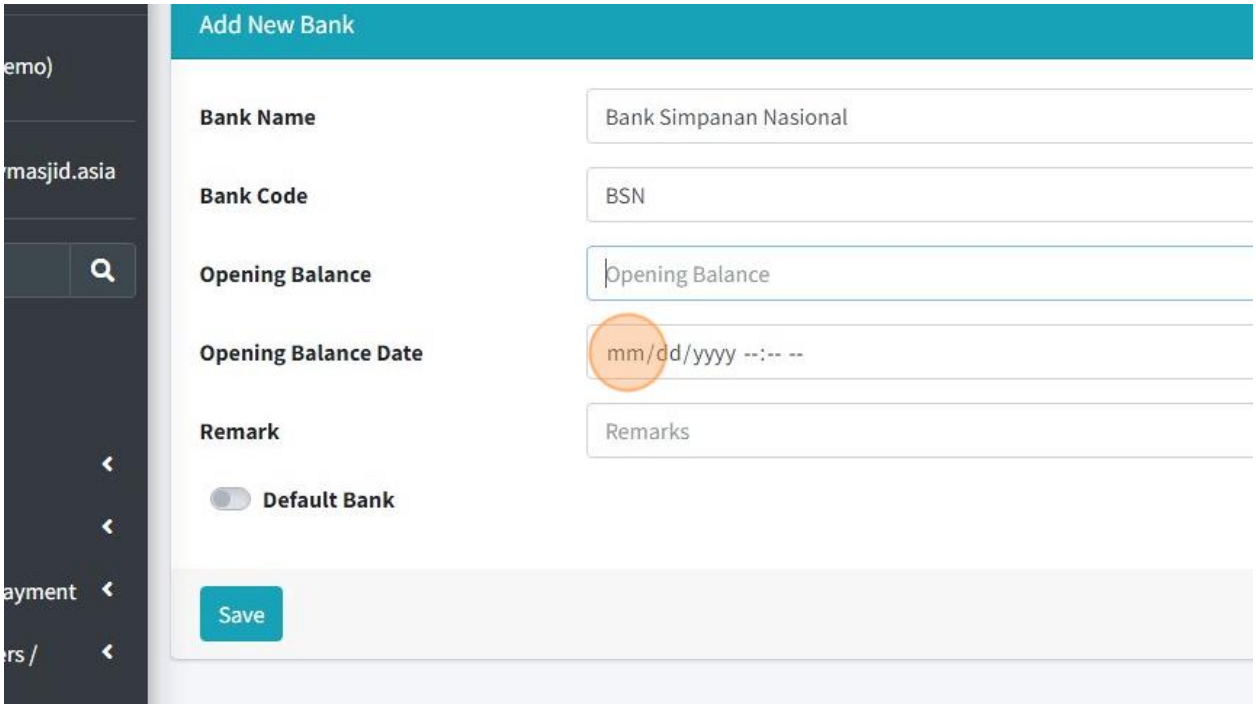
31. Click the "Code" field to fill in your bank code. This code must be create by your own code. You just can make it short form code from your Bank Name.



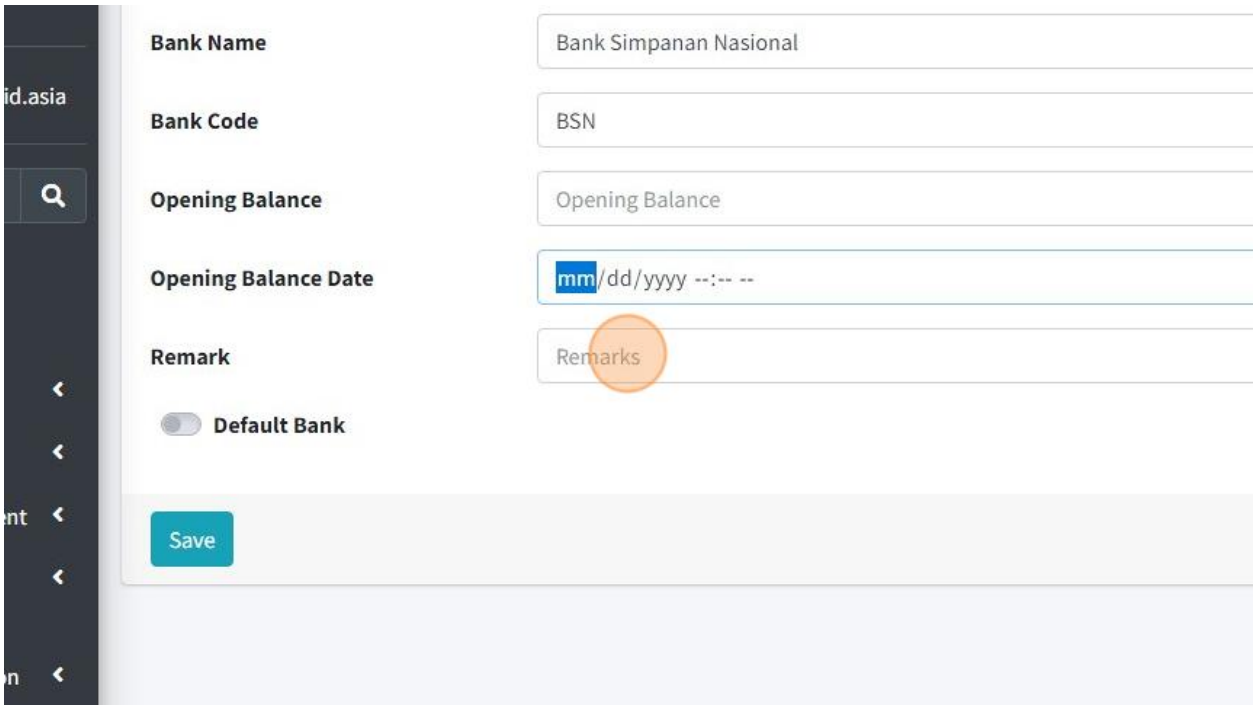
32. Click the "Opening Balance" field to fill in your Opening Balance for your bank.



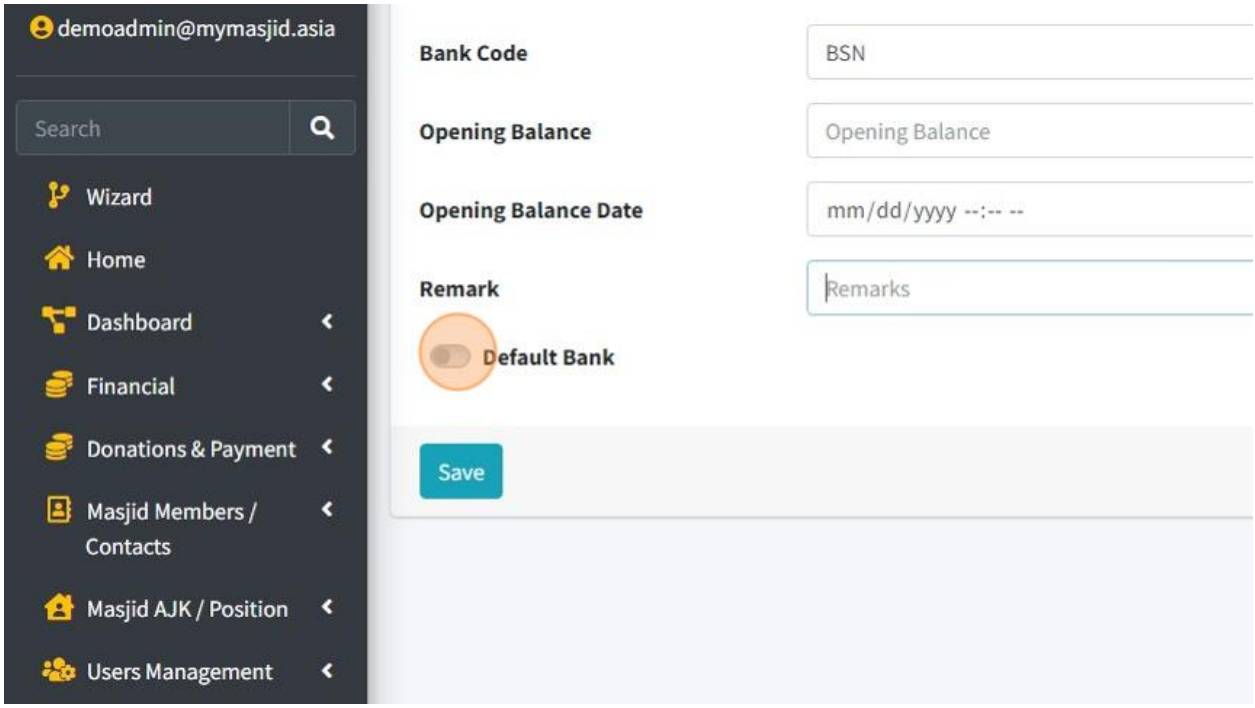
33. Click the "Opening Balance Date" field.



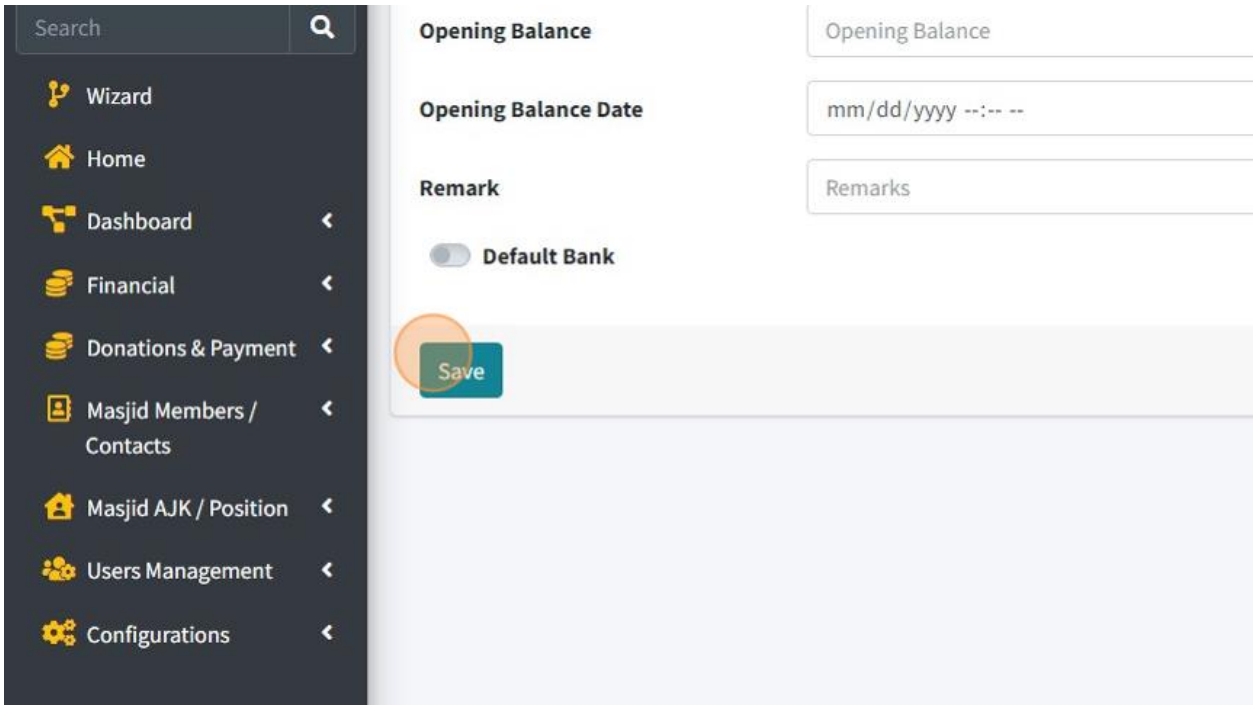
34. Click the "Remarks" field.



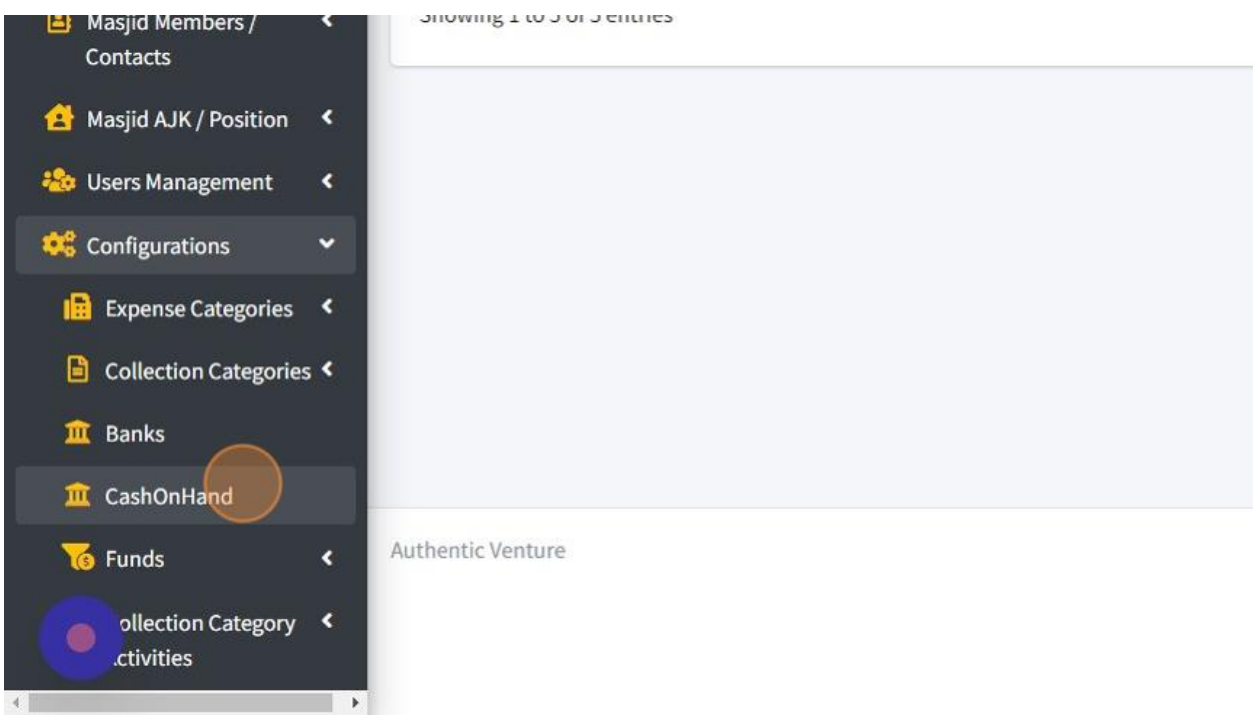
35. Click this switch button to choose whether this bank is Default Bank or not for your mosque.



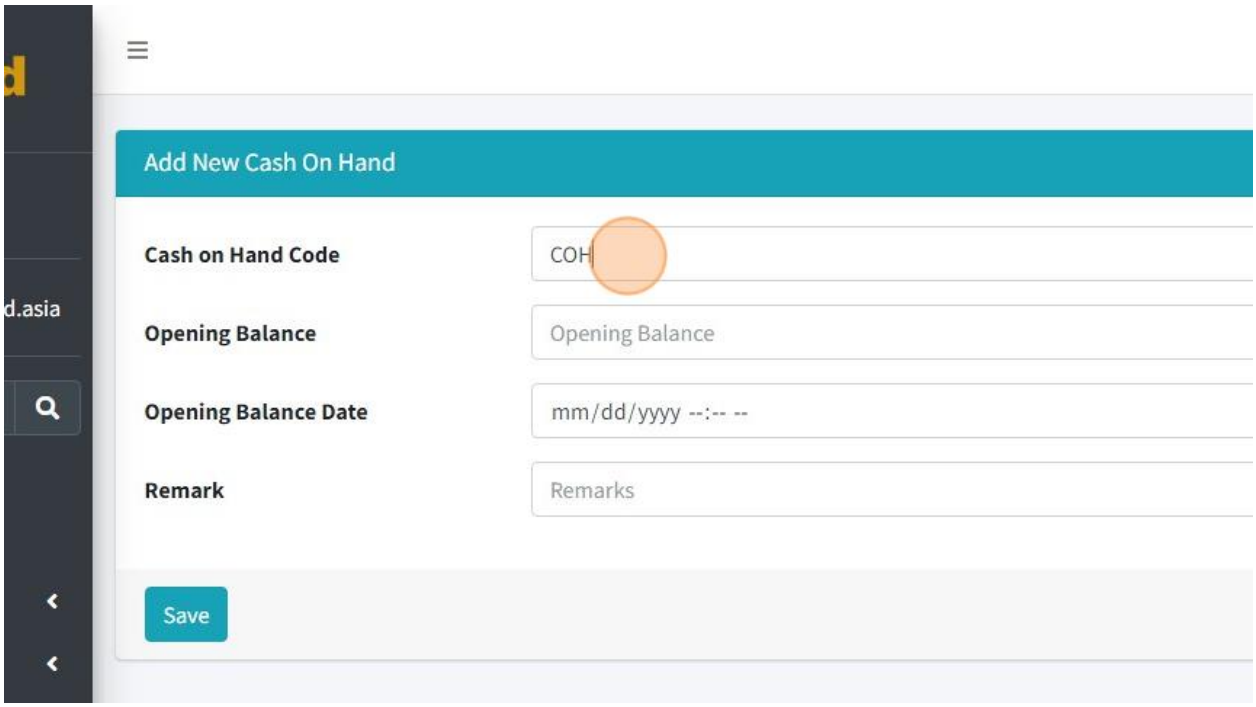
36. Click "Save" once you had fill in all the information.



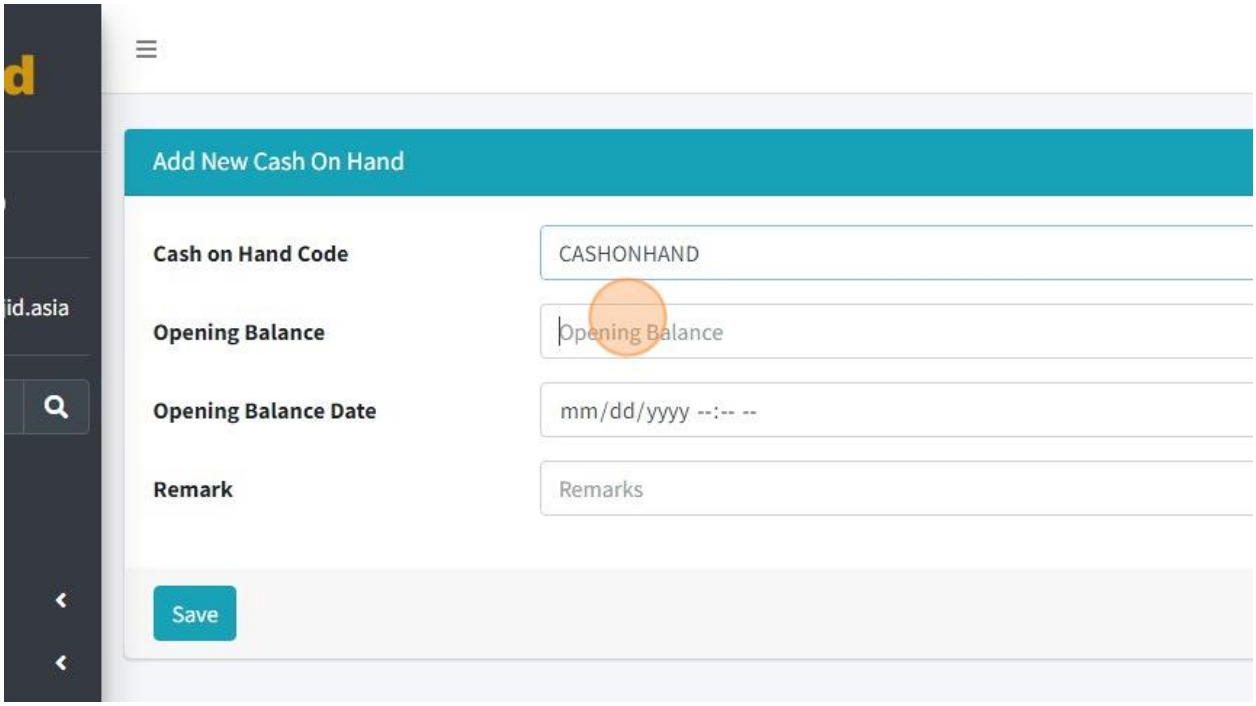
37. Click "CashOnHand" to add account cash for your mosque. This account cash will be used to record transaction by cash.



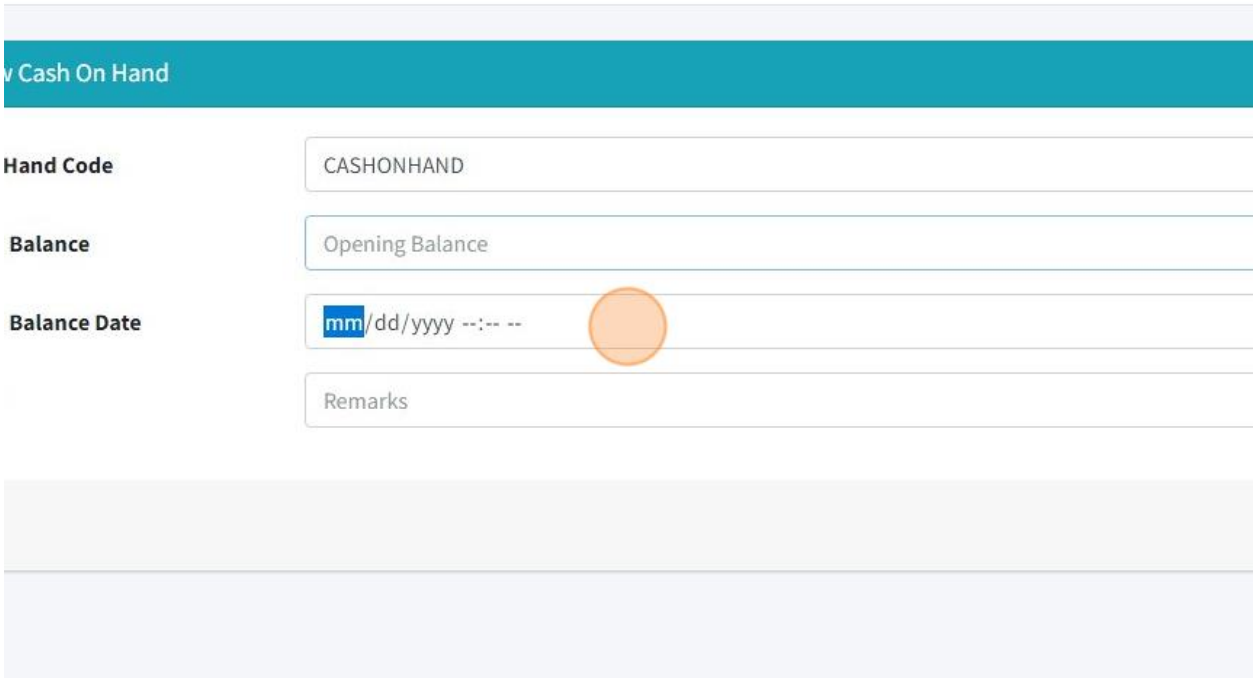
38. Click the "Code" field to fill in your Cash On Hand Account's name



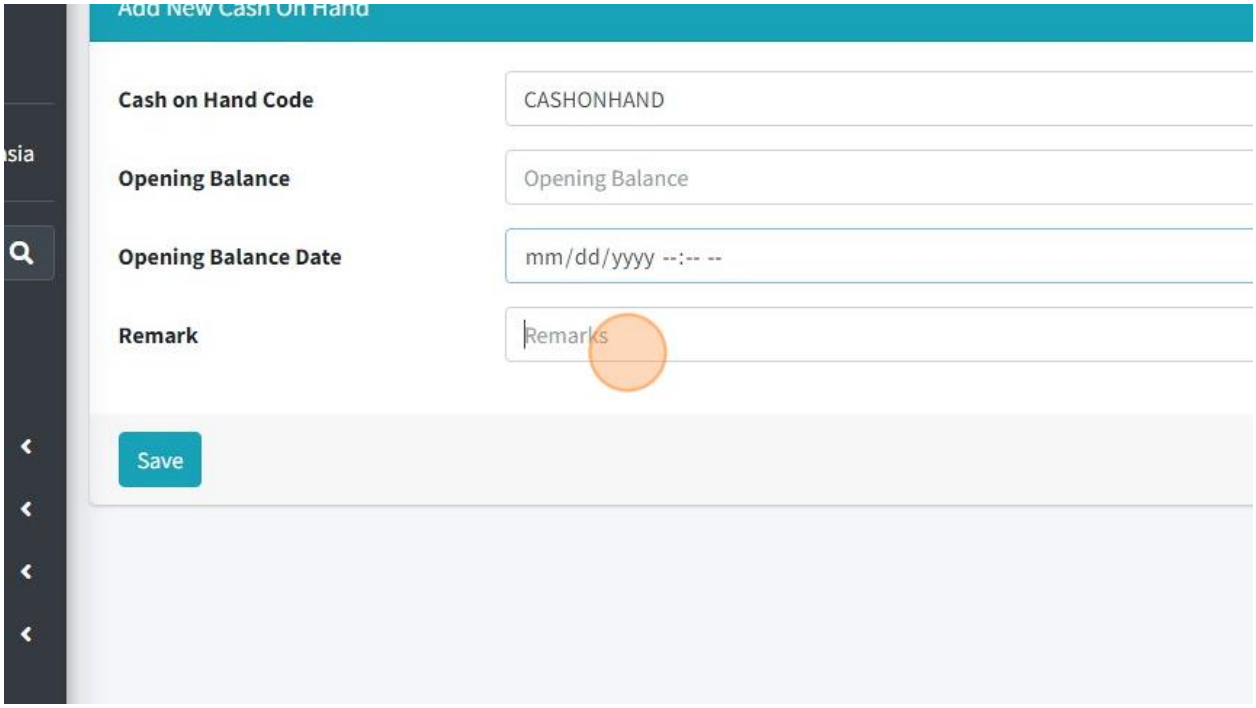
39. Click the "Opening Balance" field to fill in your Opening Balance for your Cash Acount.



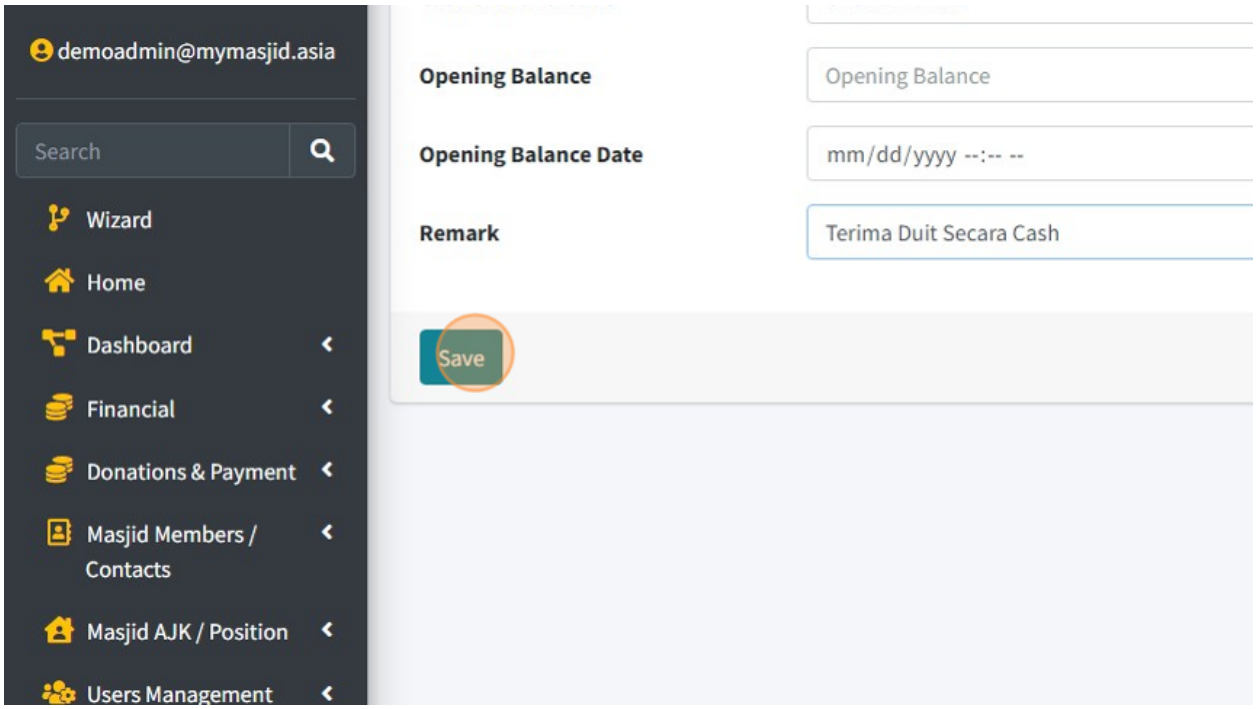
40. Click the "Opening Balance Date" field.



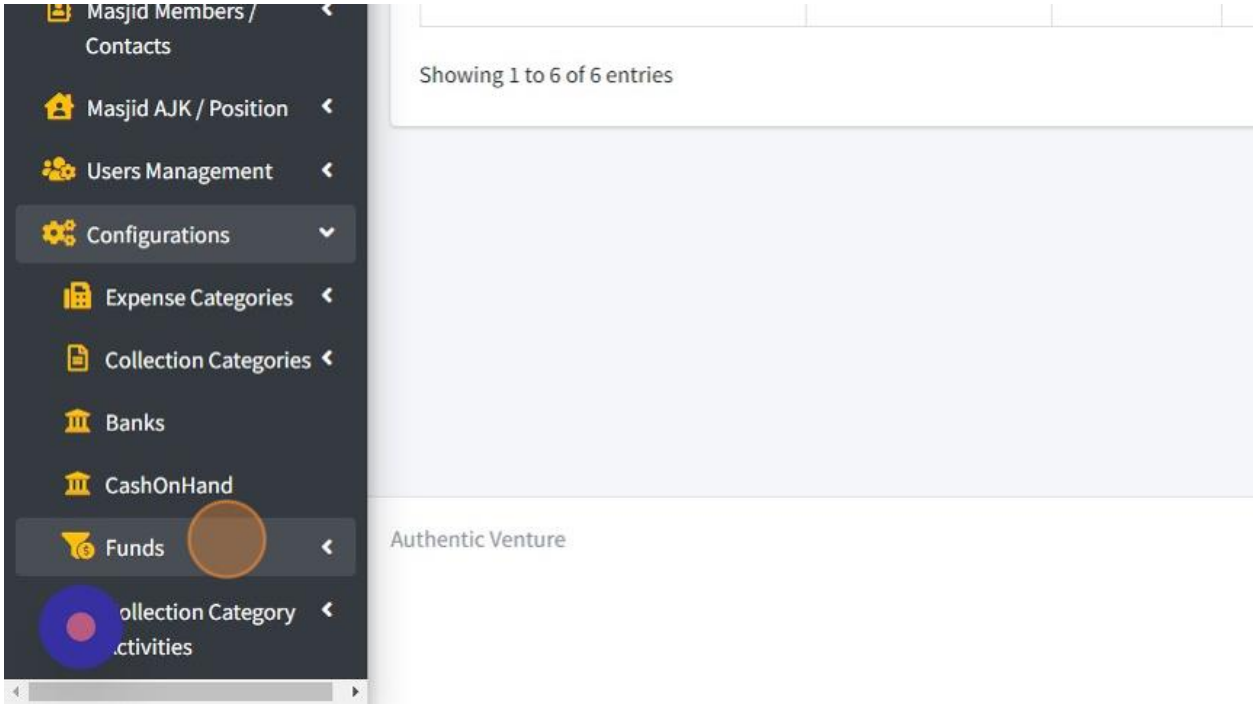
41. Click the "Remarks" field.



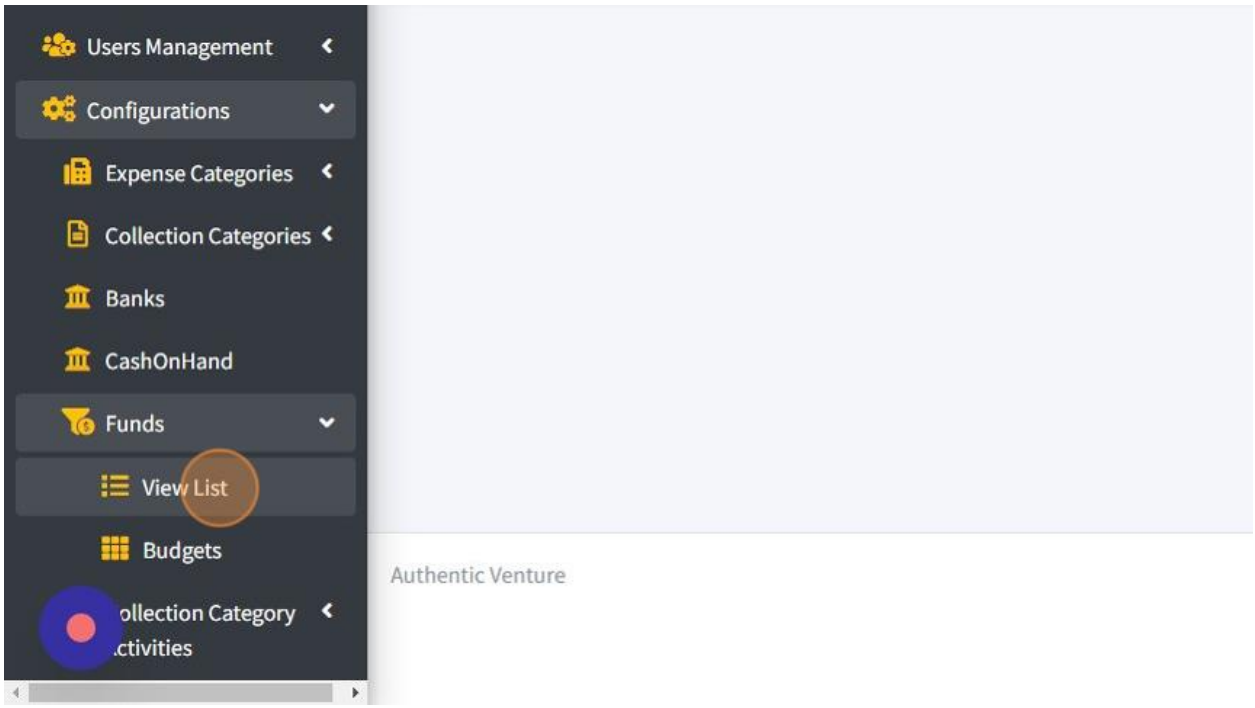
42. Click "Save" once you had fill in all the information.



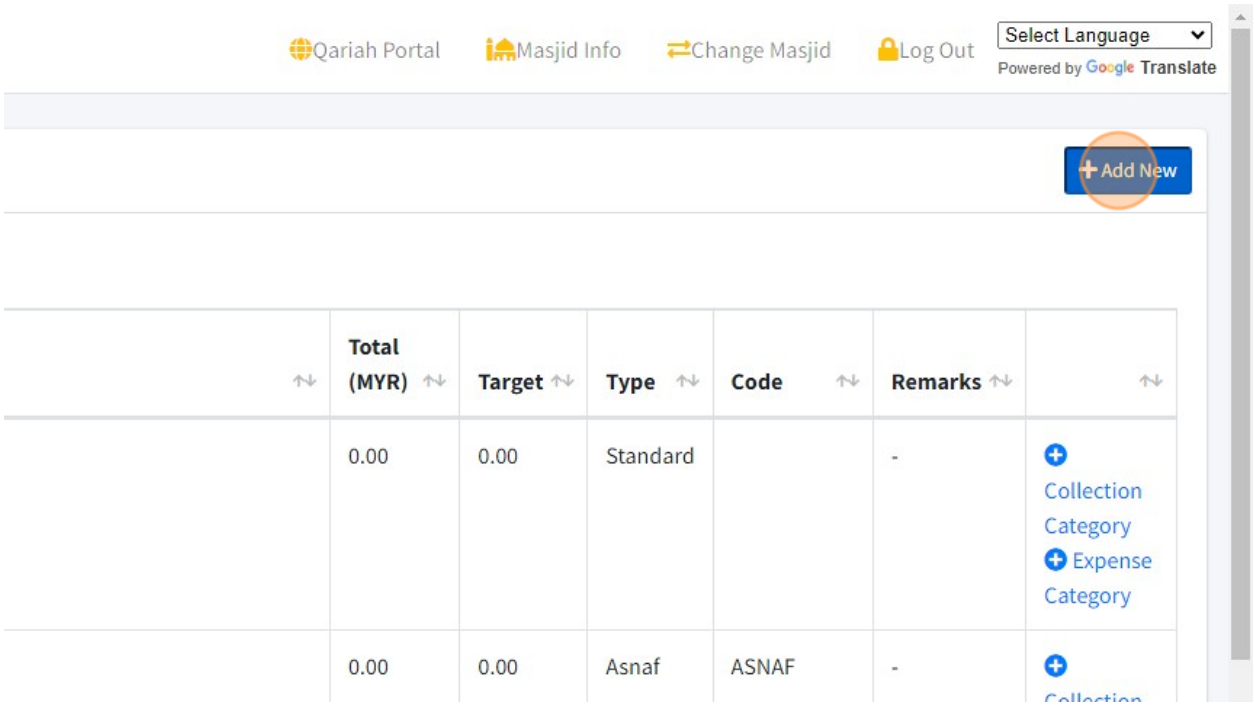
43. Next, click "Funds" to add new fund for your mosque.



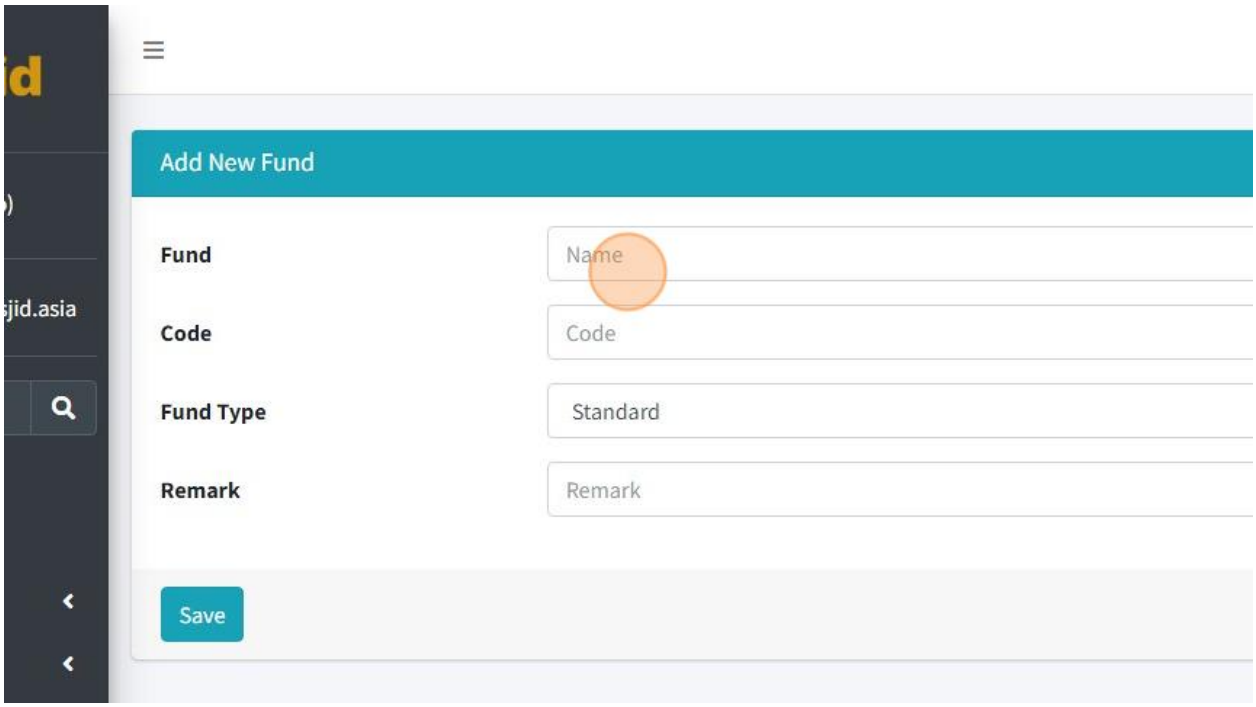
44. Click "View List"



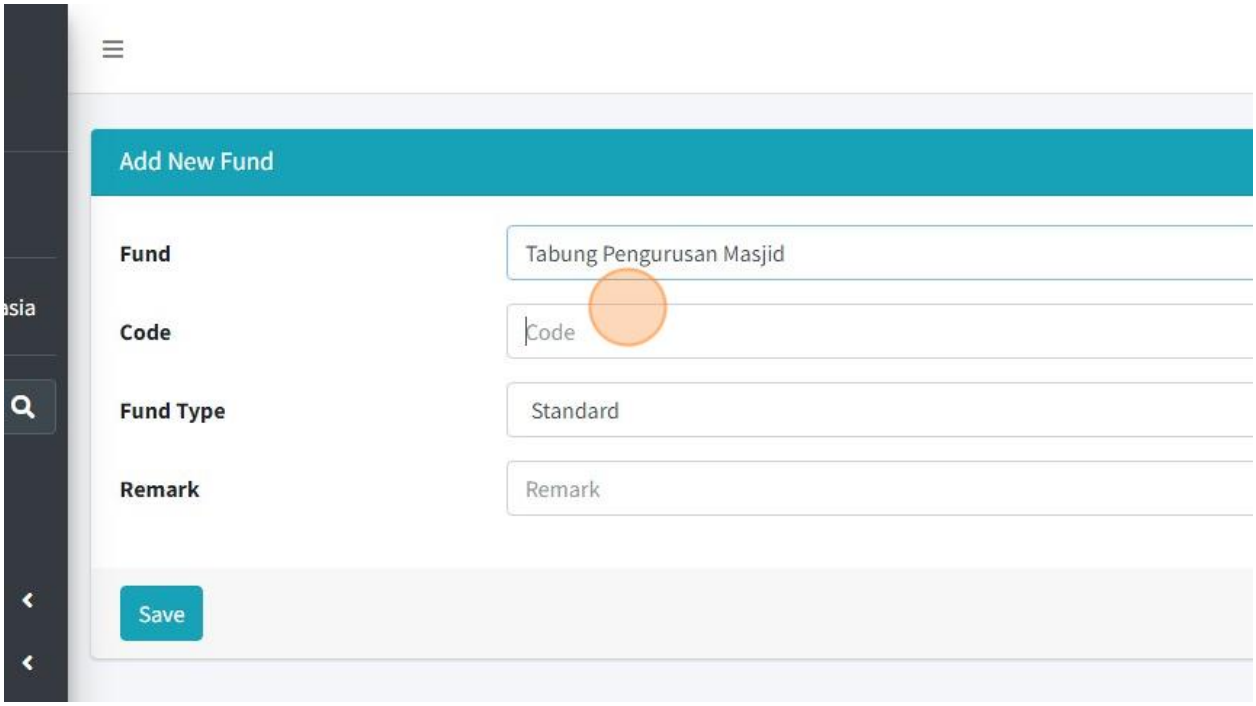
45. Click "Add New"



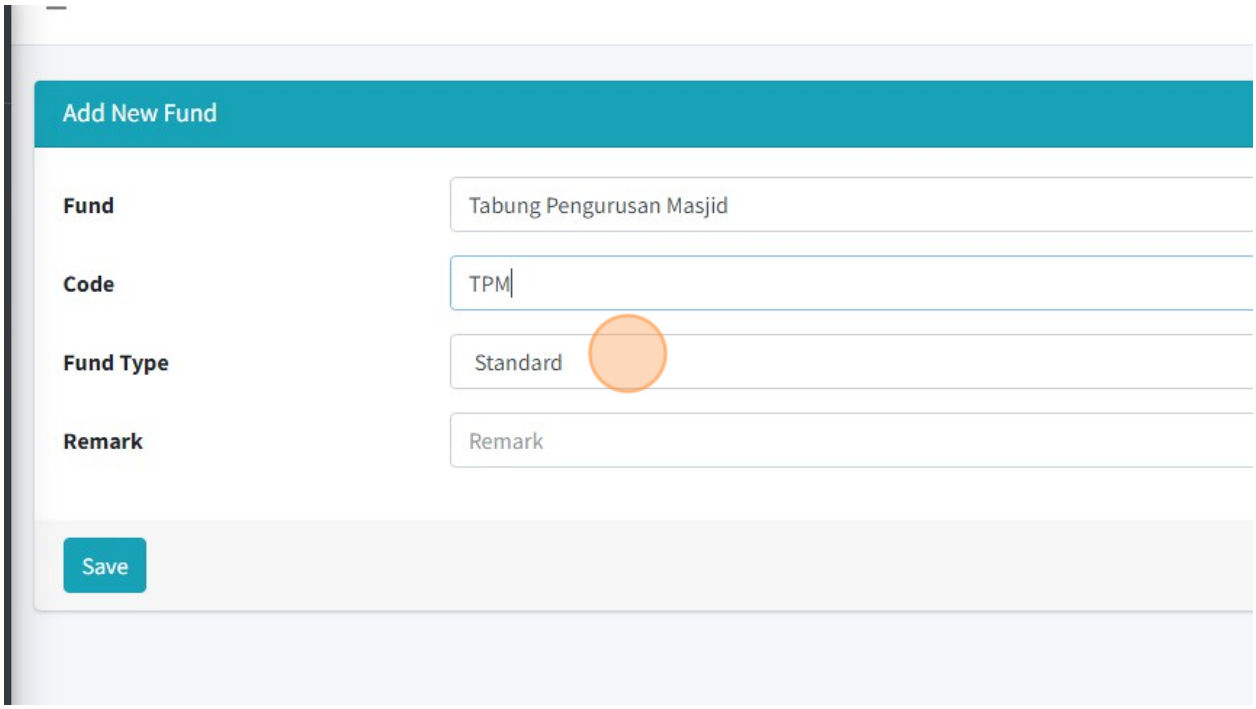
46. Click the "Name" field to fill in your Fund Name.



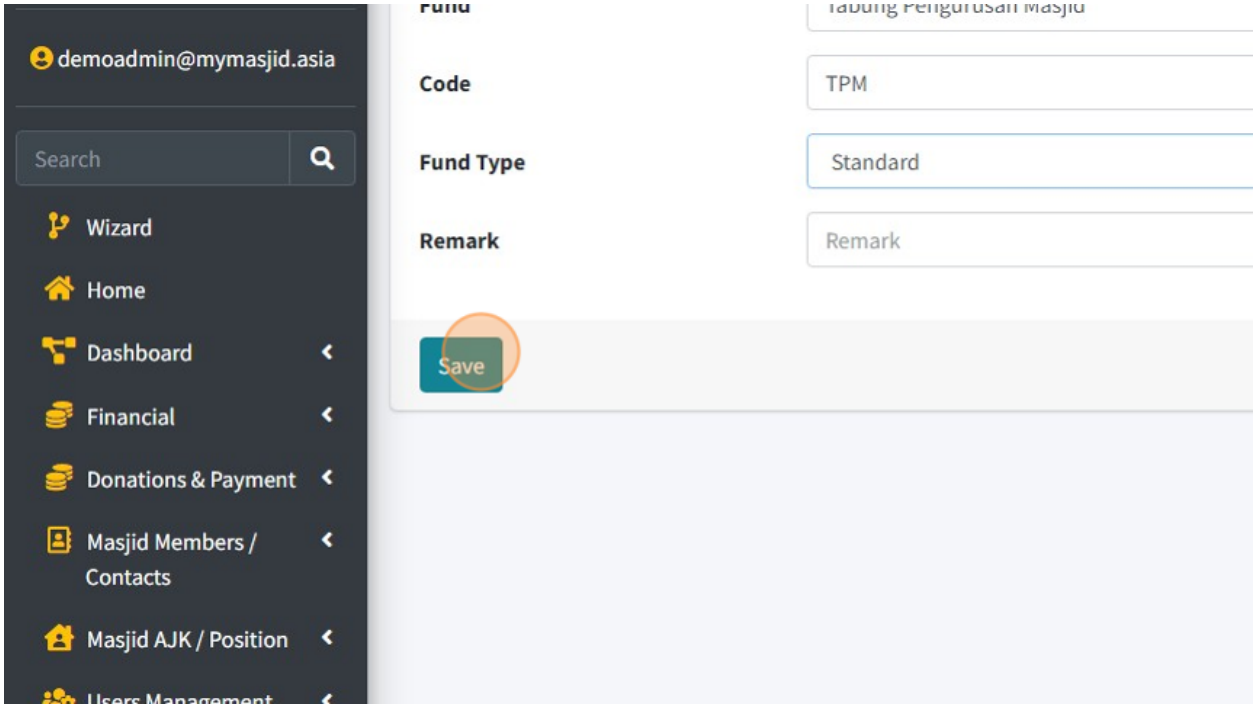
47. Click the "Code" field to fill in your Fund Code. This code must be create by your own code. You just can make it short form code from your Fund Name.



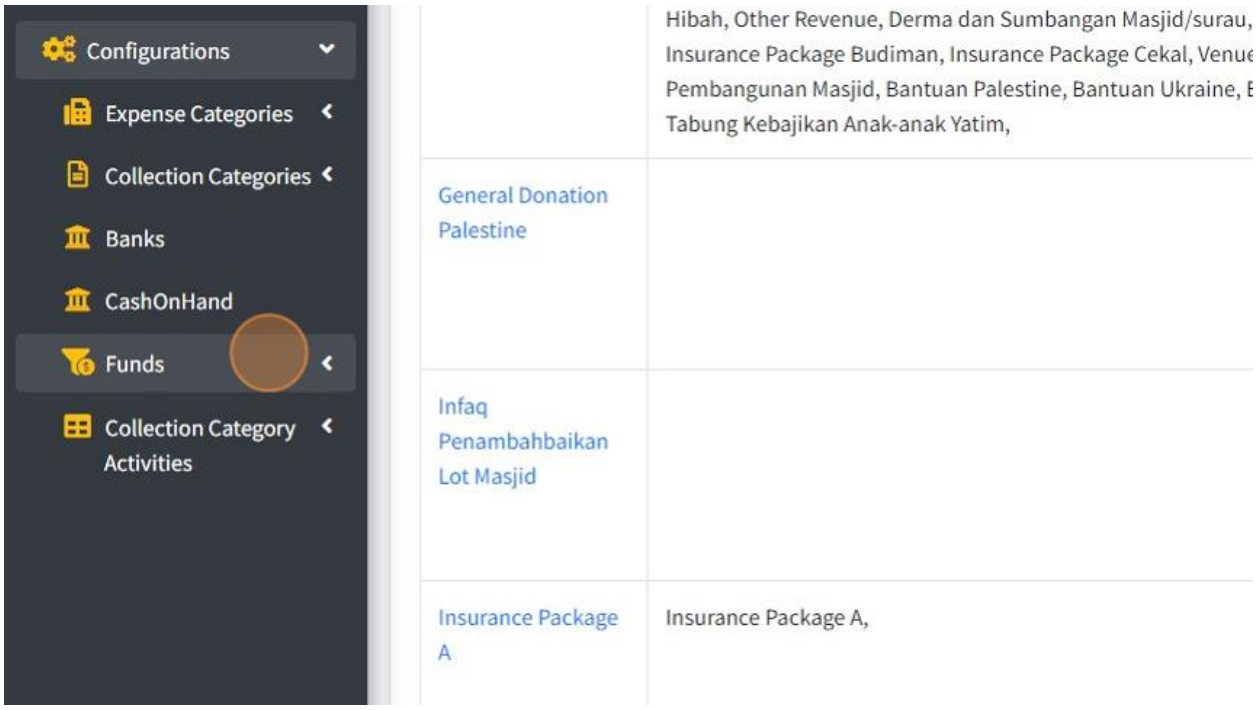
48. Choose your Fund Type.



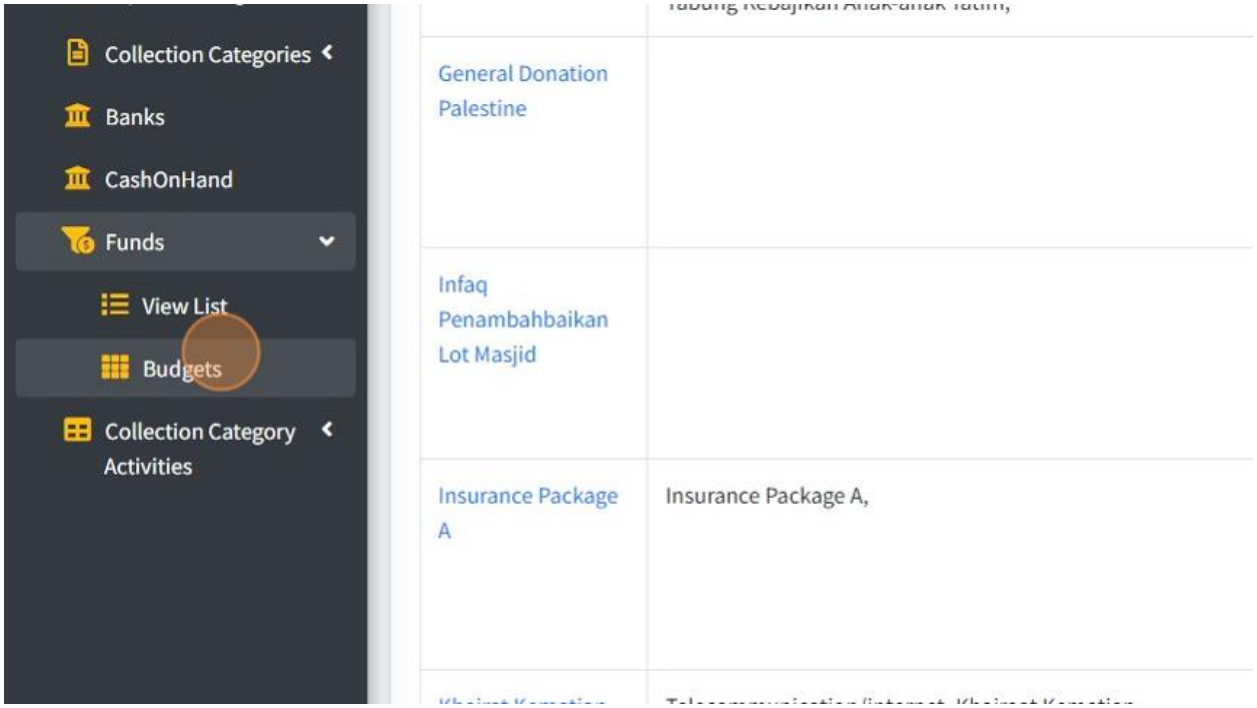
49. Click "Save"



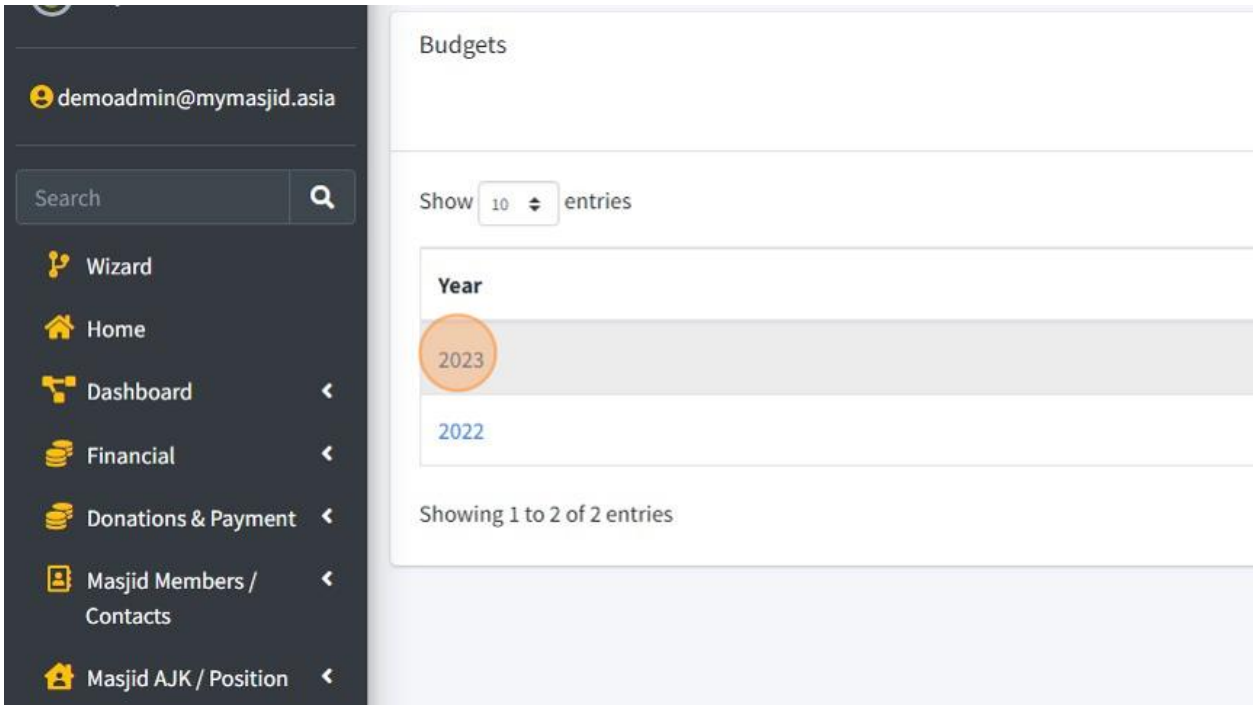
50. Next you can add your budget for your mosque. Click "Funds" first.



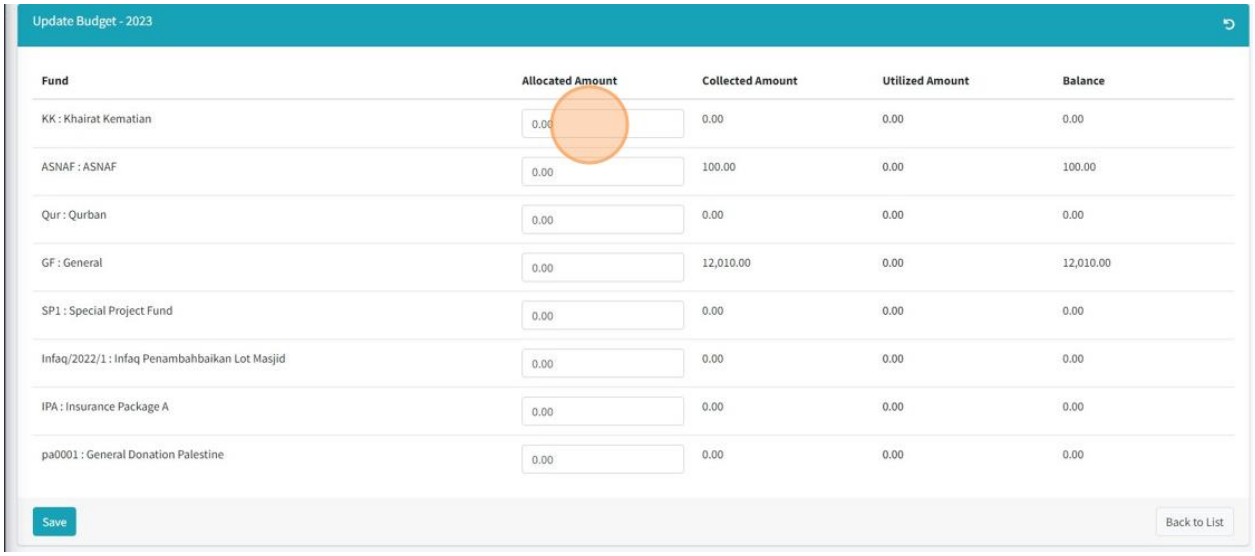
51. Then click "Budgets".



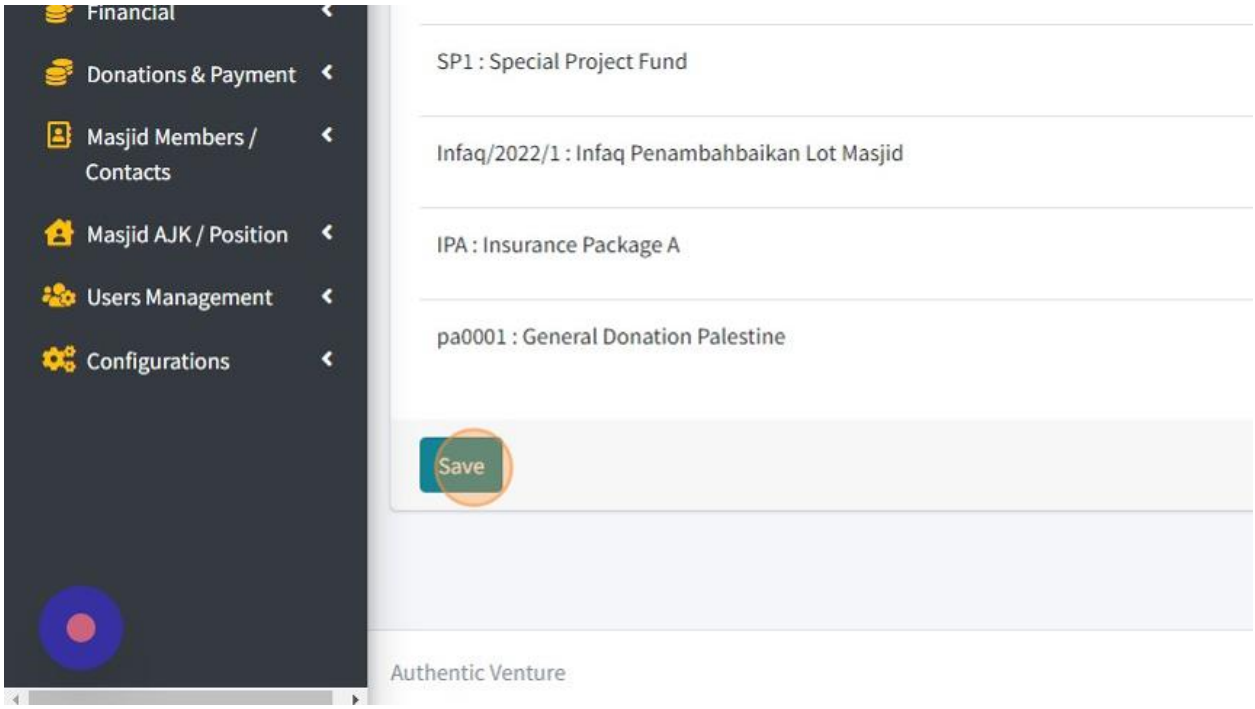
52. Click "2023"



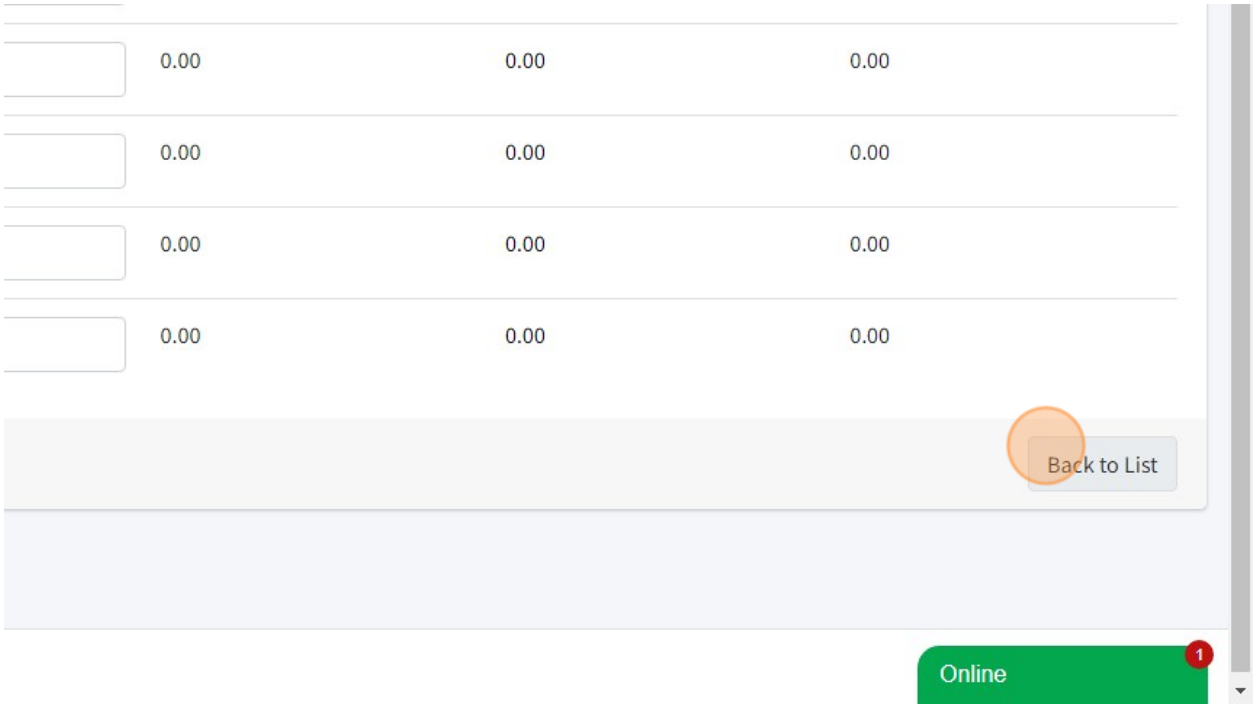
53. You can fill in amount for your budget that had been Allocated for your mosque.



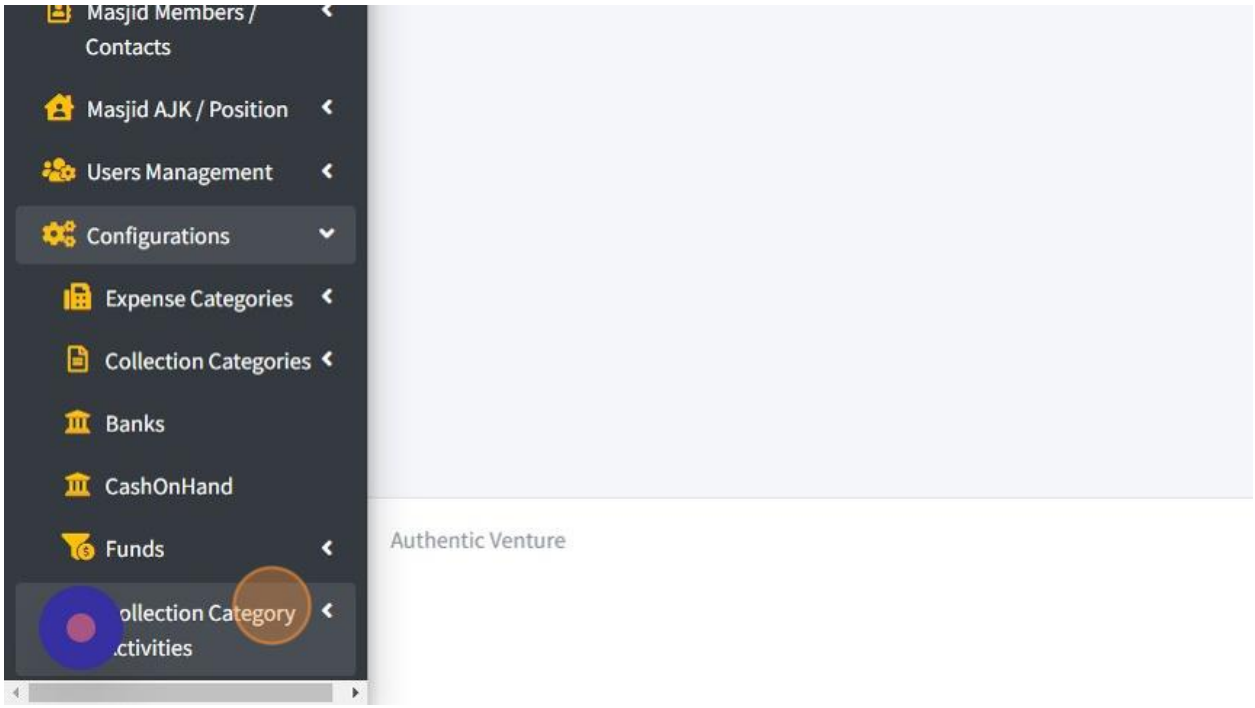
54. Click "Save" once you had fill in all the information.



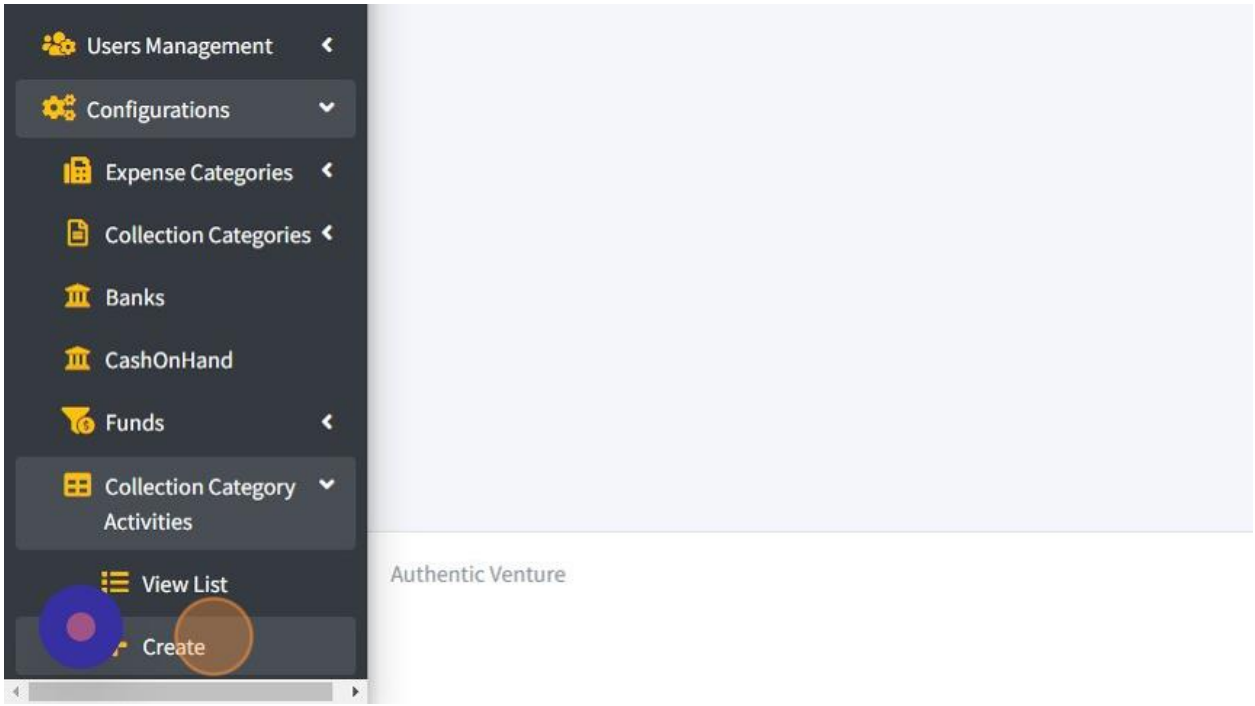
55. Click "Back to List" to go back to page list of budget.



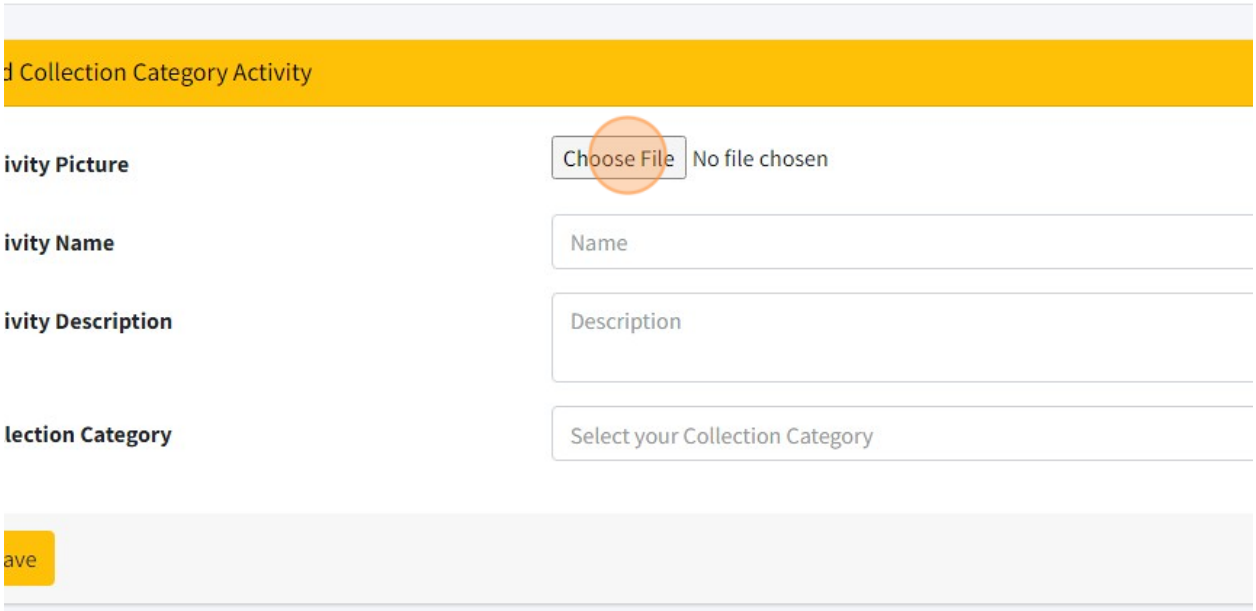
56. Click "Collection Category Activities" to add activities that your mosque/organization will do for each collection category.



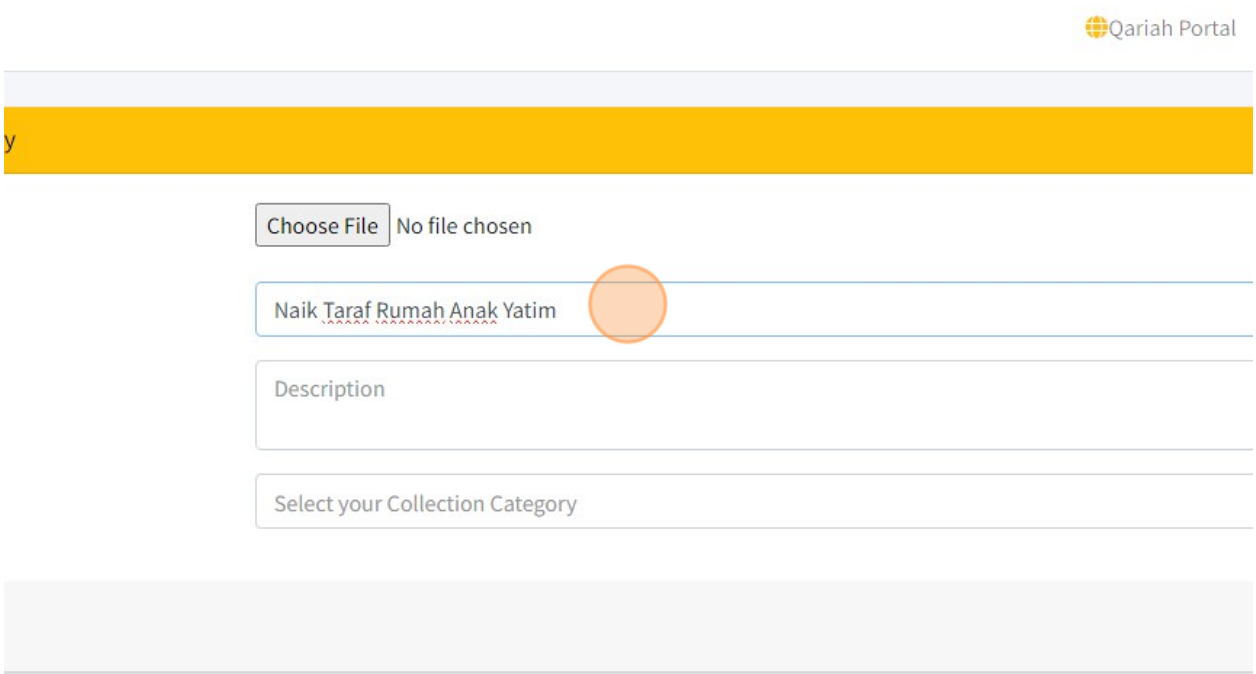
57. Click "Create" to add new Collection Category Activity.



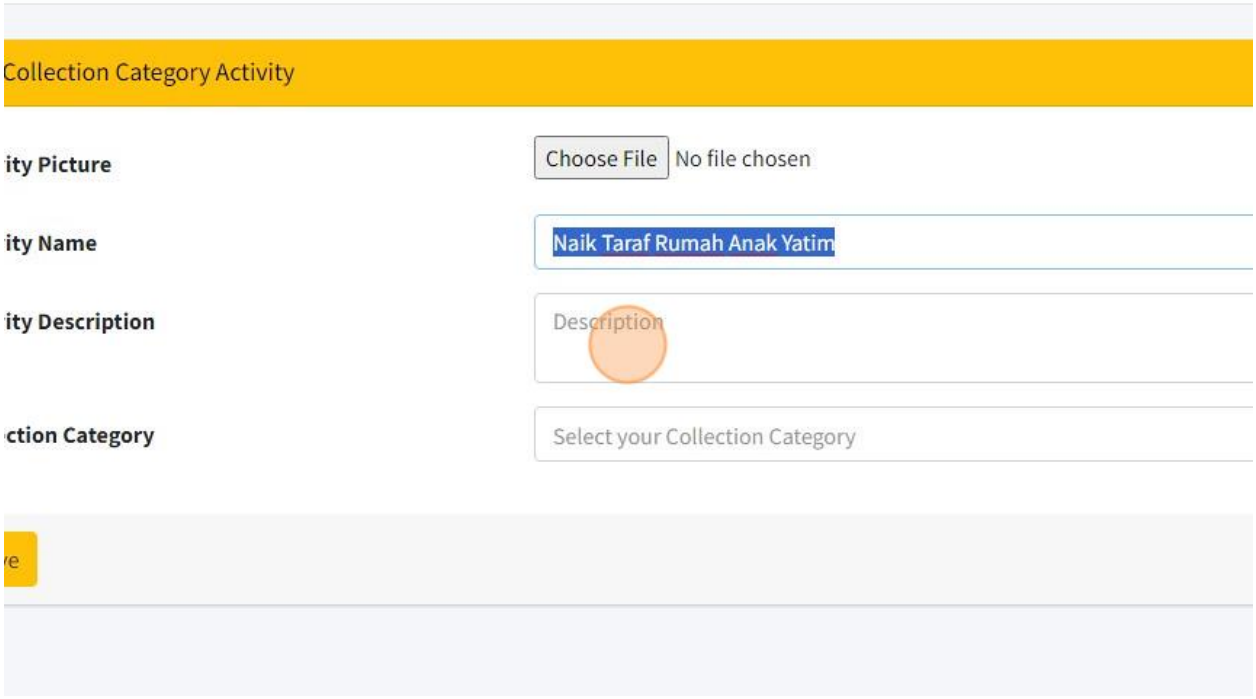
58. First click the "Activity Picture" field. You must attach one picture for each Collection Category Activity by click "Choose File".



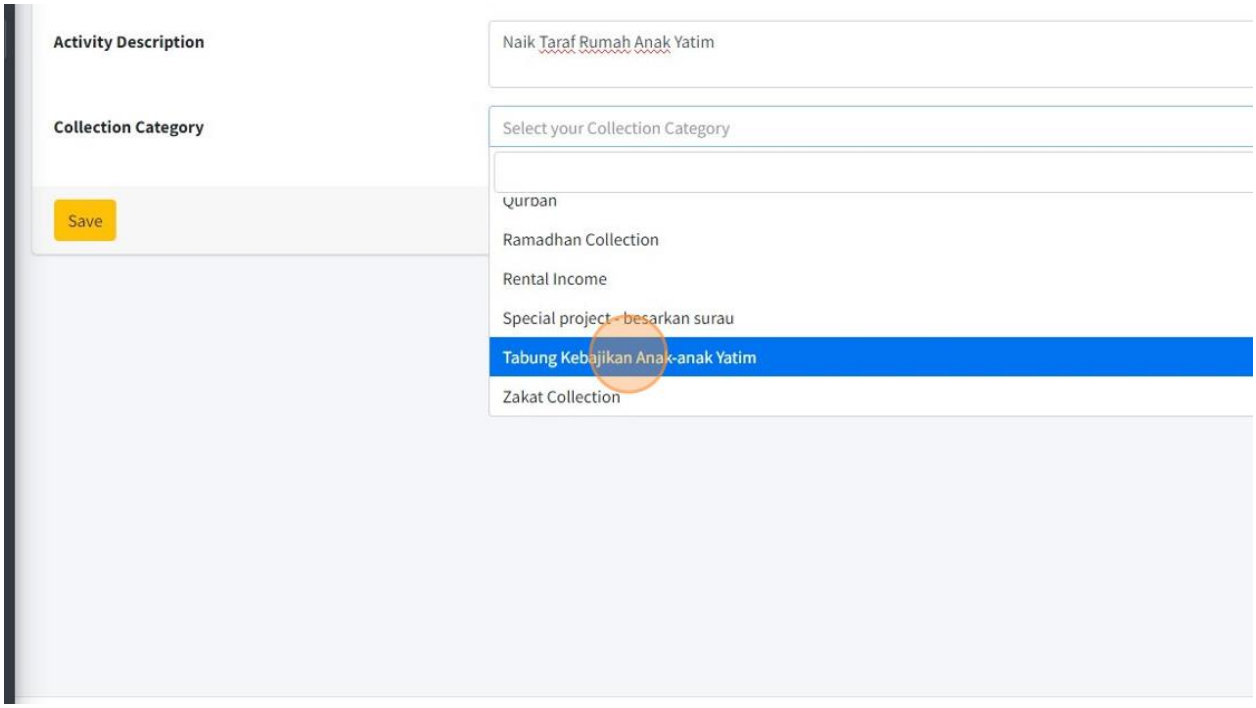
59. Then fill in Collection Category Activity name,



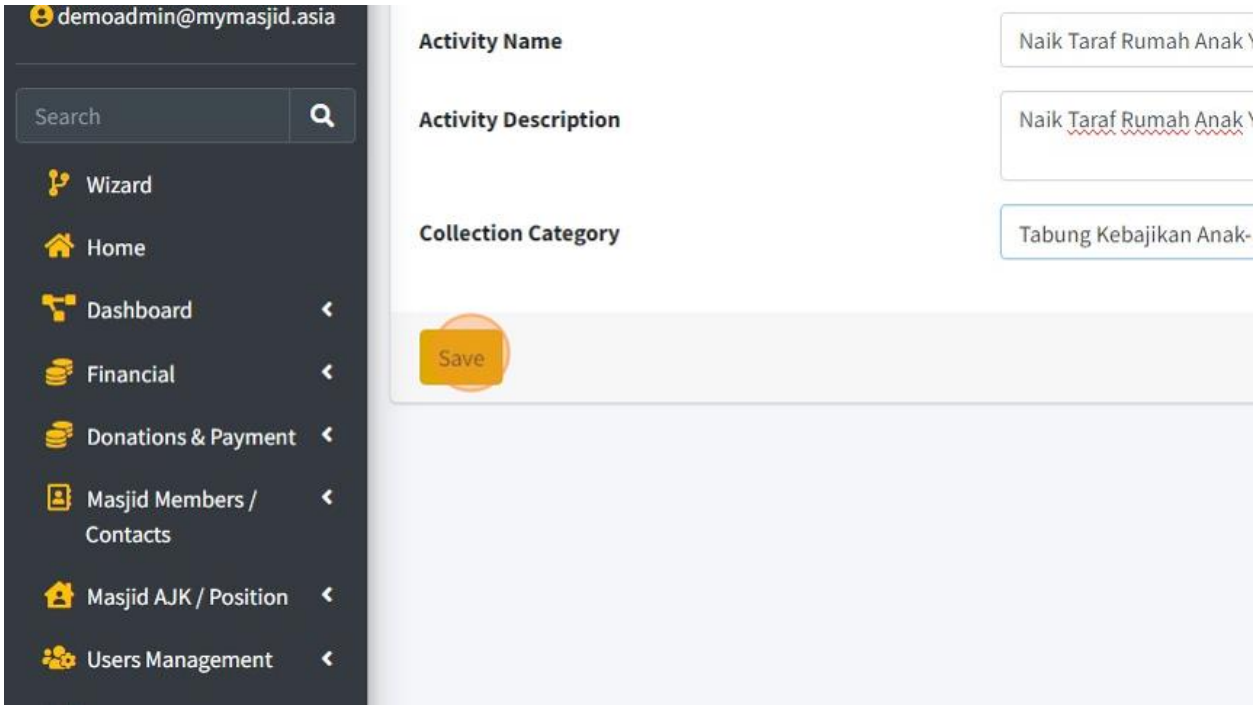
60. Fill in description to describe more detail about your activity.



61. You must assign one Collection Category for this activity by choose from list of Collection Category.



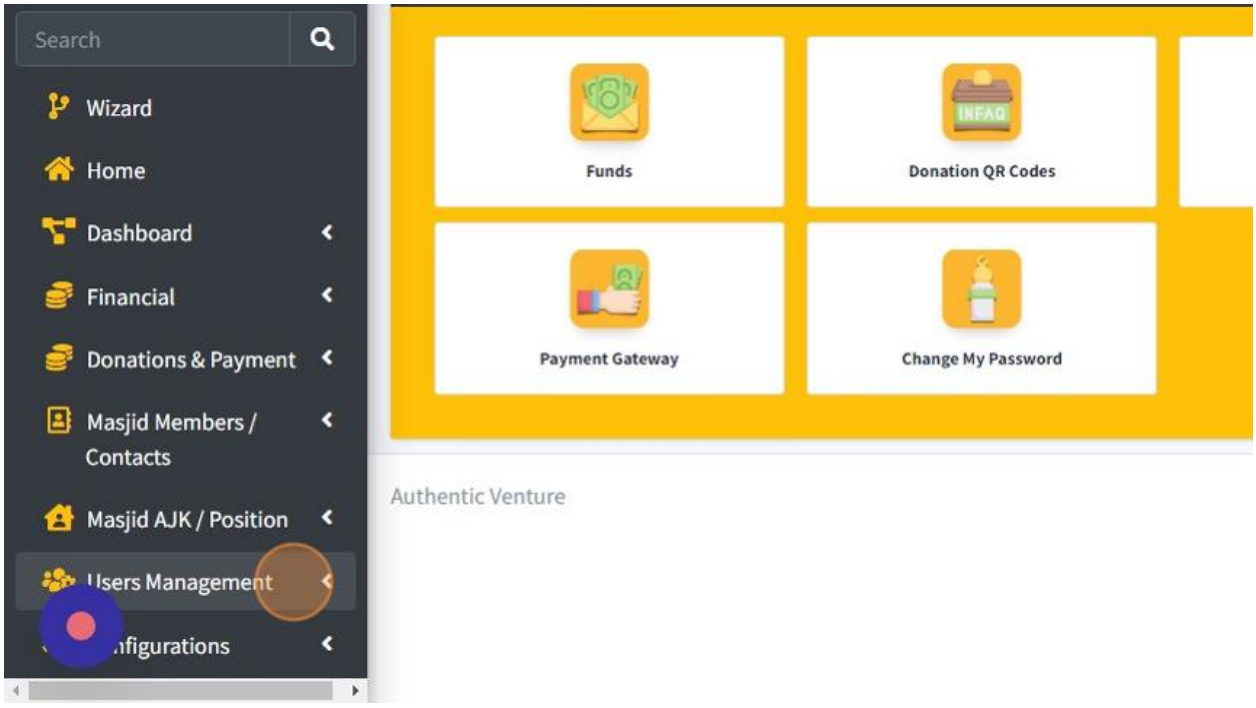
62. Click "Save" once you had done fill in all the information.



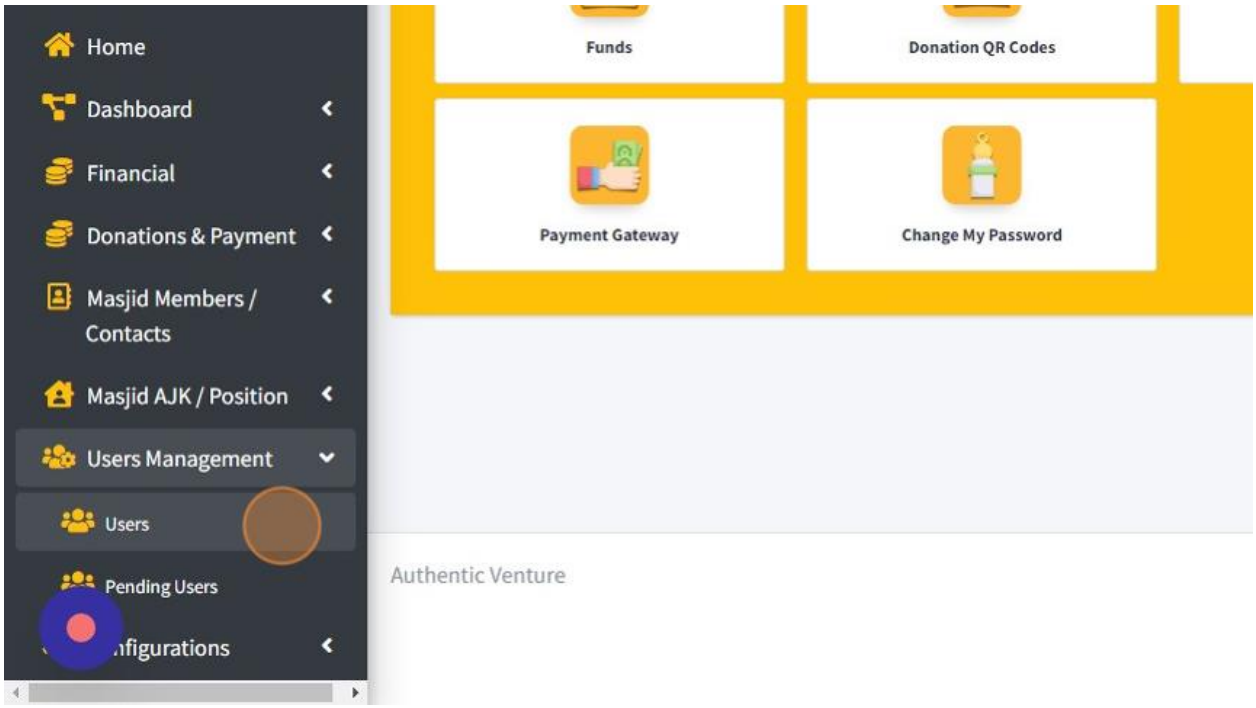
2.5 HOW TO MANAGE USERS

1. Here you can add Users for your account MyMasjid.

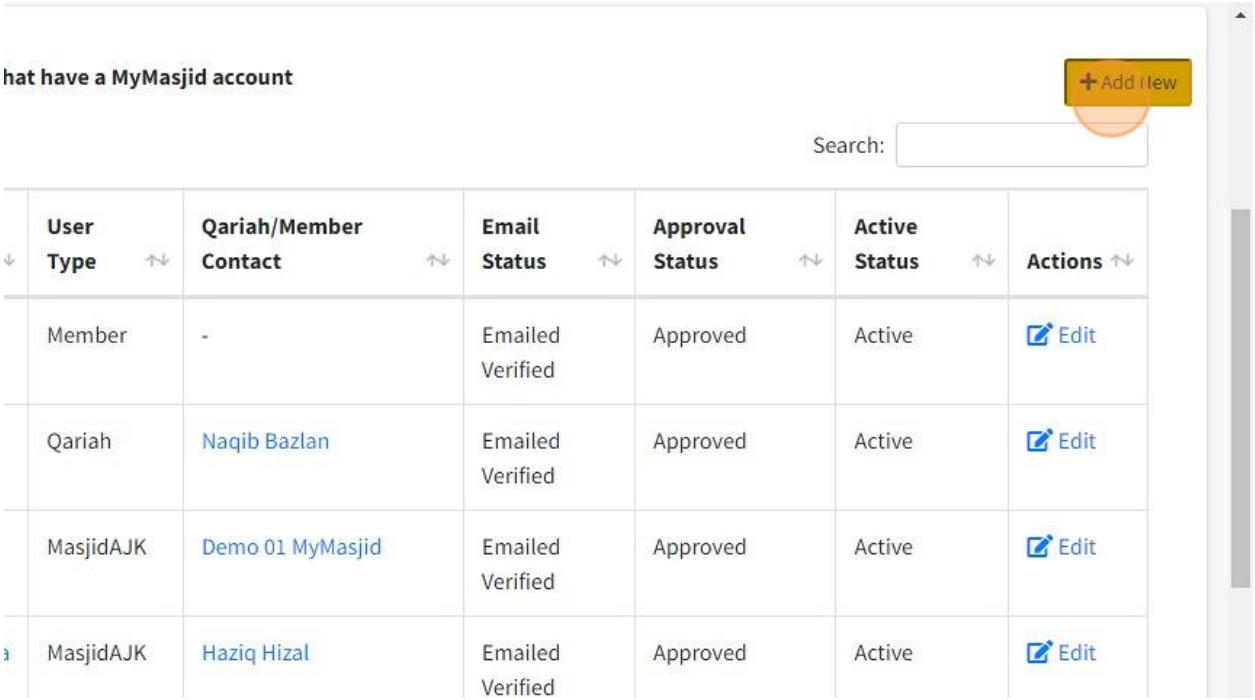
First click "Users Management".



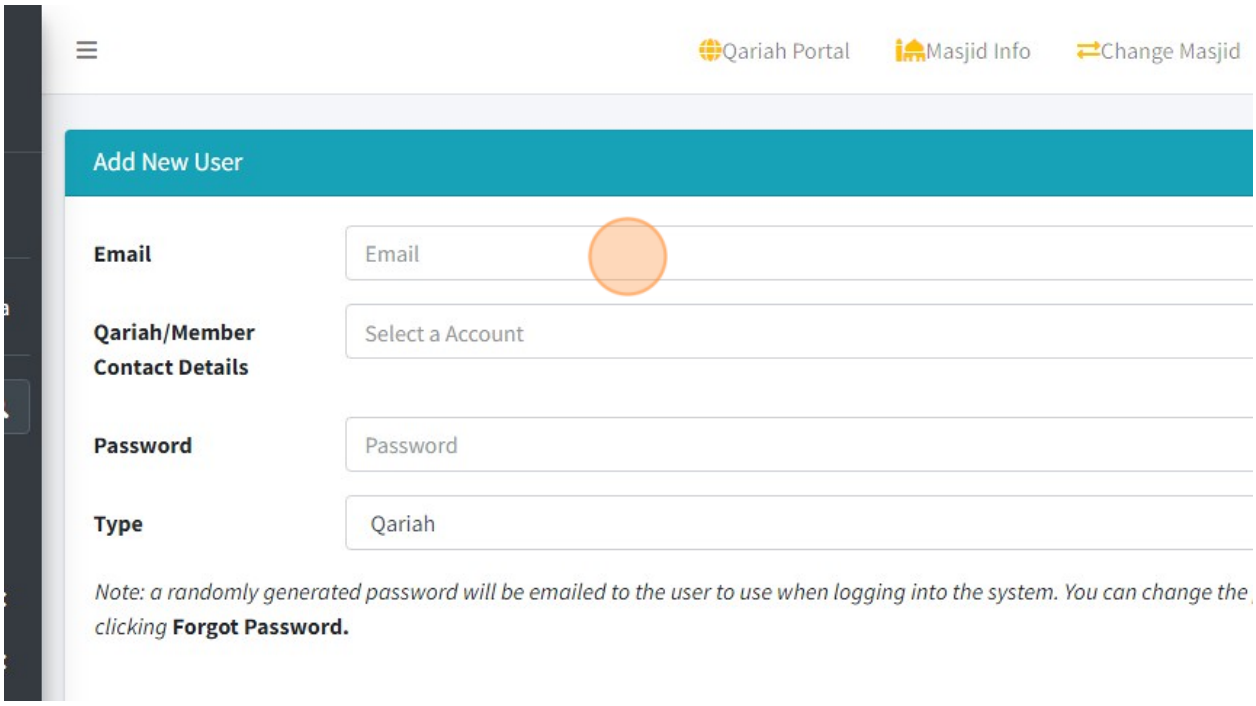
2. Then click "Users".



3. Click "Add New" to add new User.

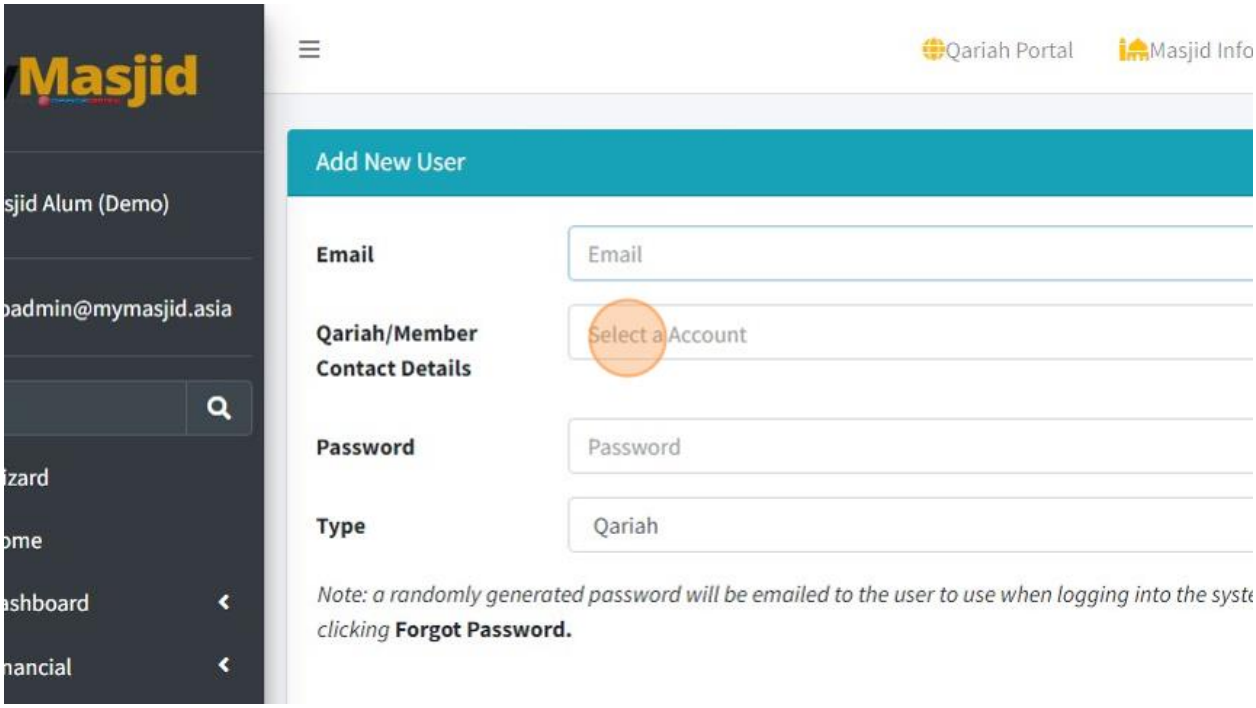


4. First, click the "Email" field to enter email address for that user. *make sure that email is active and valid.



5. Then you can click "Select a Account" to assign this User to Qariah/Member Contact Details.

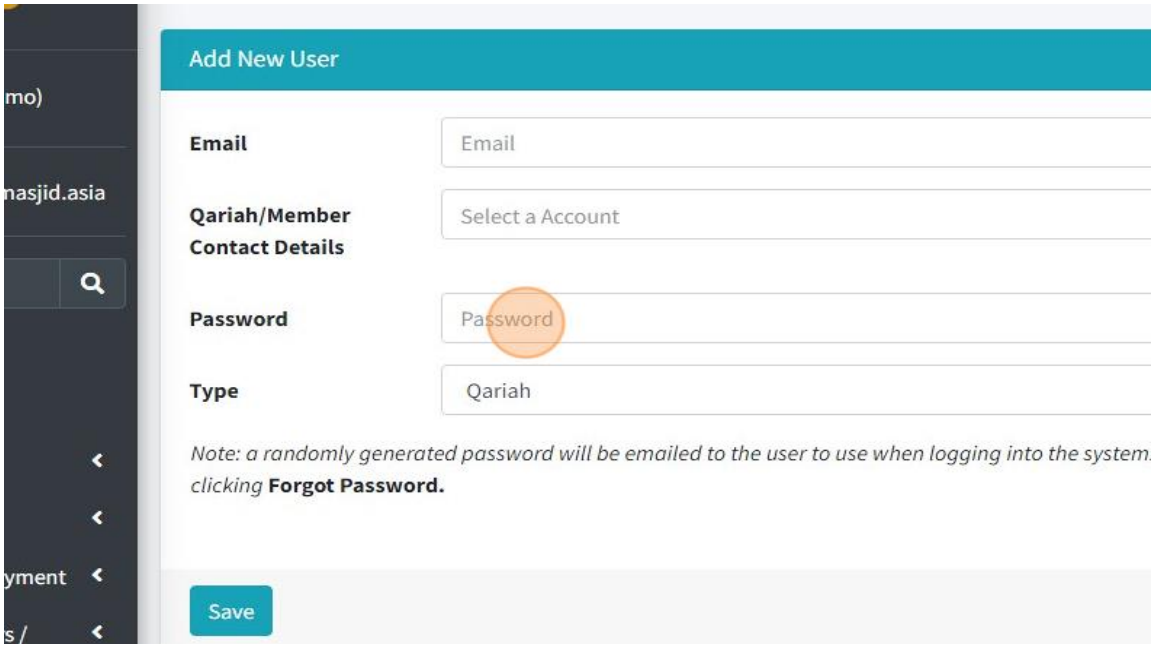
List of Qariah/Member Contact Details is based on list of Qariah/Member that you had kept in the system.



6. Click the "Password" field and fill in password for this User's account. You can create any password first for this User then they can change their own password once they had login into system.

This password will be used once they want to login into system.

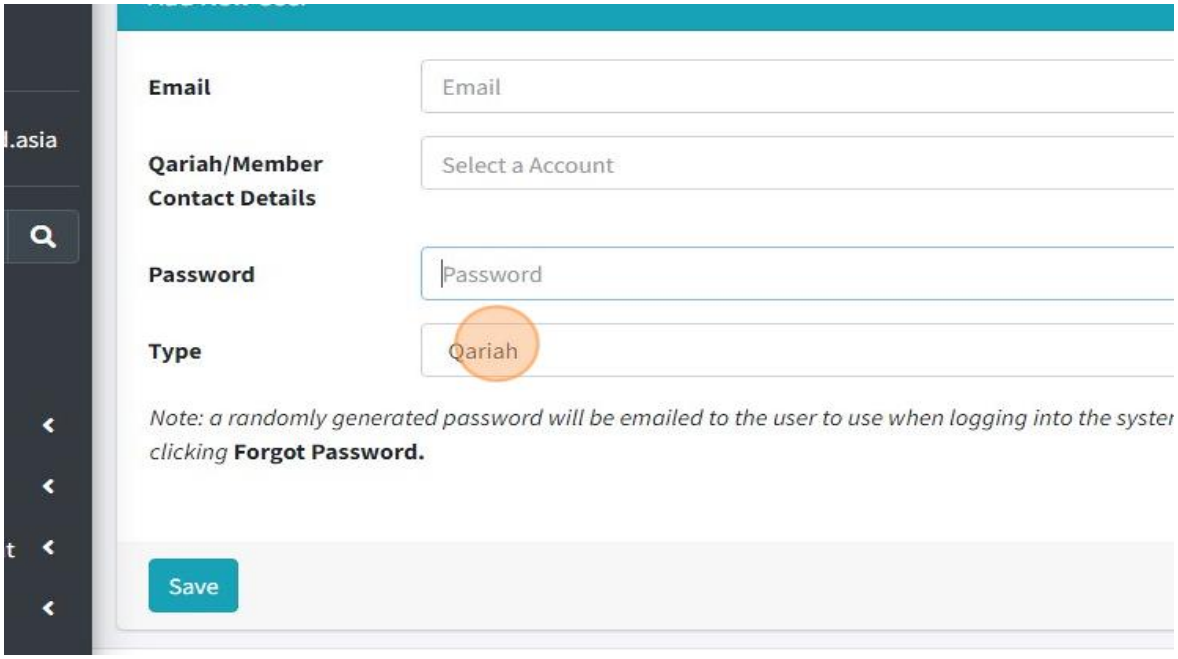
*Password can be anything such as alphabet, numbers, symbol or special character



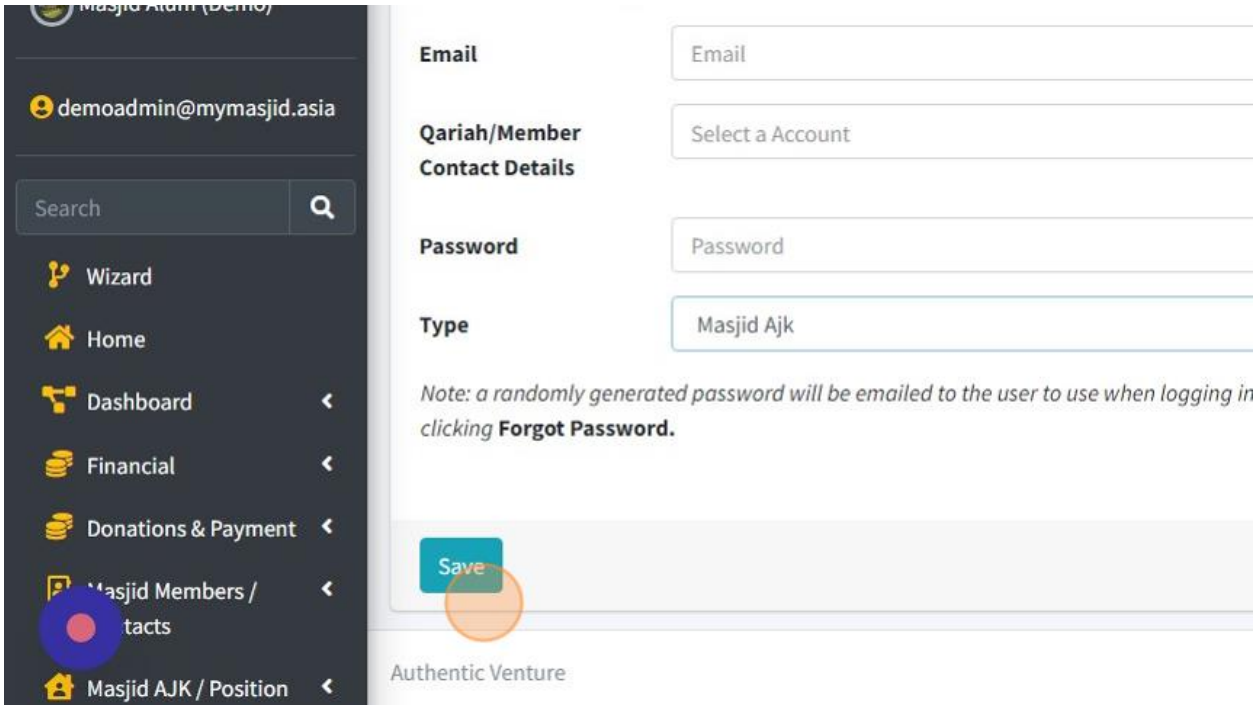
7. Click this dropdown "Type" to choose what access that this user can view in the system.

Qariah : For Qariah member, they only can view and also can make online donations for each mosque and also global donation.

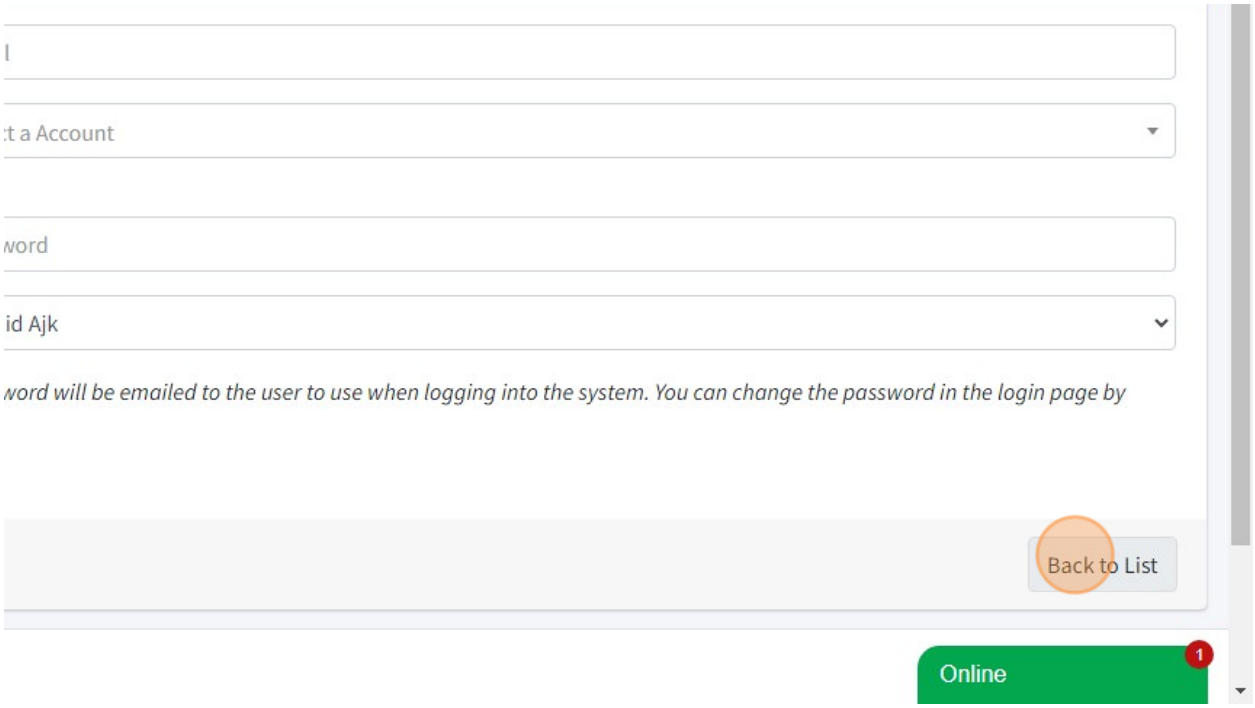
Masjid AJK : AJK role is Admin for each masjid that can update mosque profile , create online donation, record transaction and database members.



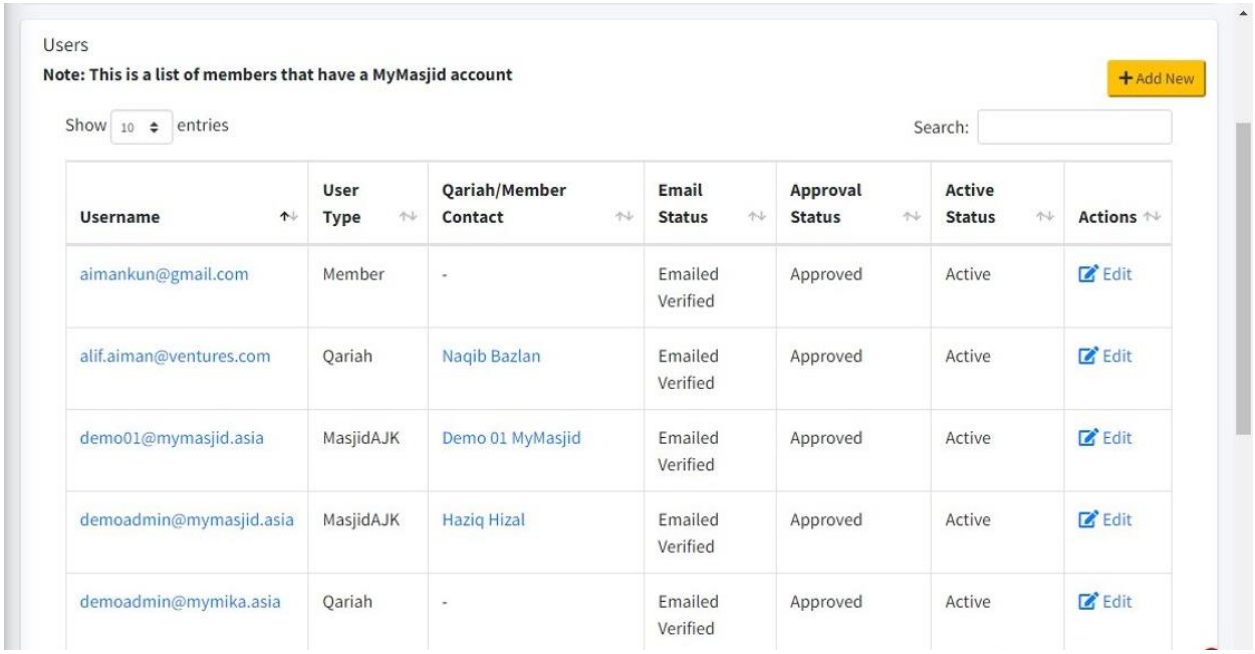
8. Click button "Save" once you had fill in all the information.



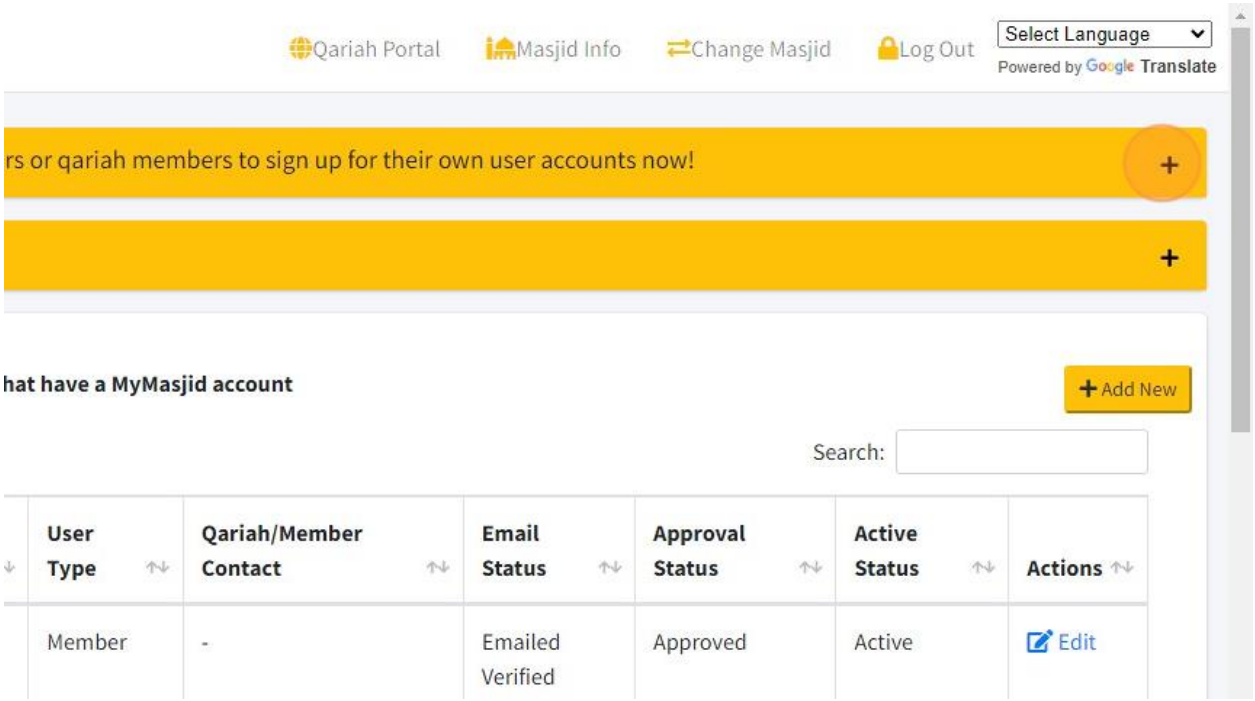
9. Click "Back to List" to go to list of Users.



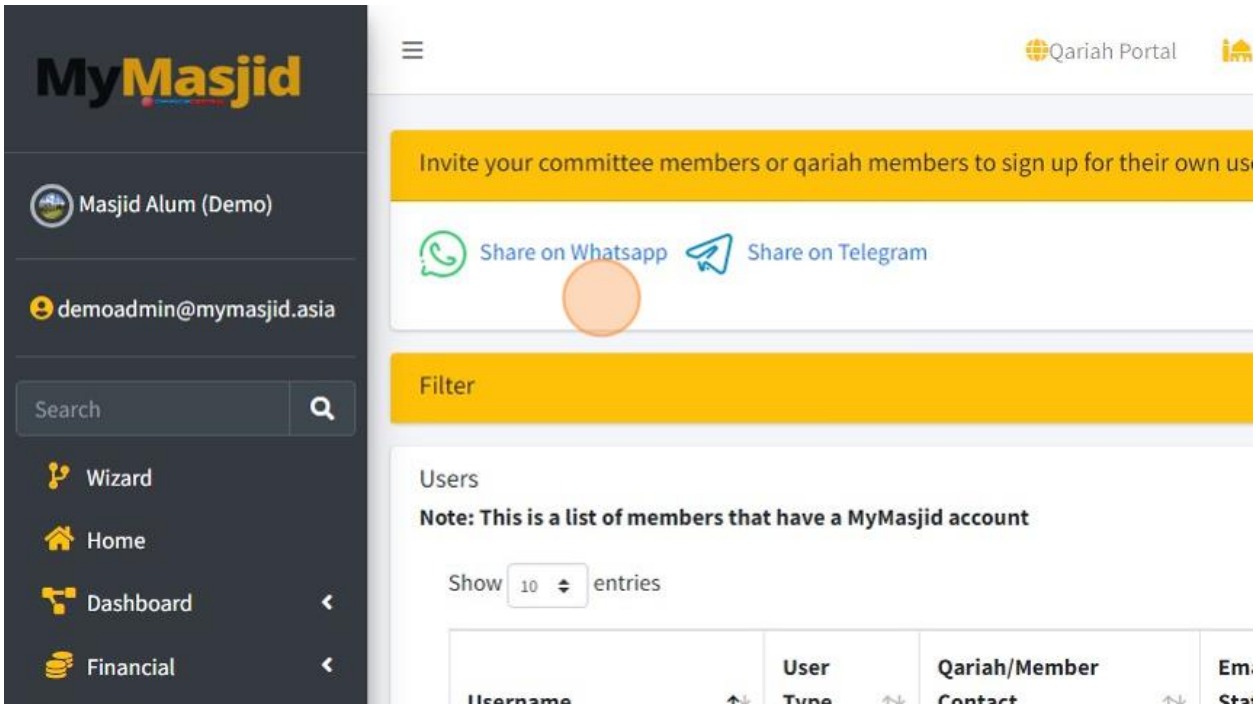
10. Page list of Users.



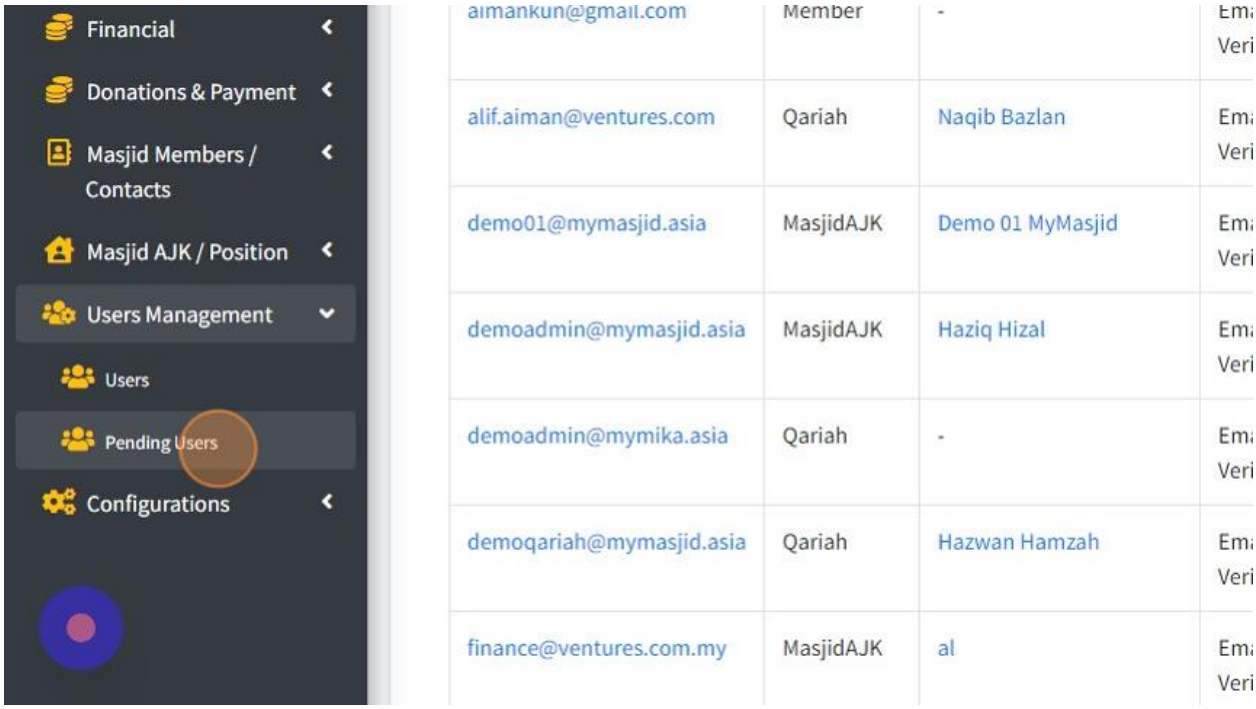
11. Click here to Invite your committee member or qariah to sign up to this system MyMasjid by themselves.



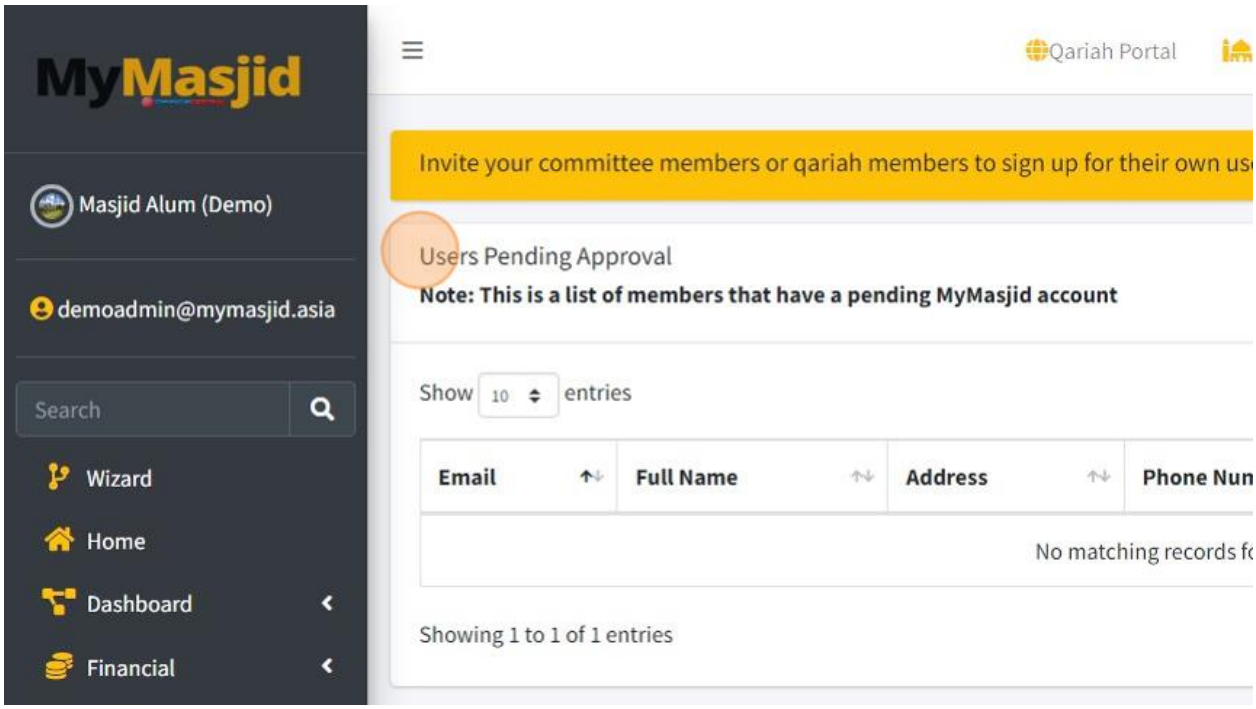
12. You can click this button to share register link *using Whatsapp or Telegram) to your Qariah or Committee members for them to sign up by themselves.



13. Click "Pending Users" to Approve/Reject user that had register by themselves using link or direct to system.



14. Here you will see list of Pending Users.

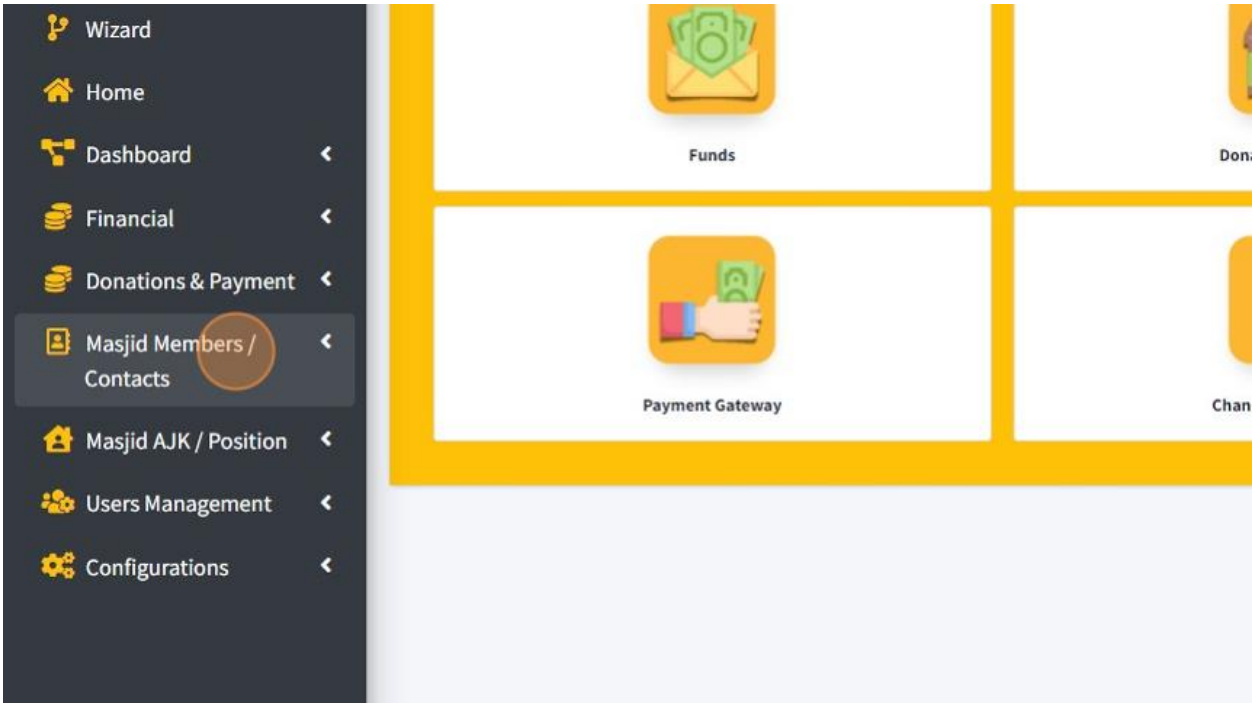


2.6 HOW TO MANAGE MASJID MEMBERS

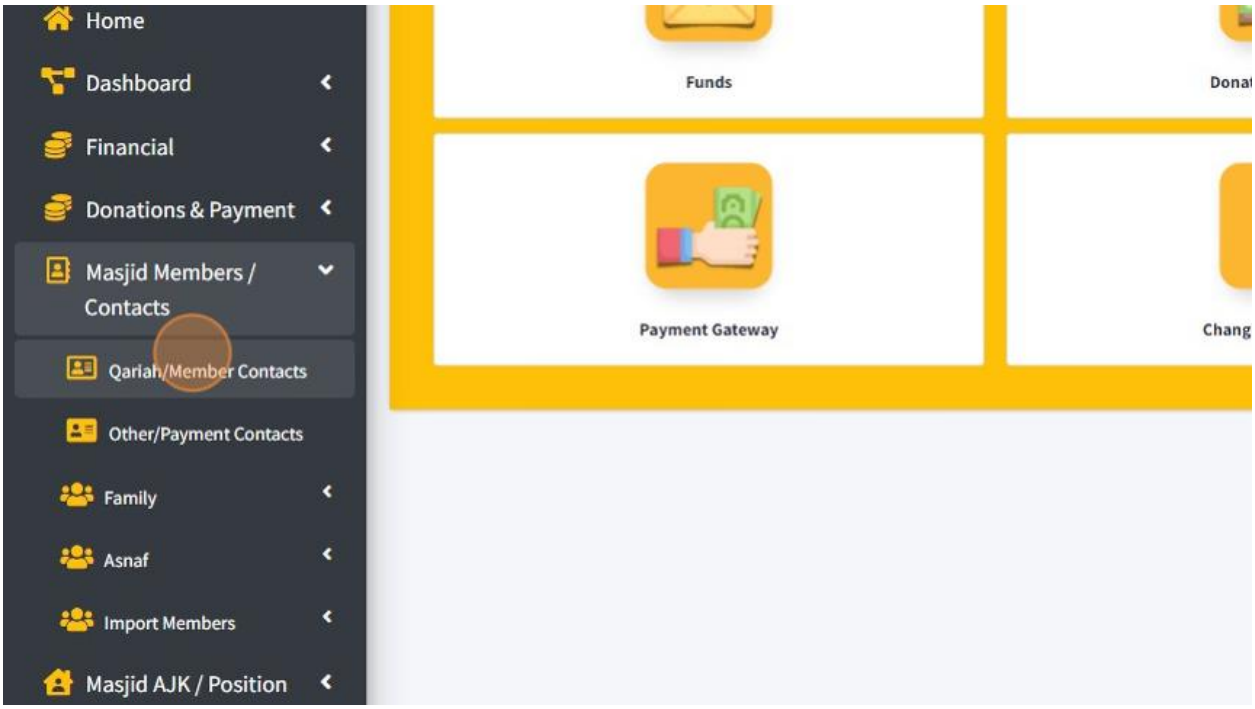
1. Next, you can record your list of Qariah or Members into this system.

Refer to steps below on how to record Qariah or Members.

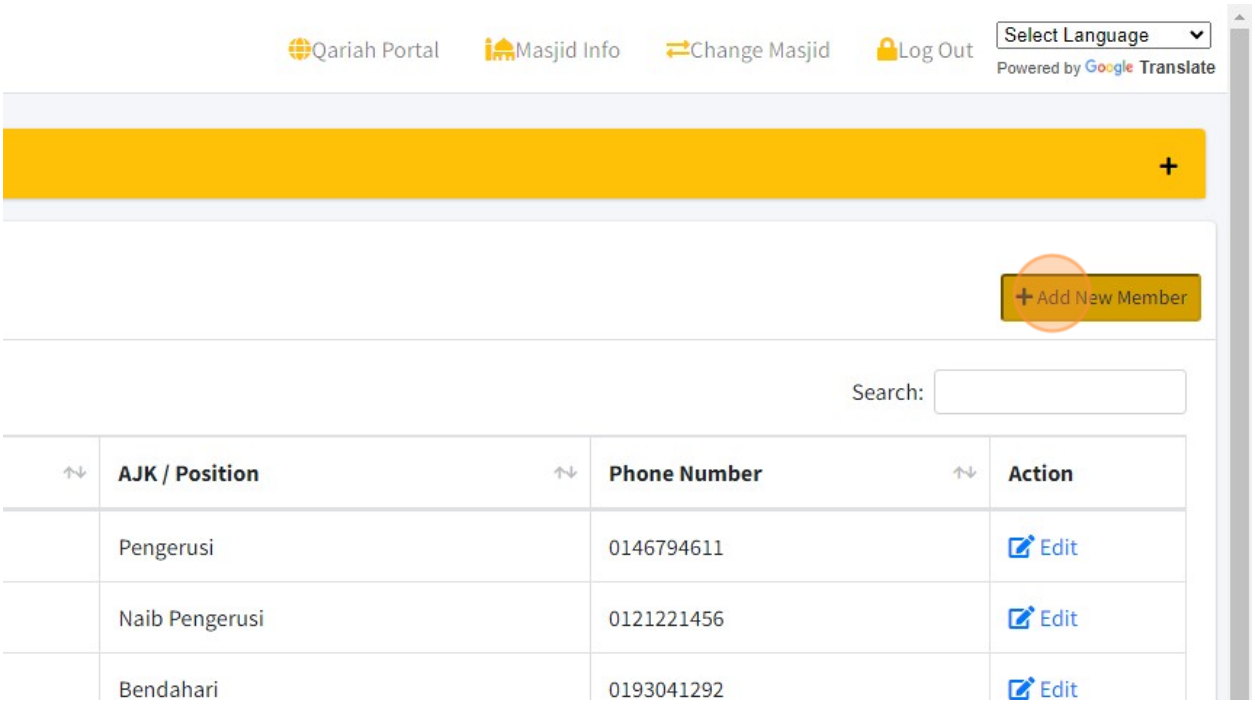
2. First, click "Masjid Members /Contacts".



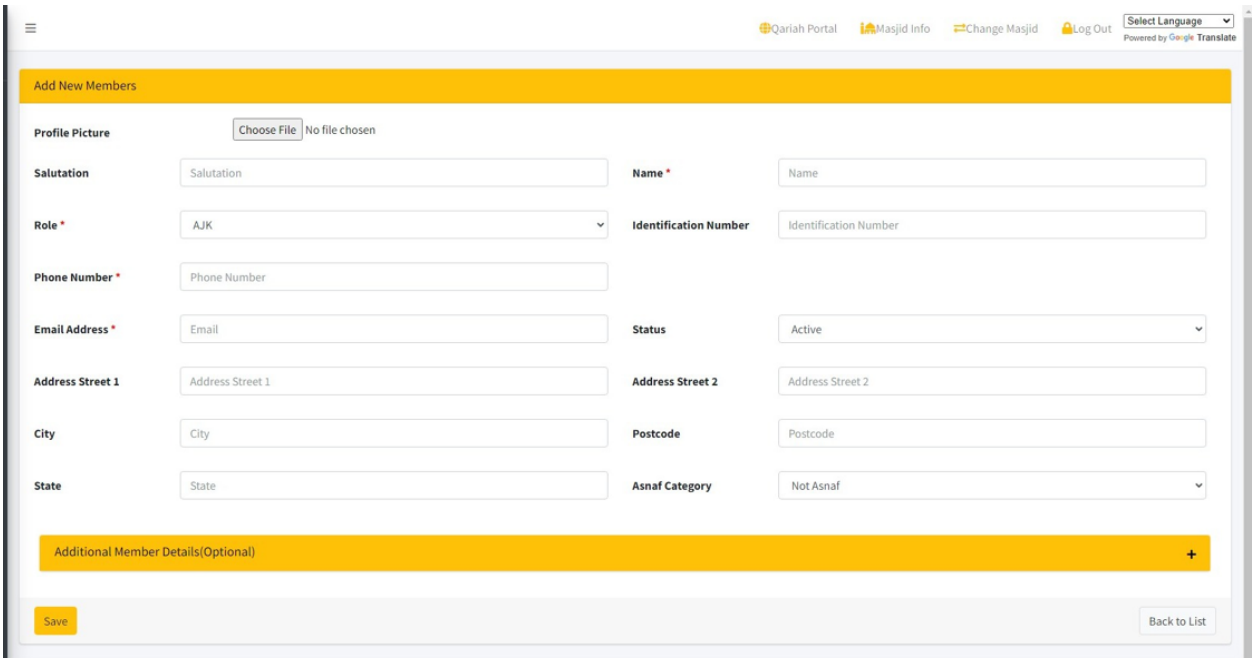
3. Then click "Qariah/Member Contacts".



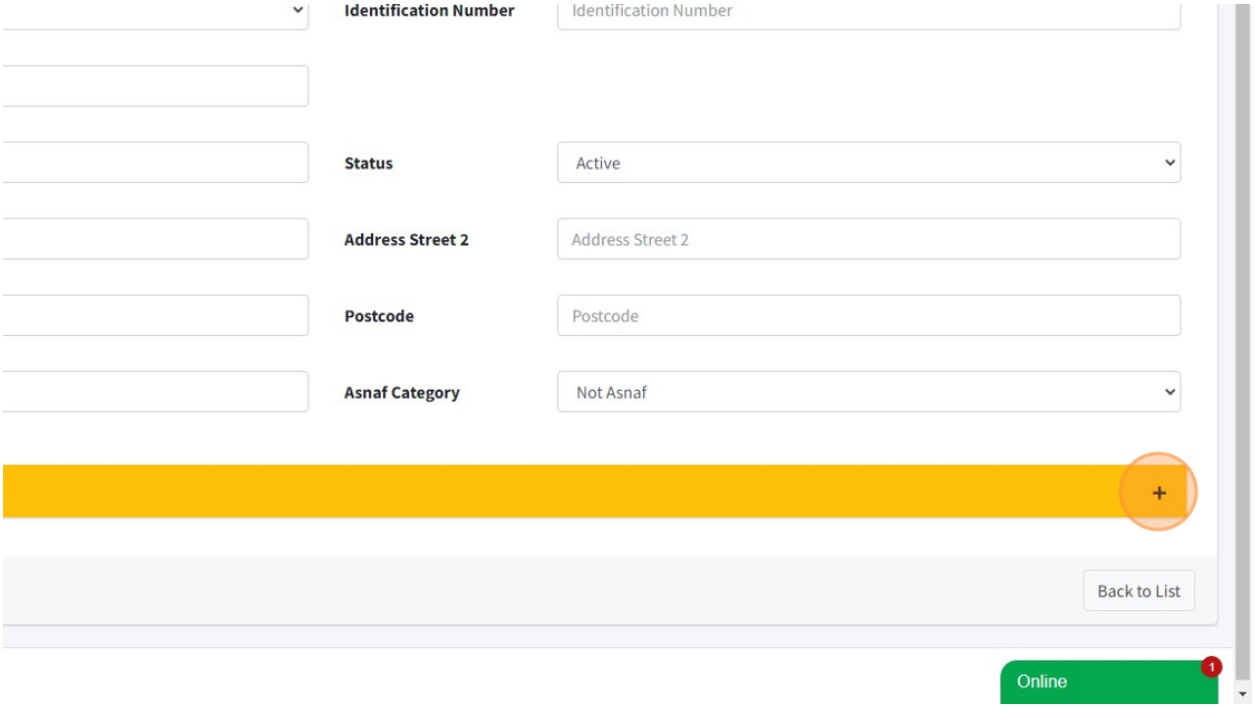
4. Click "Add New Member" to add new Qariah or Member.



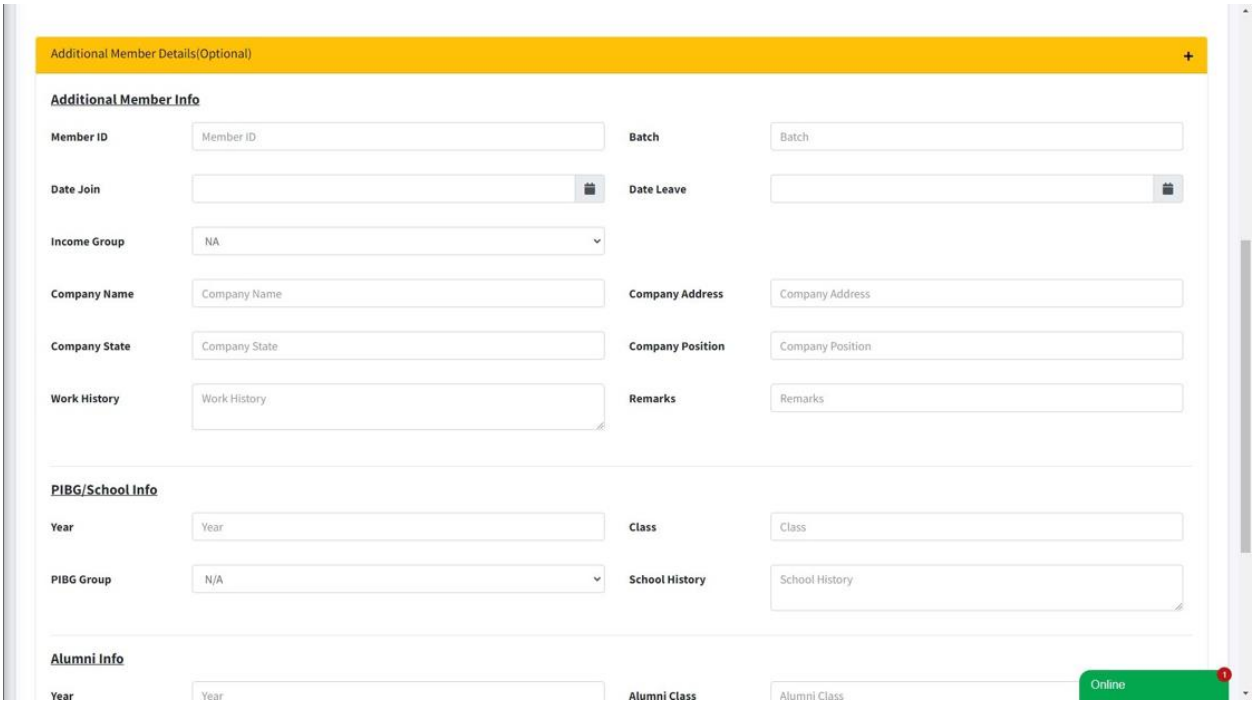
5. In this page, you just can fill in the information that Required only. For the other information, you can fill in or just can leave it.



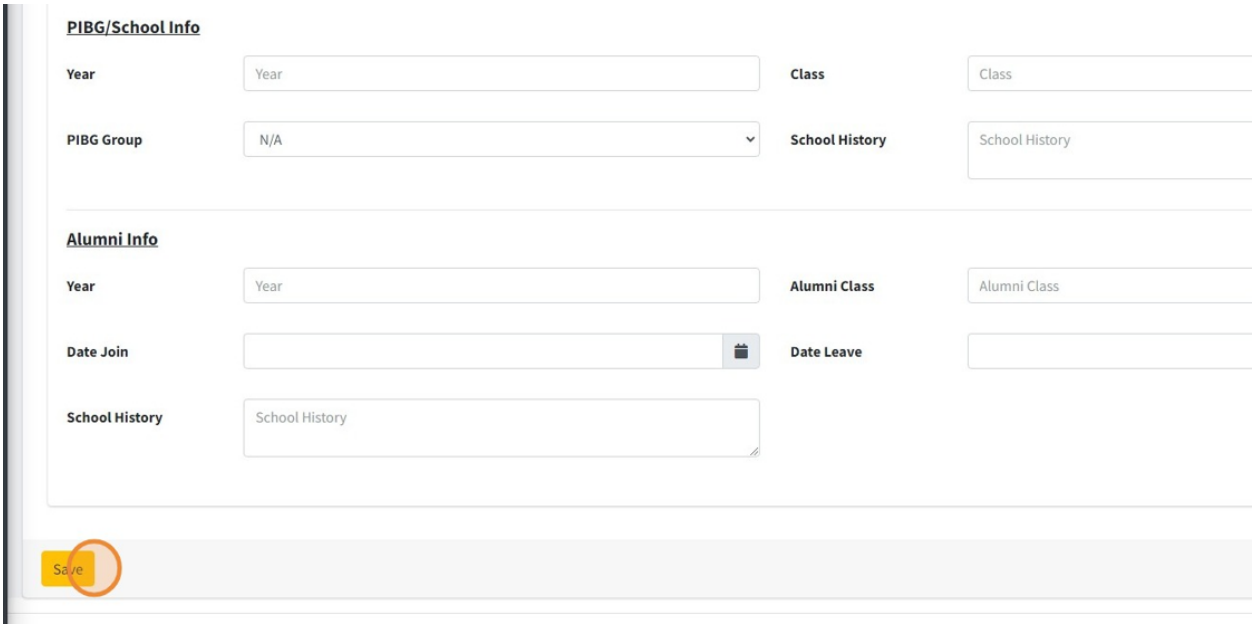
6. You also can add Additional Information for your Qariah or member by click on this (+) button.



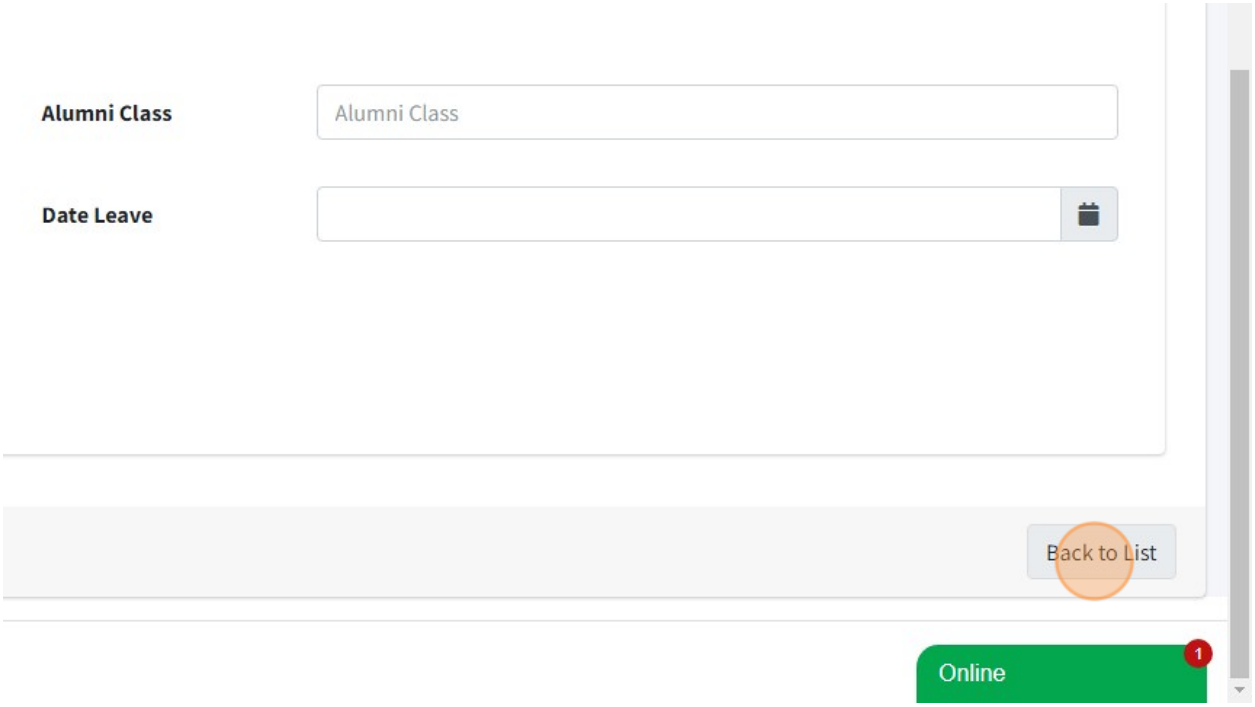
7. In this page, you can fill in the Additional Information of your Qariah or Member.



8. Click button "Save" once you had done fill in the information.

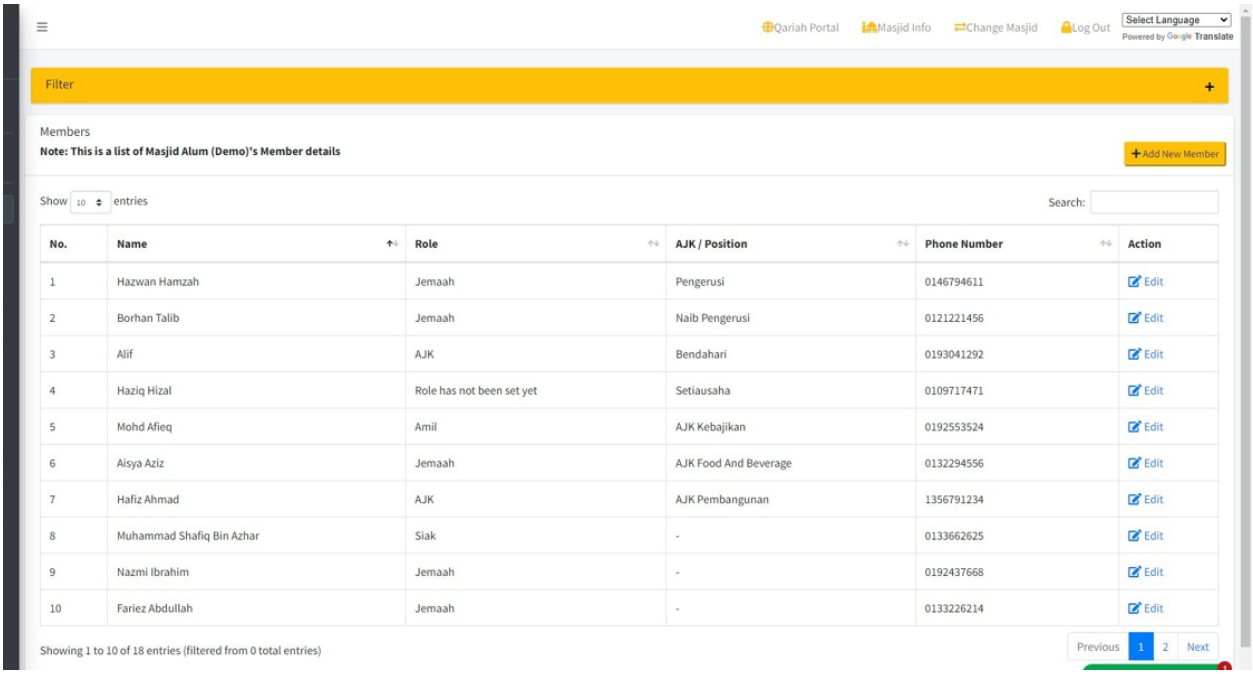


9. Click "Back to List" to go to page List of Qariah or Members contact.



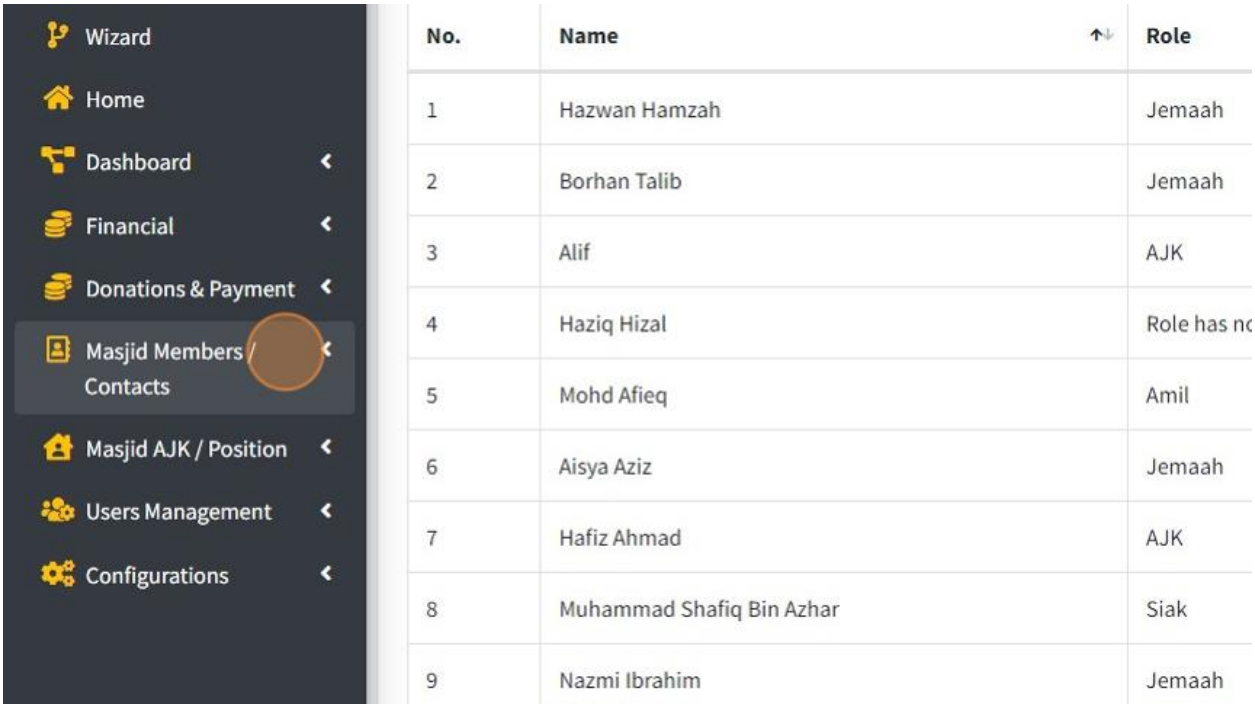
10. Here is page List of Qariah/Members contact.

You can click button "Edit" at each members to Edit their detail information.

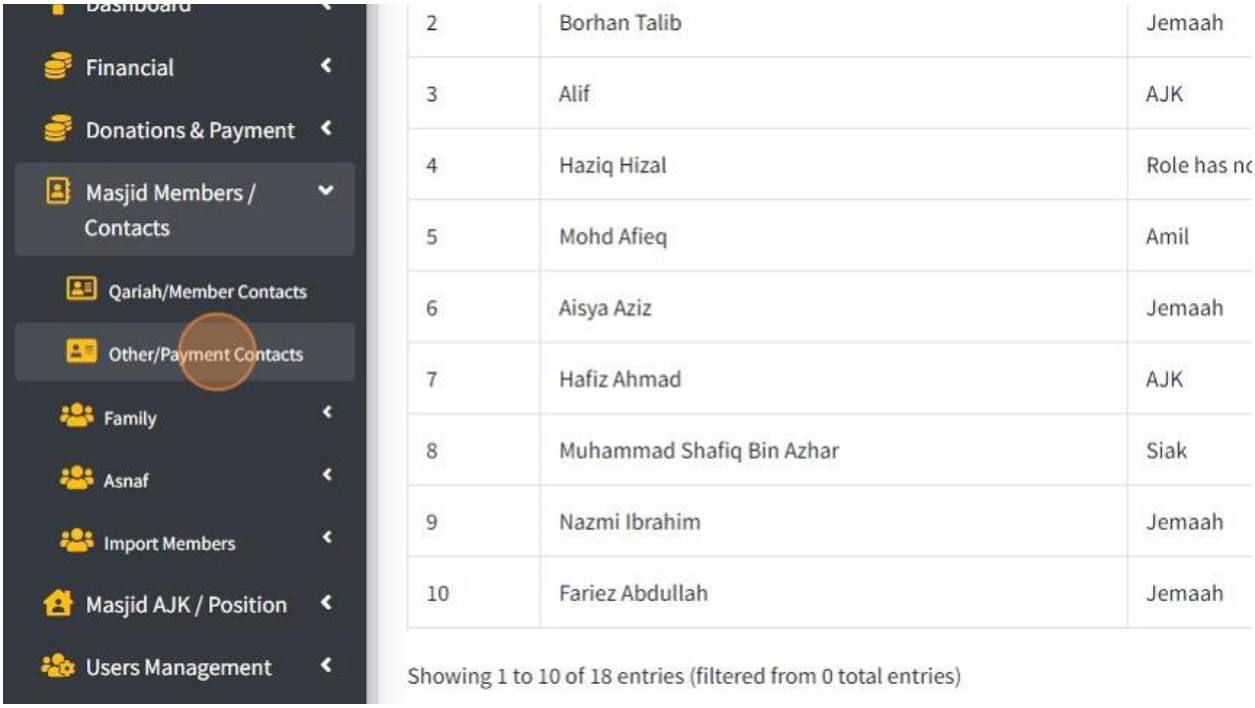


11. Next, you also can add Other/Payment Contact.

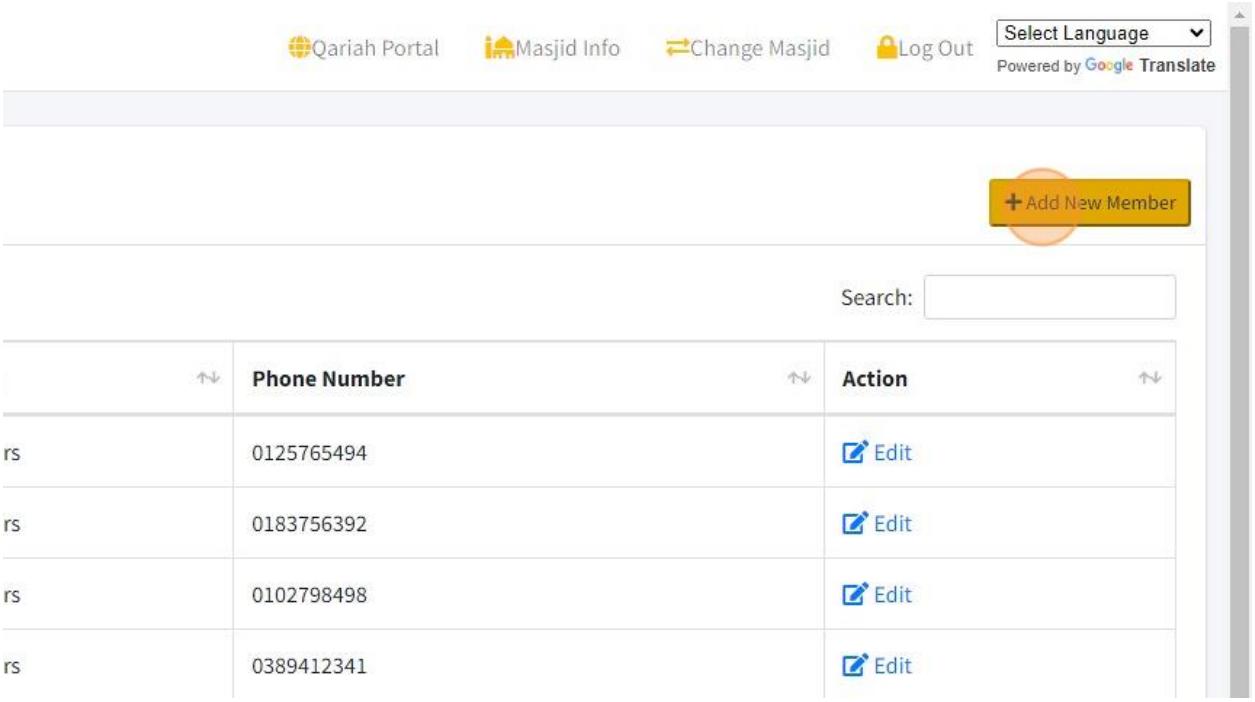
First click "Masjid Members/Contacts".



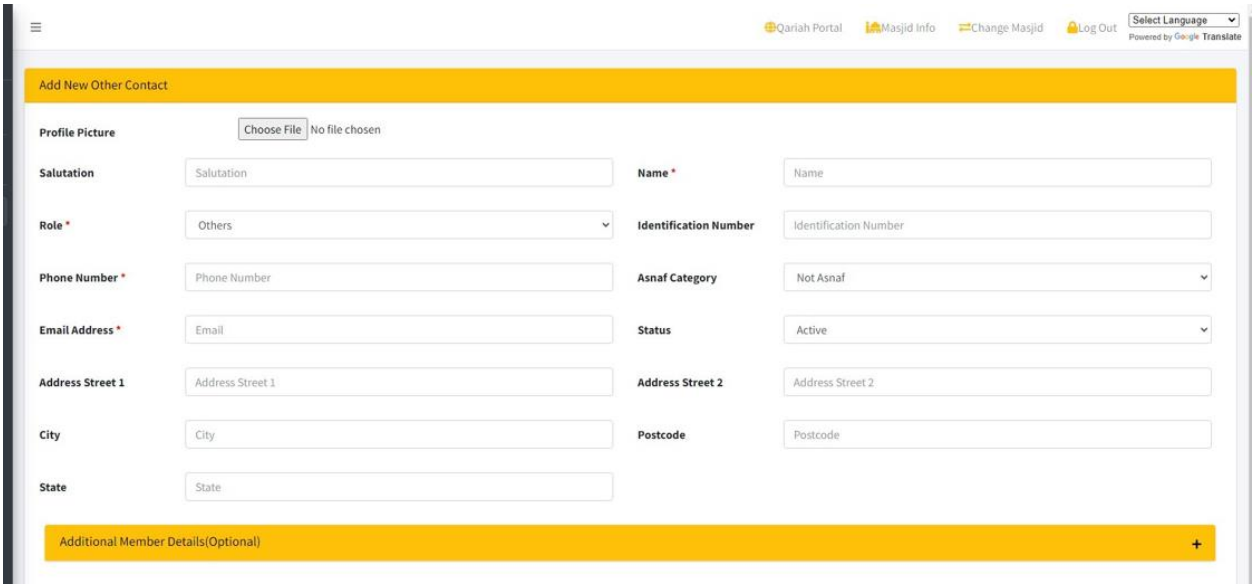
12. Then click "Other/Payment Contacts"



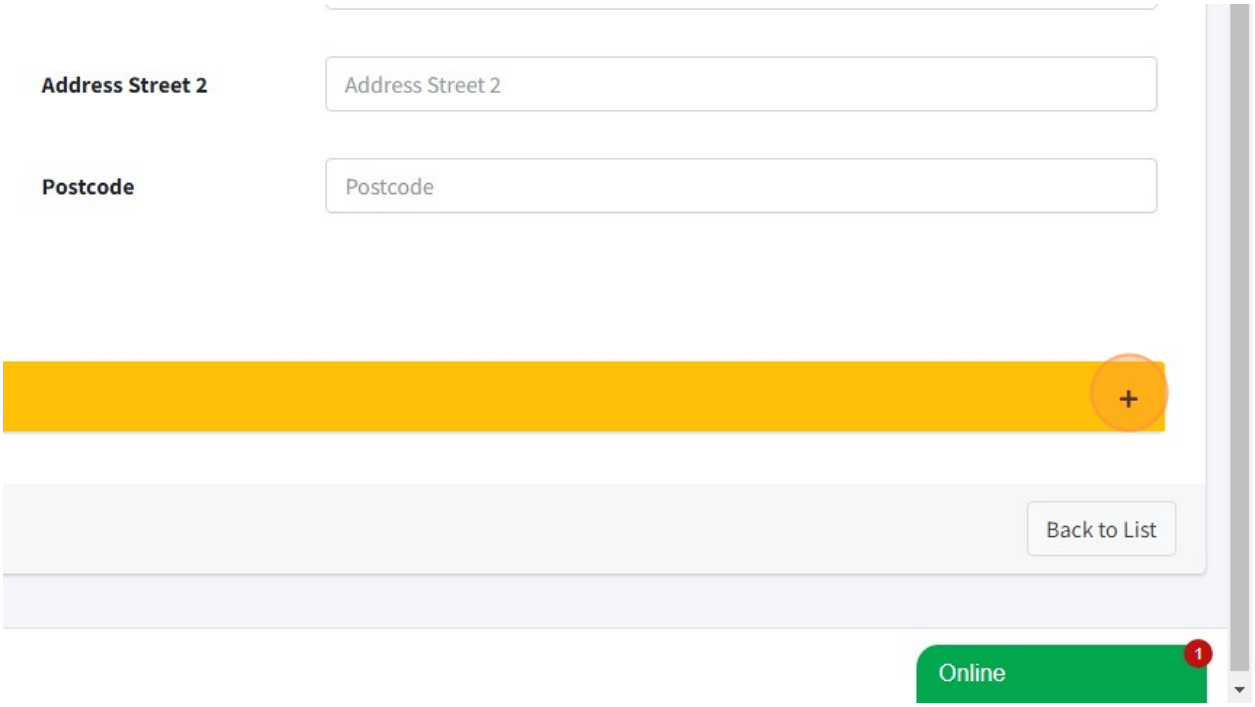
13. Click "Add New Member"



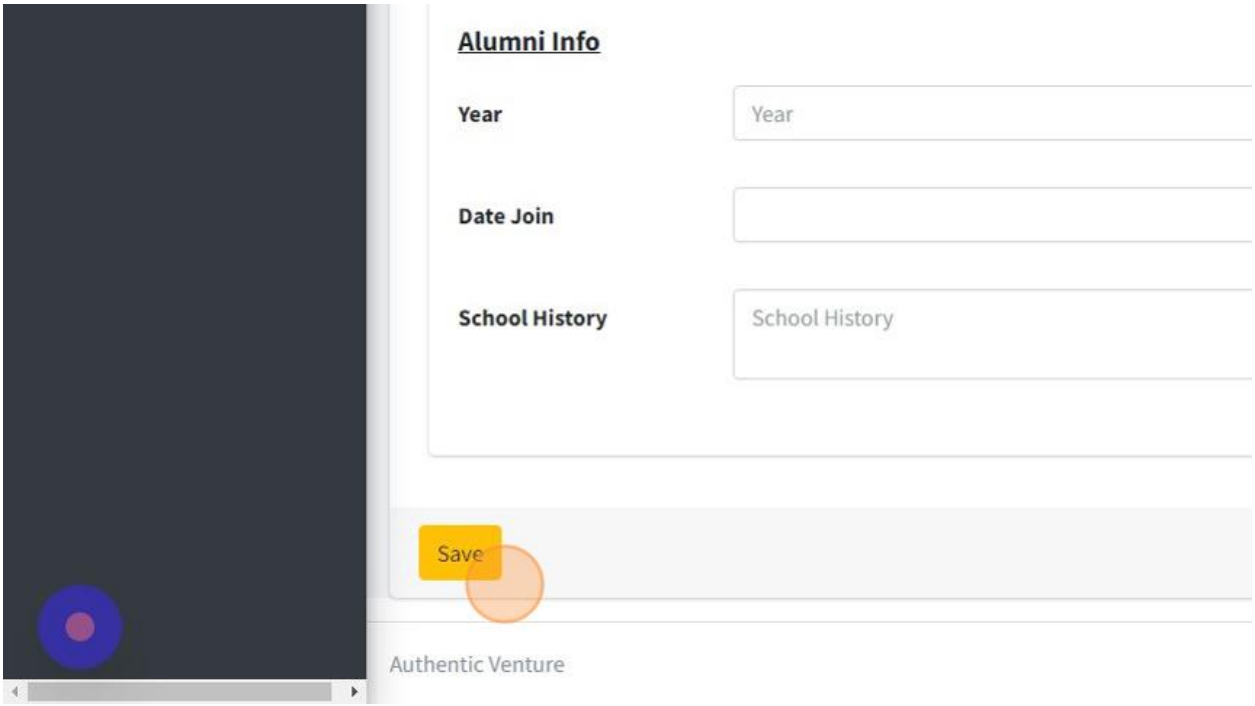
14. In this page, you just can fill in the information that Required only. For the other information, you can fill in or just can leave it.



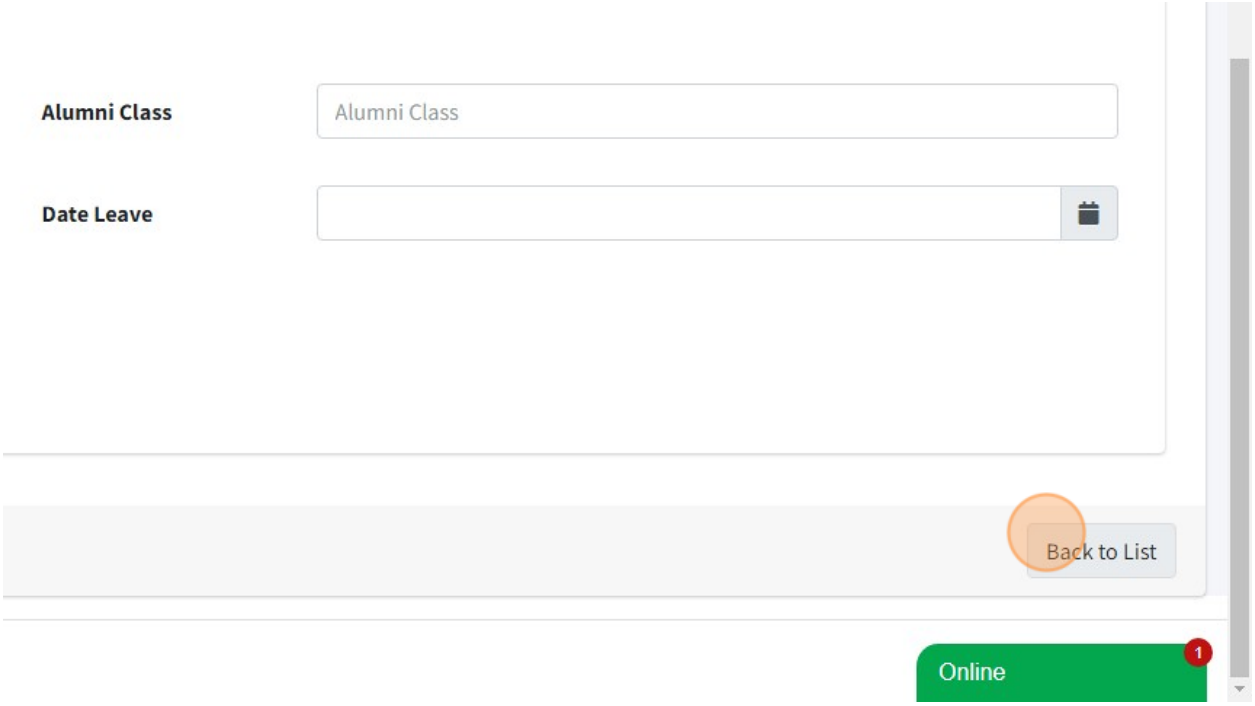
15. You also can add Additional Information for your Other member/contact by click on this (+) button.



16. Click button "Save" once you had done fill in the information.

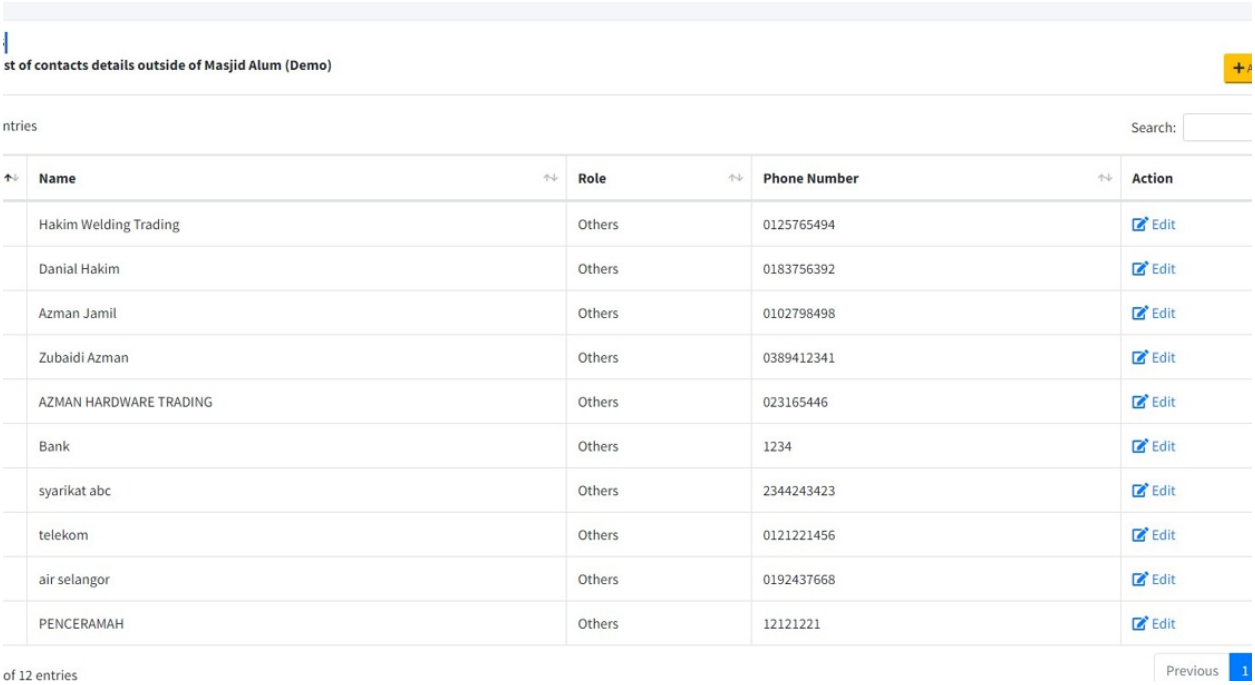


17. Click "Back to List" to go to page List of Other/Payment contact.



18. Here is page List of Other/Payment Contact.

You can click button "Edit" at each members to Edit their detail information.



st of contacts details outside of Masjid Alum (Demo)

ntries

Search:

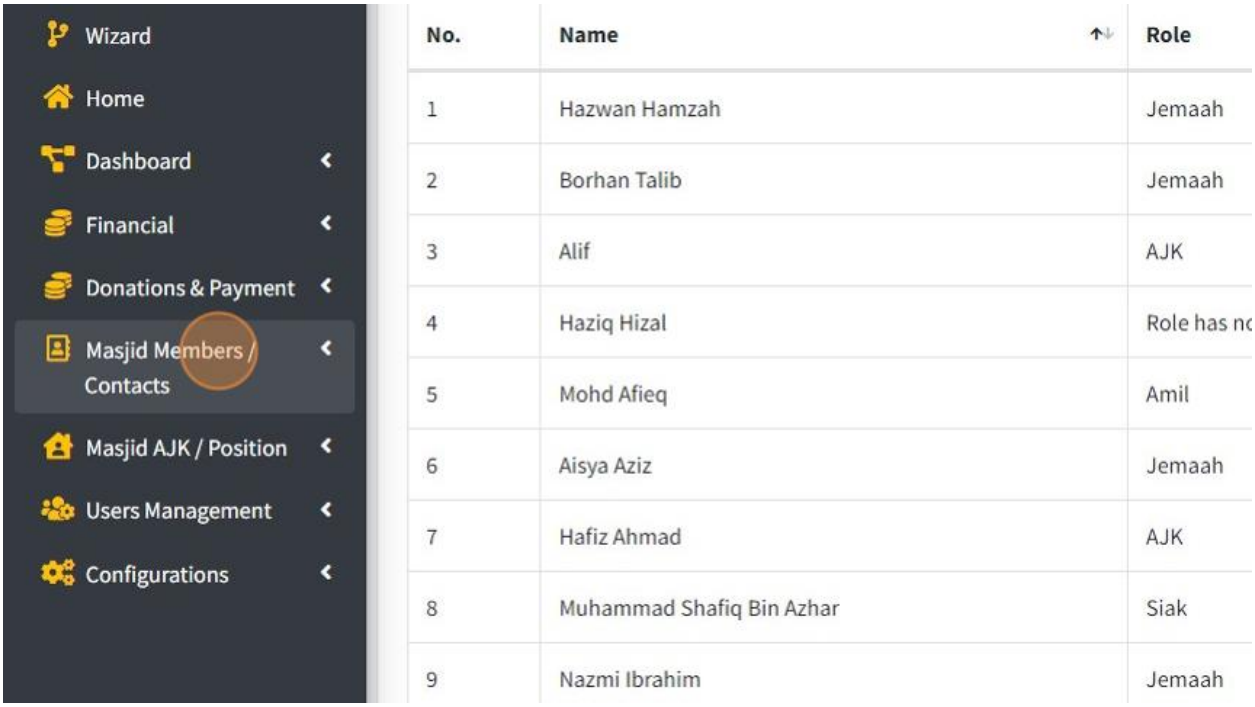
Name	Role	Phone Number	Action
Hakim Welding Trading	Others	0125765494	Edit
Danial Hakim	Others	0183756392	Edit
Azman Jamil	Others	0102798498	Edit
Zubaidi Azman	Others	0389412341	Edit
AZMAN HARDWARE TRADING	Others	023165446	Edit
Bank	Others	1234	Edit
syarikat abc	Others	2344243423	Edit
telekom	Others	0121221456	Edit
air selangor	Others	0192437668	Edit
PENCERAMAH	Others	12121221	Edit

of 12 entries

Previous 1

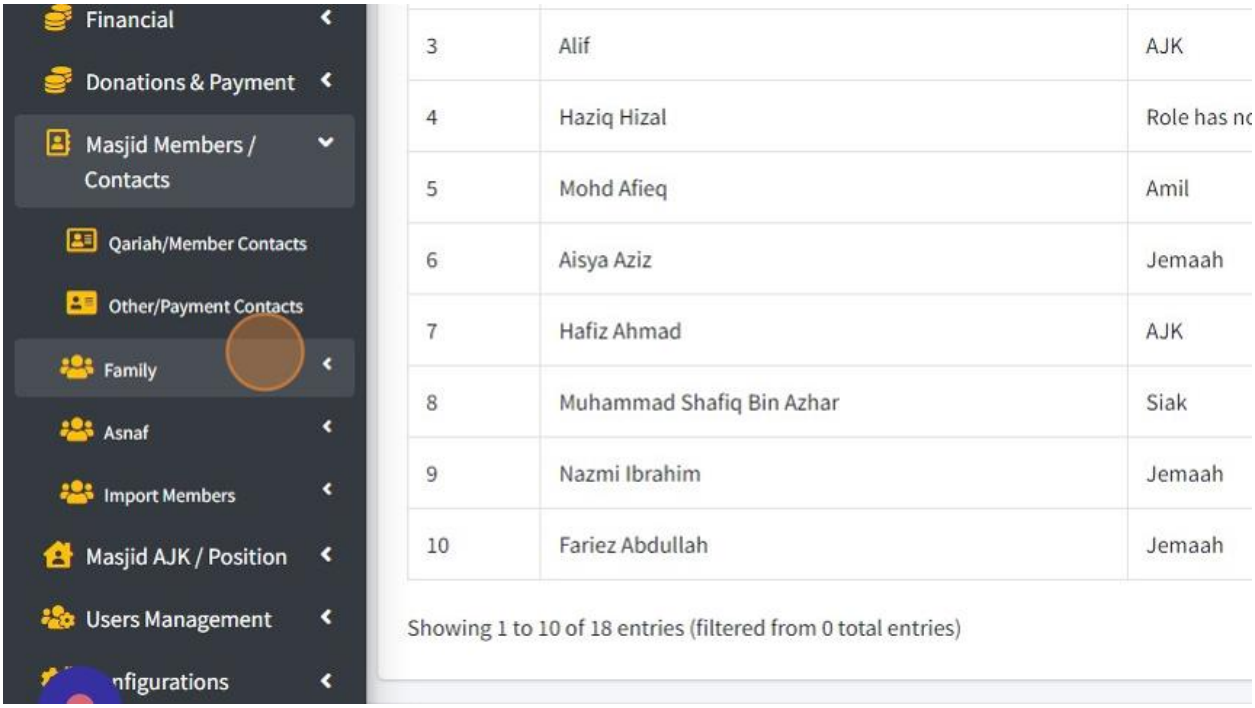
19. Next you also can add additional information for your Qariah or Members such as Family and ASNAF information.

First click "Masjid Members /Contacts".

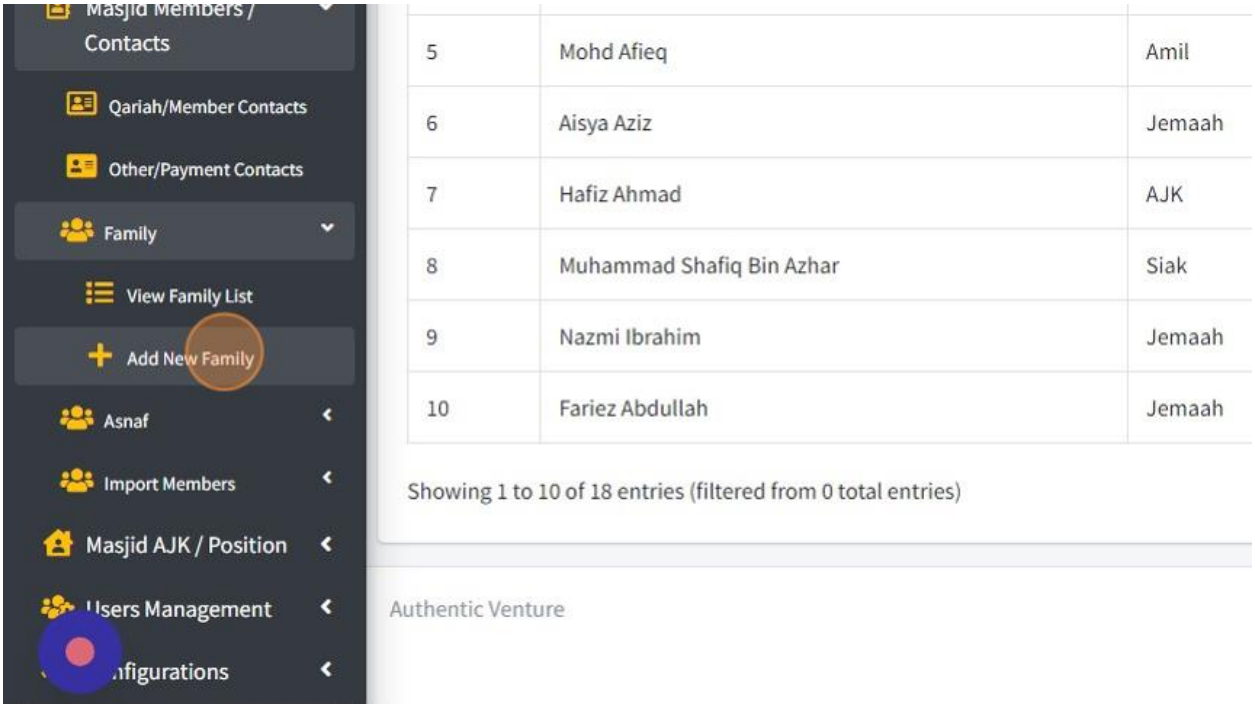


No.	Name	Role
1	Hazwan Hamzah	Jemaah
2	Borhan Talib	Jemaah
3	Alif	AJK
4	Haziq Hizal	Role has nc
5	Mohd Afieq	Amil
6	Aisya Aziz	Jemaah
7	Hafiz Ahmad	AJK
8	Muhammad Shafiq Bin Azhar	Siak
9	Nazmi Ibrahim	Jemaah

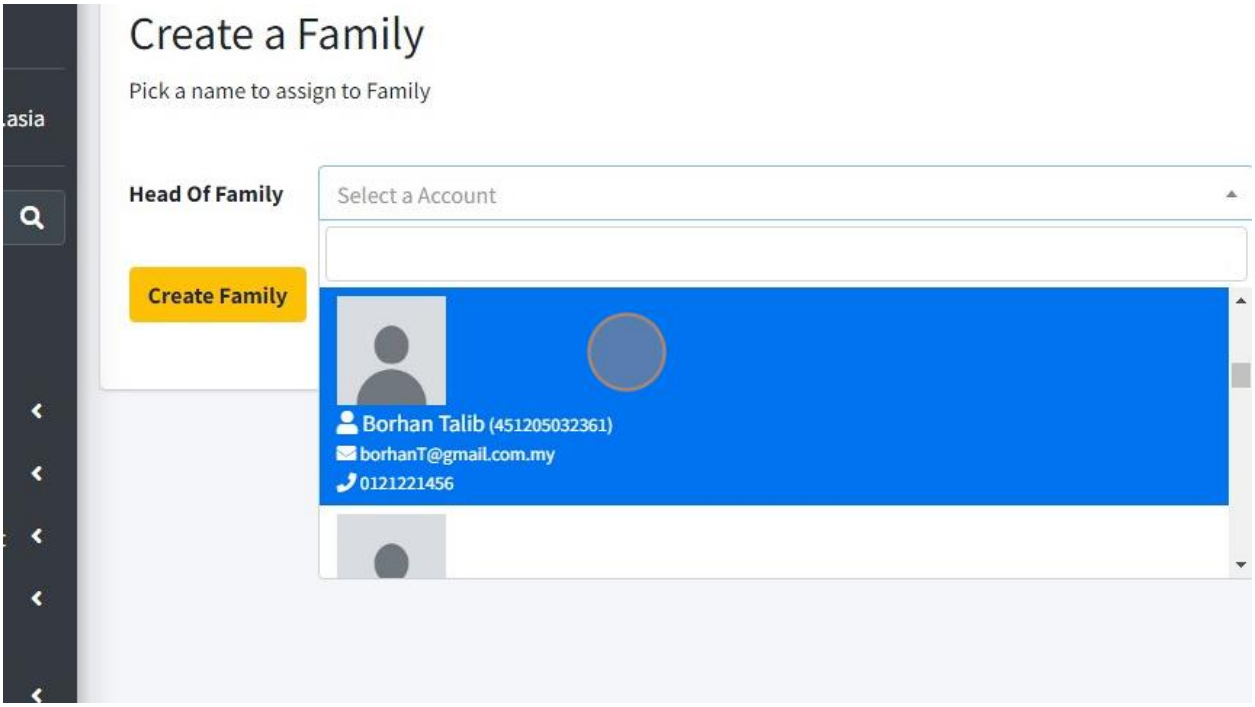
20. Then click "Family".



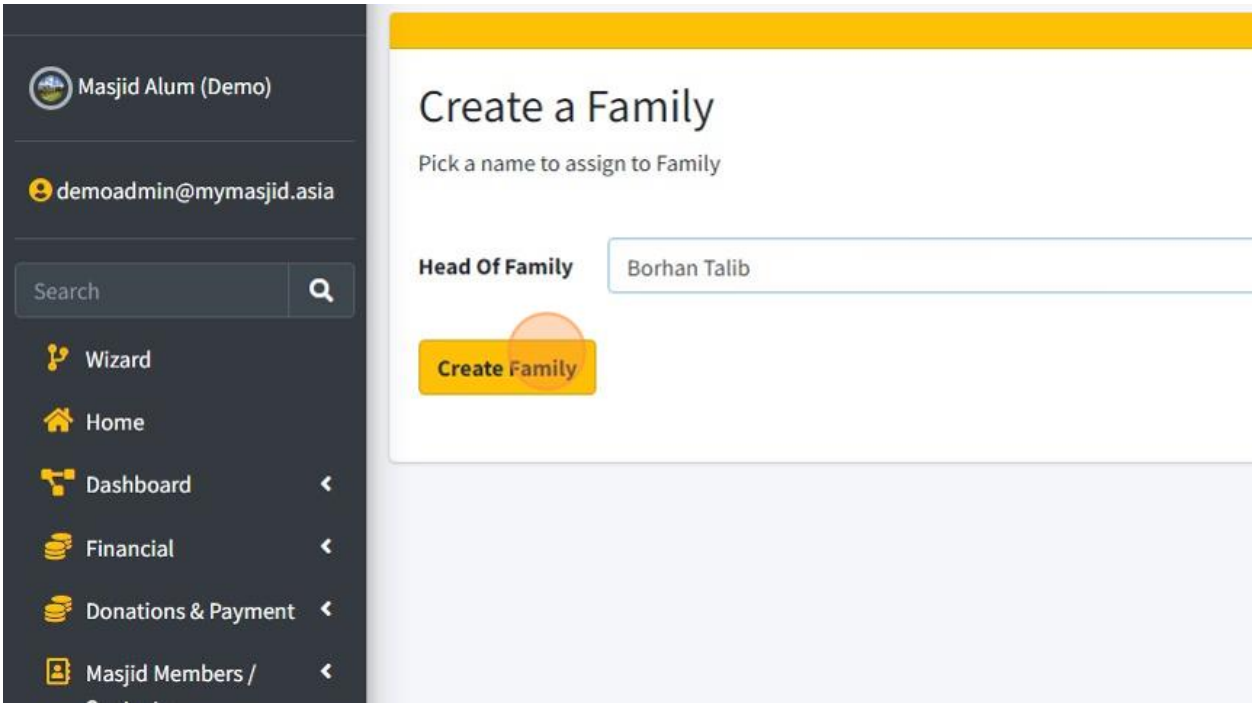
21. Click "Add New Family"



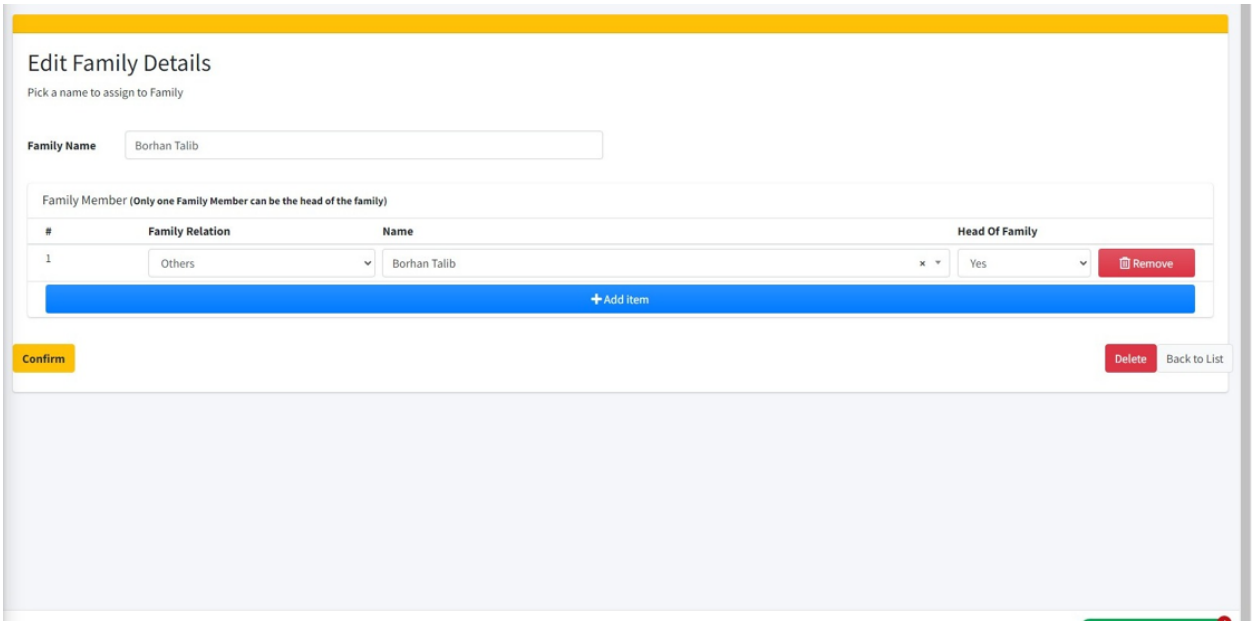
22. First you must select Account to create Head of Family name (this list of account will be take from list of Qariah or Members).



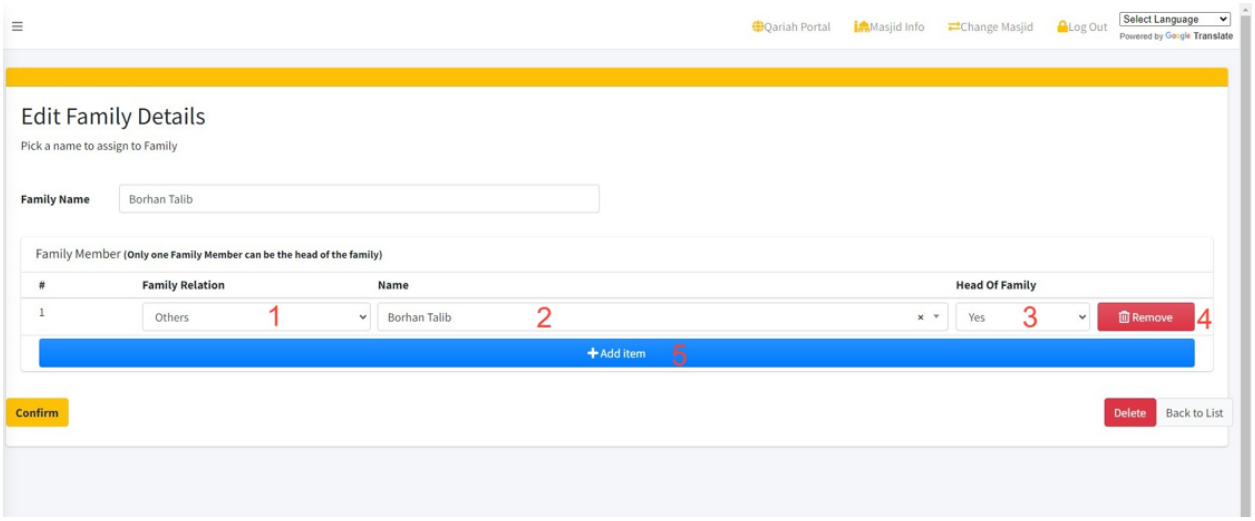
23. Then click "Create Family" once you had choose one account.



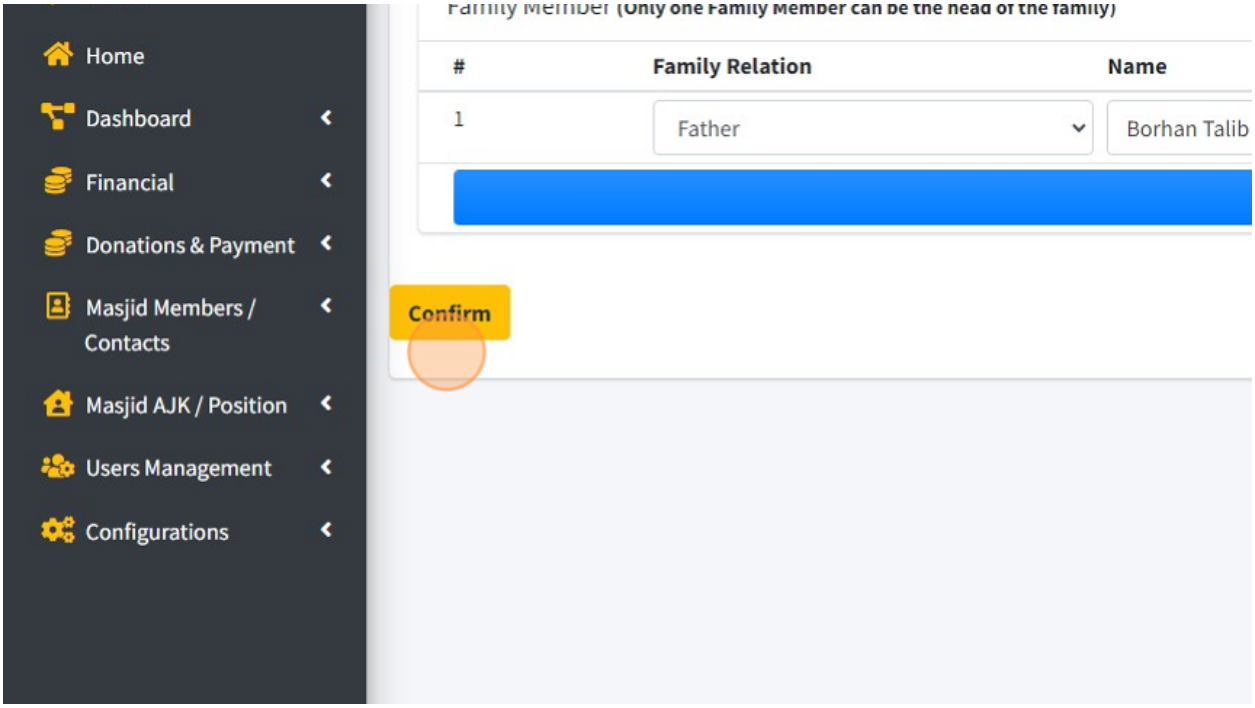
24. In this page, you can add their Family member.



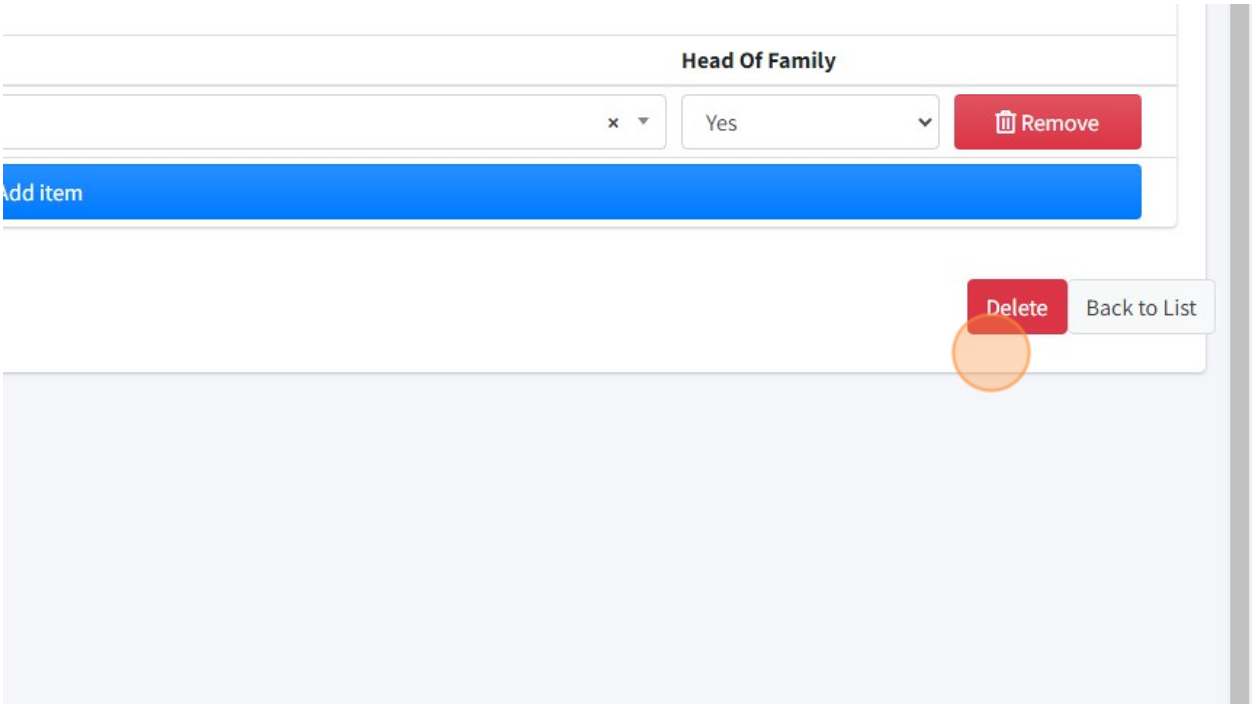
25. 1. Choose "Family Relation" for this family member.
2. Choose Account Name that assign to this family.
3. Choose whether this account is Head of Family or not.
4. Click "Remove" to delete this family member.
5. Click "Add Item" to add another family member.



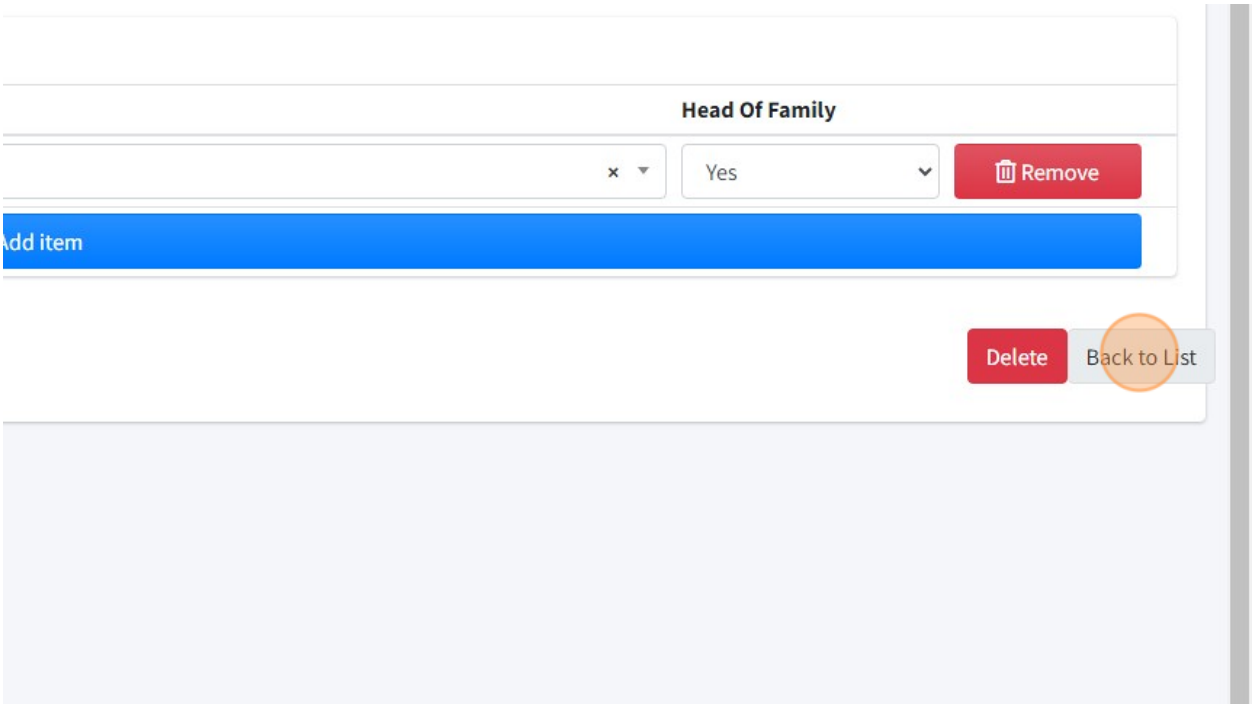
26. Click "Confirm" to save the information.



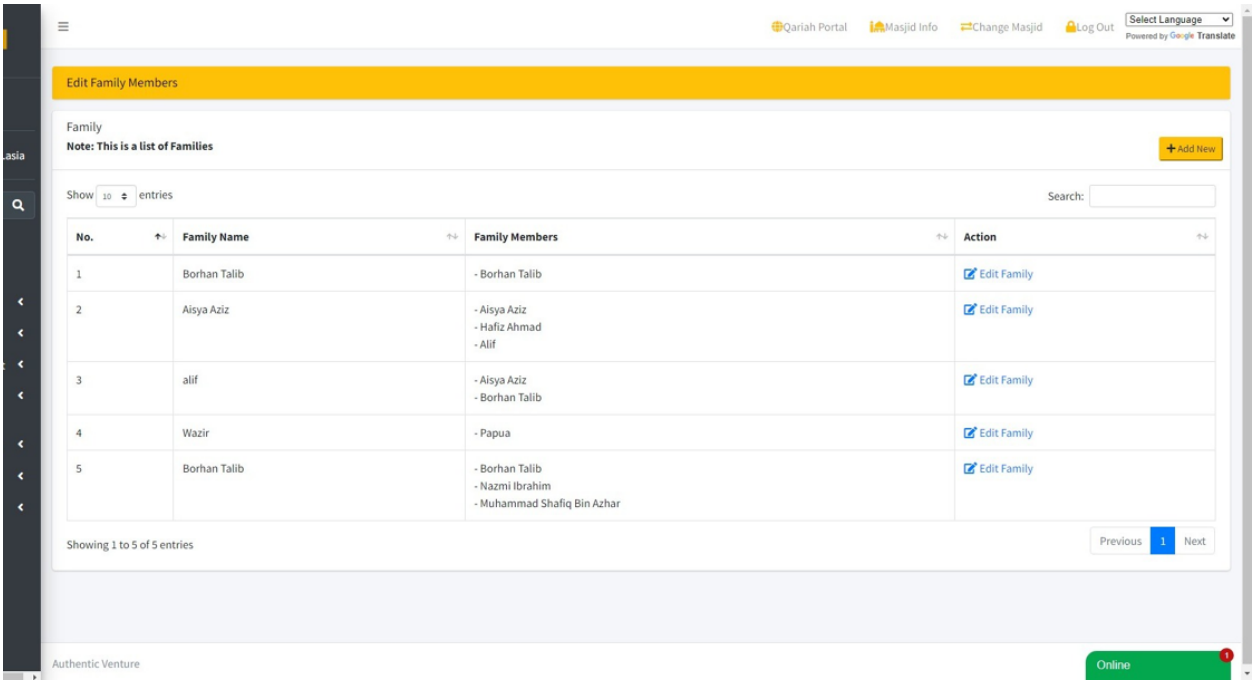
27. Click "Delete" to delete this family names.



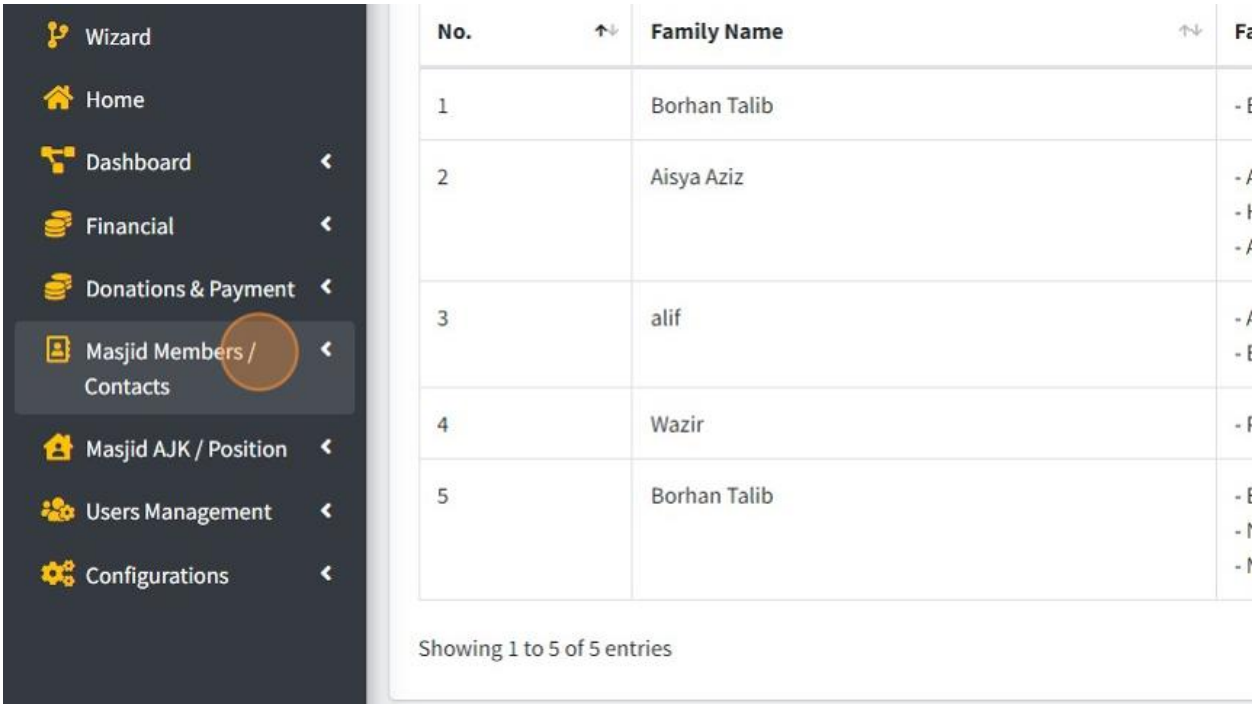
28. Click "Back to List" to go to list of Family Name.



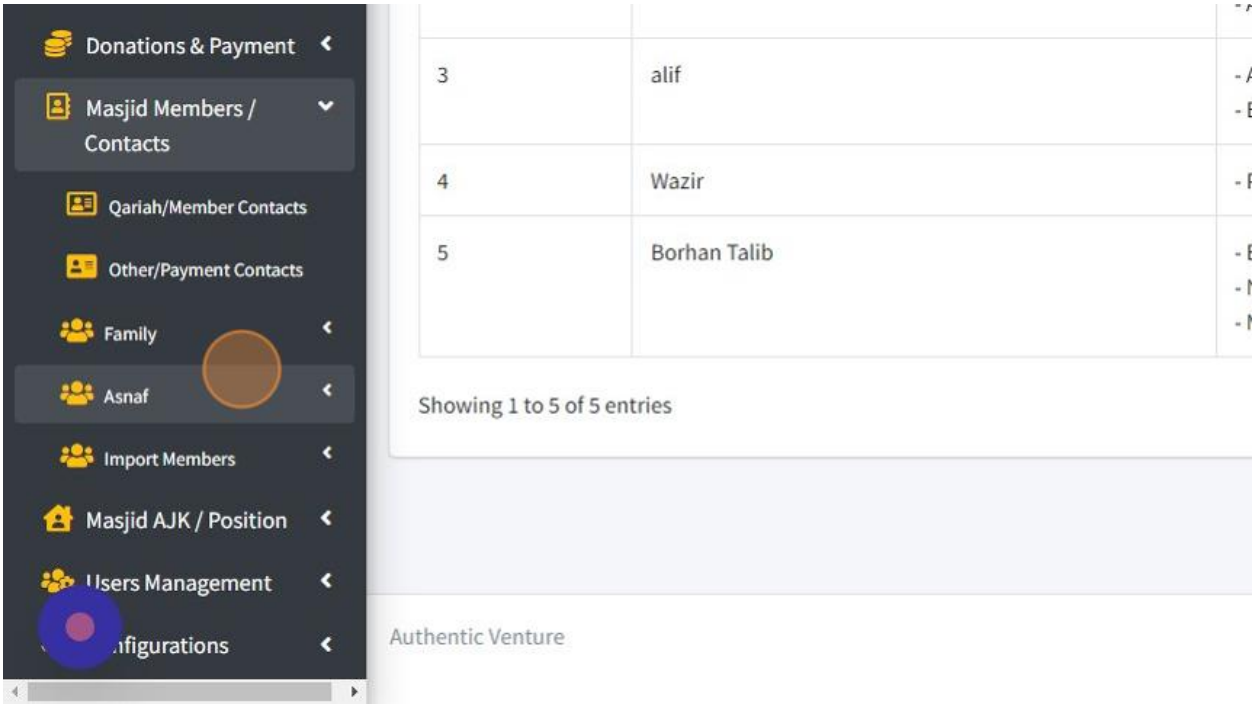
29. Here is the page of Family Members.



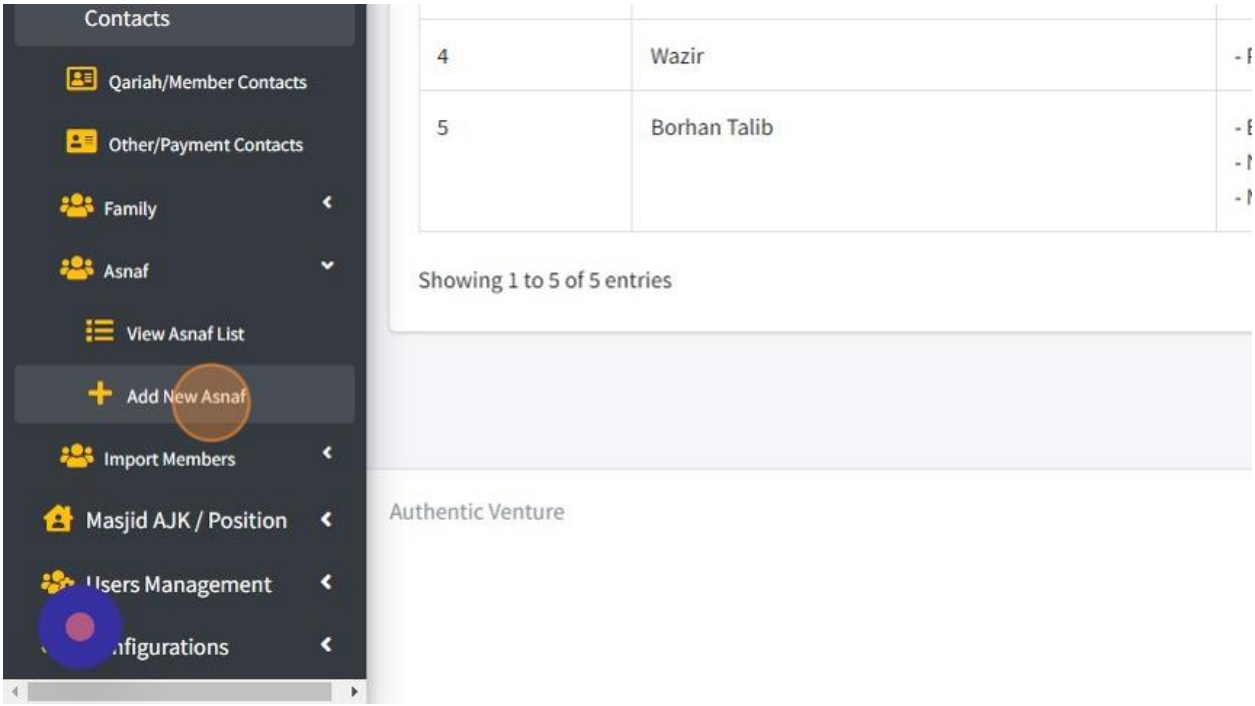
30. Then for add information about ASNAF, you can click "Masjid Members/Contacts".



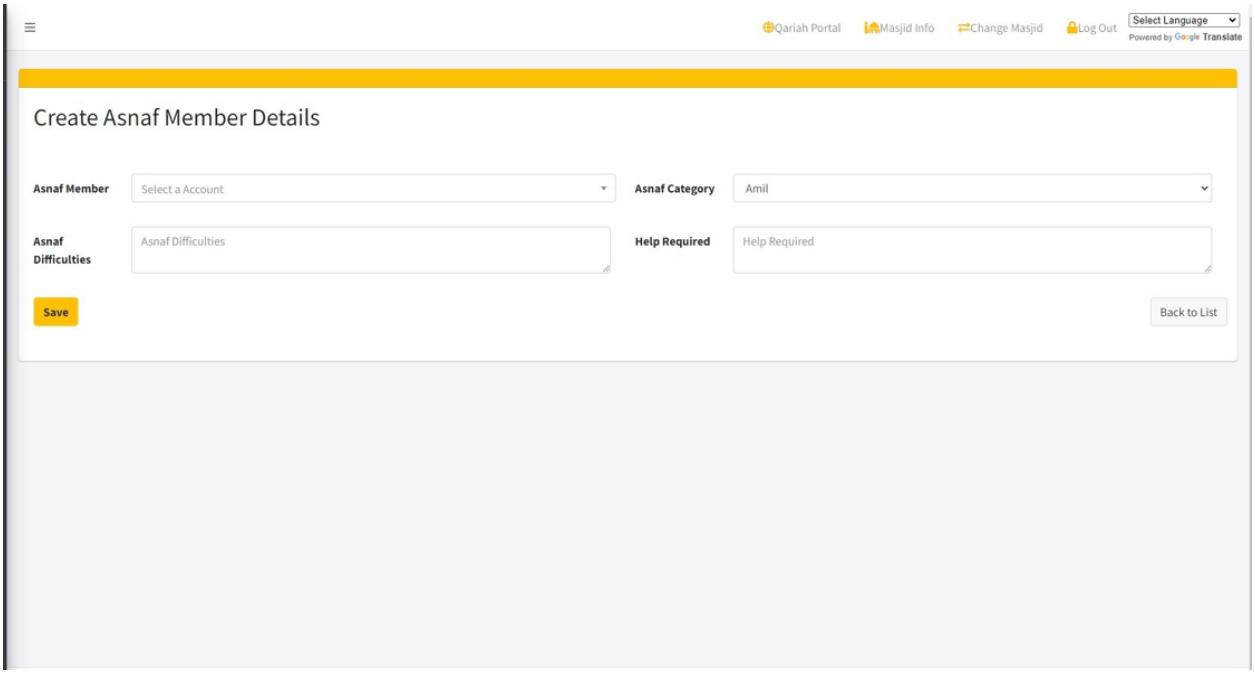
31. Then click "Asnaf".



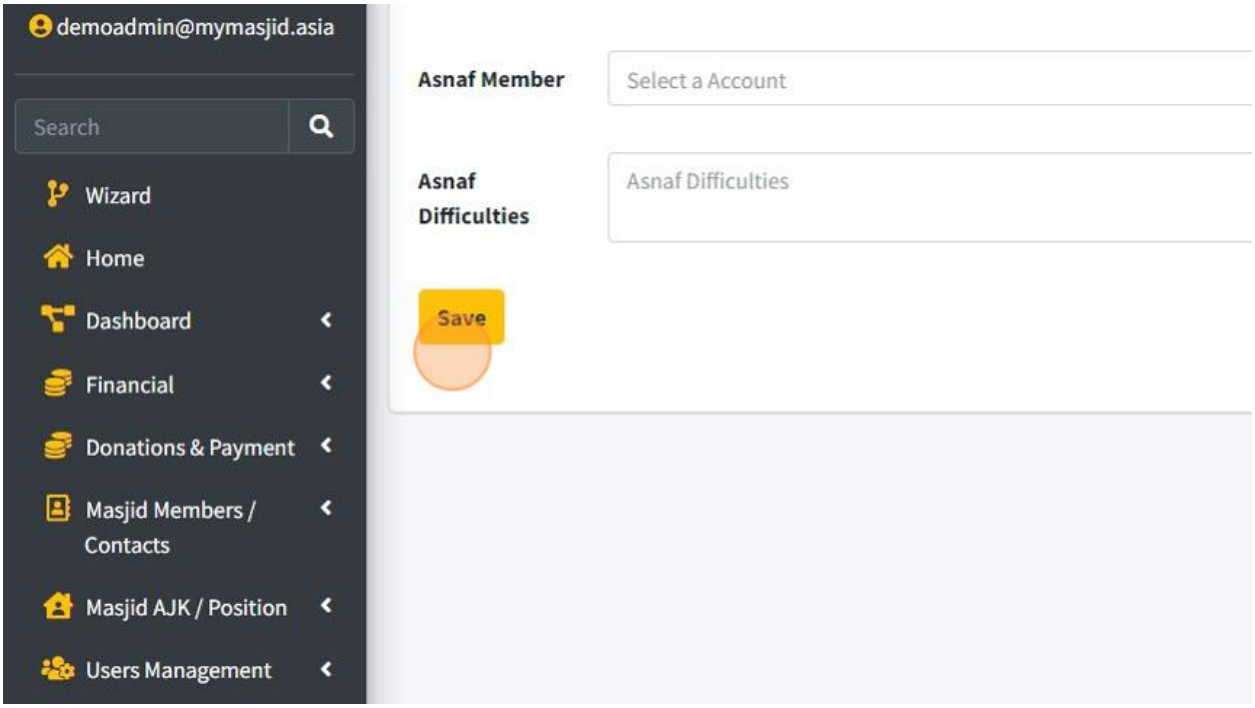
32. Click "Add New Asnaf"



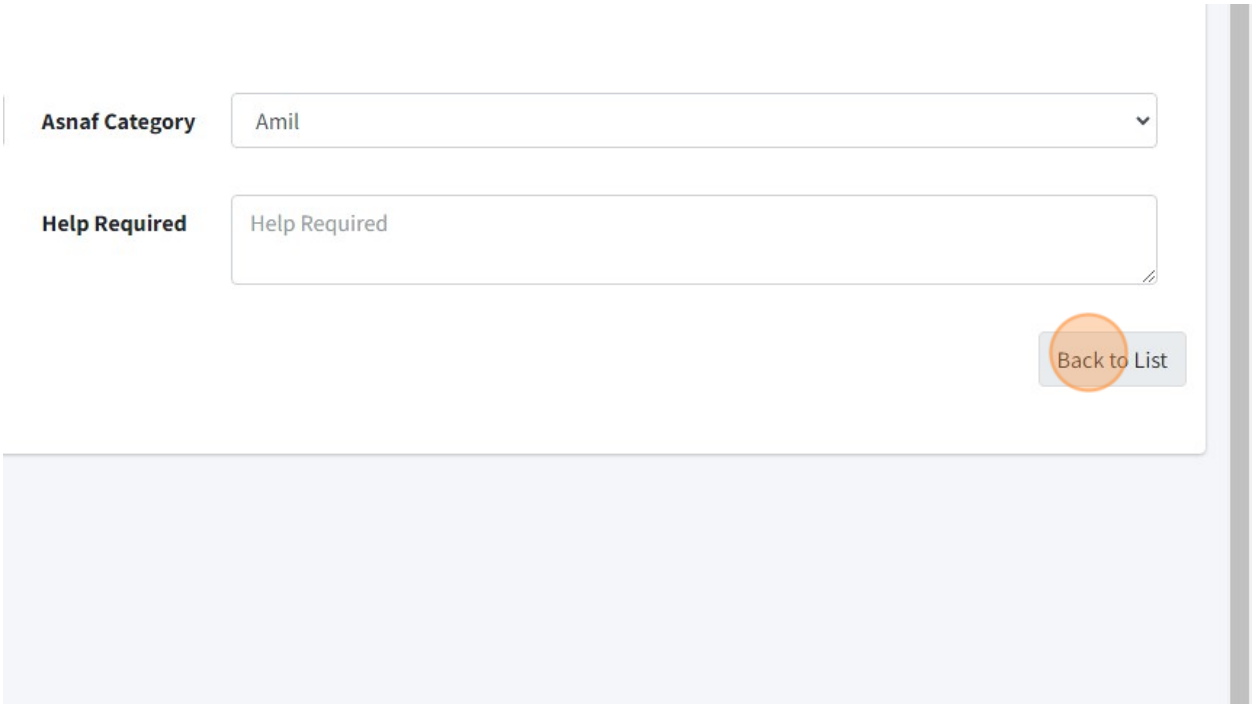
33. Fill in all the information below about detail for each ASNAF.



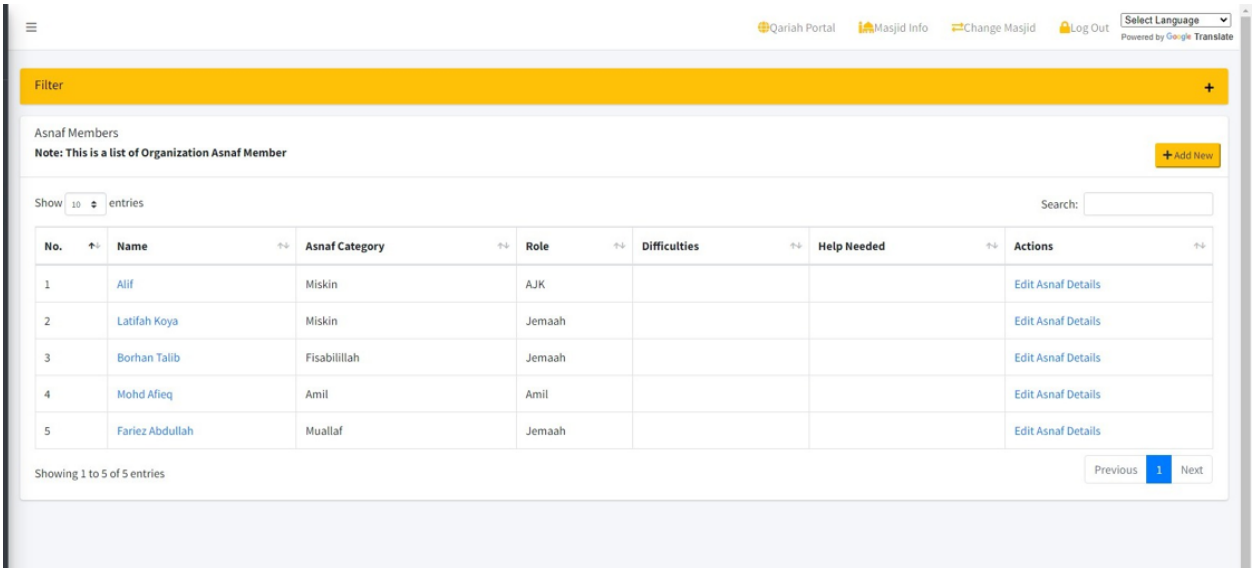
34. Click "Save" once you had done fill in the information.



35. Click "Back to List" to go to page List of Asnaf.

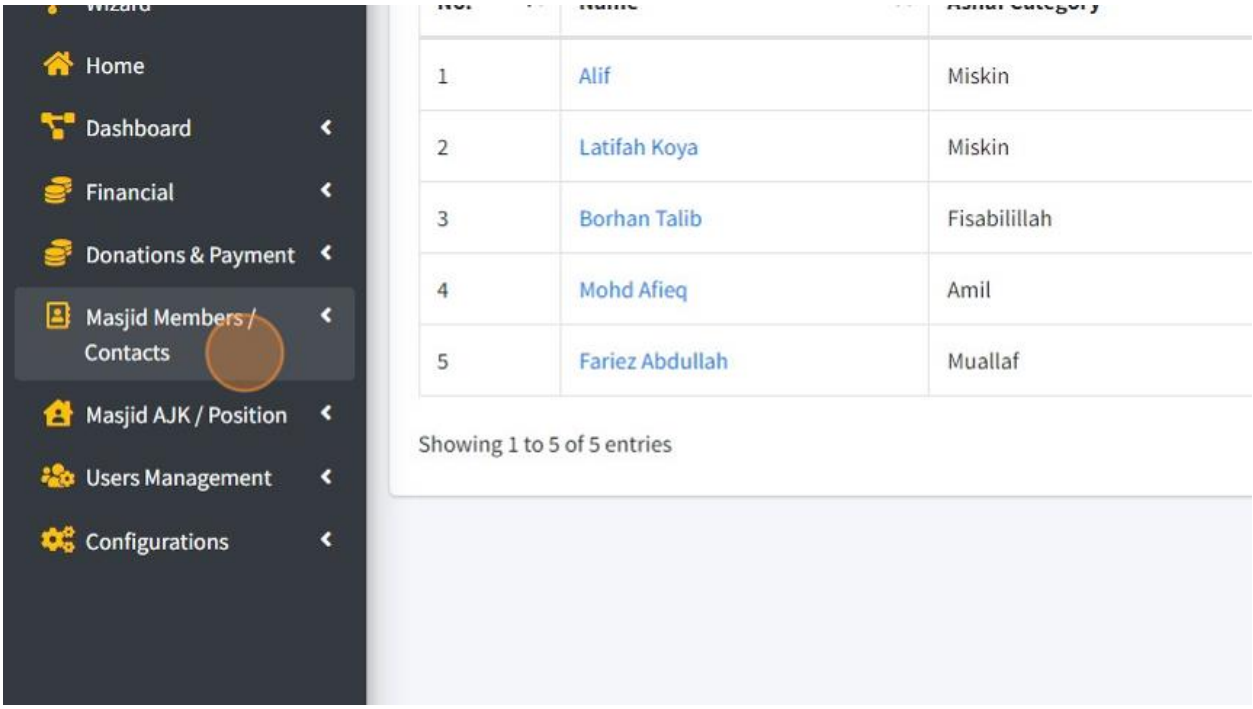


36. Here is page List of Asnaf.

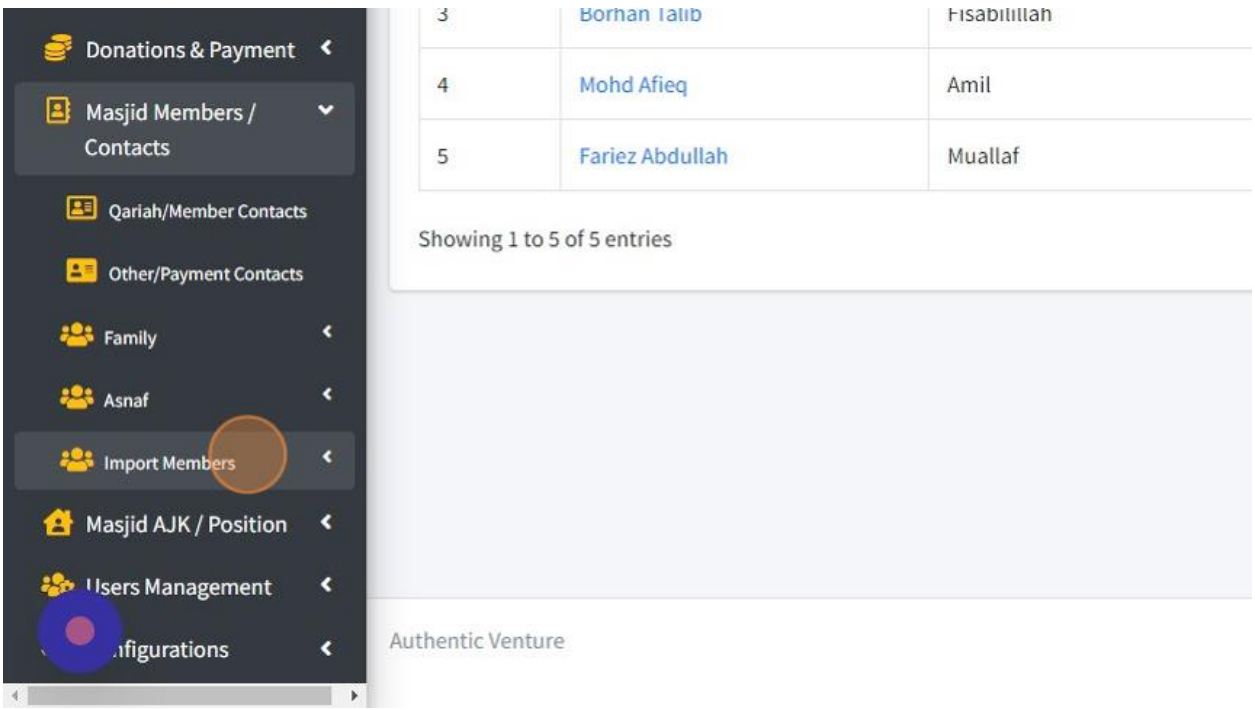


37. MyMasjid system also provide function Import Qariah/Members. This import function used Excel format file.

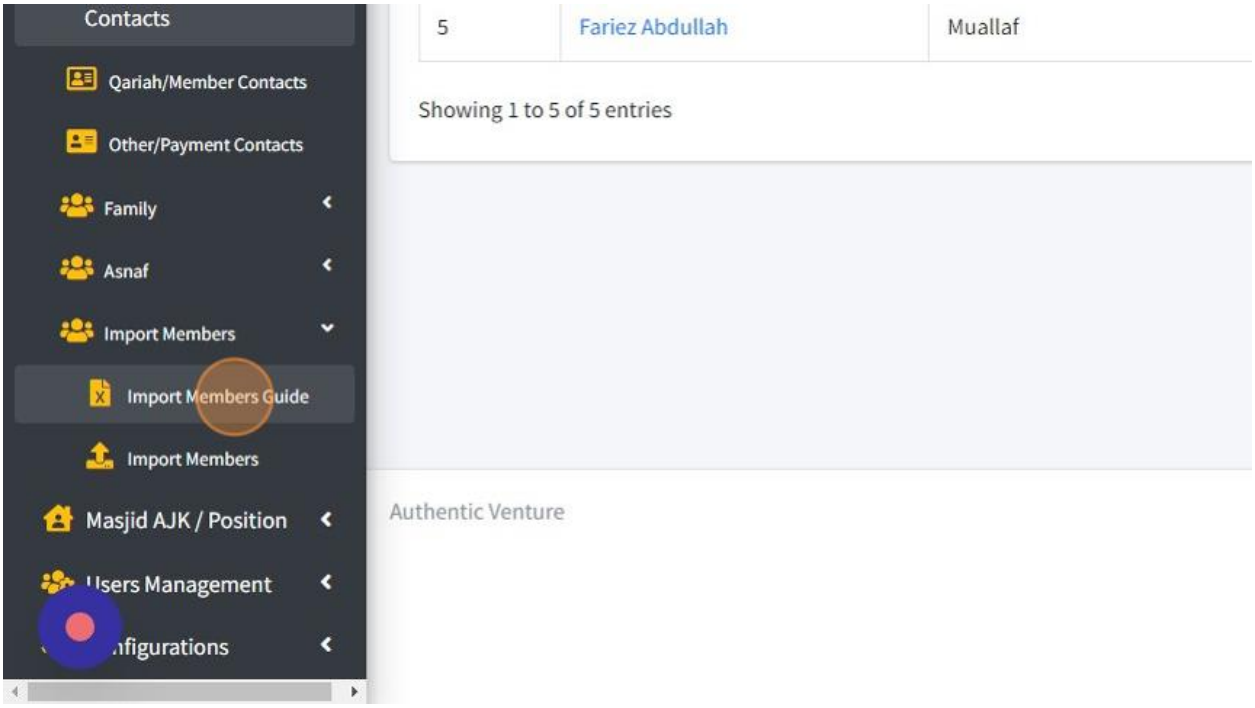
First you can click "Masjid Members /Contacts".



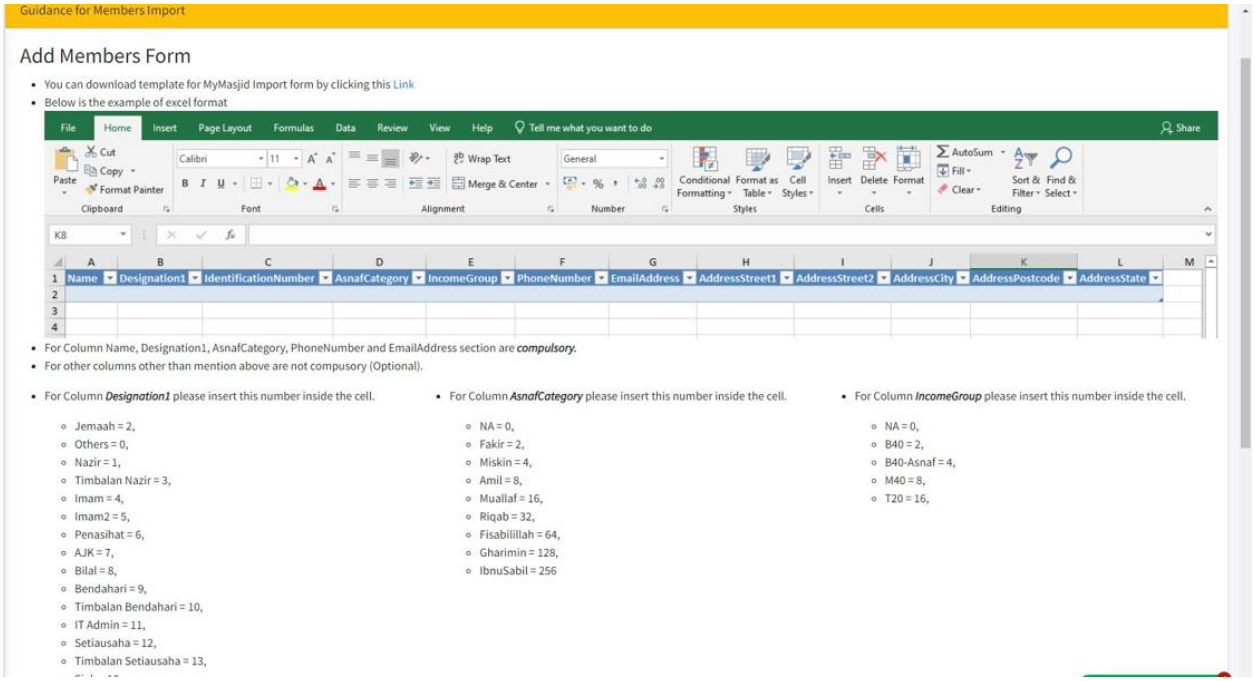
38. Then click "Import Members".



39. You can click "Import Members Guide" to view guide on how to import member into this system.

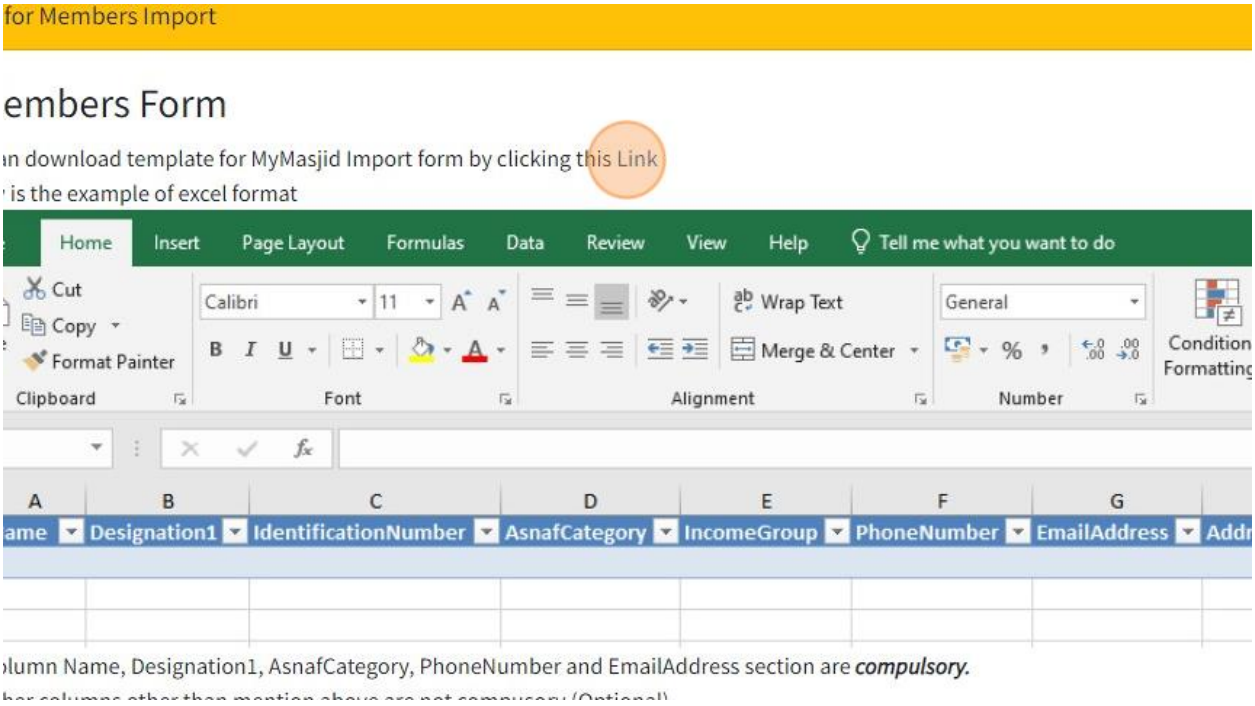


40. This page will show step and also guide on how to import.

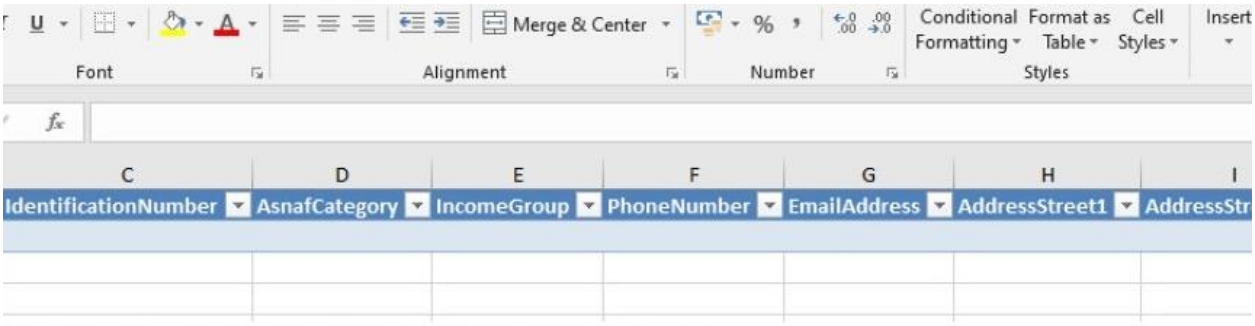


41. Click "Link" to download Excel file.

*You must download and use this Excel file to import Qariah/Members into MyMasjid system.



42. Once you had download Excel file, you must fill all the information in Excel file.



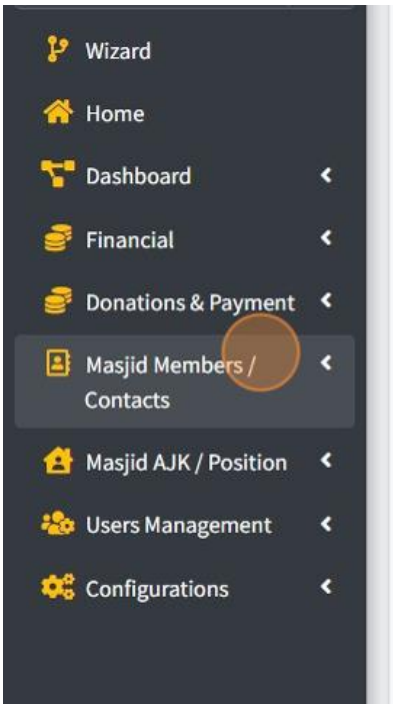
l, AsnafCategory, PhoneNumber and EmailAddress section are ***compulsory.***
ention above are not compusory (Optional).

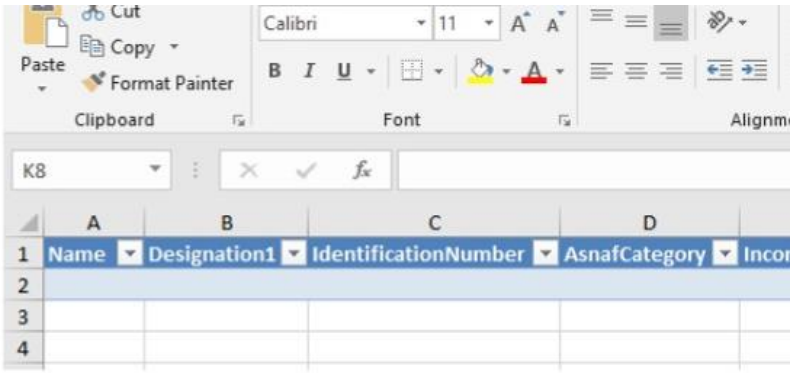
insert this number inside the cell.

- For Column ***AsnafCategory*** please insert this number inside the cell.
  - NA = 0,
  - Fakir = 2,
  - Miskin = 4,
  - Amil = 8,
  - Muallaf = 16,
  - Riqab = 32,
  - Fisabilillah = 64

43. Then once you had fill in the column in Excel file, Save Excel file then you can import that file into system.

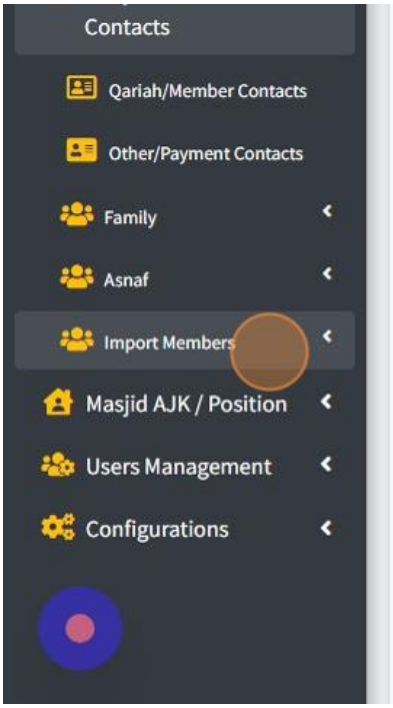
First click "Masjid/Members Contact".





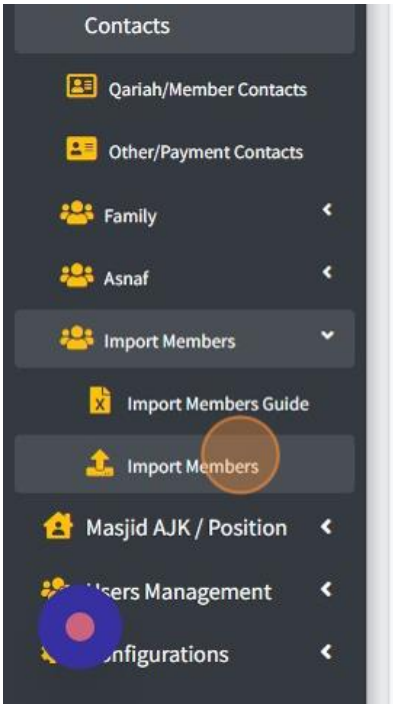
- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddres
- For other columns other than mention above are not compusory (Optional).
- For Column ***Designation1*** please insert this number inside the cell.
  - Jemaah = 2,
  - Others = 0,
  - Nazir = 1,
  - Timbalan Nazir = 3,
  - Imam = 4,

44. Then click "Import Members".



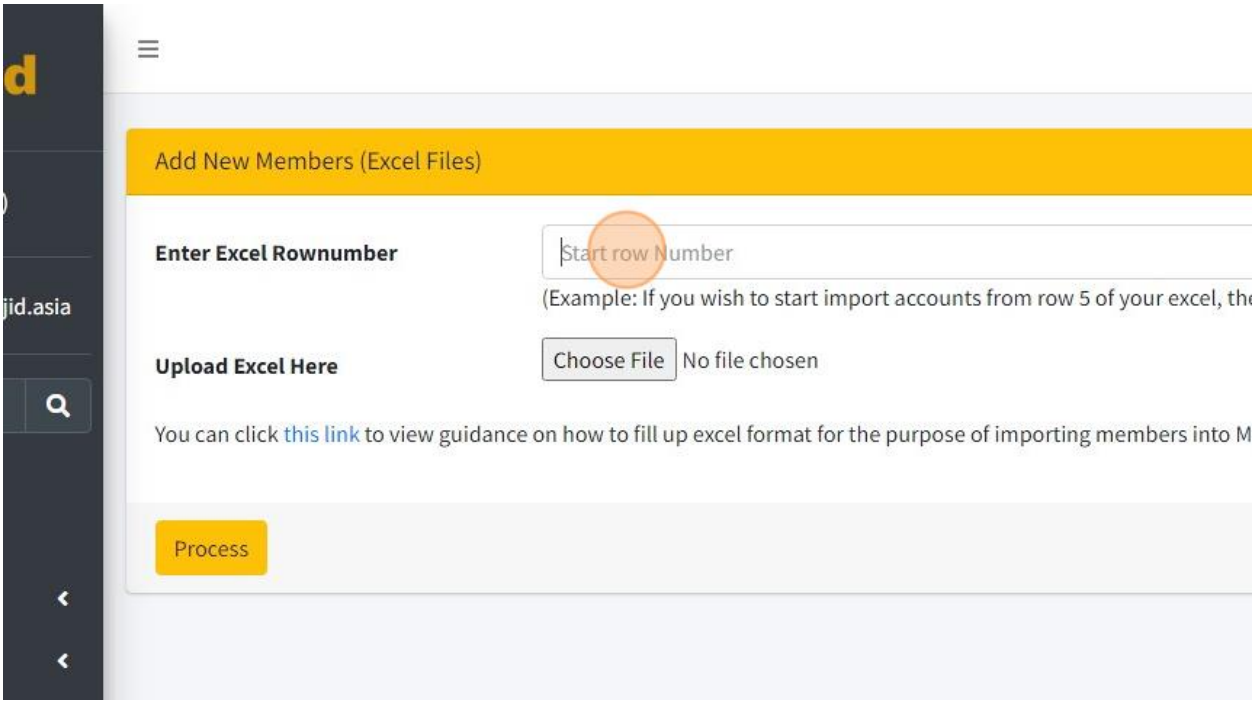
- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddres
- For other columns other than mention above are not compusory (Optional).
- For Column ***Designation1*** please insert this number inside the cell.
  - Jemaah = 2,
  - Others = 0,
  - Nazir = 1,
  - Timbalan Nazir = 3,
  - Imam = 4,
  - Imam2 = 5,
  - Penasihat = 6,
  - AJK = 7,
  - Bilal = 8,
  - Bendahari = 9,
  - Timbalan Bendahari = 10,
  - IT Admin = 11,
  - Setiausaha = 12,
  - Timbalan Setiausaha = 13,
  - Siak = 16,
  - Amil = 32,

45. After that click "Import Members".

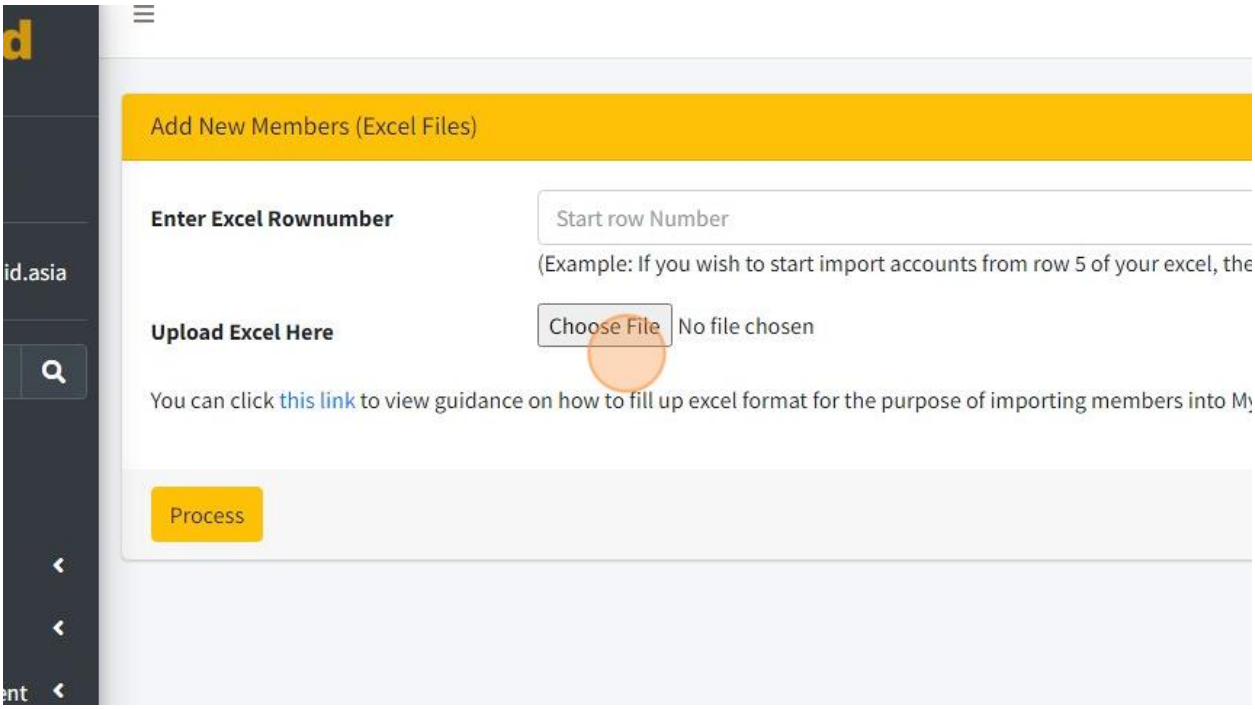


- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddres
- For other columns other than mention above are not compusory (Optional).
- For Column ***Designation1*** please insert this number inside the cell.
  - Jemaah = 2,
  - Others = 0,
  - Nazir = 1,
  - Timbalan Nazir = 3,
  - Imam = 4,
  - Imam2 = 5,
  - Penasihat = 6,
  - AJK = 7,
  - Bilal = 8,
  - Bendahari = 9,
  - Timbalan Bendahari = 10,
  - IT Admin = 11,
  - Setiausaha = 12,
  - Timbalan Setiausaha = 13,
  - Siak = 16,
  - Amil = 32,

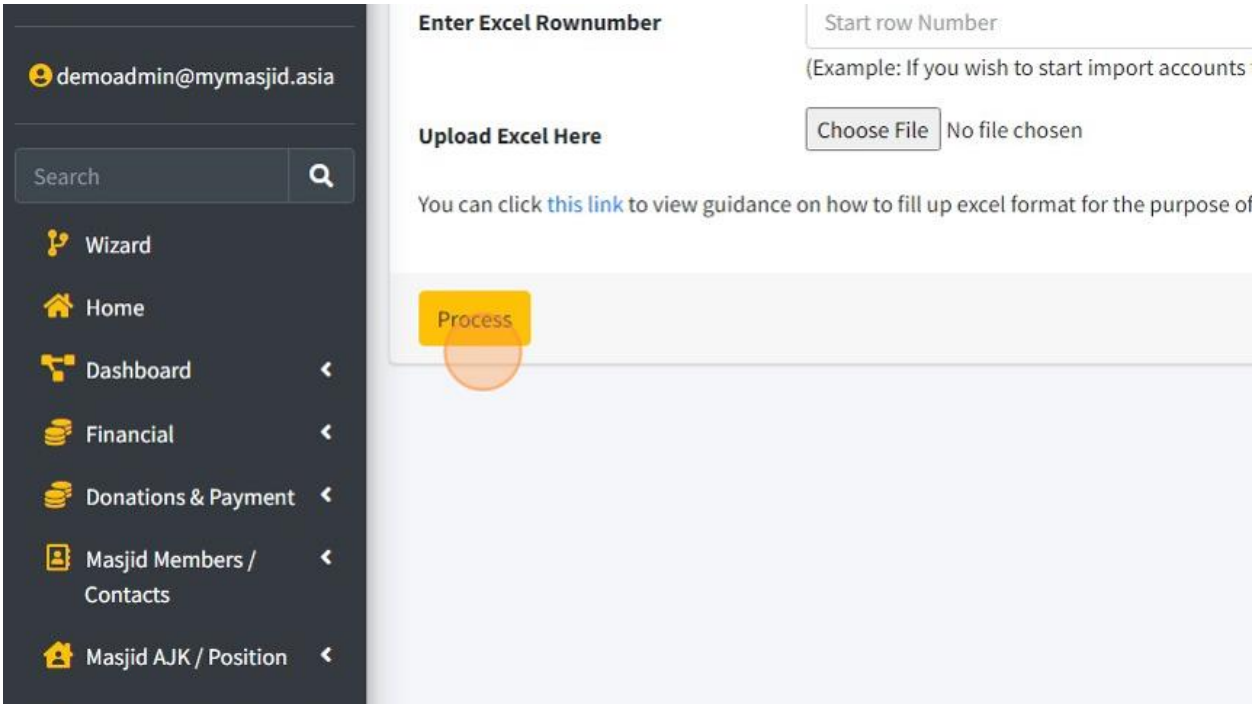
46. Then in Import Page, enter Excel Row number in this field.



47. Then click "Choose File" to choose file Excel that you had Save.



48. Once had upload Excel file, click button "Process".

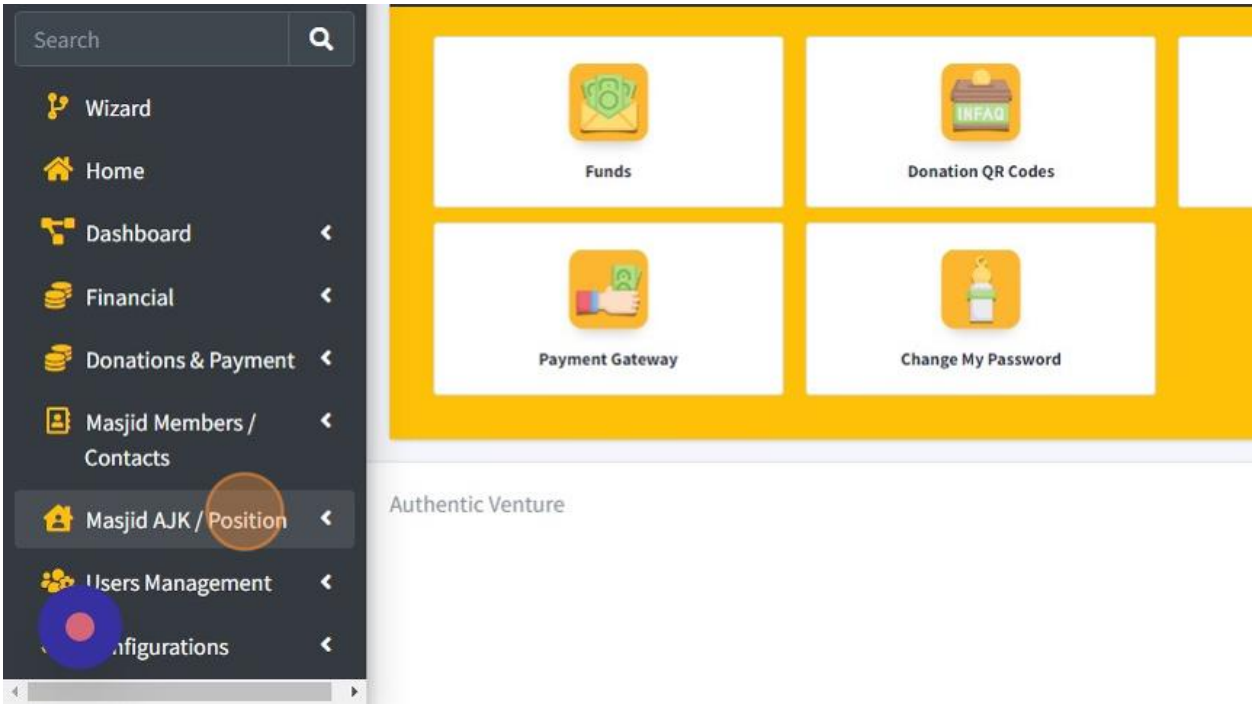


49. Once done, you can go to page Qariah/Members Contact to view all the members that you had import using Excel file.

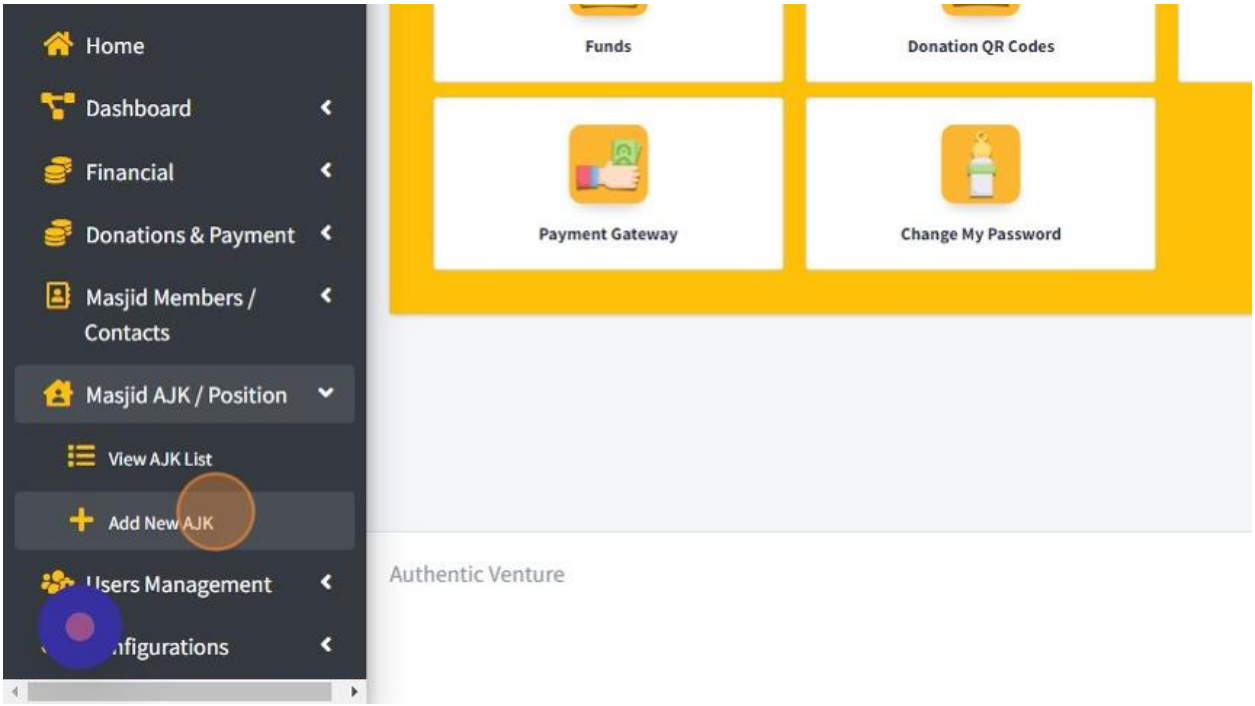
2.7 HOW TO ADD AJK OR POSITION IN YOUR ORGANIZATION

1. You also can manage role for your Organization.

First click "Masjid AJK / Position".



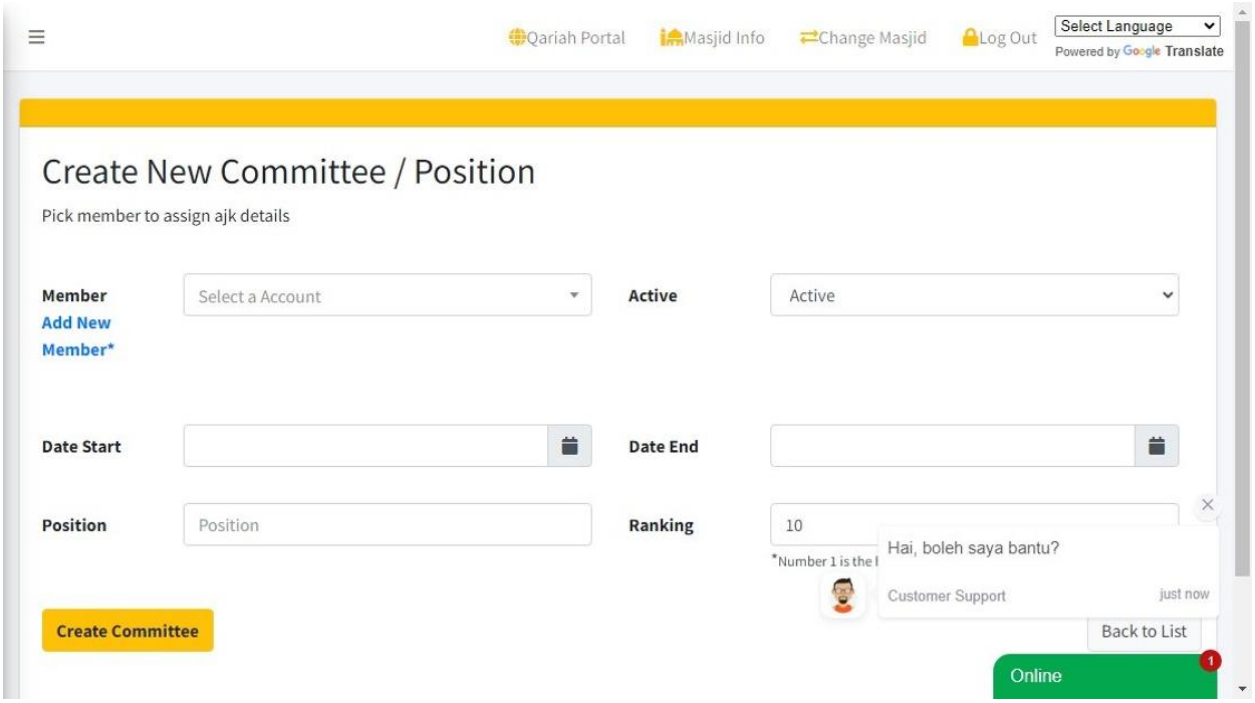
2. Then click "Add New AJK"



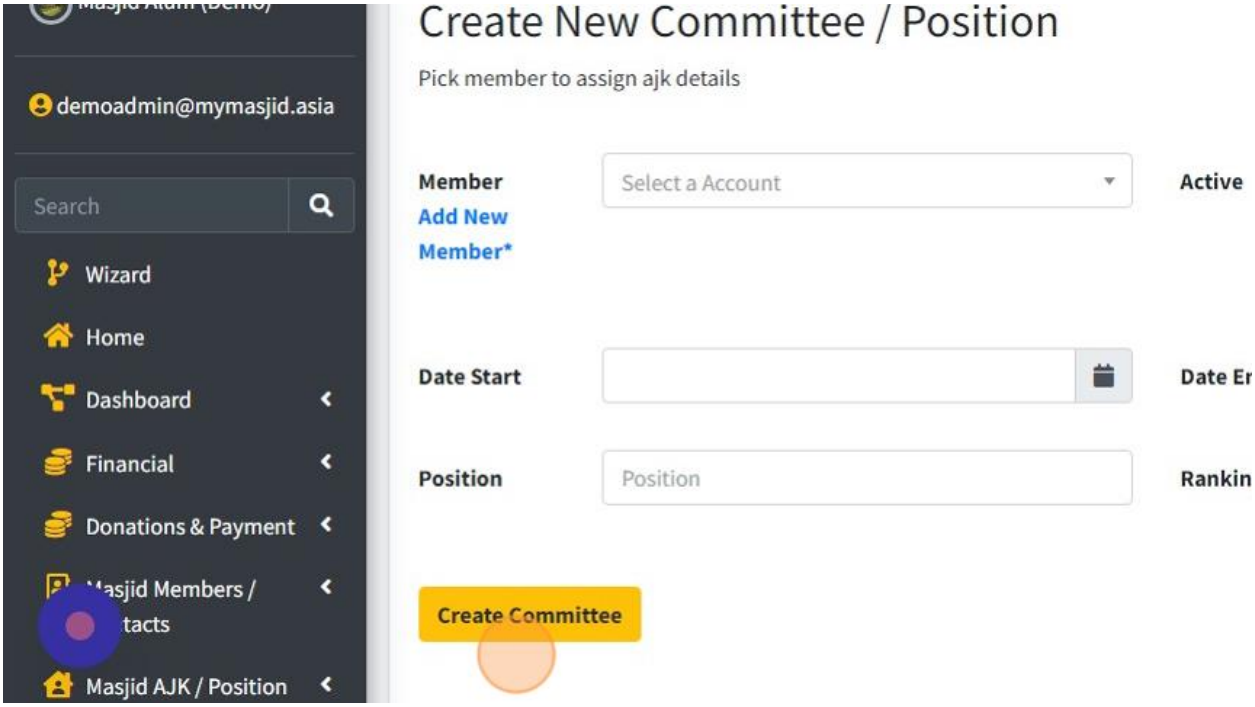
3. In this page, you can fill in the information to create Committee or Position for your organization's members.

For "Member" list, this list is based on Qariah/Member contacts that you had record in system. If their name is not in list, you can click "Add New Member" button to add their name.

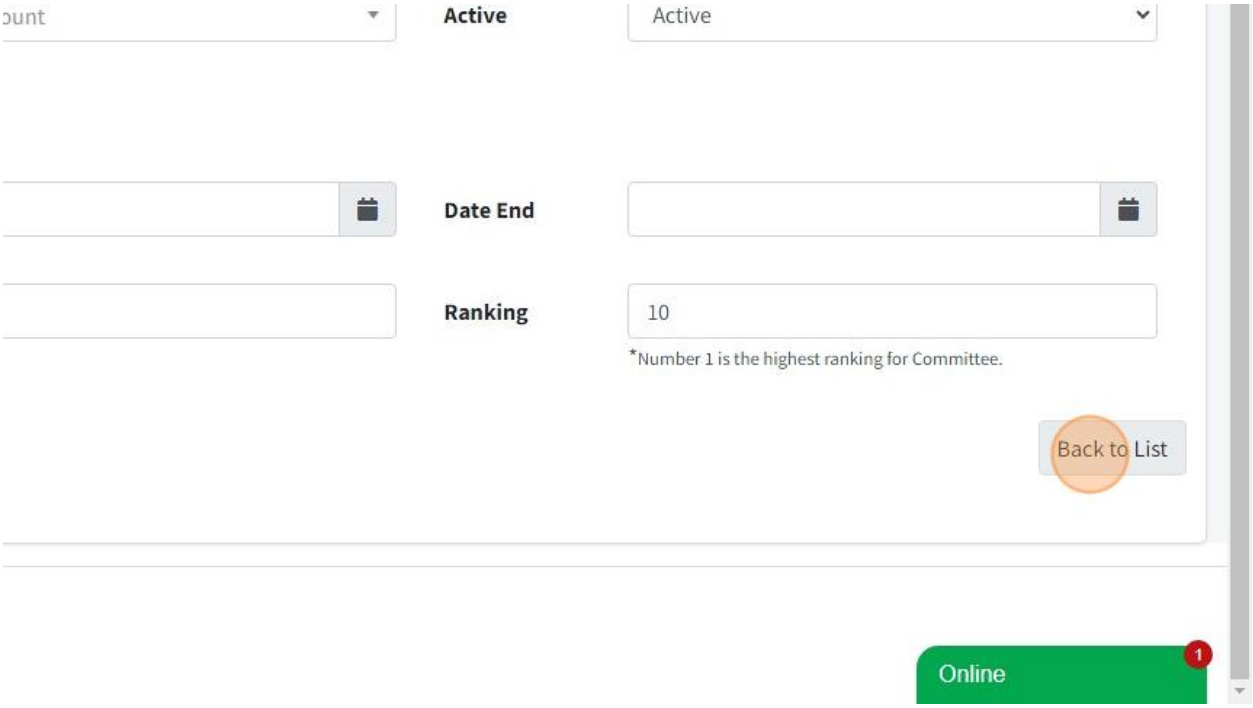
For the "Ranking", you can create ranking no "1" for role that is higher in your organization.



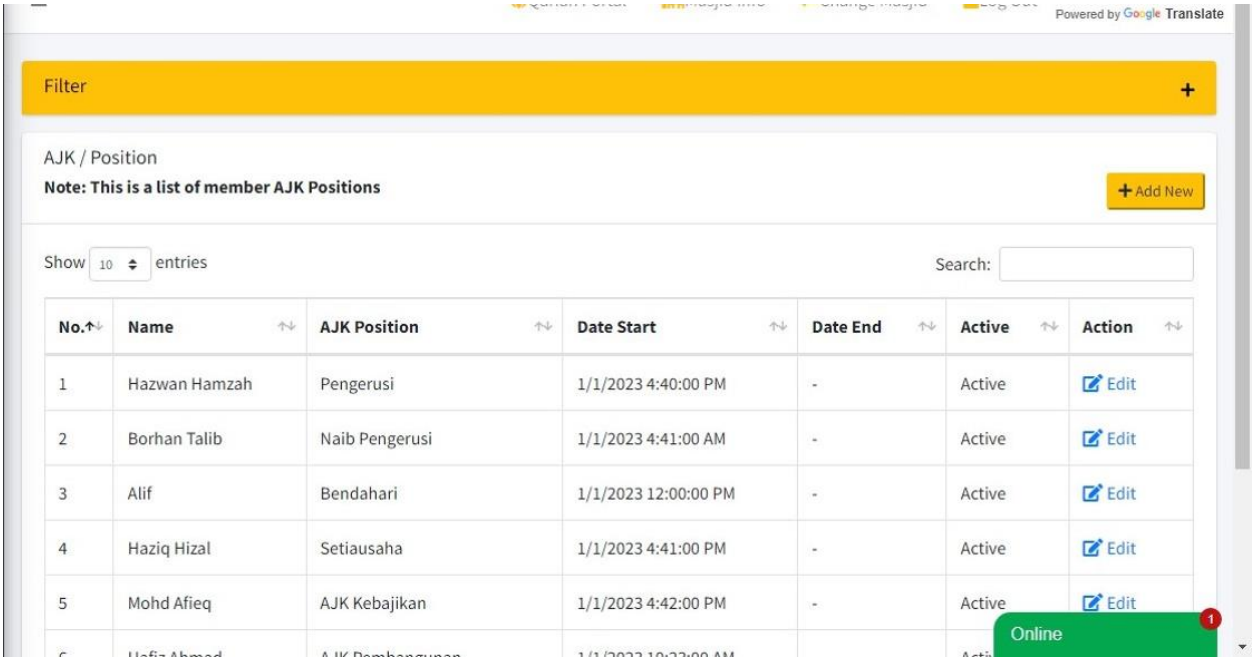
4. Once you had done fill the information, click button "Create Committee" to save your information.



5. Click "Back to List" to go to page list of AJK/Position for your Organization.



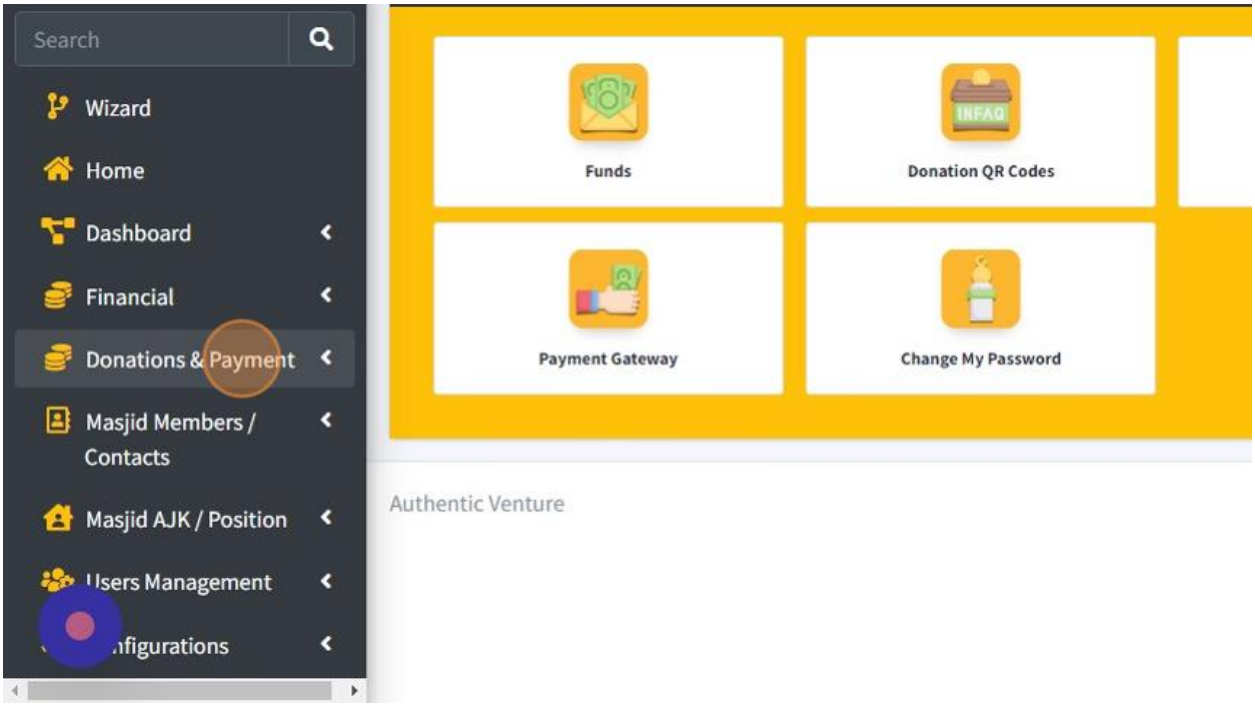
6. Here is page List or AJK/Position.



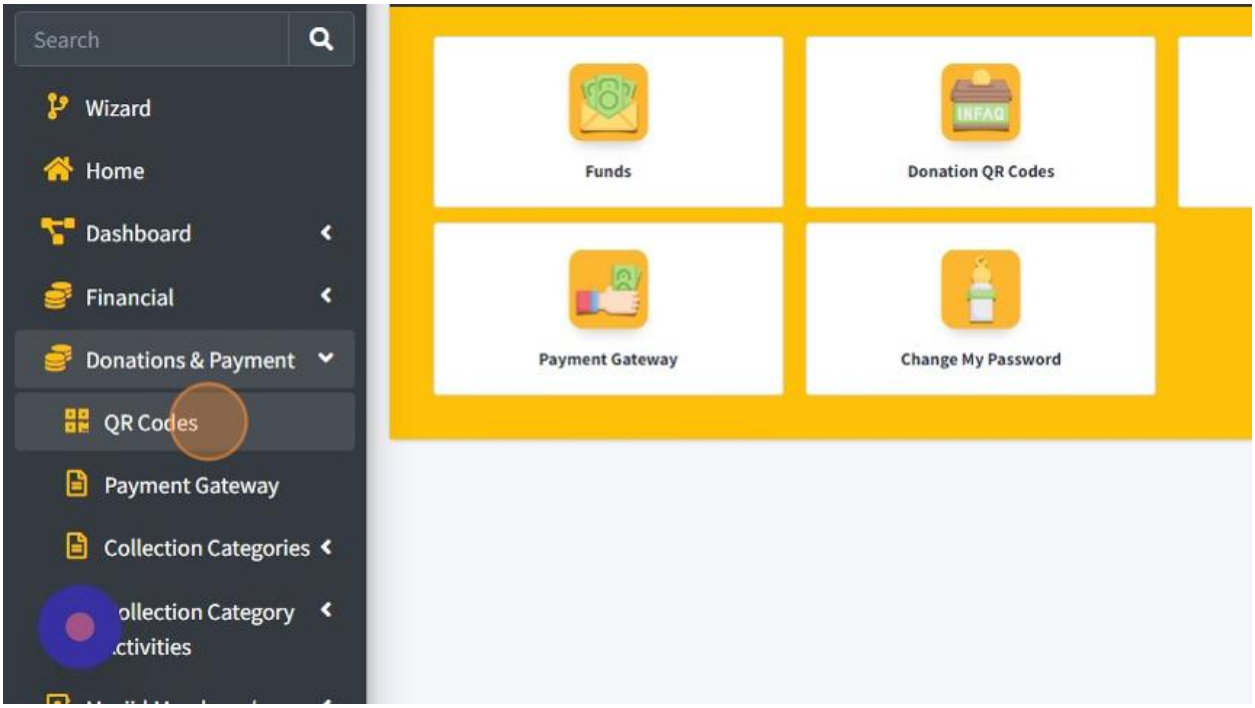
2.8 HOW TO GENERATE QR CODE FOR DONATION

1. For Donation, you can generate QR code from system based on every Collection Category that you had record in system.

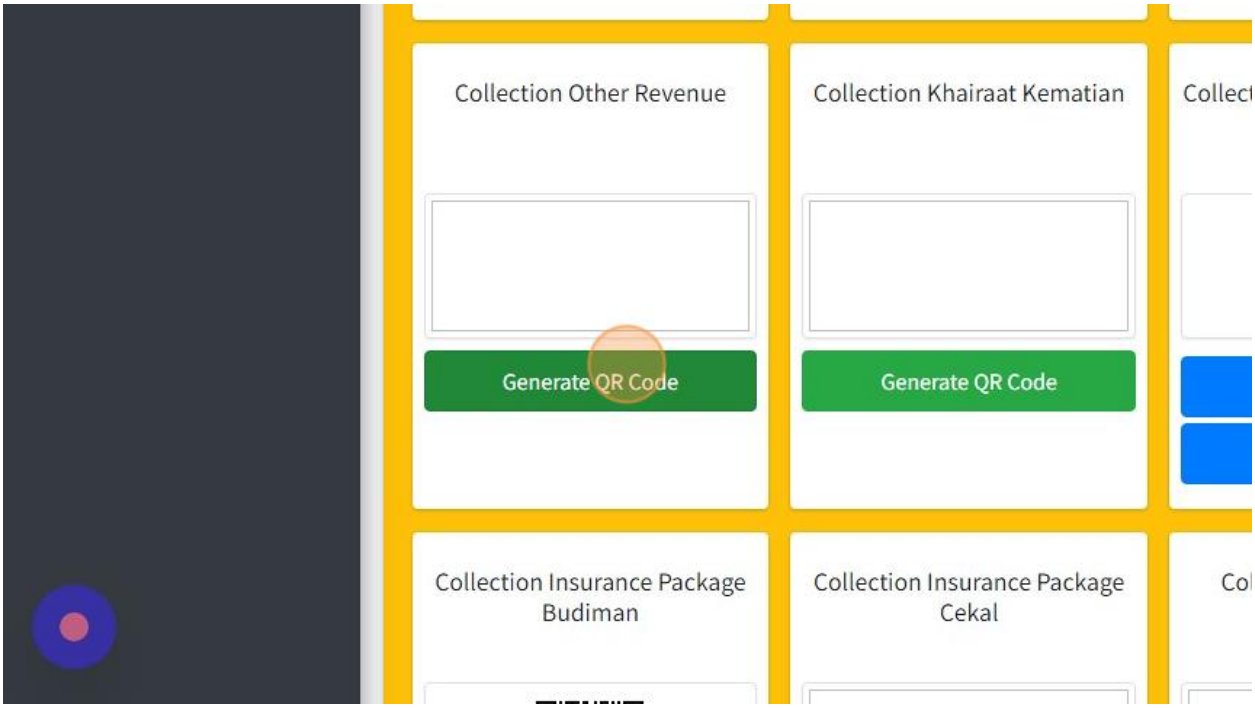
First, you can go to "Donations & Payment".



2. Then click "QR Codes".

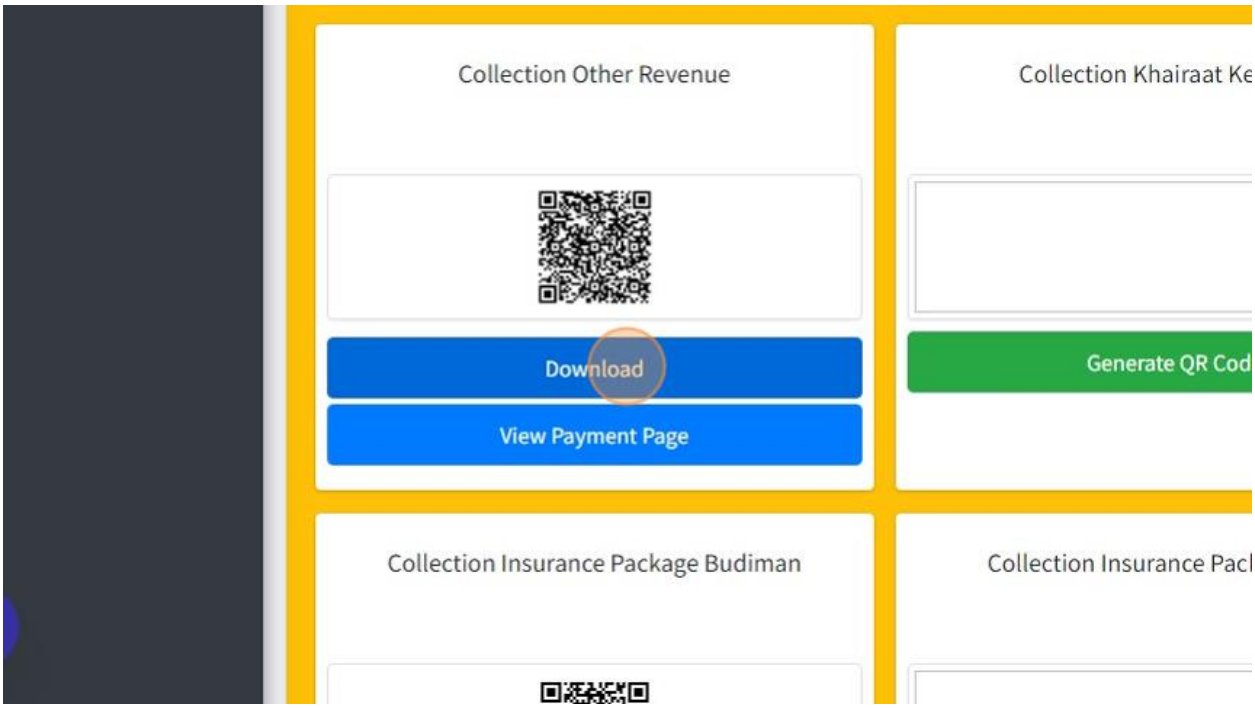


3. To generate QR code, you just can click button "Generate QR Code" for each Collection Category.



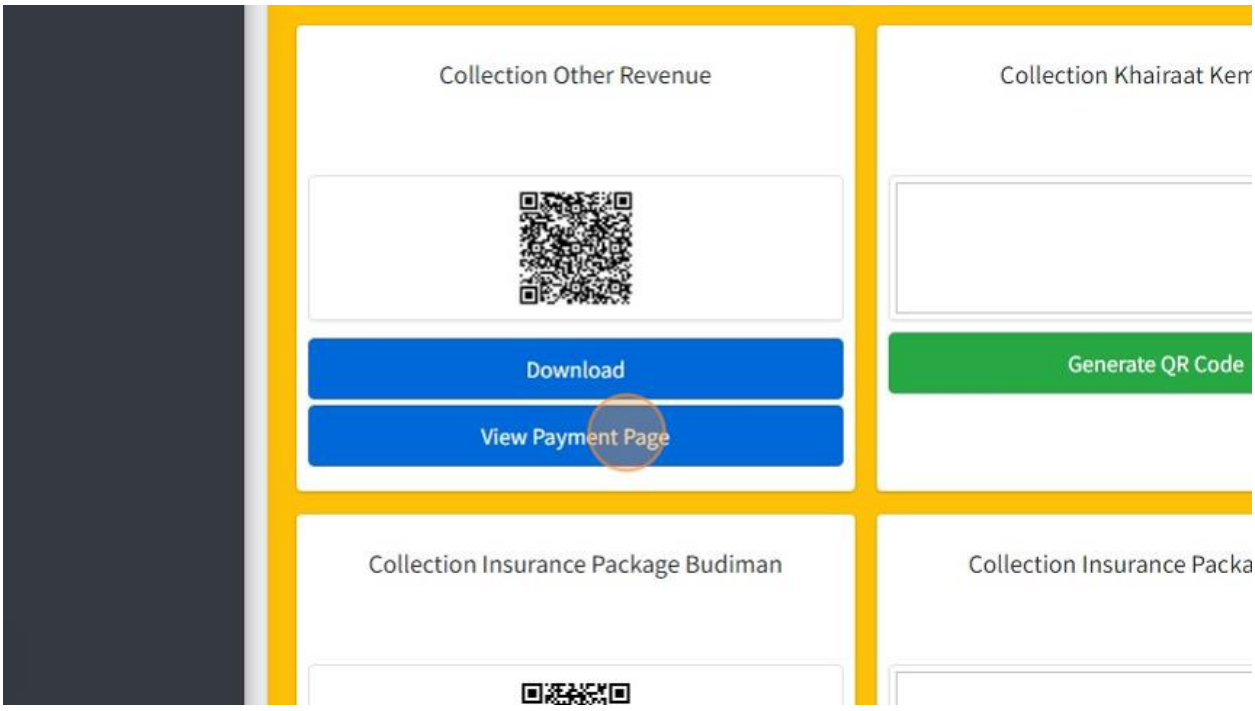
4. Once you had click Generate, you can see in the picture below that collection for "Collection Other Revenue" had been generate their QR code.

Then you can click "Download" to print out or share your QR code for this collection category.

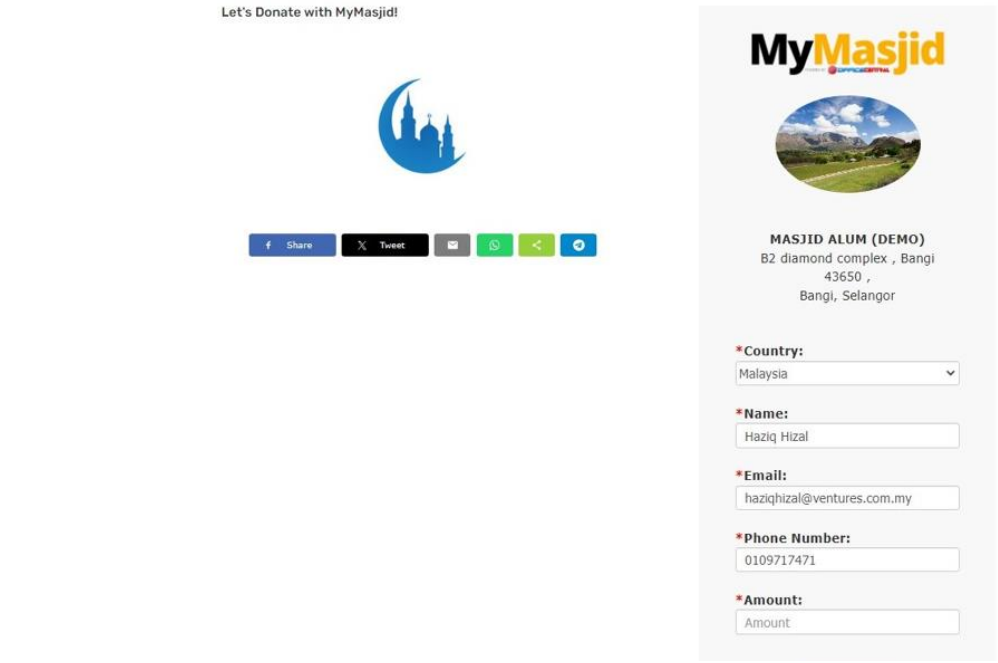


5. Picture below are example QR code page that you can print out from system.

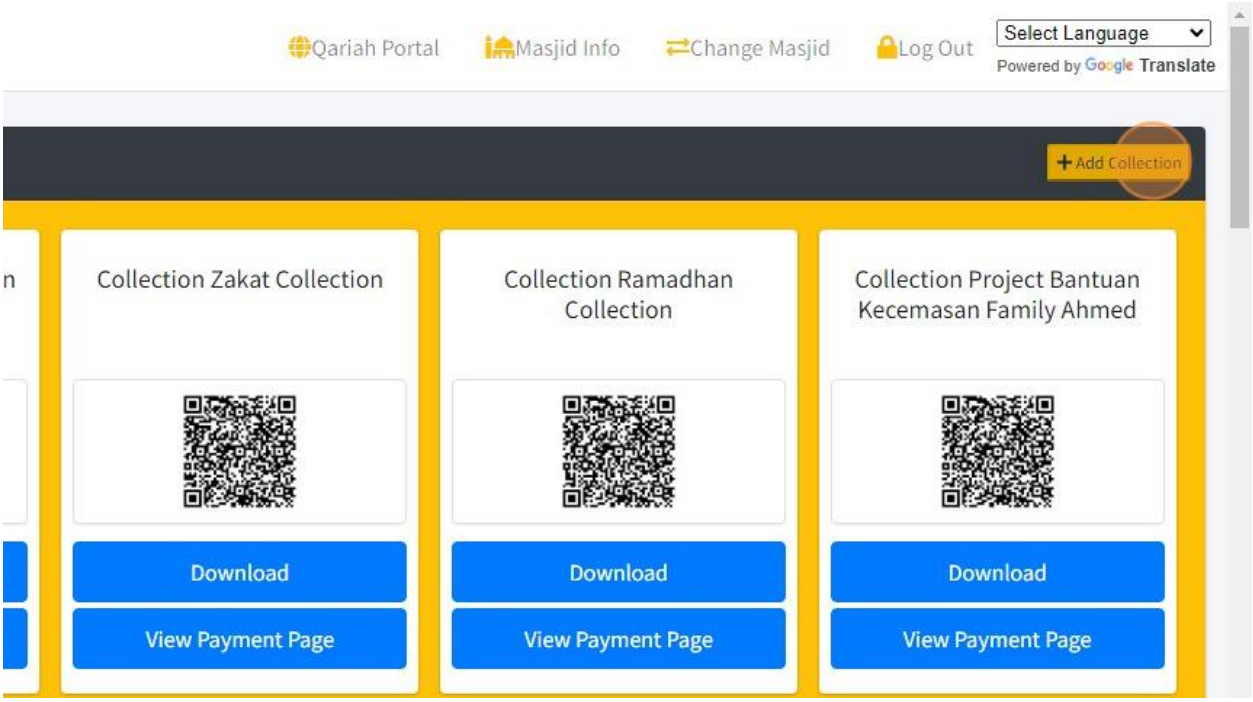
6. Then you can click "View Payment Page" to view page that will shown once Qariah or other people scan this QR code.



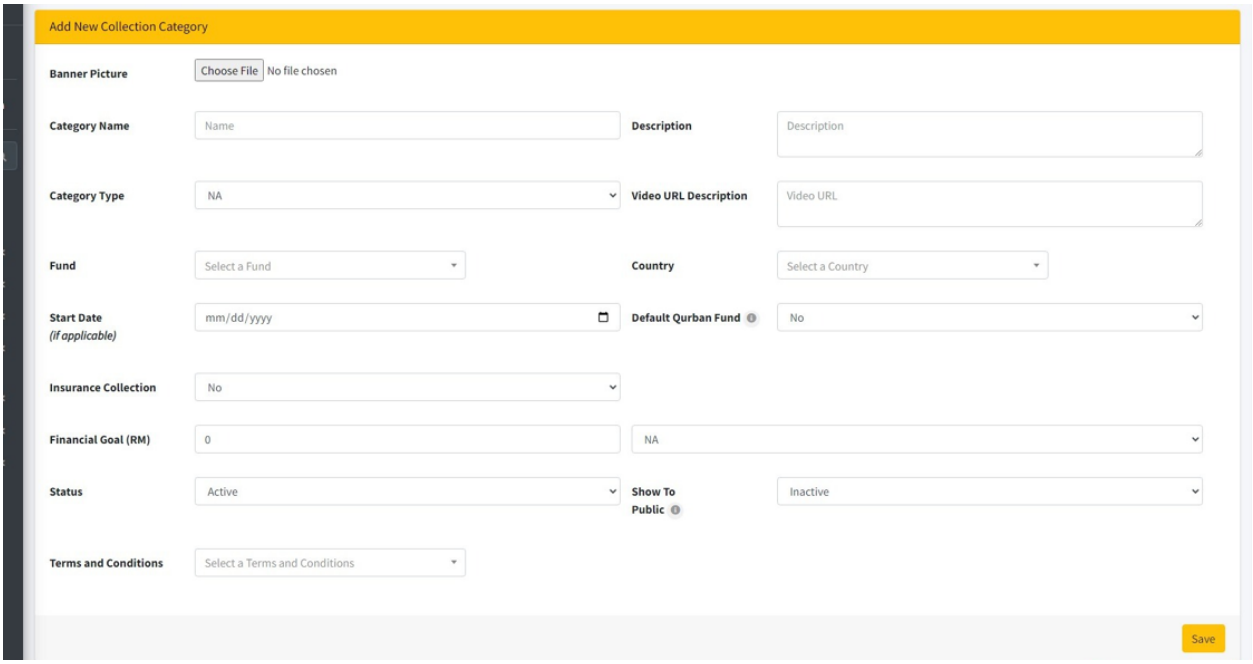
7. Here are the example page of donation once people scan QR code for each collection category.



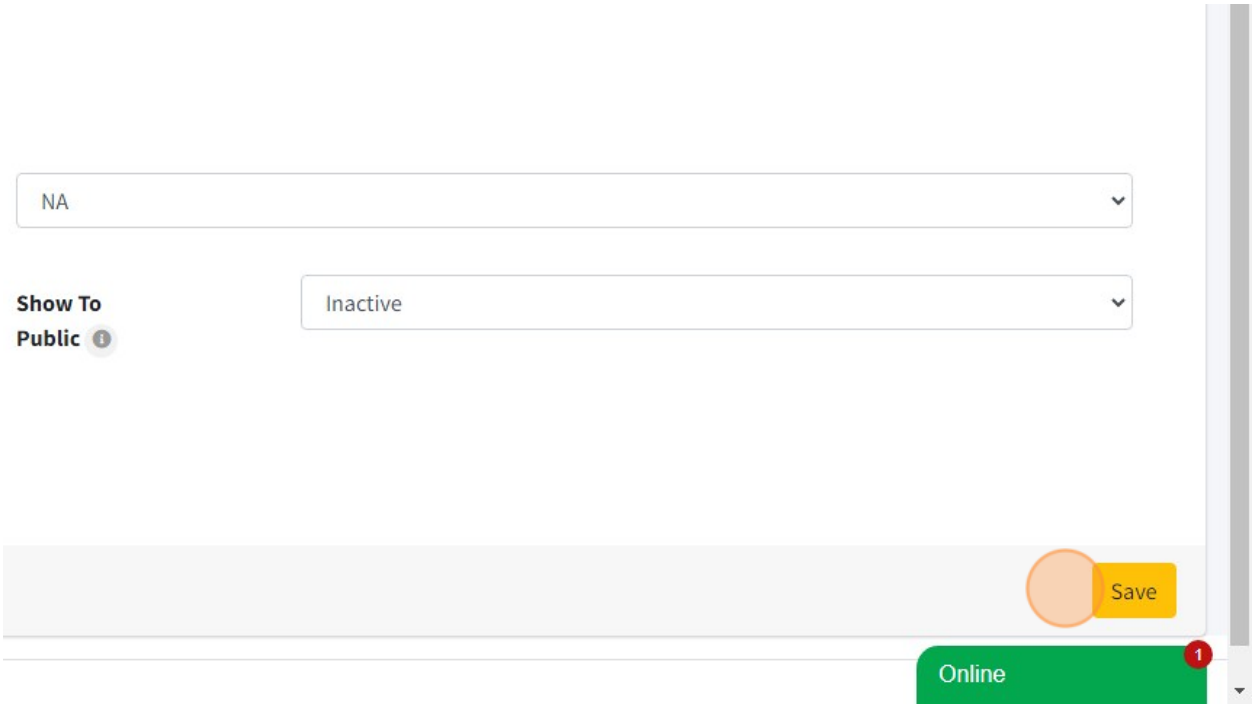
8. In this page, you also can add new Collection Category by click "Add Collection" button.



9. In this page, you can fill in the information below to create Collection Category.

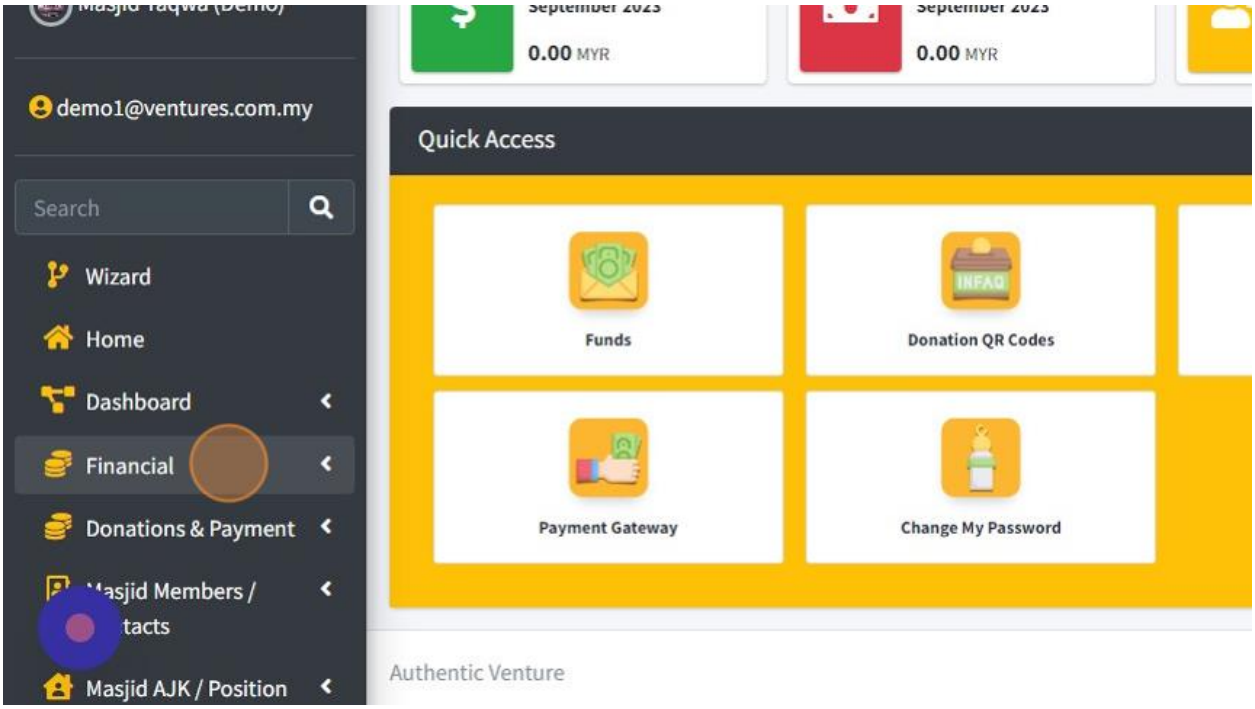


10. Once done fill in the information, you just can click button "Save" to save your information.

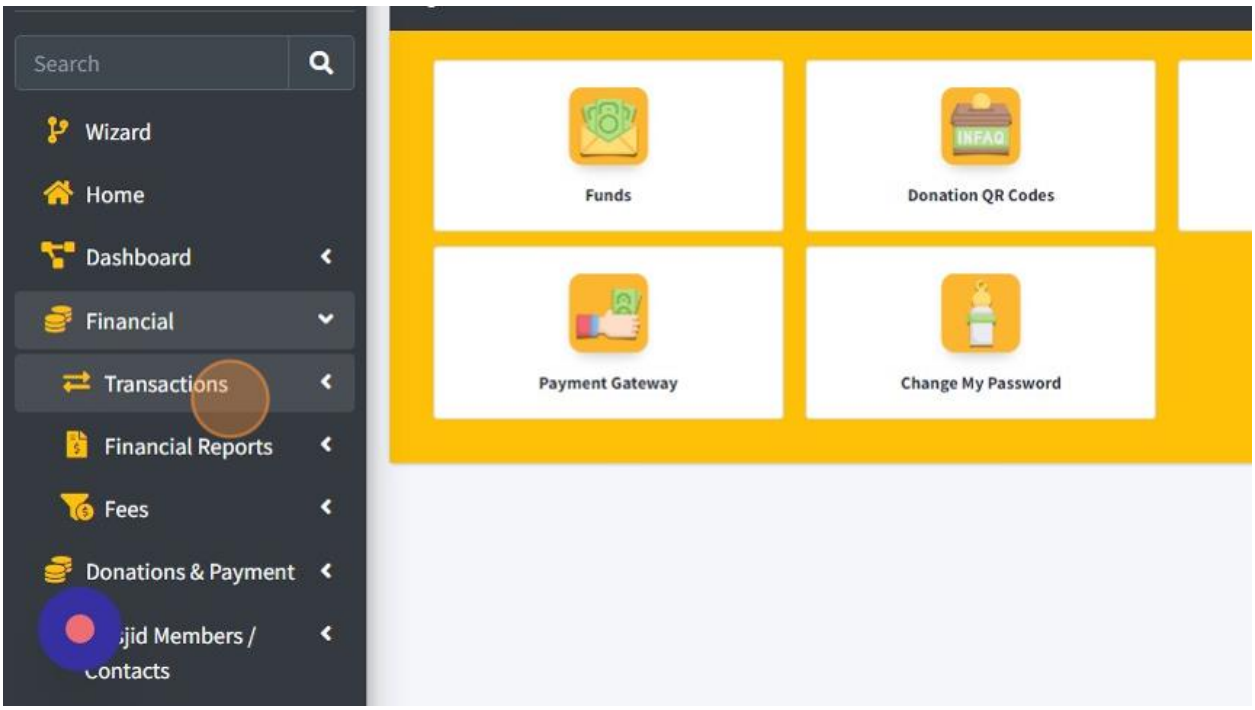


2.9 MANAGE FINANCIAL TRANSACTION

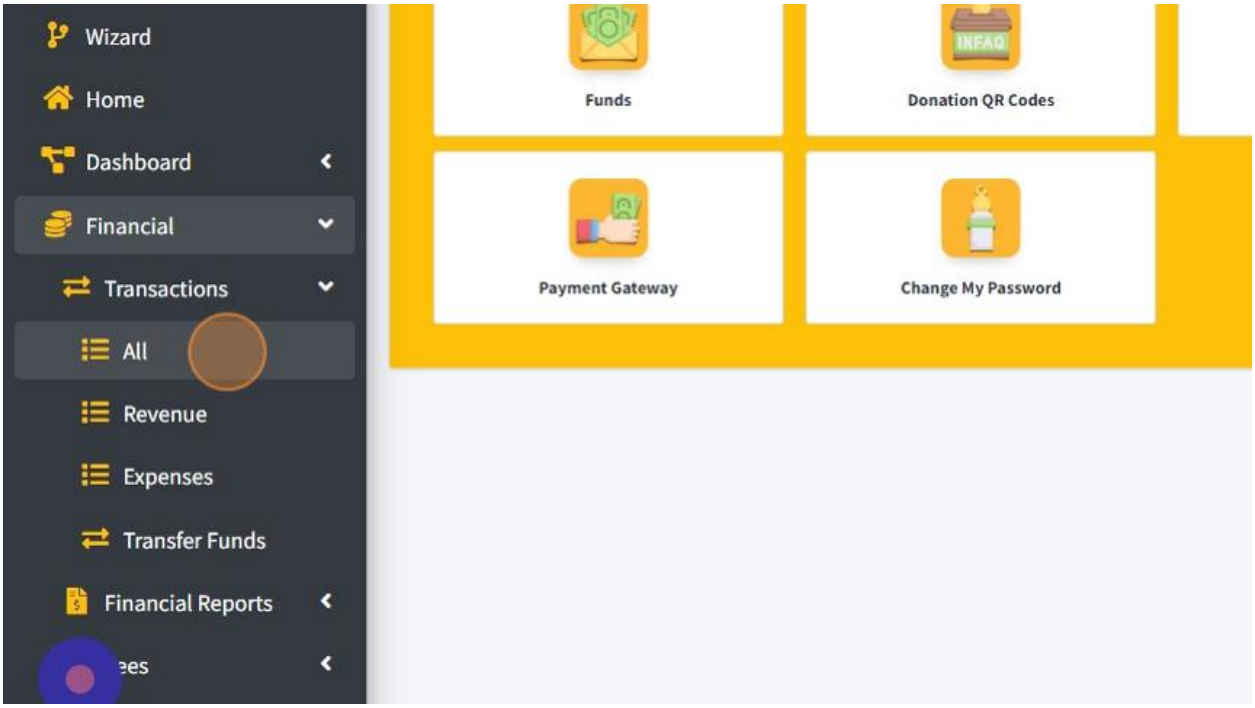
1. Next you can manage your transaction by click "Financial".



2. Then click "Transactions".

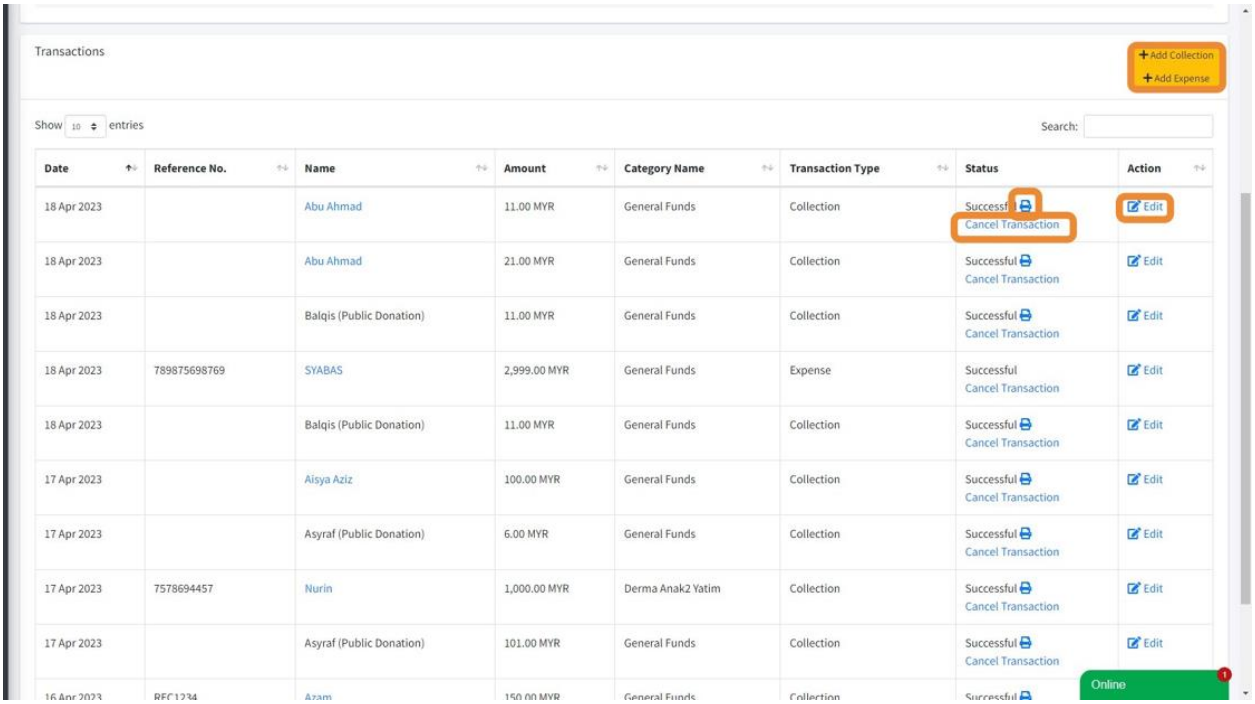


3. Click "All" to view all transaction (Revenue & Expense).



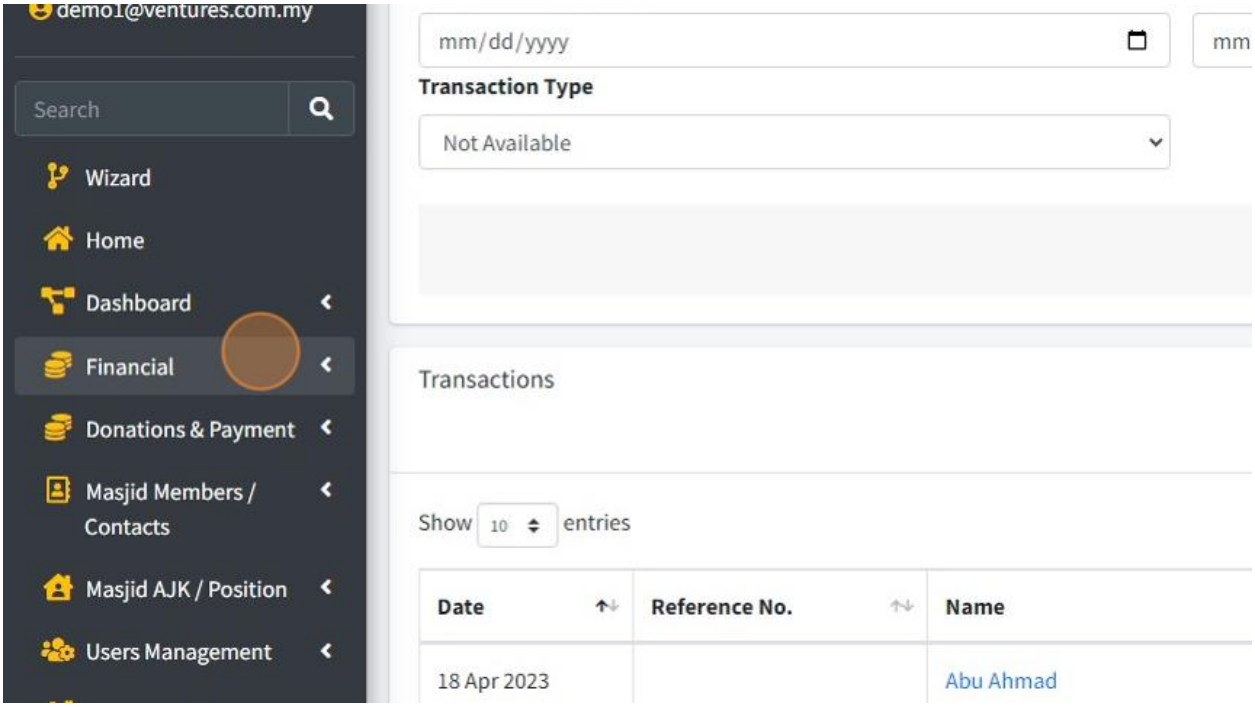
4. This is page for list of all transaction.

1. Click on button "Edit" to edit transaction.
2. Click on button "Printer" to download transaction.
3. Click on "Cancel Transaction" to cancel transaction.
4. Click on "+Add Collection" to record transaction for collection.
5. Click on "+Add Expense" to record transaction for expenses.

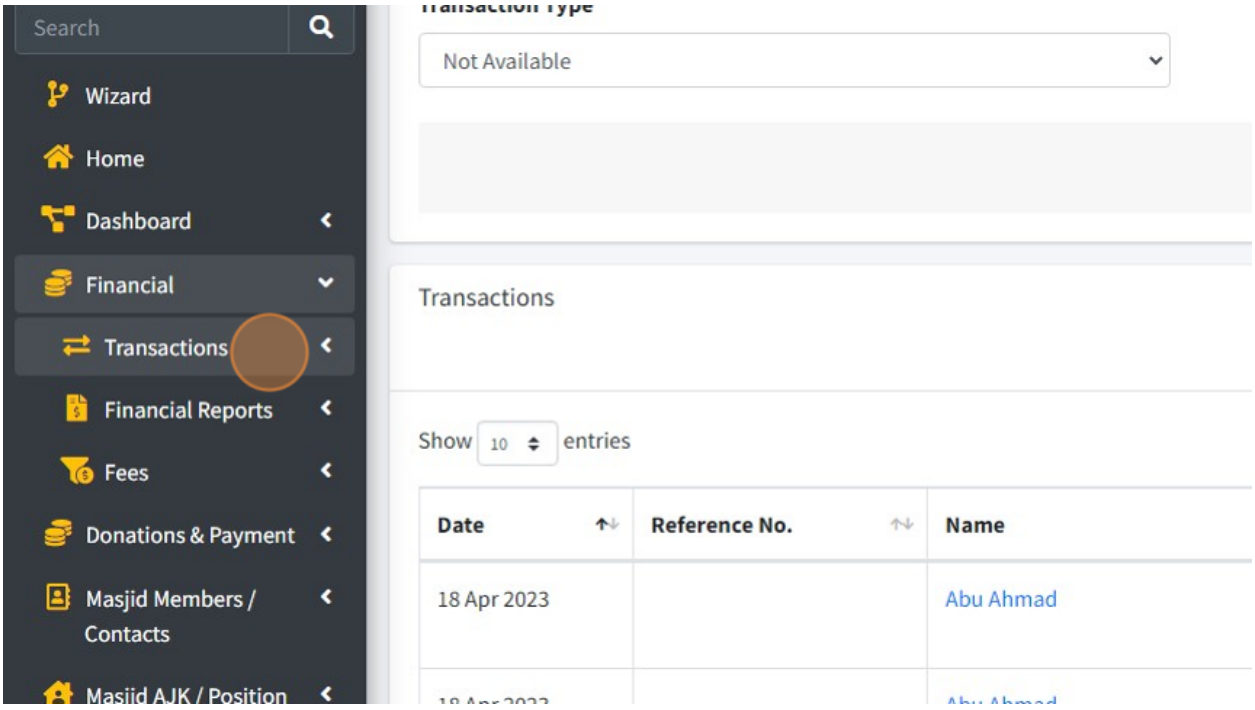


5. Next, you also can view page list of Revenue Transaction only.

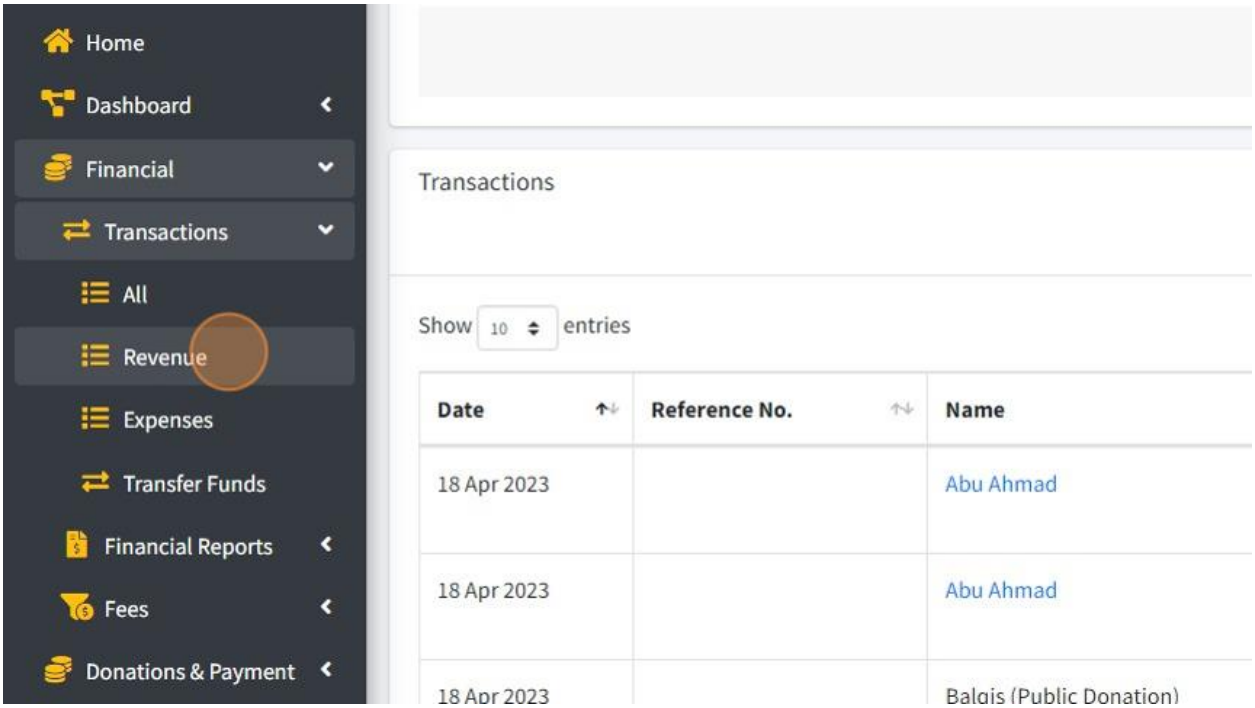
First go to "Financial".



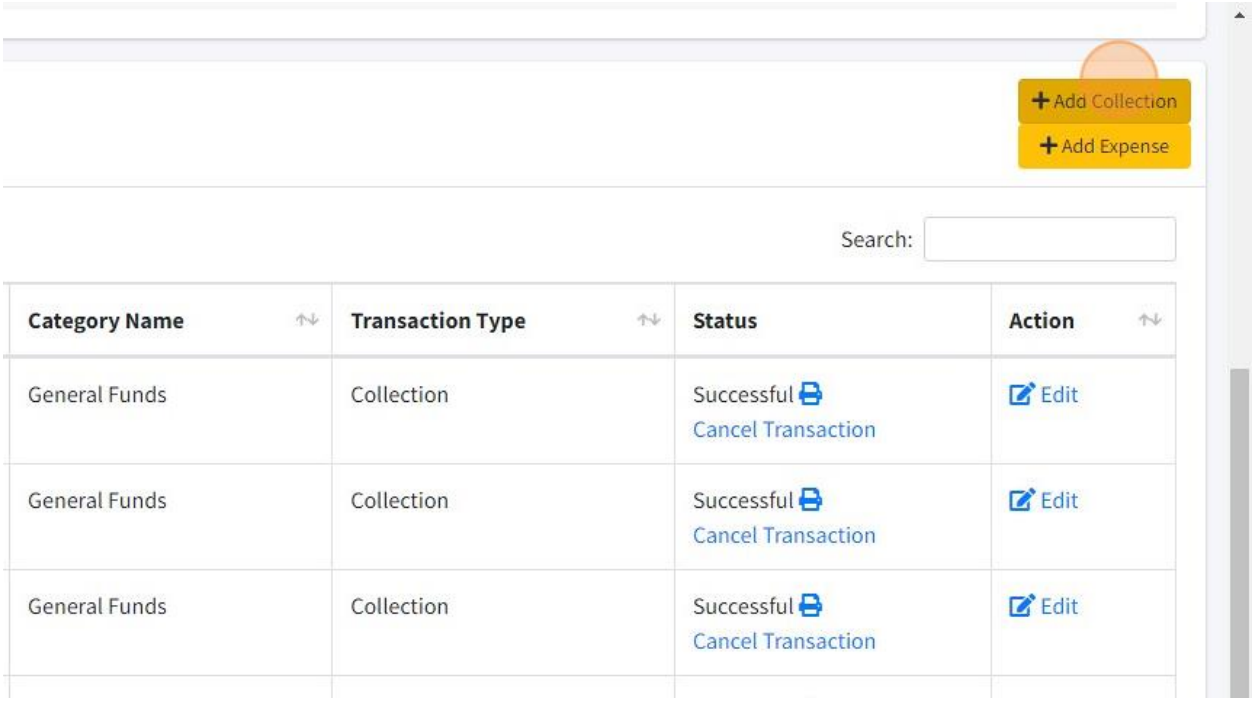
6. Then click "Transactions".



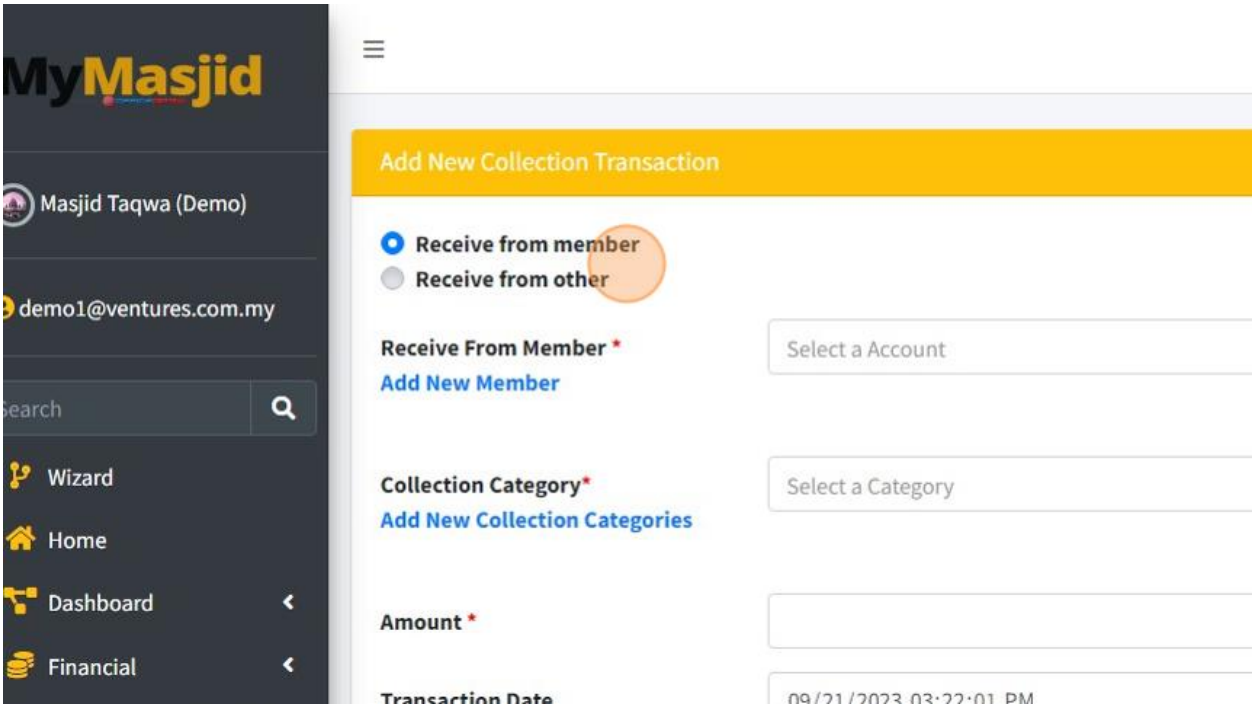
7. And then click "Revenue".



8. Click "Add Collection" to record collection transaction.

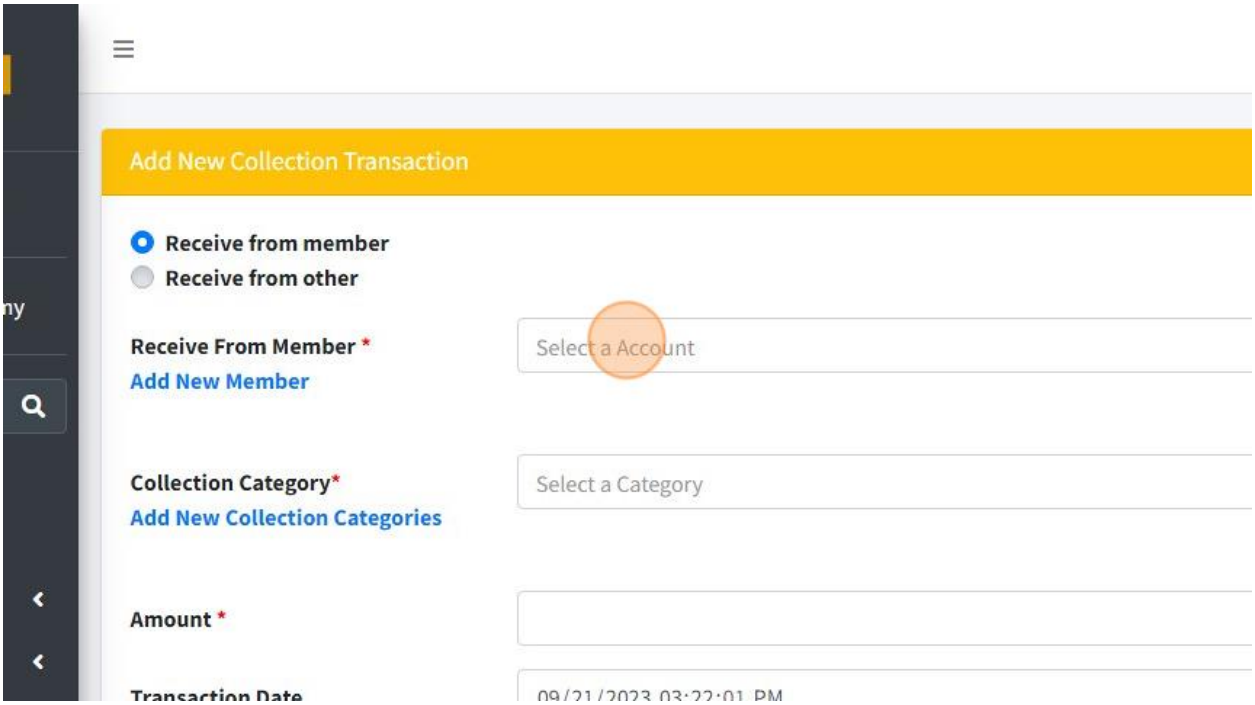


9. Click here whether you receive this transaction from Member or Other.

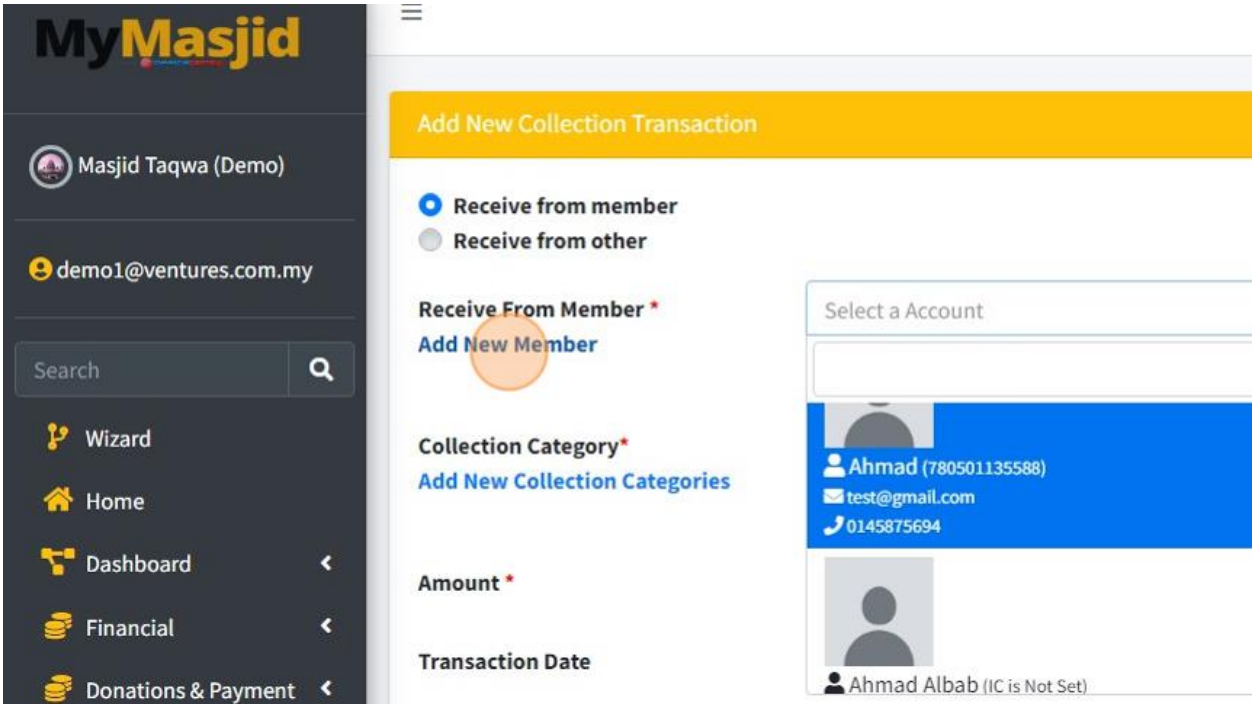


10. Click "Select a Account" to choose Account.

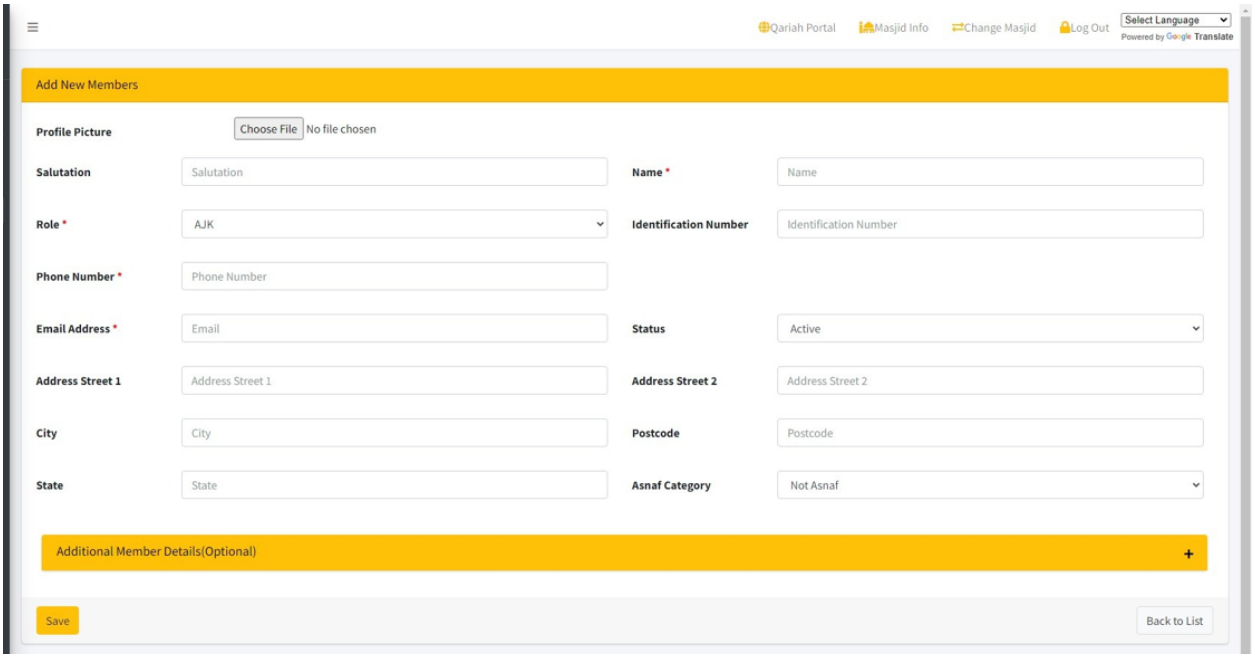
If you click "Receive from member", list of account in "Column Select a Account" is only appear list of members/qariah only and if you click "Receive from other", list of account only appear list of Other Contacts/Payment.



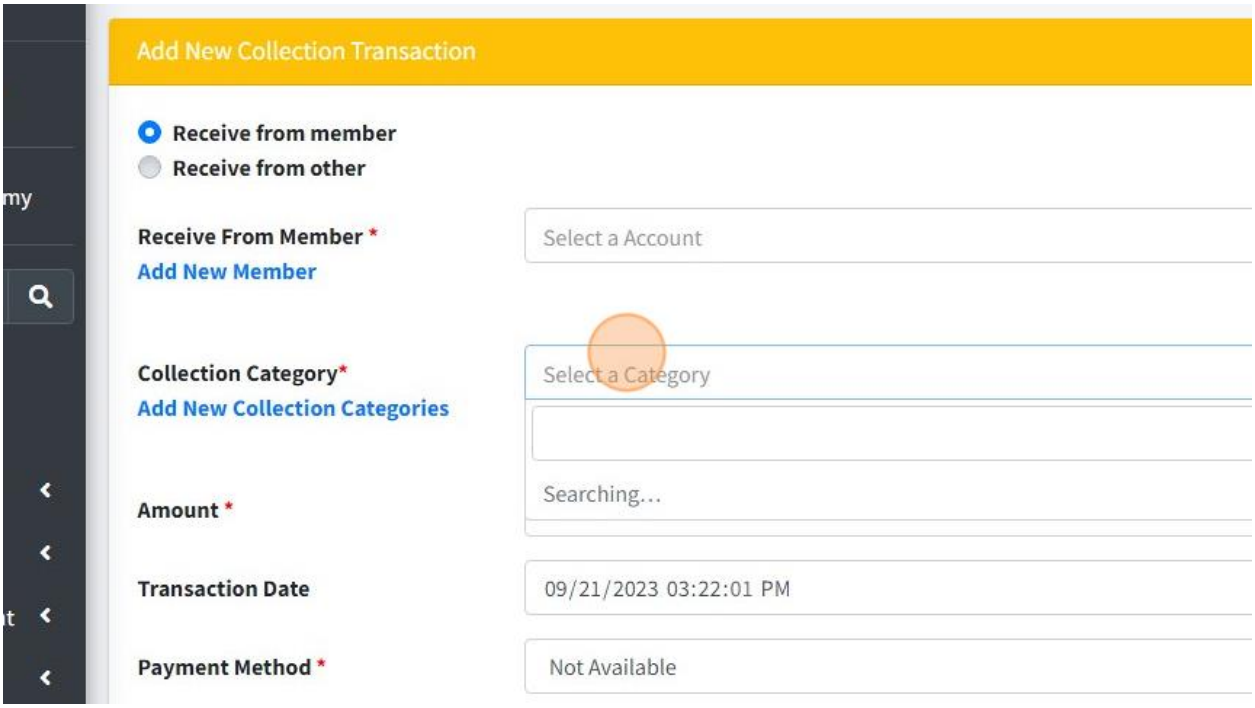
11. Click "Add New Member" to add new member if their name is not in list yet.



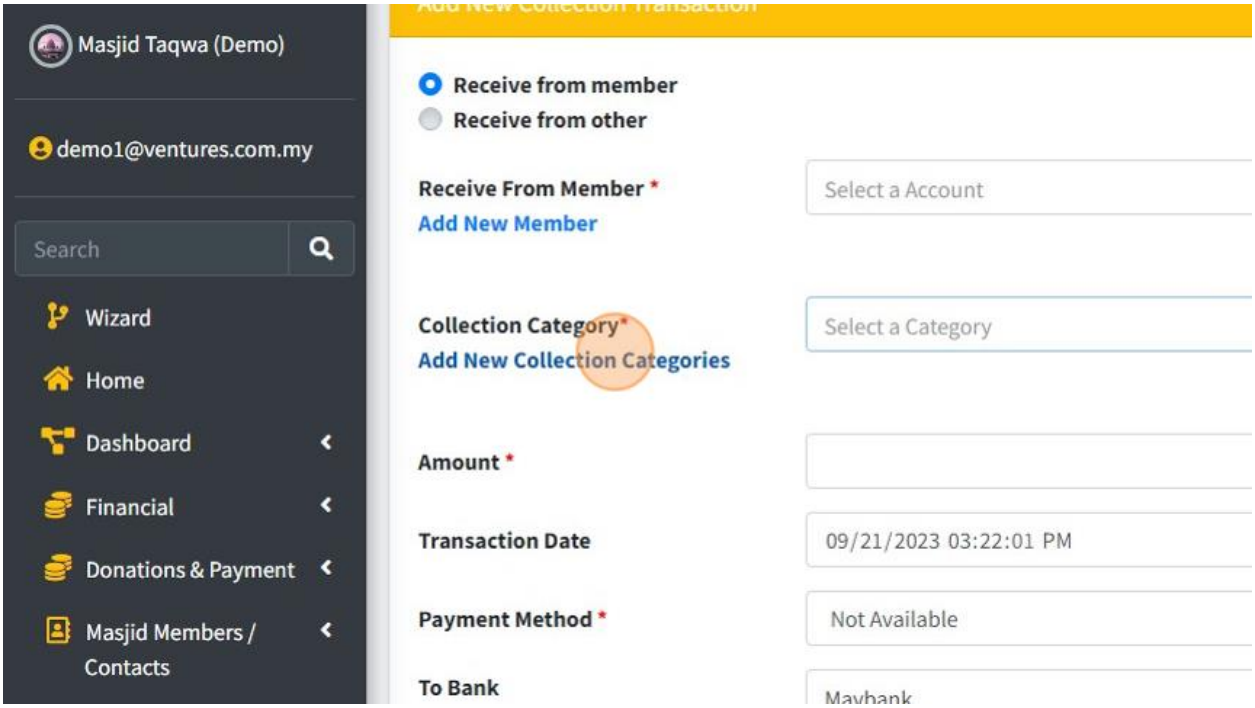
12. It will redirect to this page. You can fill in all the information then once done just click button Save.



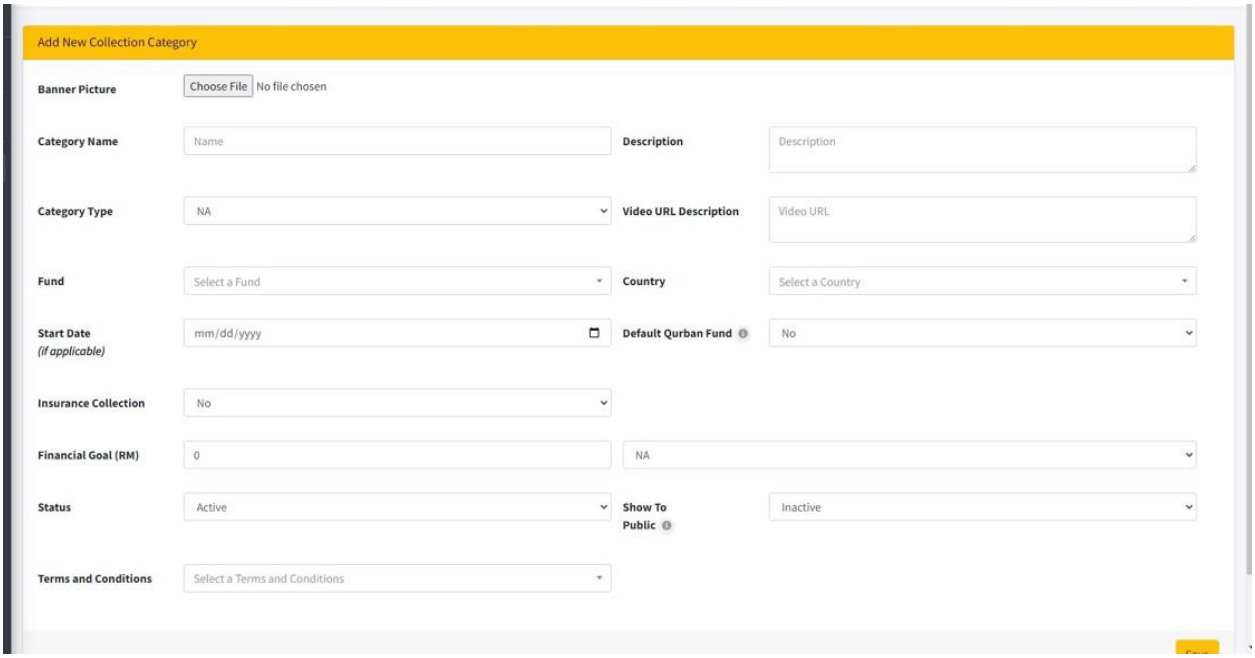
13. Then choose Collection Category by click on column "Select a Category".



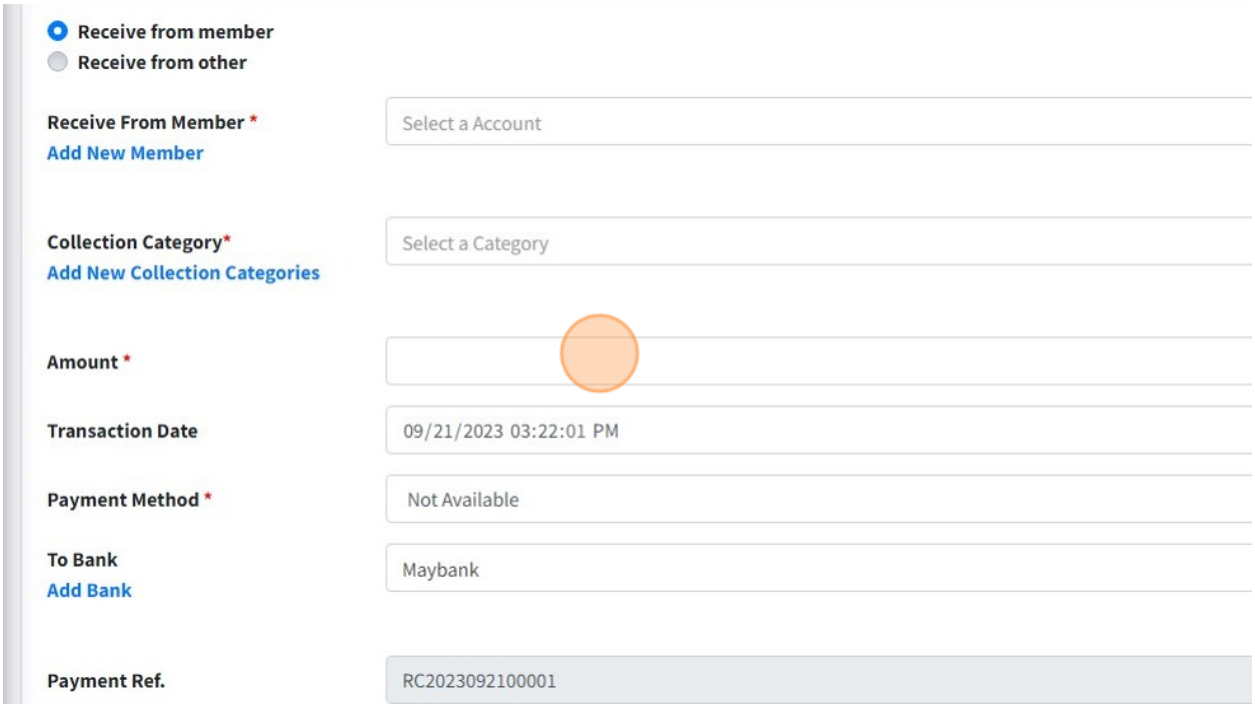
14. If category is not in list, you can click "Add New Collection Categories" to add new collection category first.



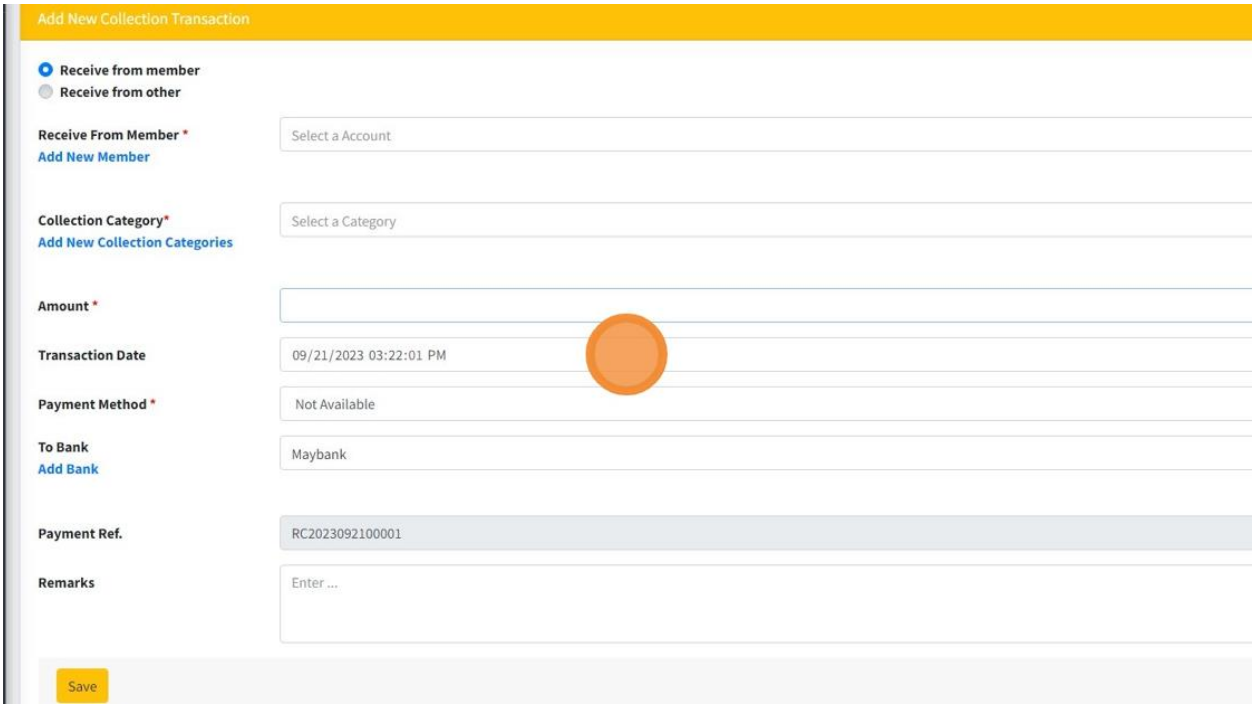
15. You will redirect to this page once you click "Add New Collection Categories". You can fill in all information then click button Save once done.



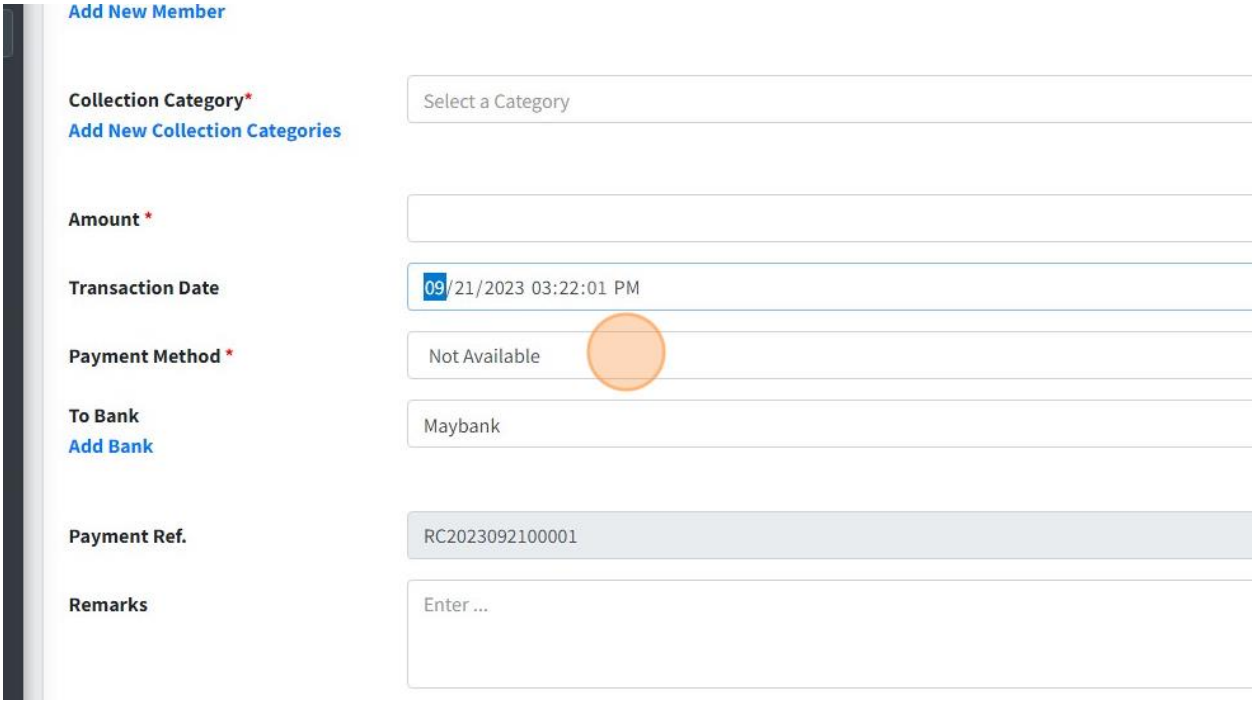
16. Then back to page Add New Transaction, you can enter Amount for your transaction.



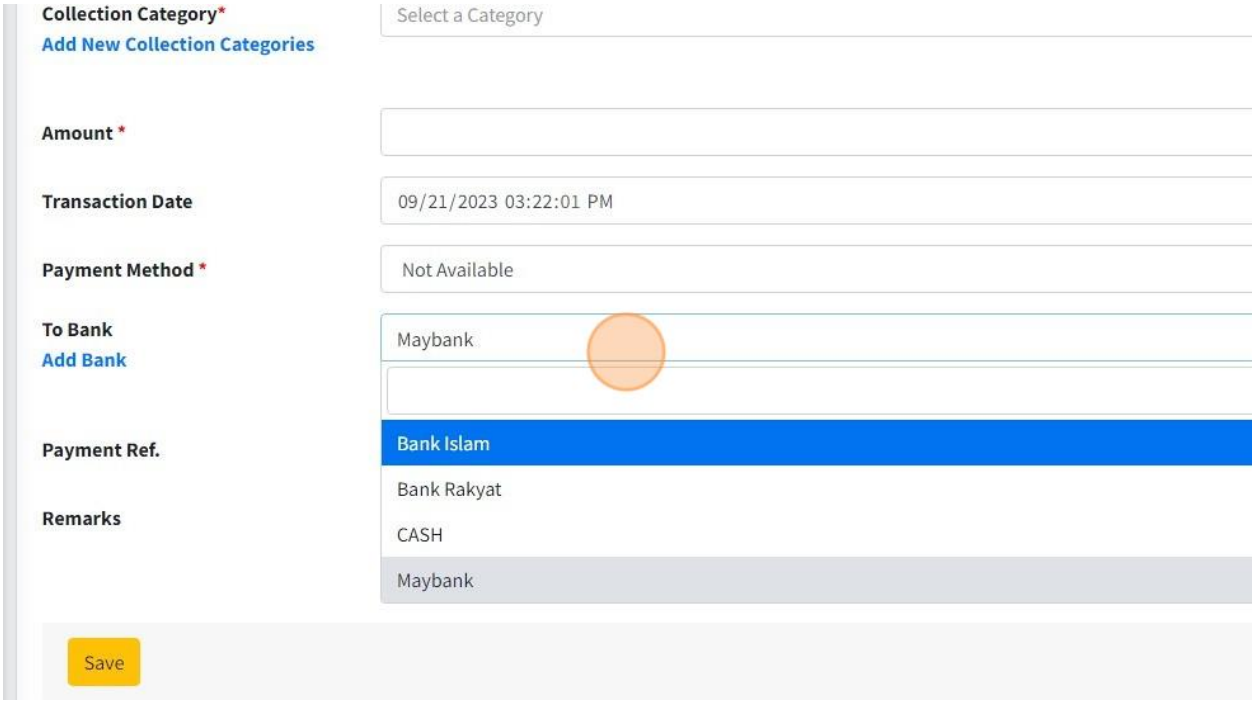
17. You also change transaction Date and Time for your transaction.



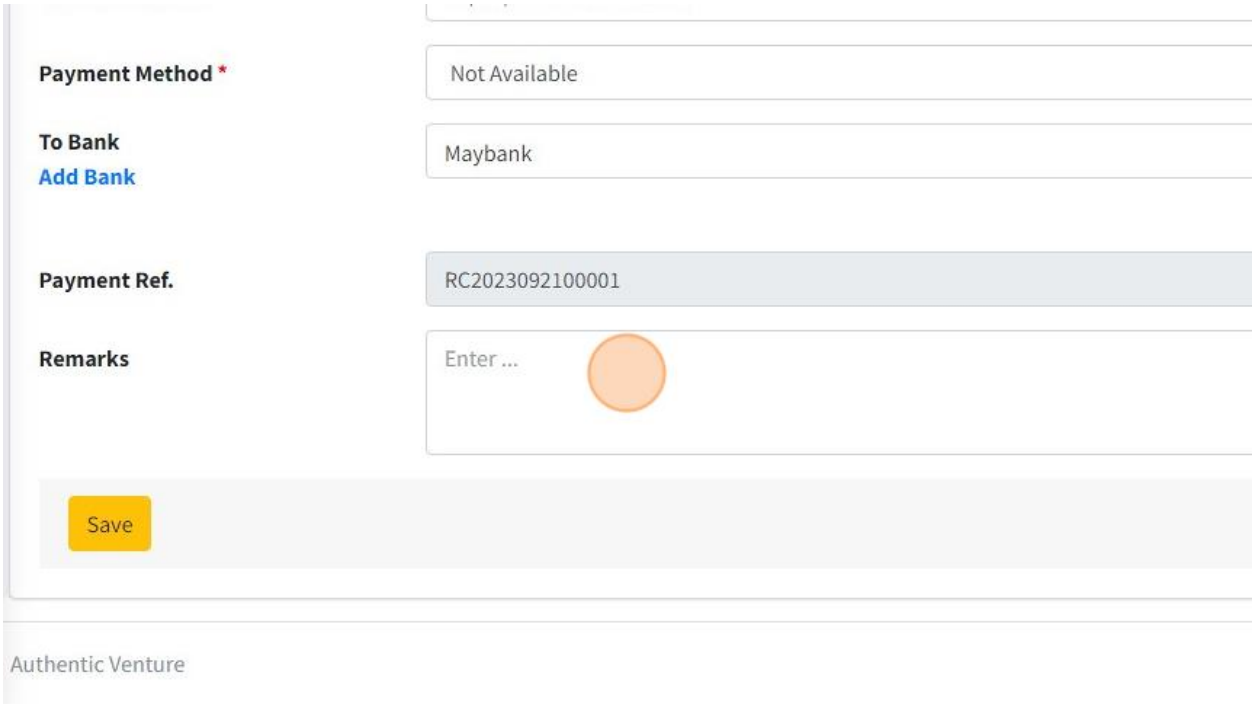
18. Choose "Payment Method" for this transaction.



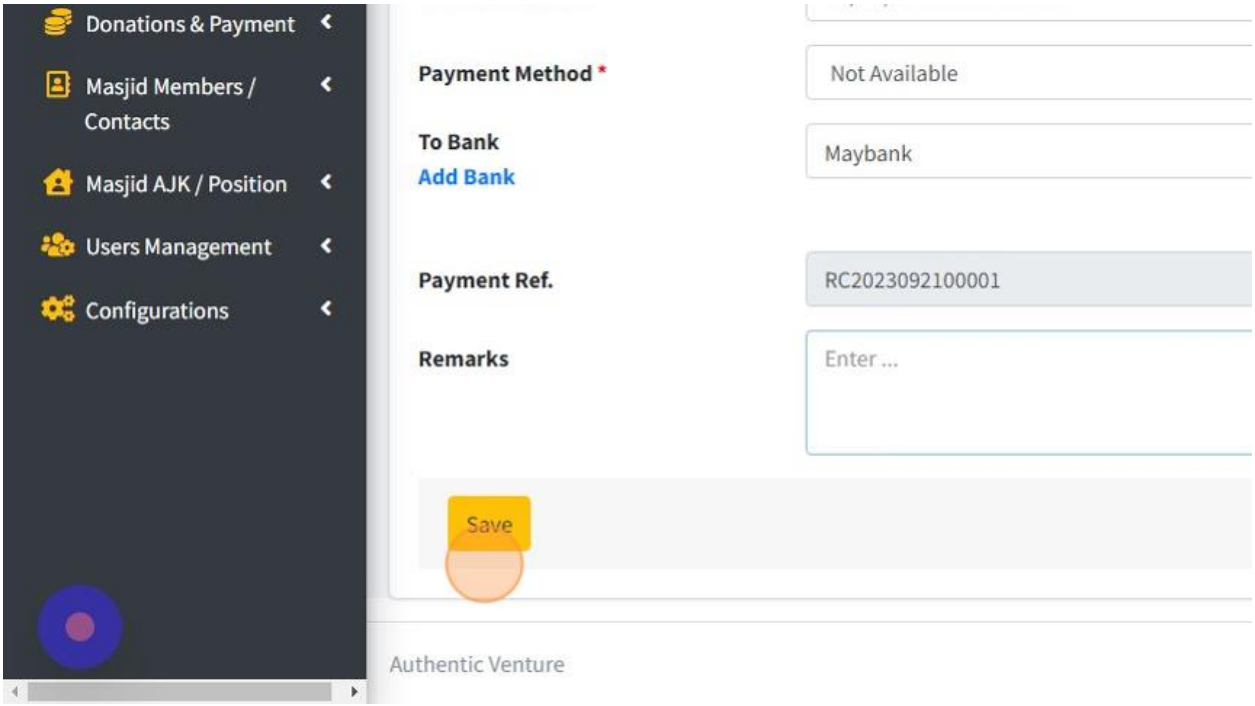
19. Choose "Bank" for this transaction.



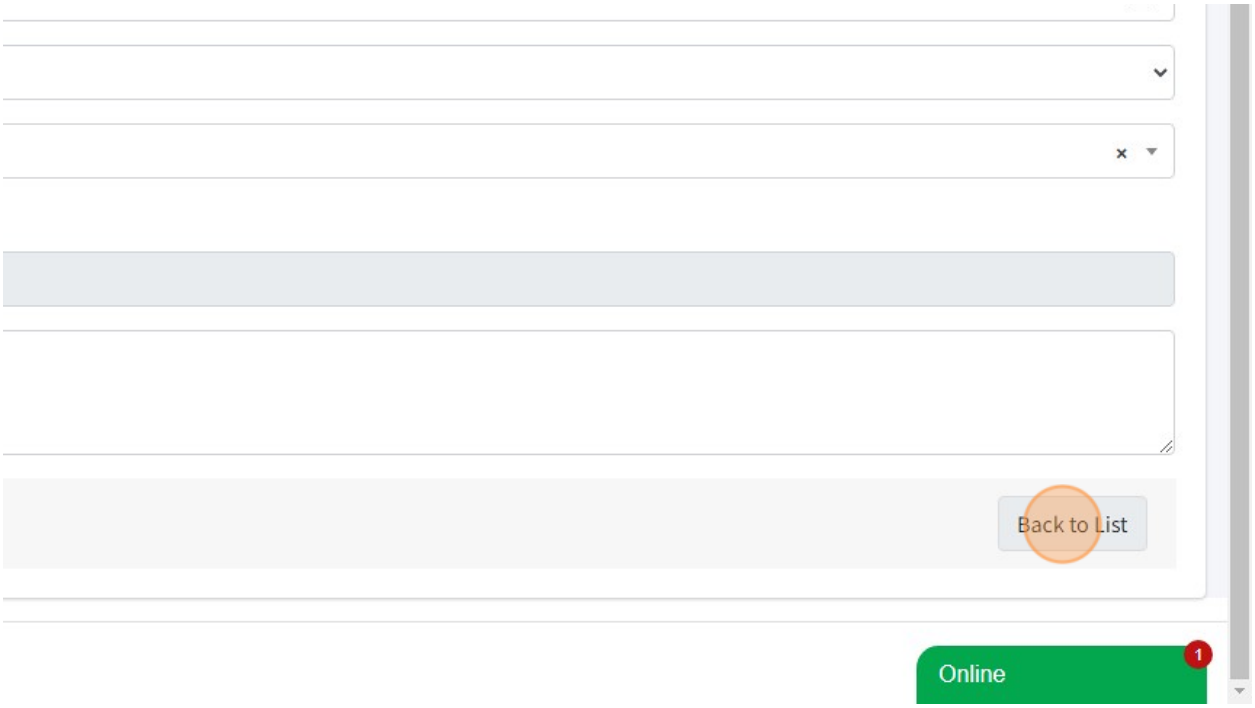
20. Fill in Remarks for this transaction by fill in "Remarks" field.



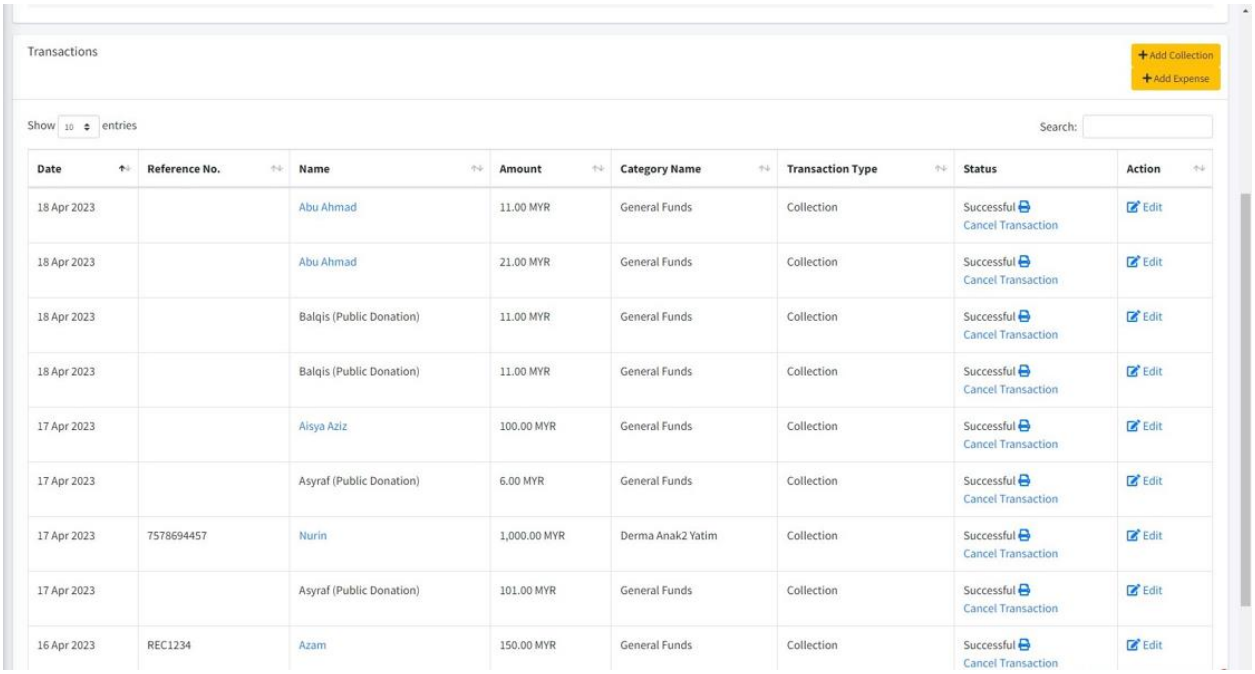
21. Then click button "Save" once done fill in all the information.



22. Click "Back to List" to go to page list of Revenue Transaction.

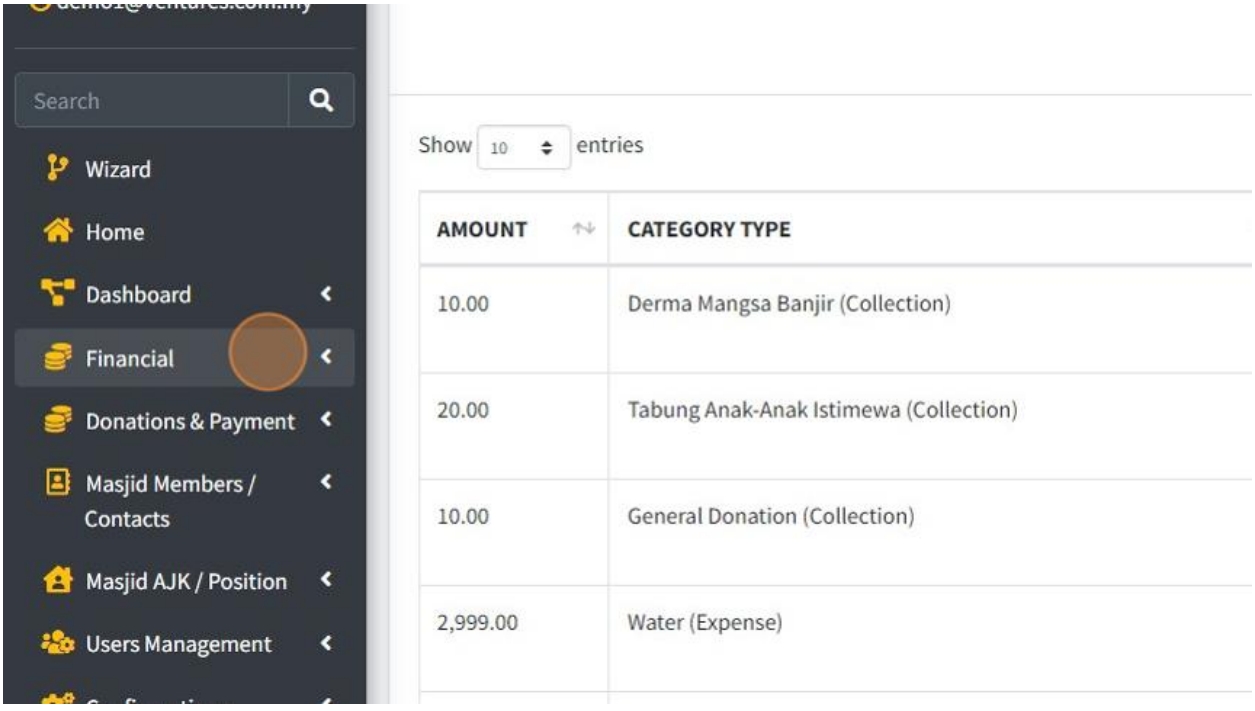


23. Here is page list of Revenue Transaction.

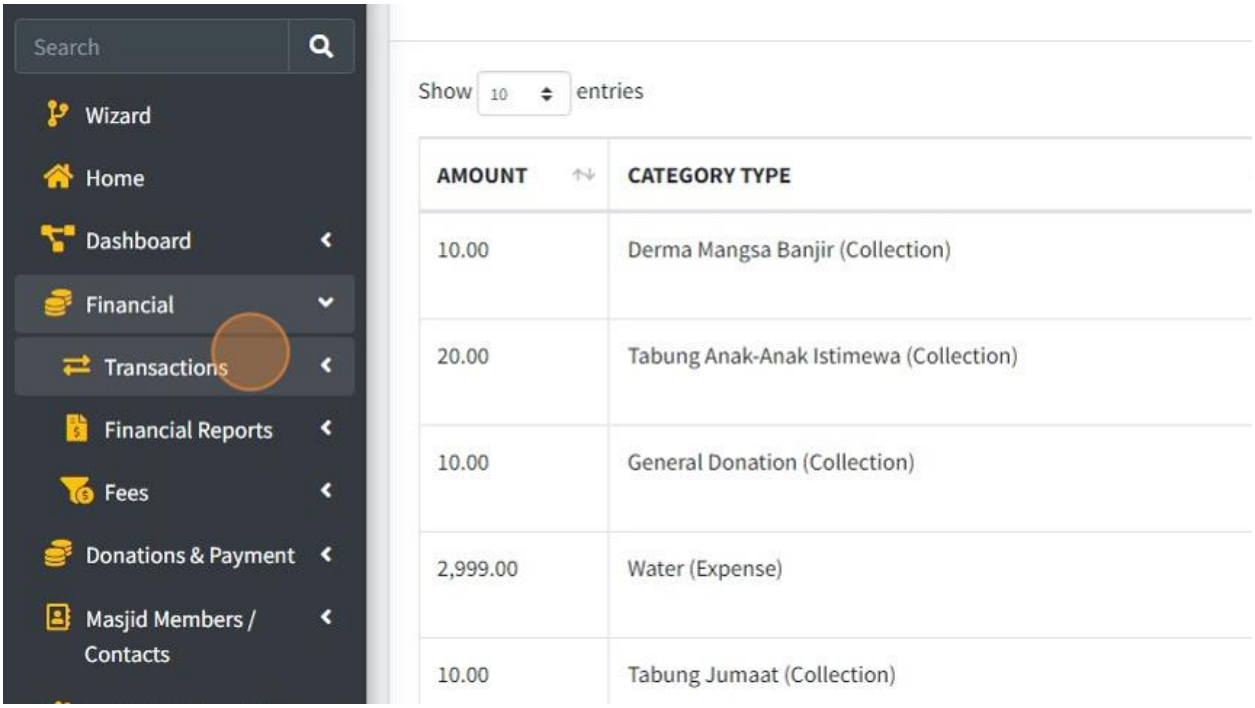


24. Next, you also can view page list of Expenses Transaction only.

First go to "Financial".

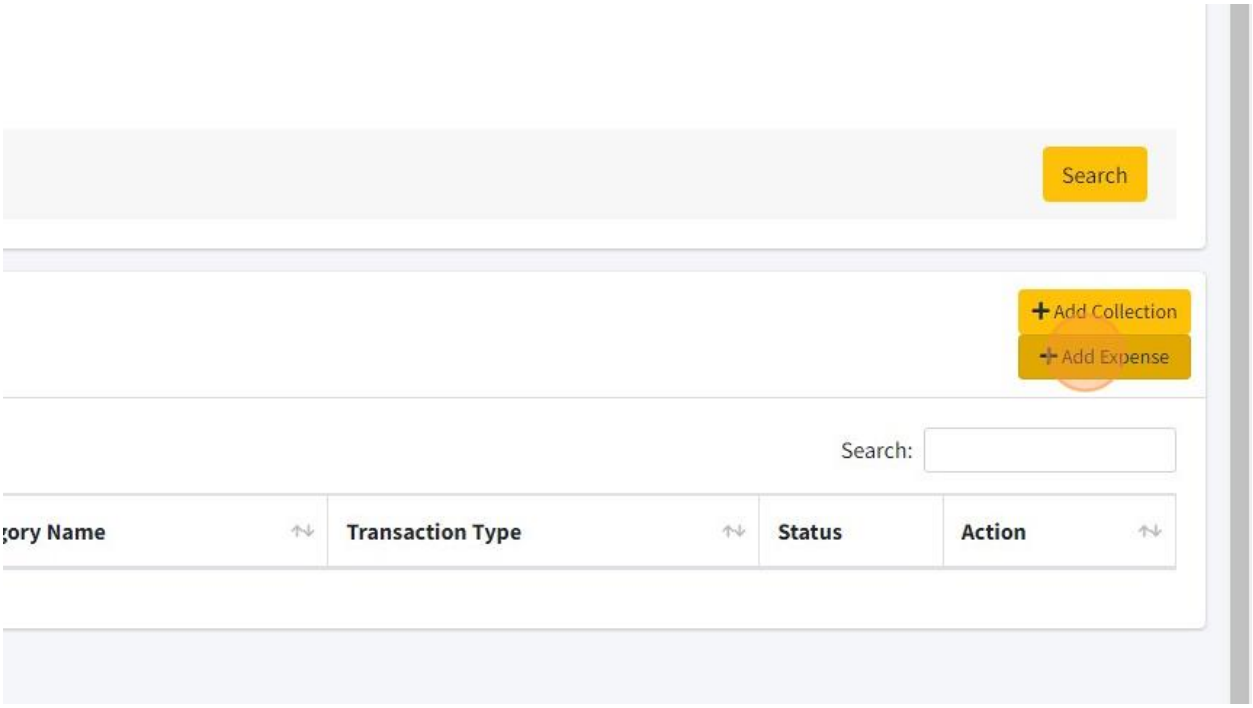


25. Click "Transactions".

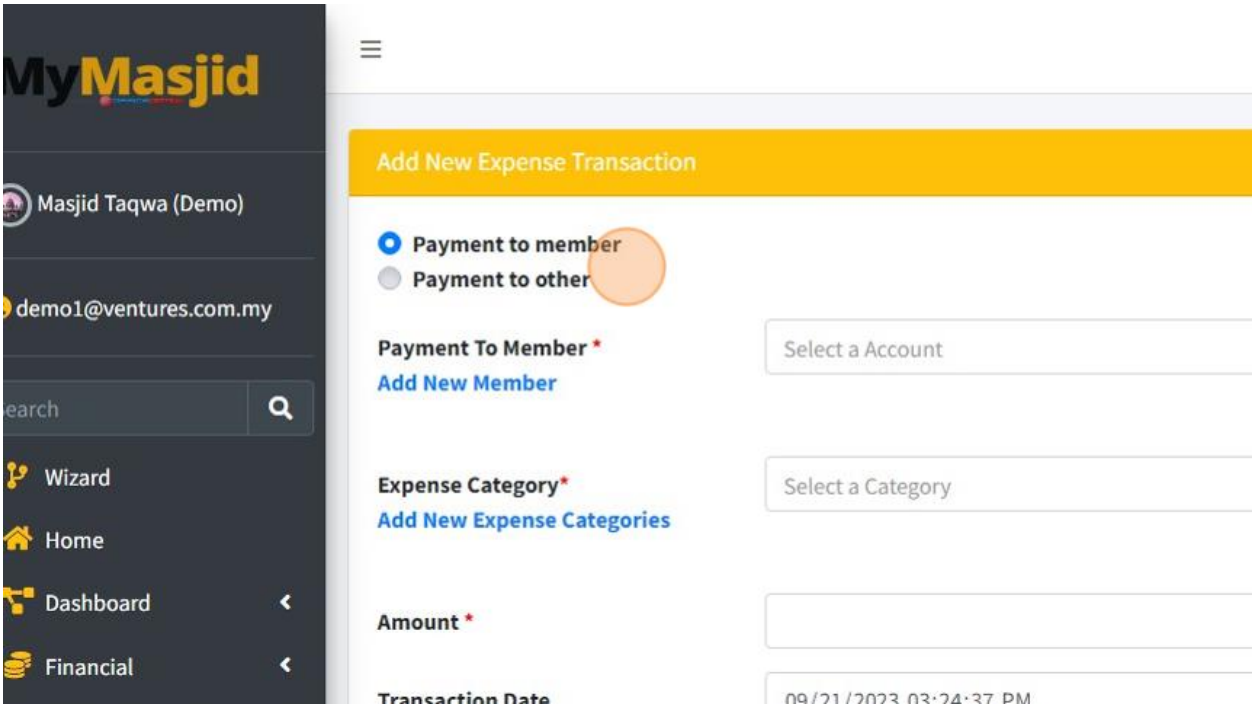


26. Then click "Expenses".

27. Click "Add Expense" to record expenses transaction.

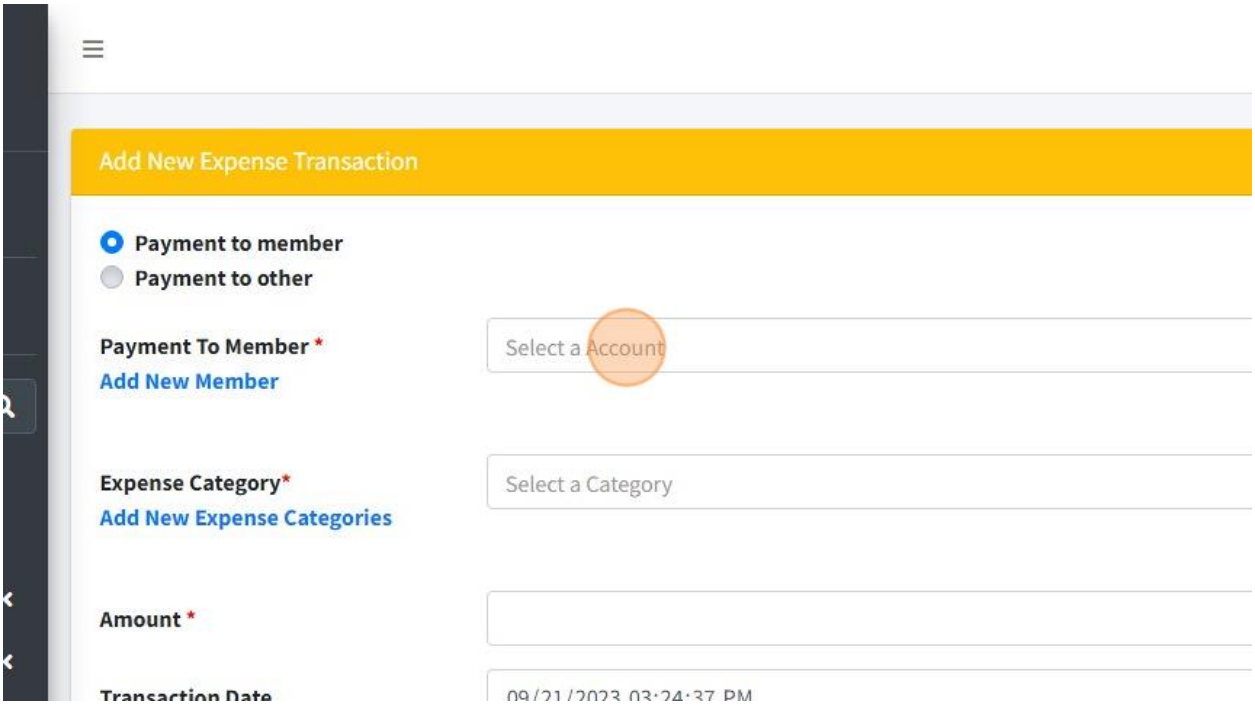


28. Click here whether this transaction is payment for Member or Other.

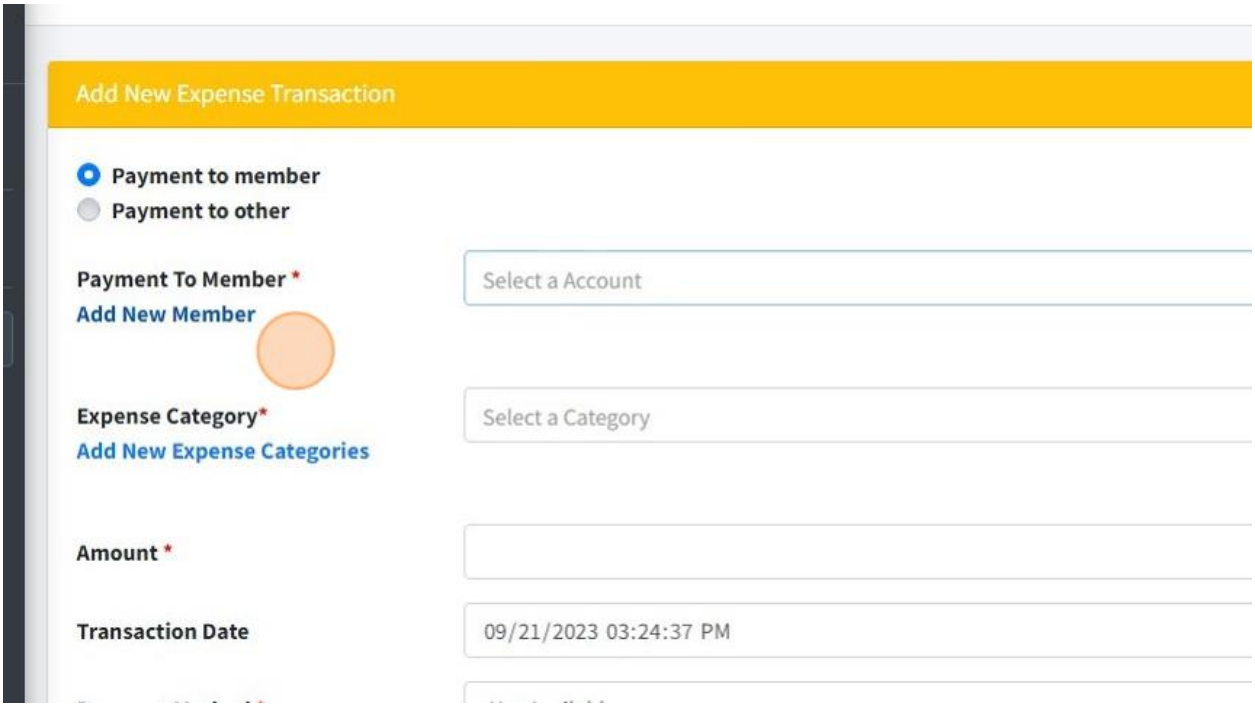


29. Click "Select a Account" to choose Account.

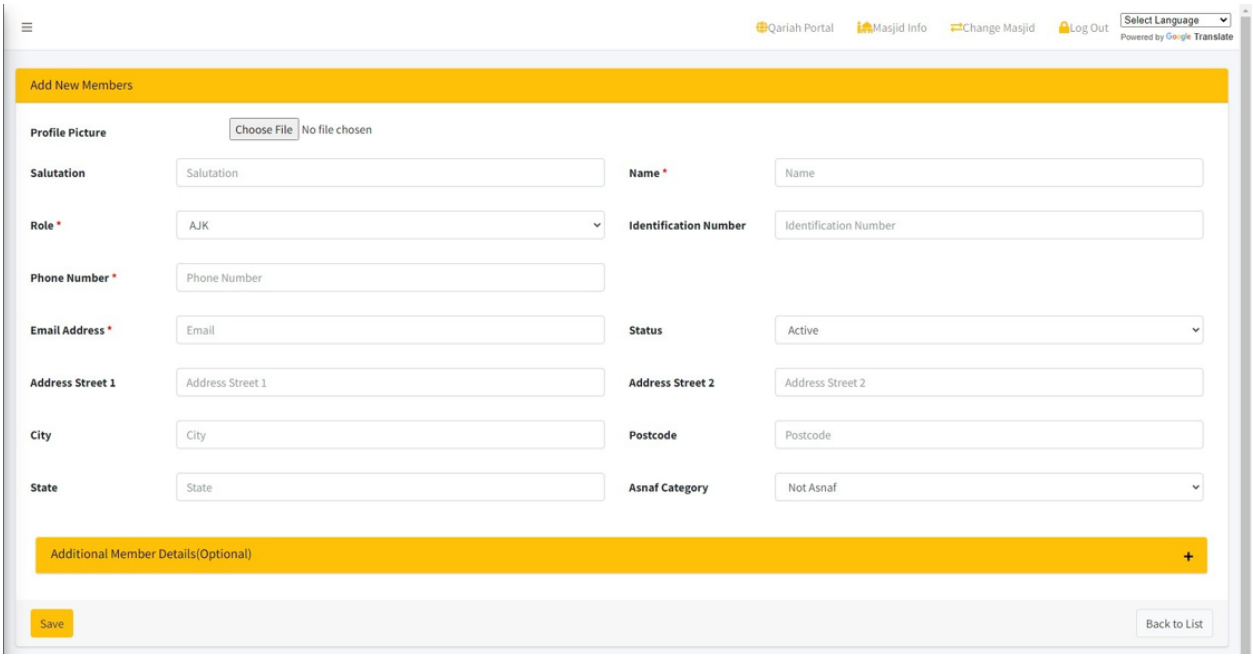
If you click "Payment to member", list of account in "Column Select a Account" is only appear list of members/qariah only and if you click "Payment to other", list of account only appear list of Other Contacts/Payment.



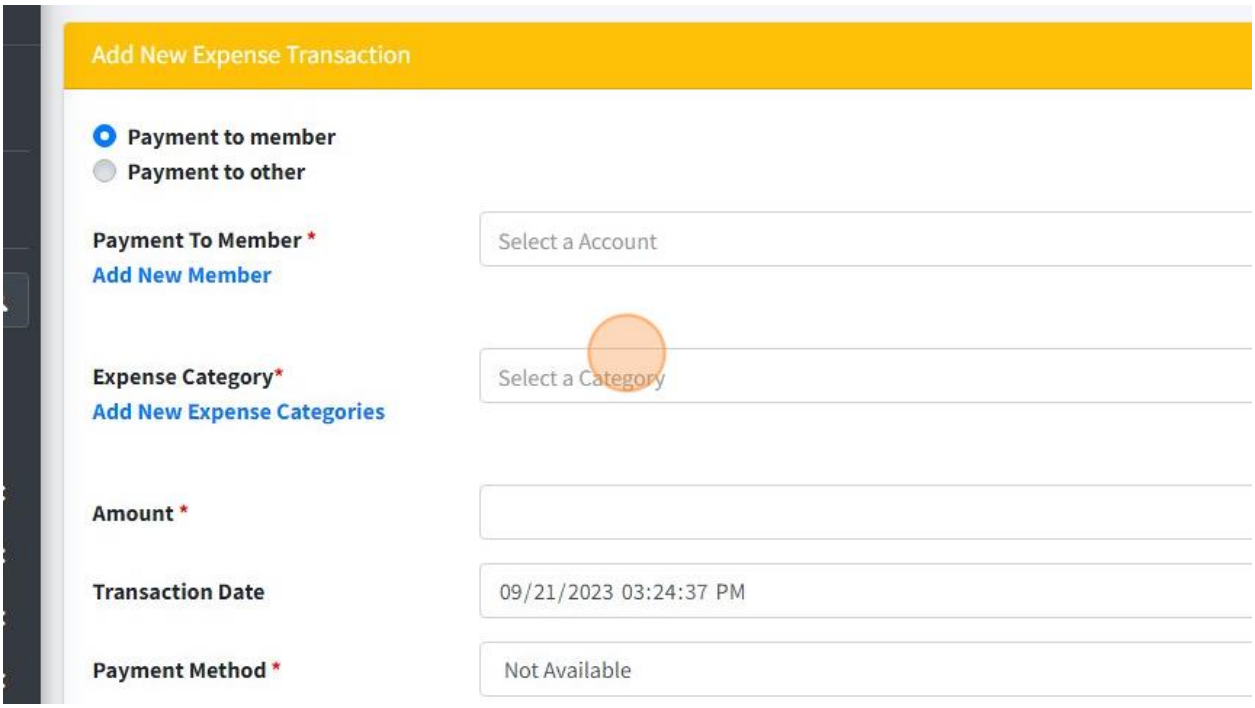
30. Click "Add New Member" to add new member if their name is not in list yet.



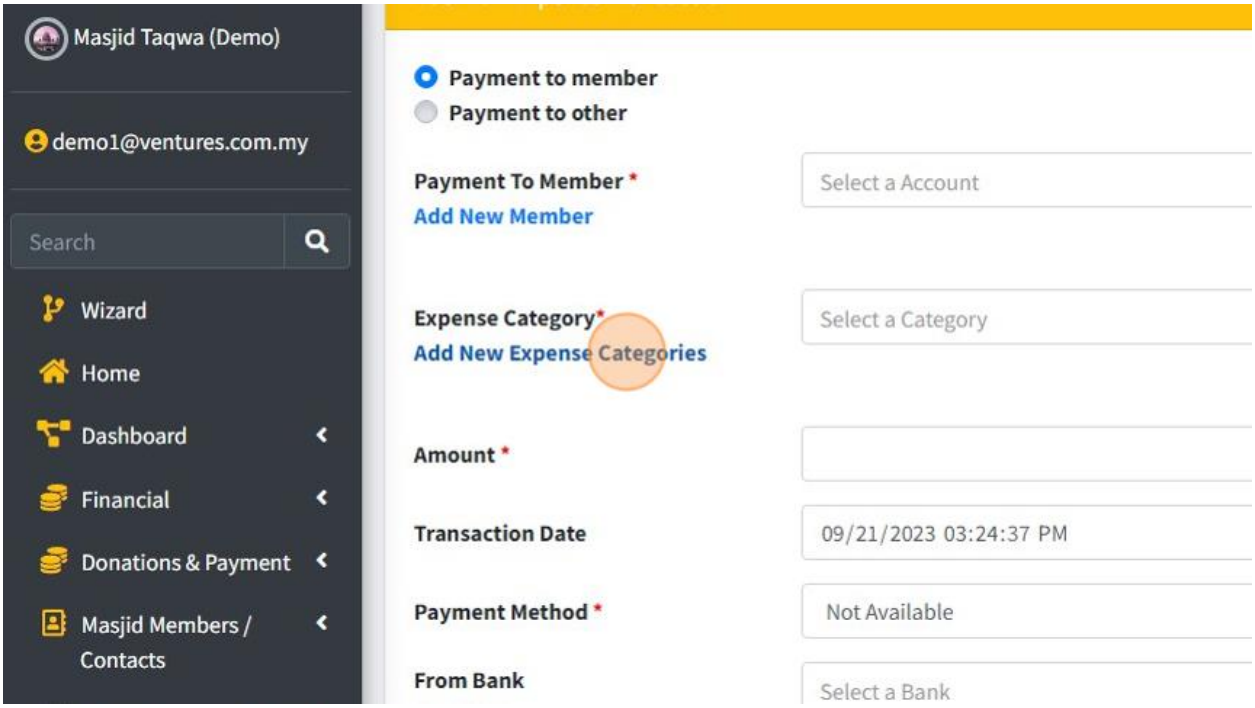
31. It will redirect to this page. You can fill in all the information then once done just click button Save.



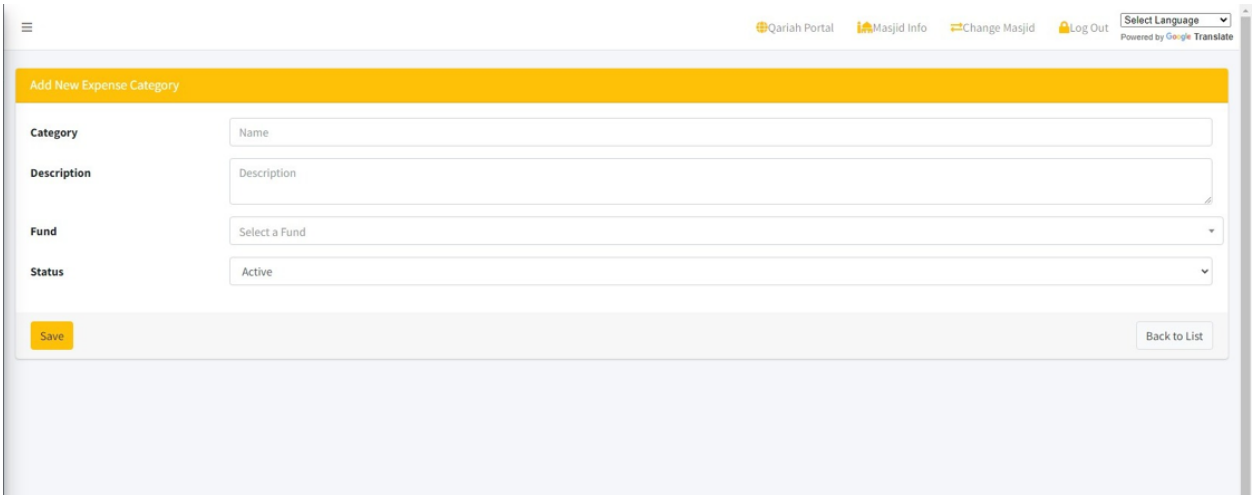
32. Next you can choose Expense Category by click "Select a Category".



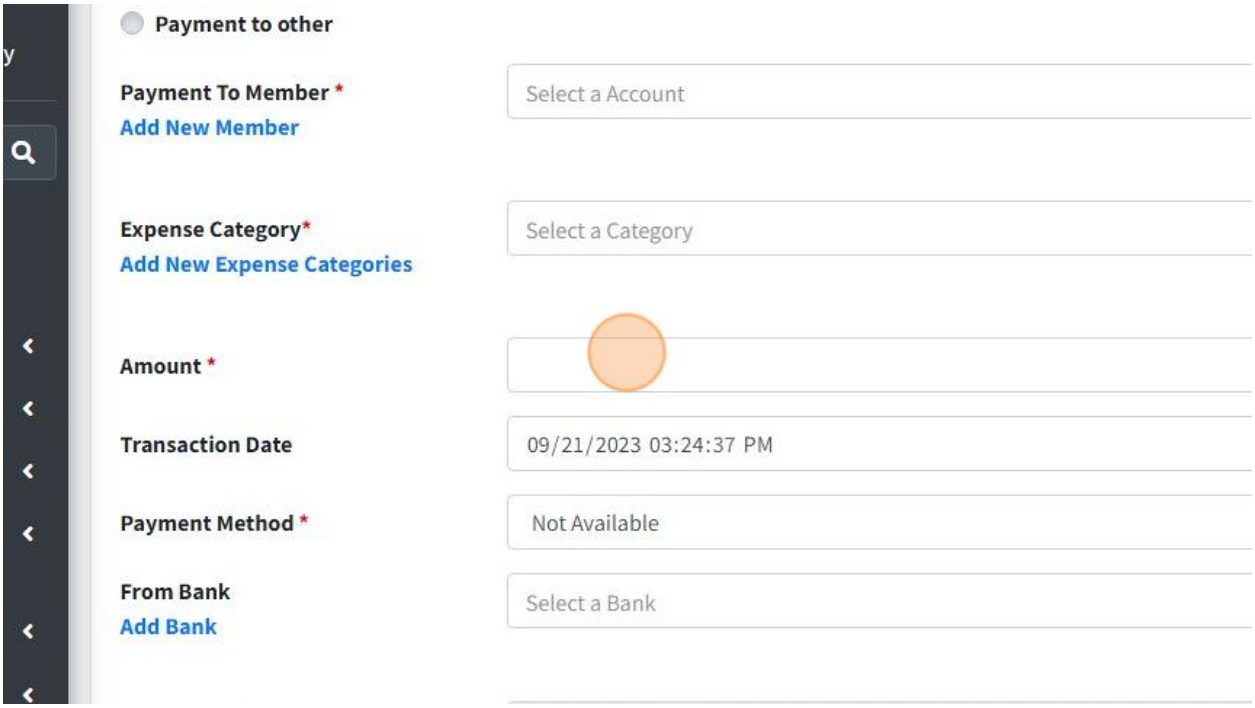
33. If category is not in list, you can click "Add New Expense Categories" to add new expense category first.



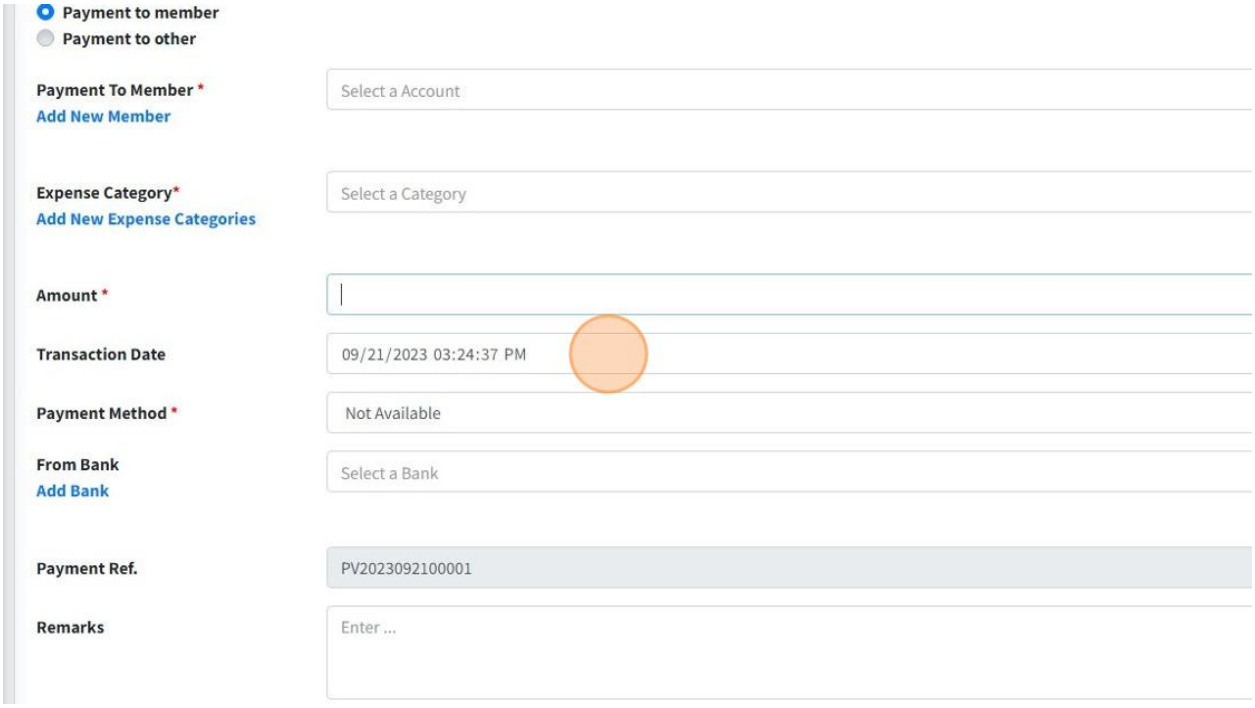
34. You will redirect to this page once you click "Add New Expense Categories". You can fill in all information then click button Save once done.



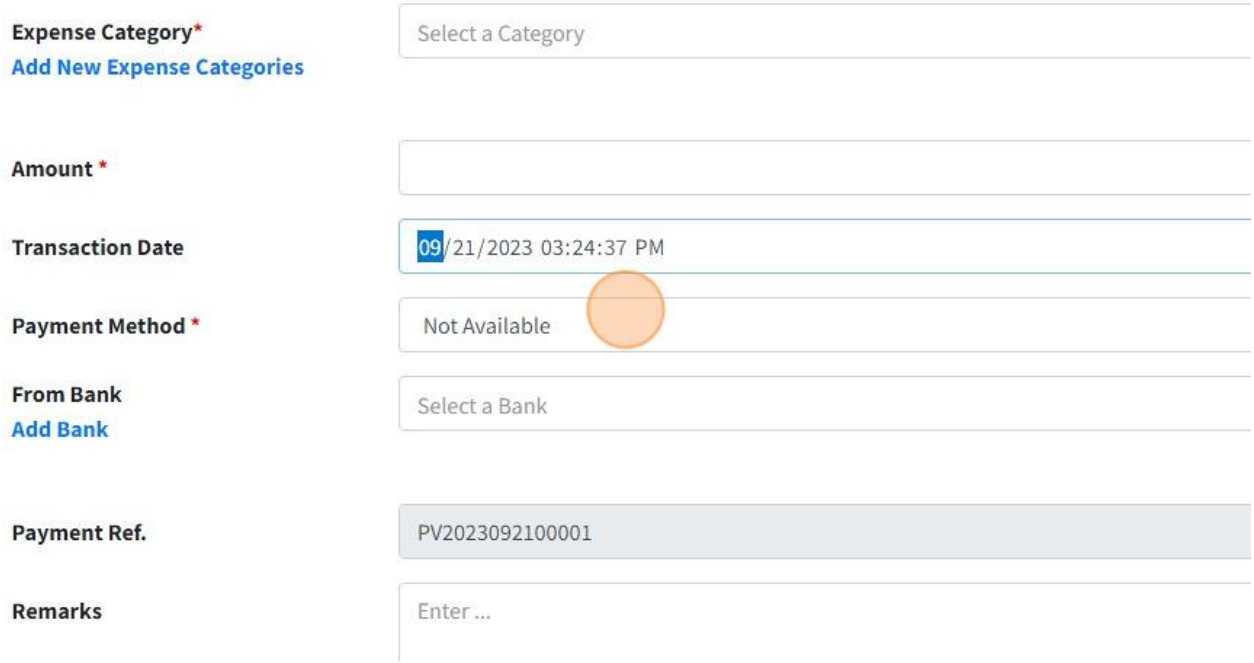
35. Then go back to page Add Expenses Transaction, you can enter Amount for your transaction.



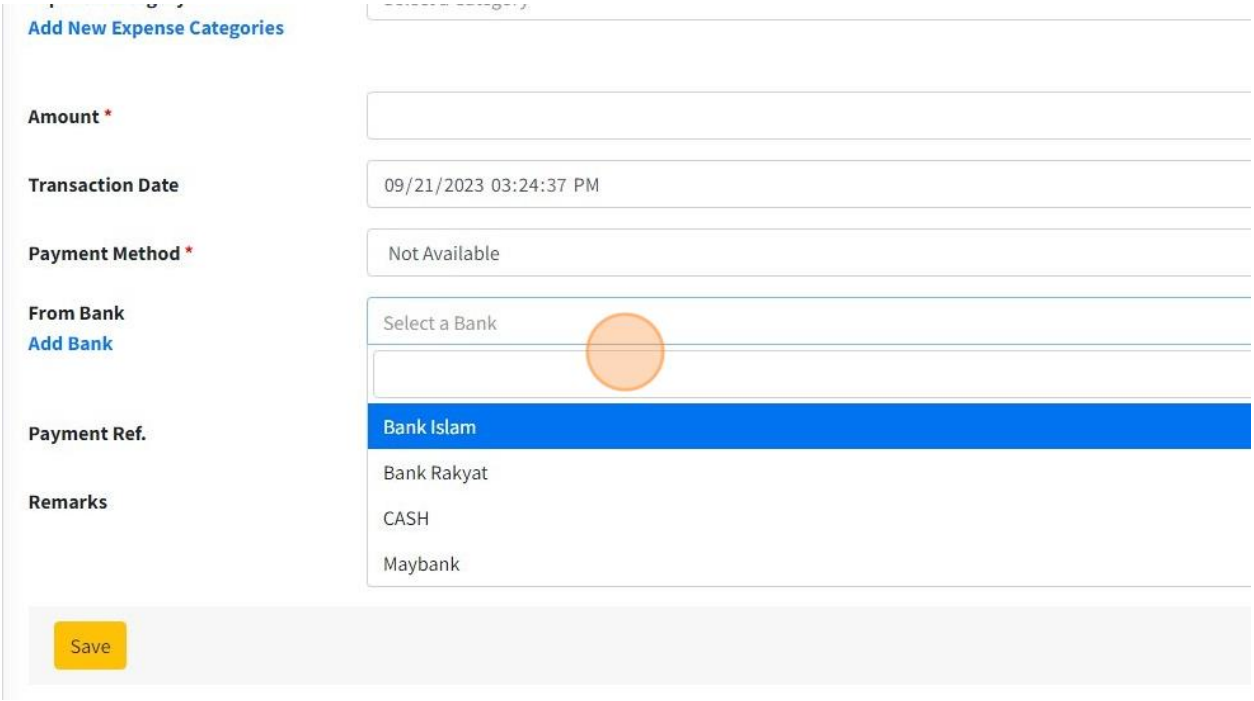
36. You also change transaction Date and Time for your transaction.



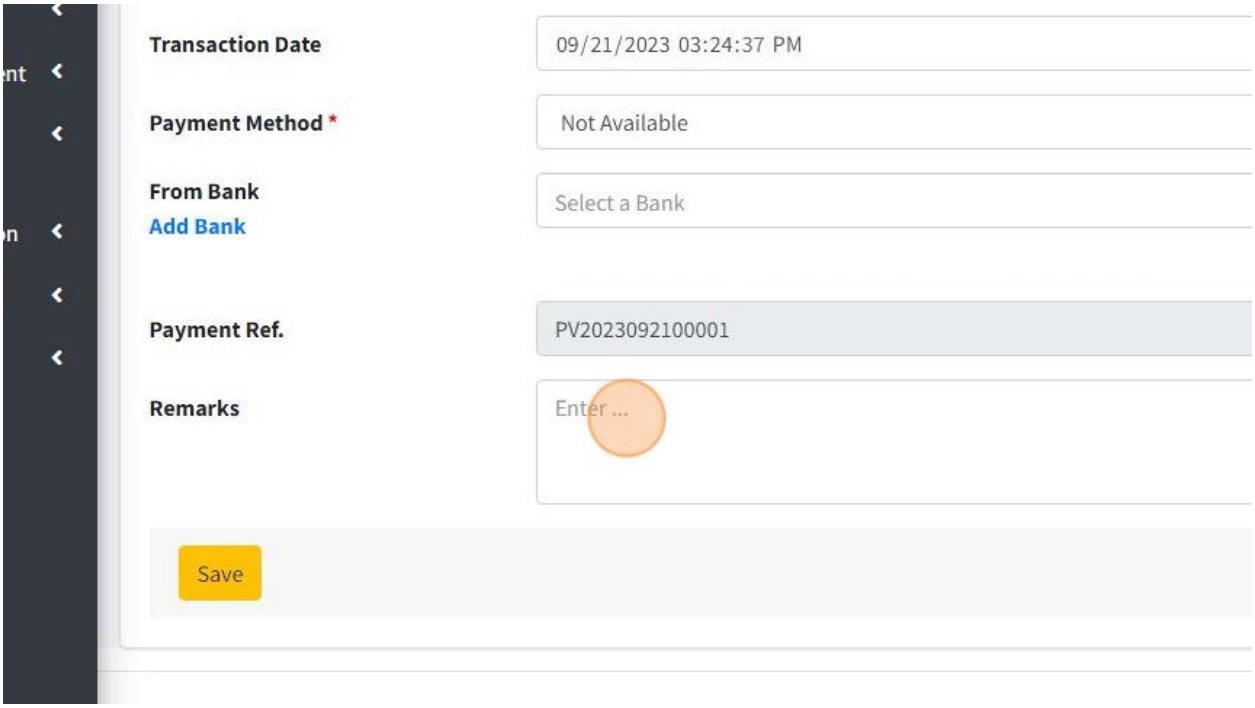
37. Choose "Payment Method" for this transaction.



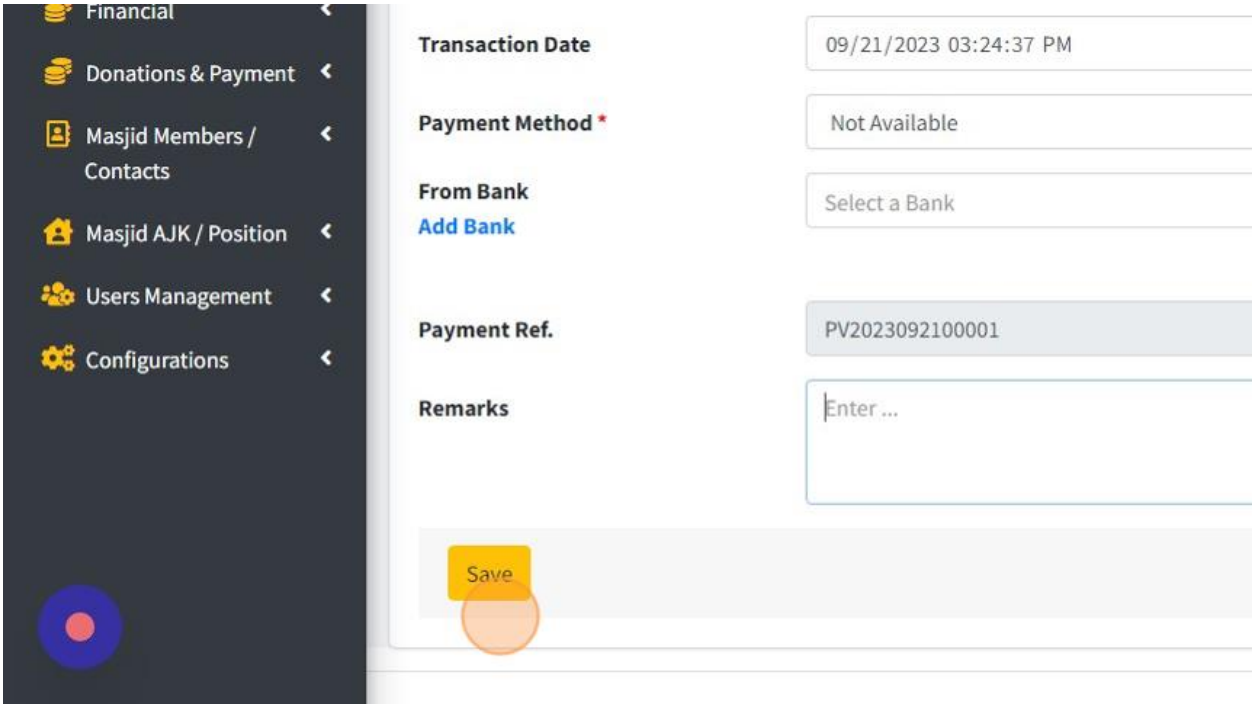
38. Choose "Bank" for this transaction.



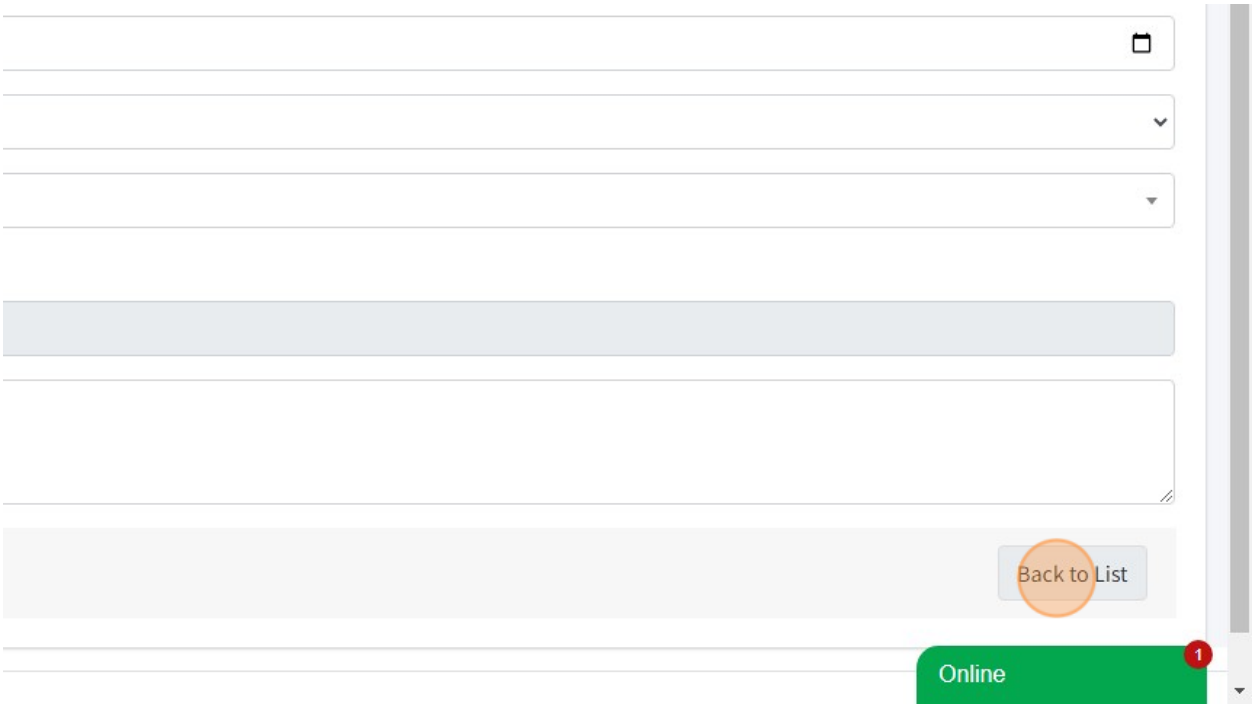
39. Fill in Remarks for this transaction by fill in "Remarks" field.



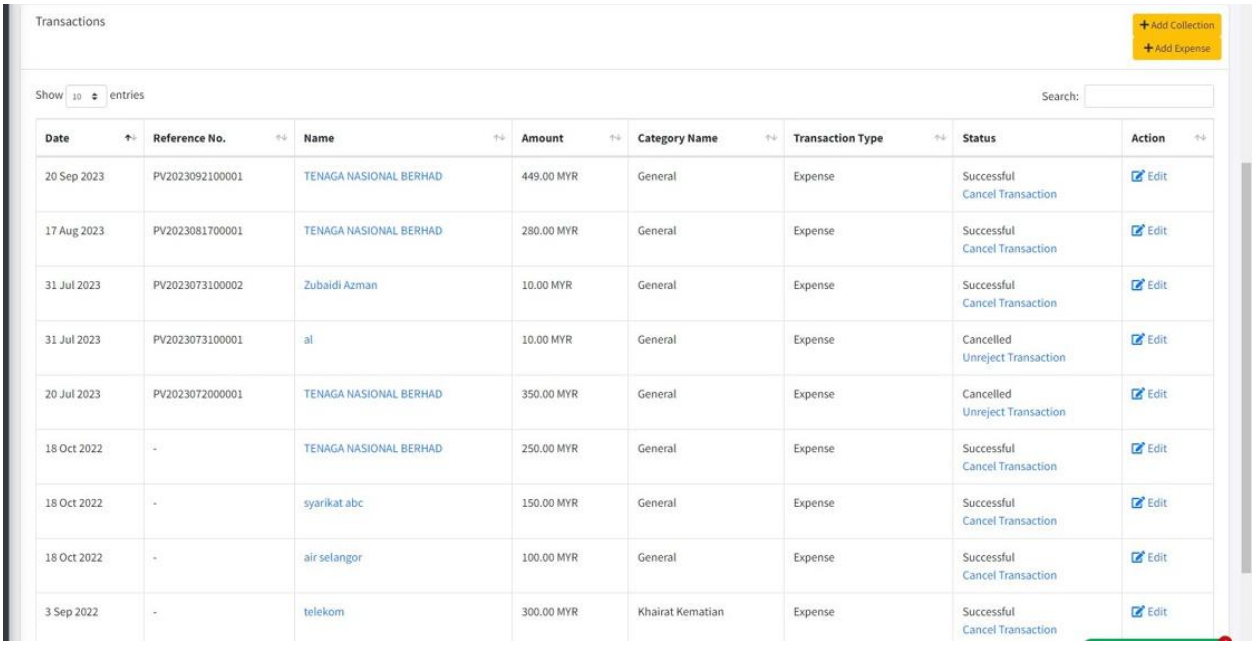
40. Then click button "Save" once done fill in all the information.



41. Click "Back to List" to go to page list of Expenses Transaction.

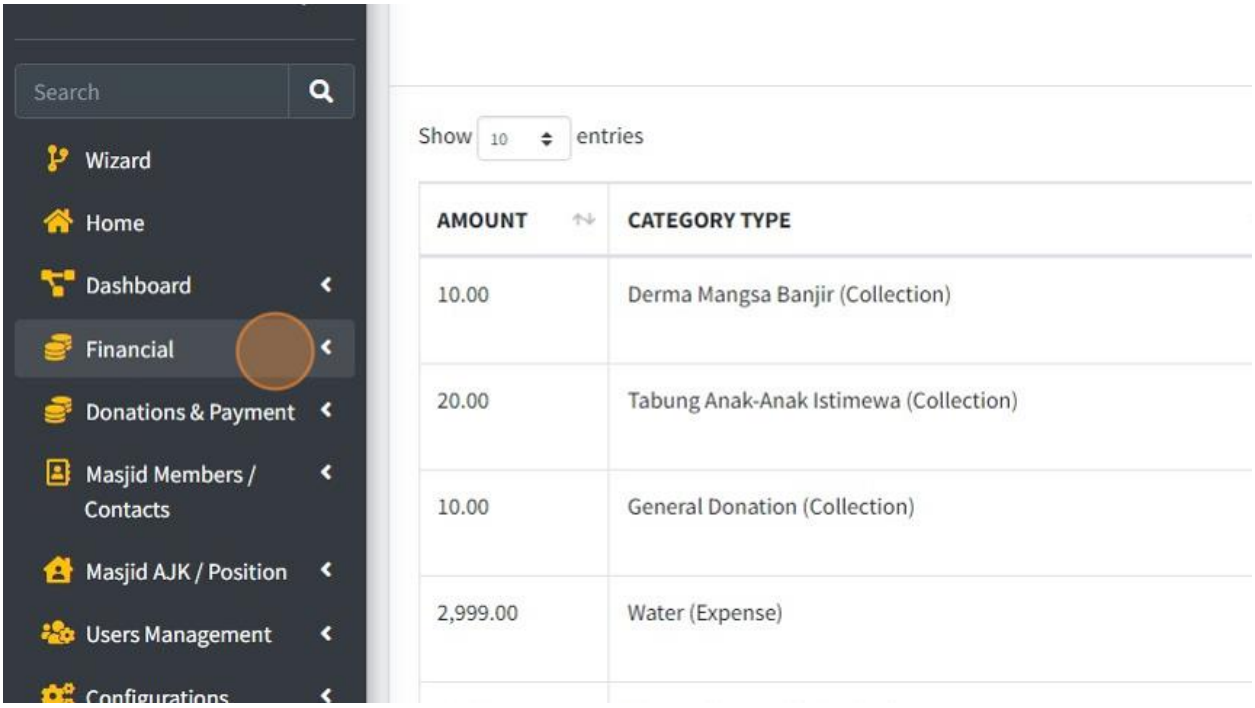


42. Here is page list of Expenses Transaction.

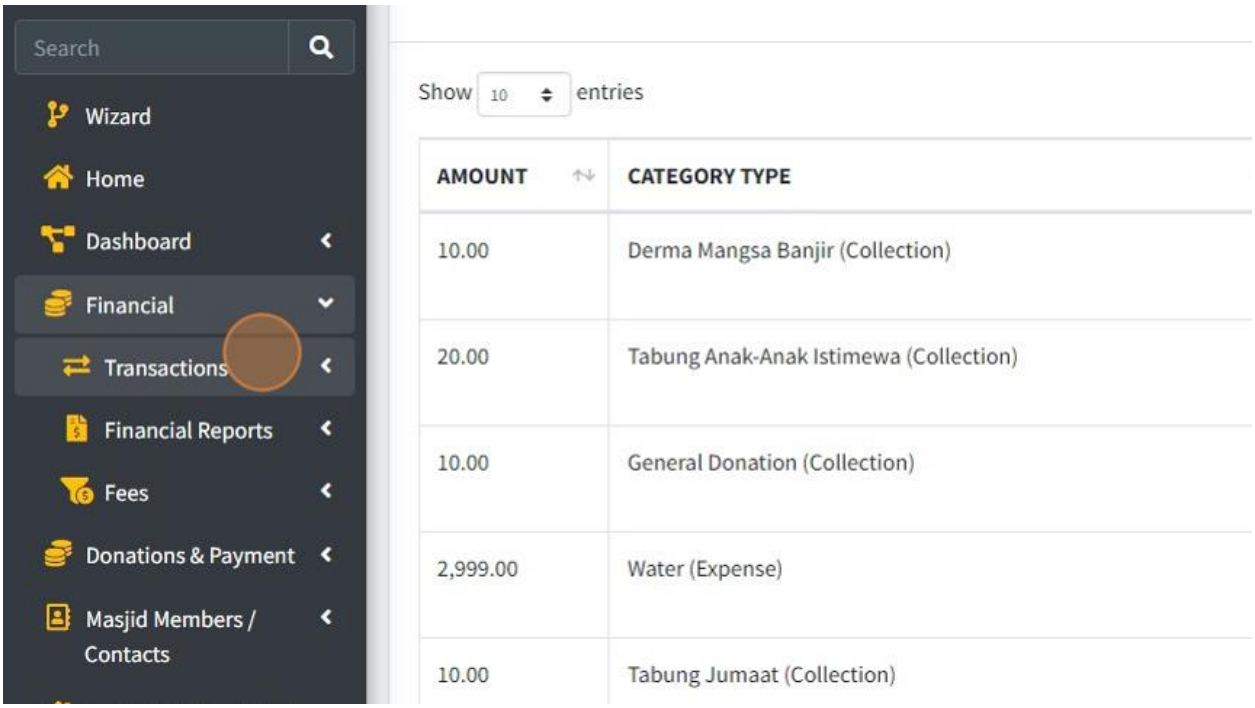


43. Next you also can Transfer Fund to another Fund that you had create in system.

First, click "Financial".

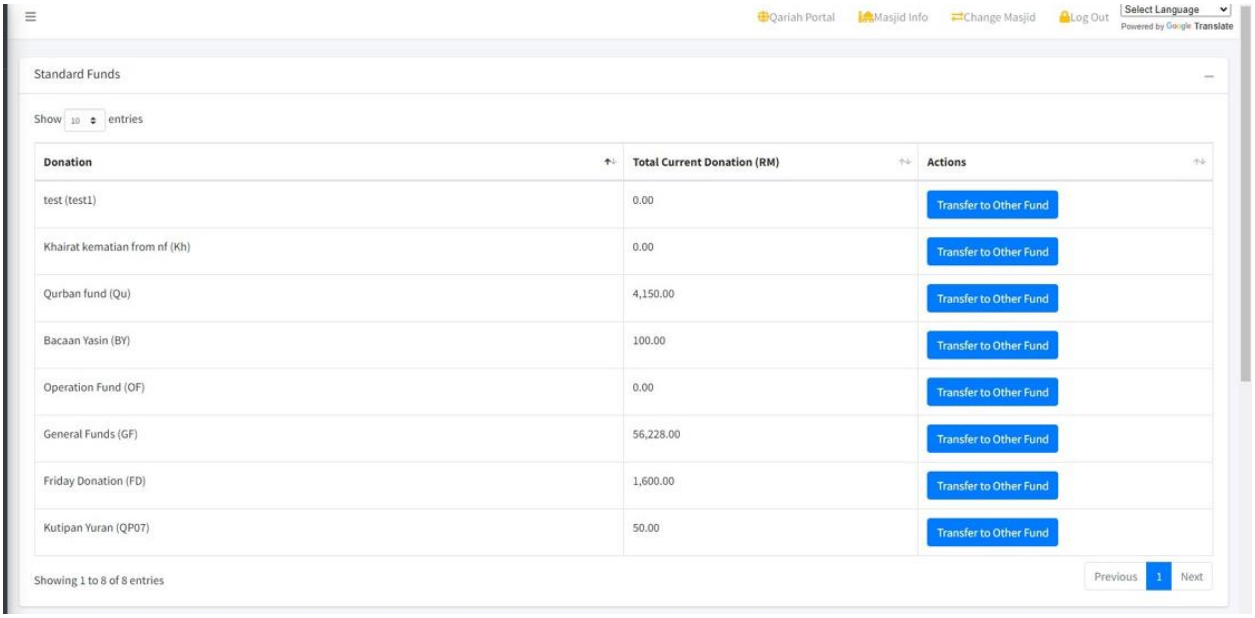


44. Then click "Transactions".



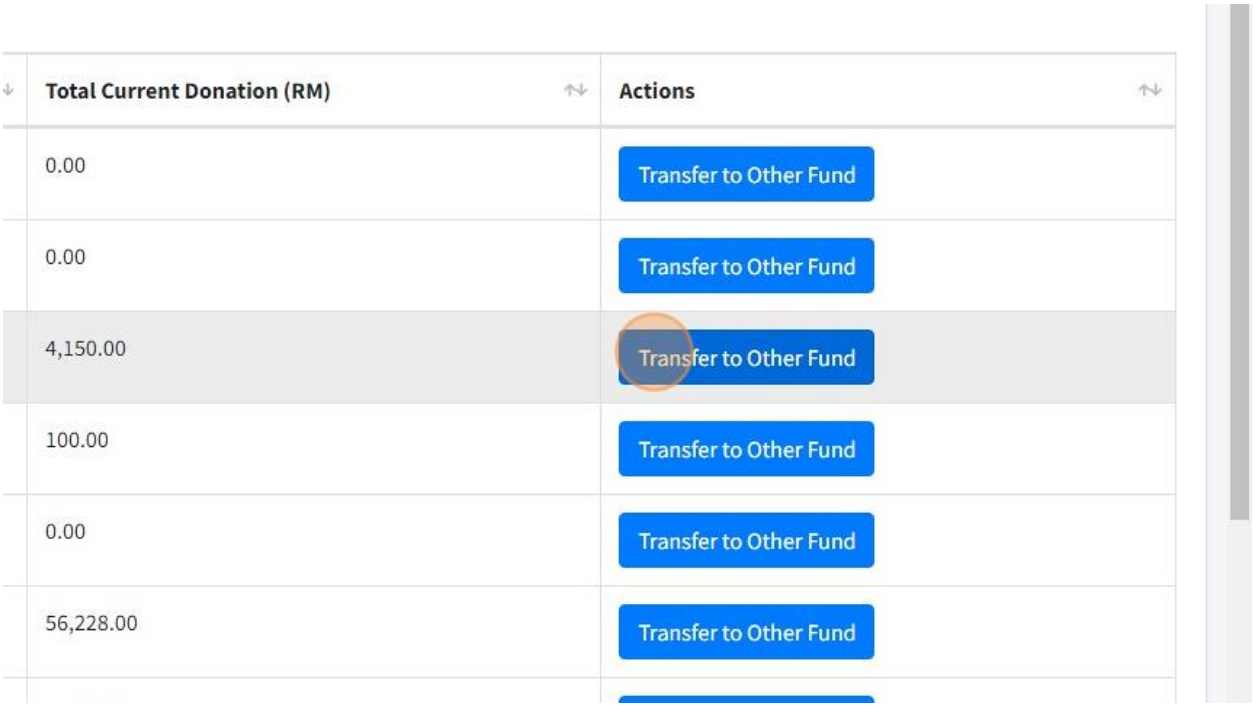
45. Then click "Transfer Funds".

46. Once you click, you will see this following page below:



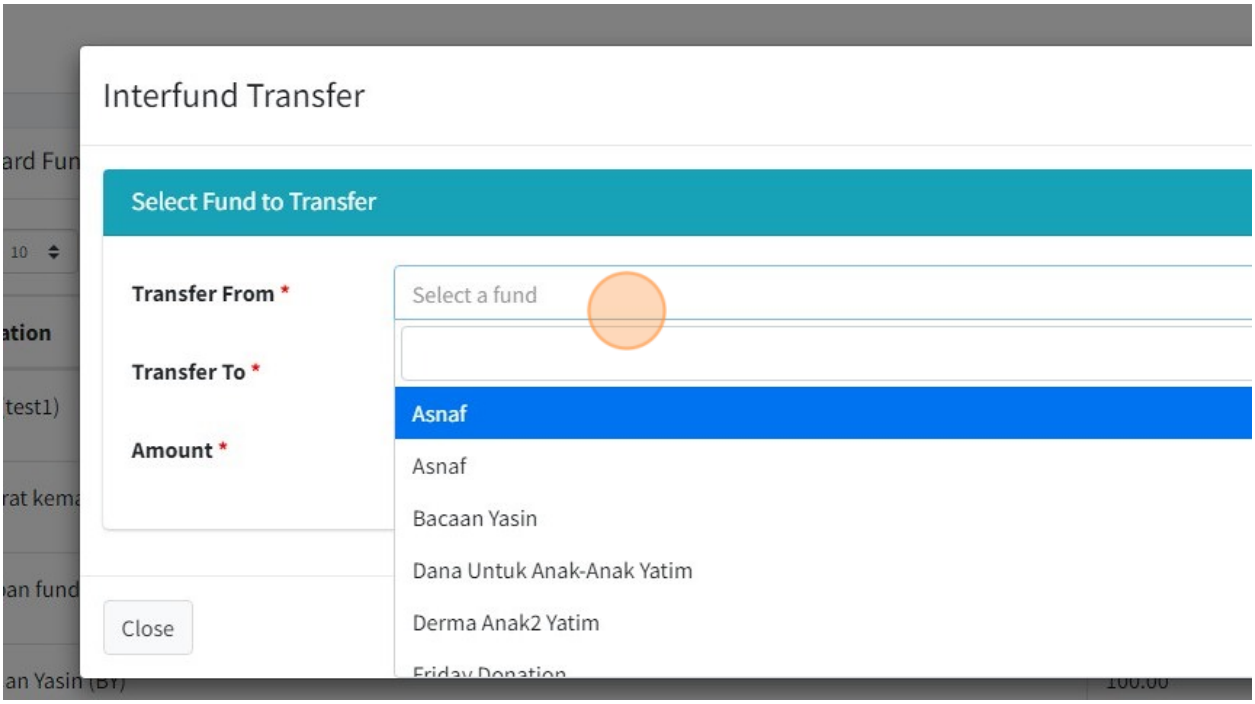
47. First you must choose which Fund that you want to transfer their amount to another Fund.

You can click "Transfer to Other Fund"

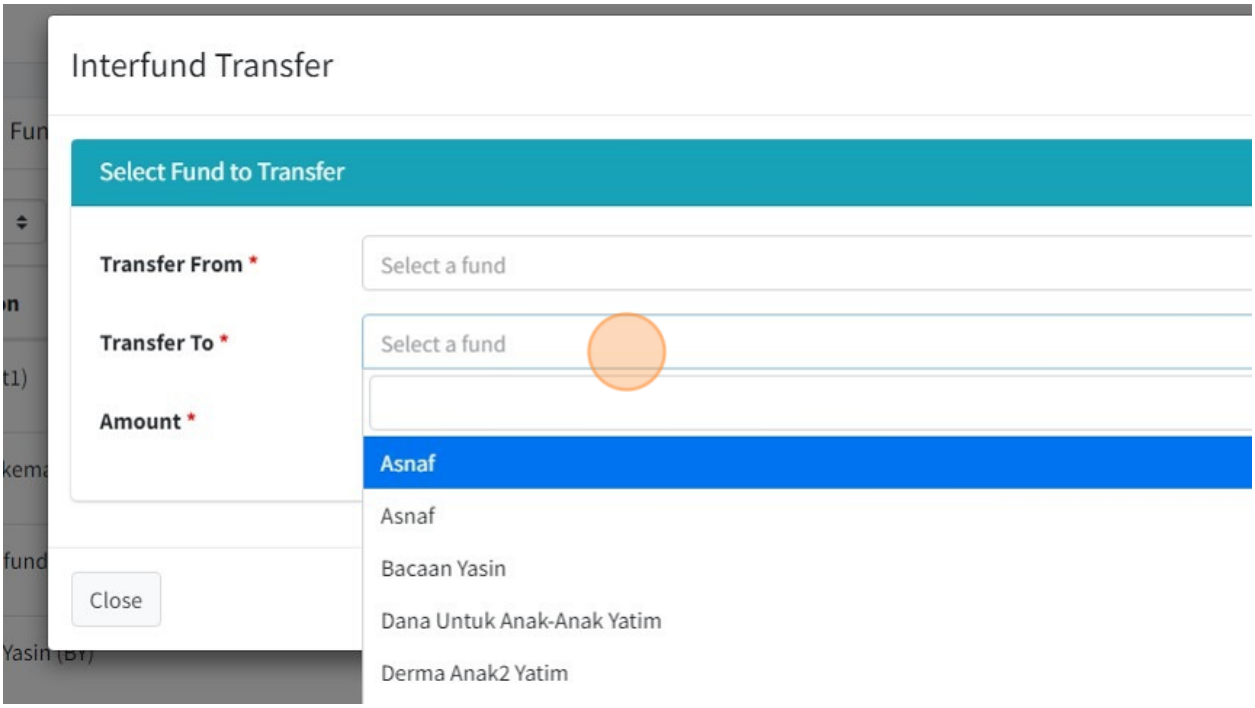


48. Then system will pop-up page for Transfer Fund.

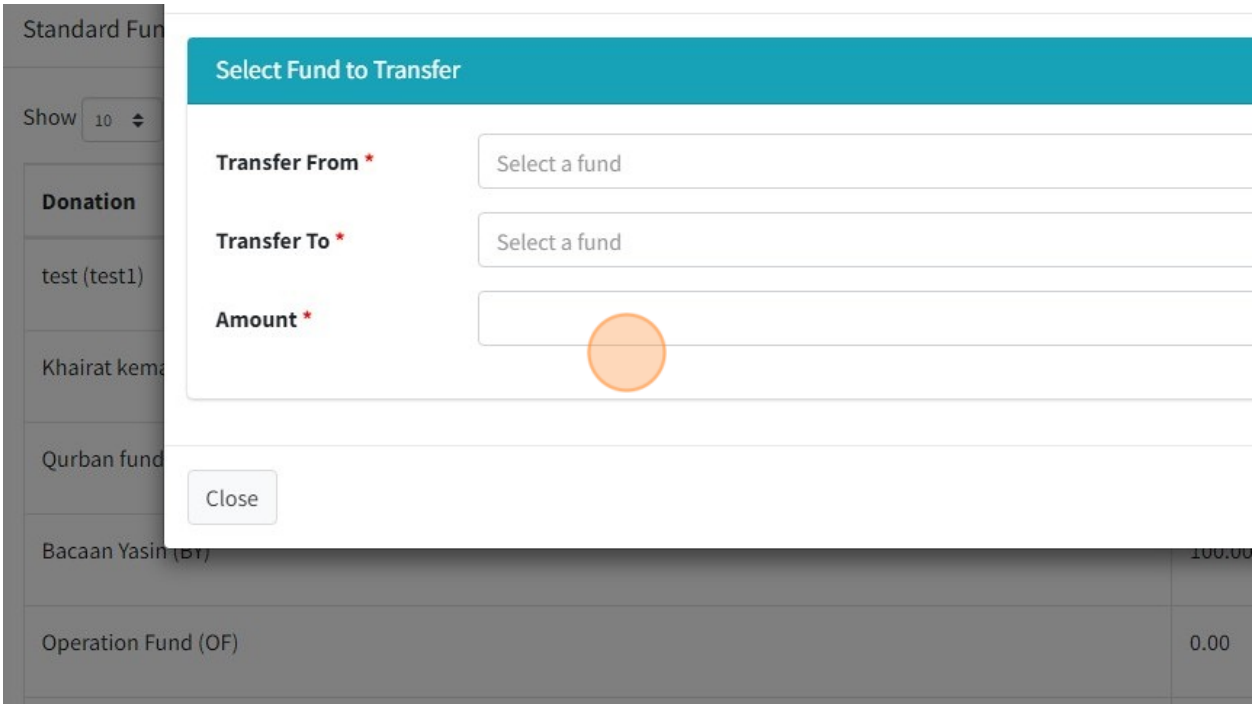
First choose Fund "Transfer From".



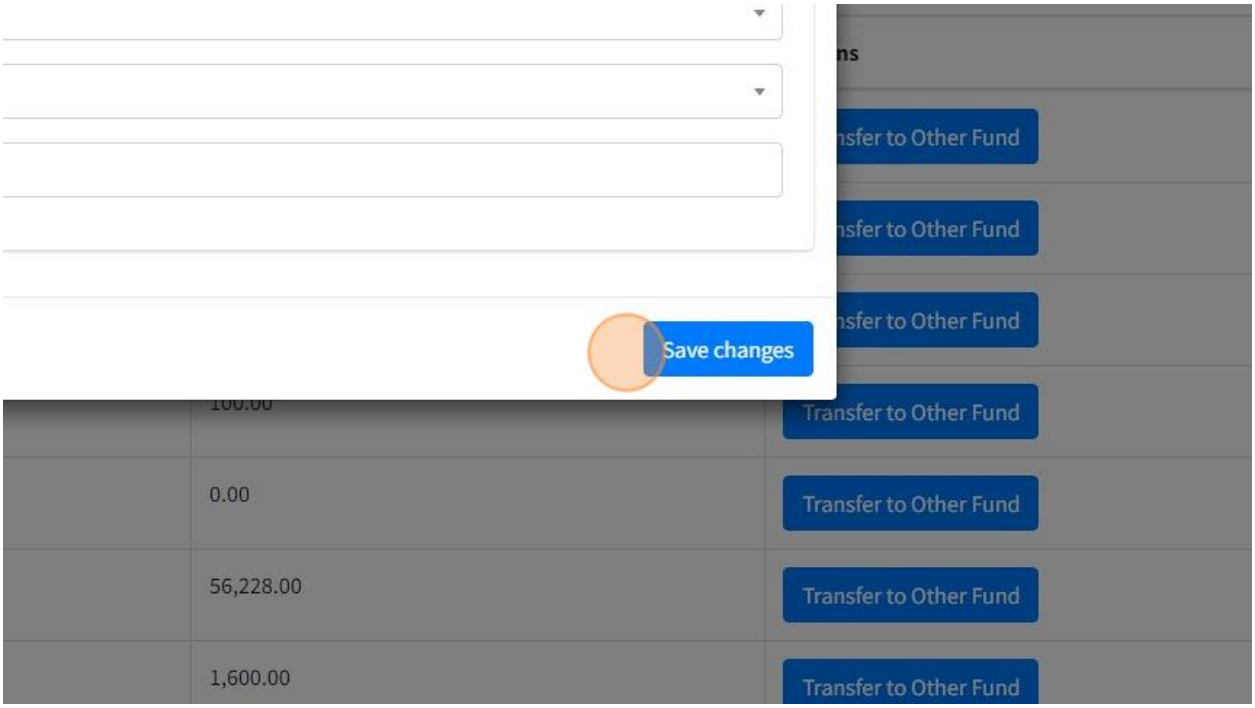
49. Then choose Fund that you want to Transfer at column "Transfer To".



50. Then enter Amount that you want to Transfer.



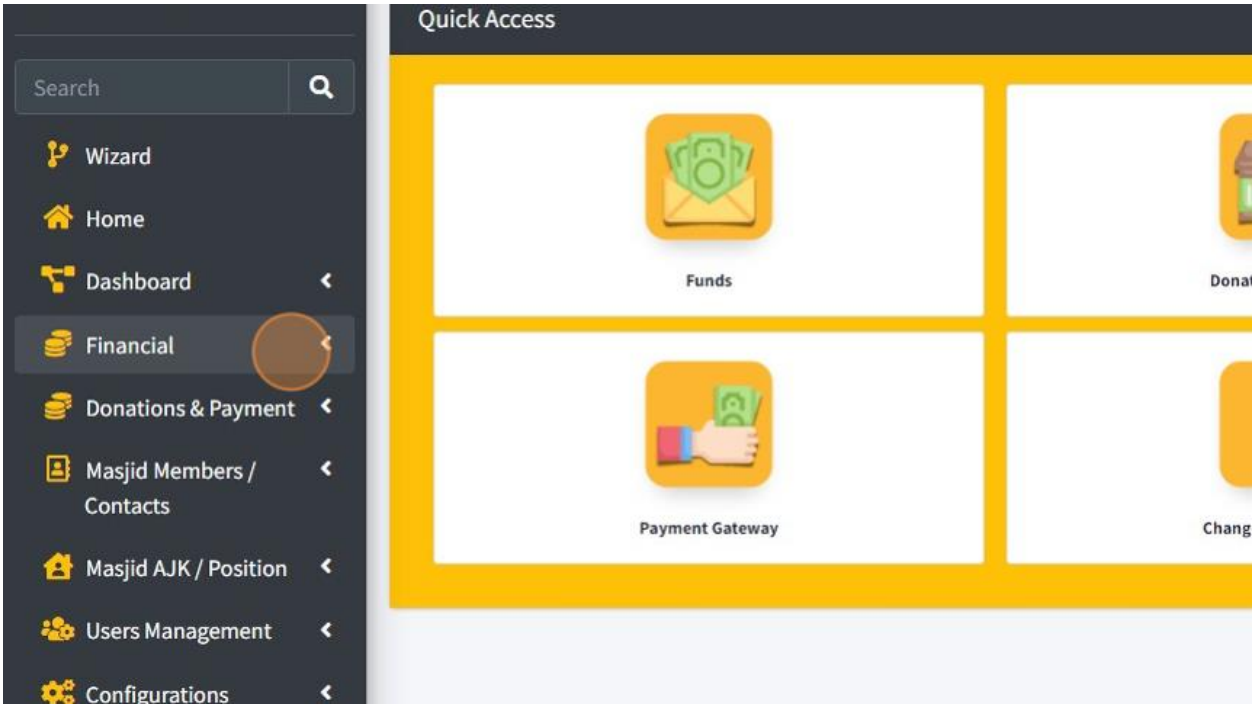
51. Then click "Save changes" once done.



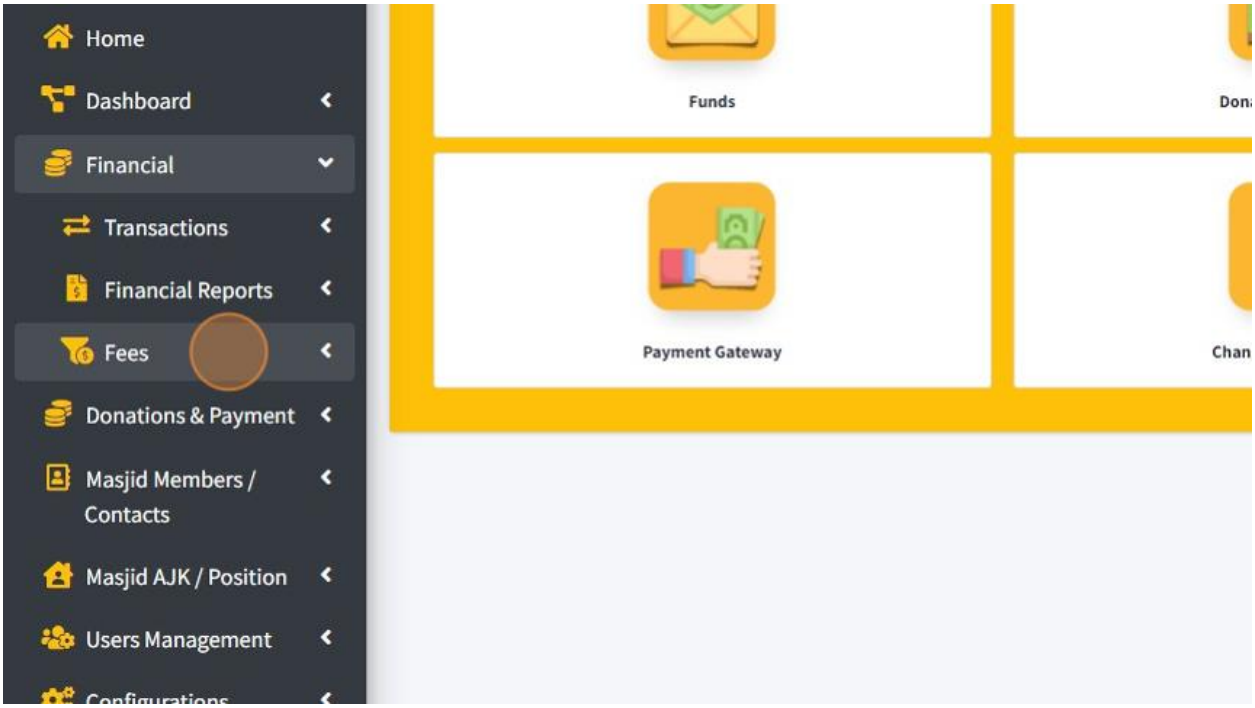
2.10 MANAGE FEES

1. In MyMasjid, you can manage Fees for your Mosque/Surau or Organization.

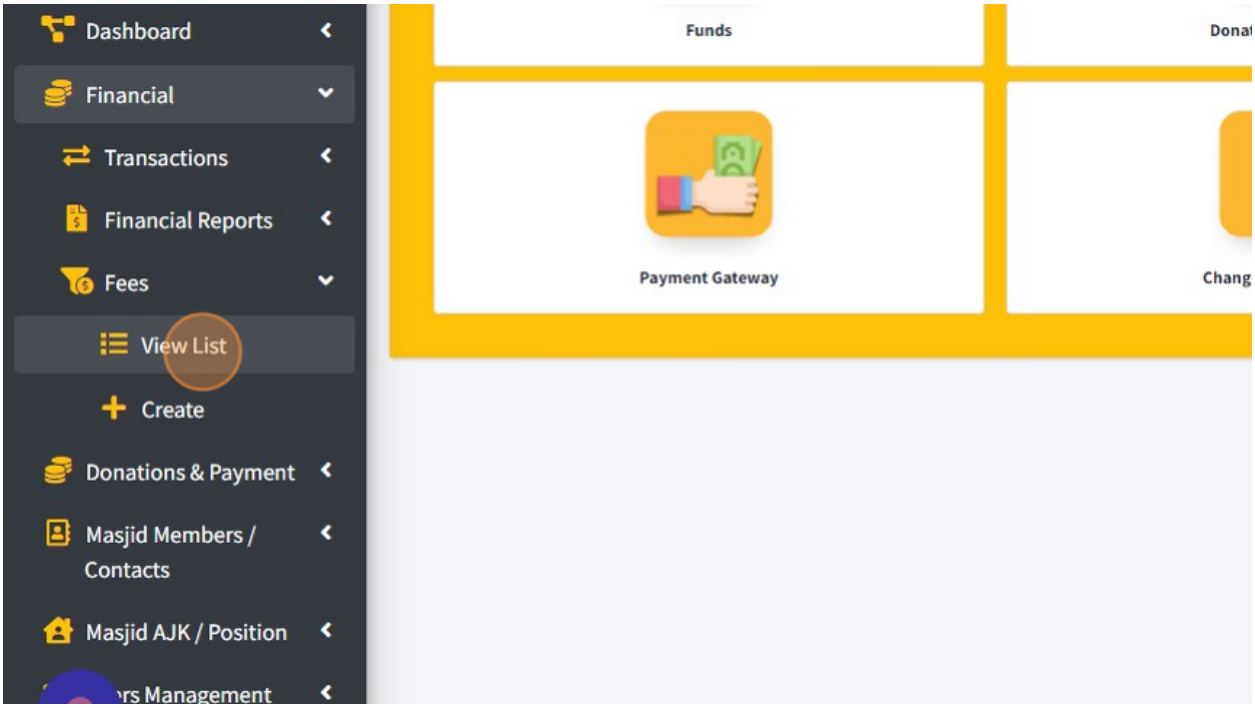
First, click "Financial".



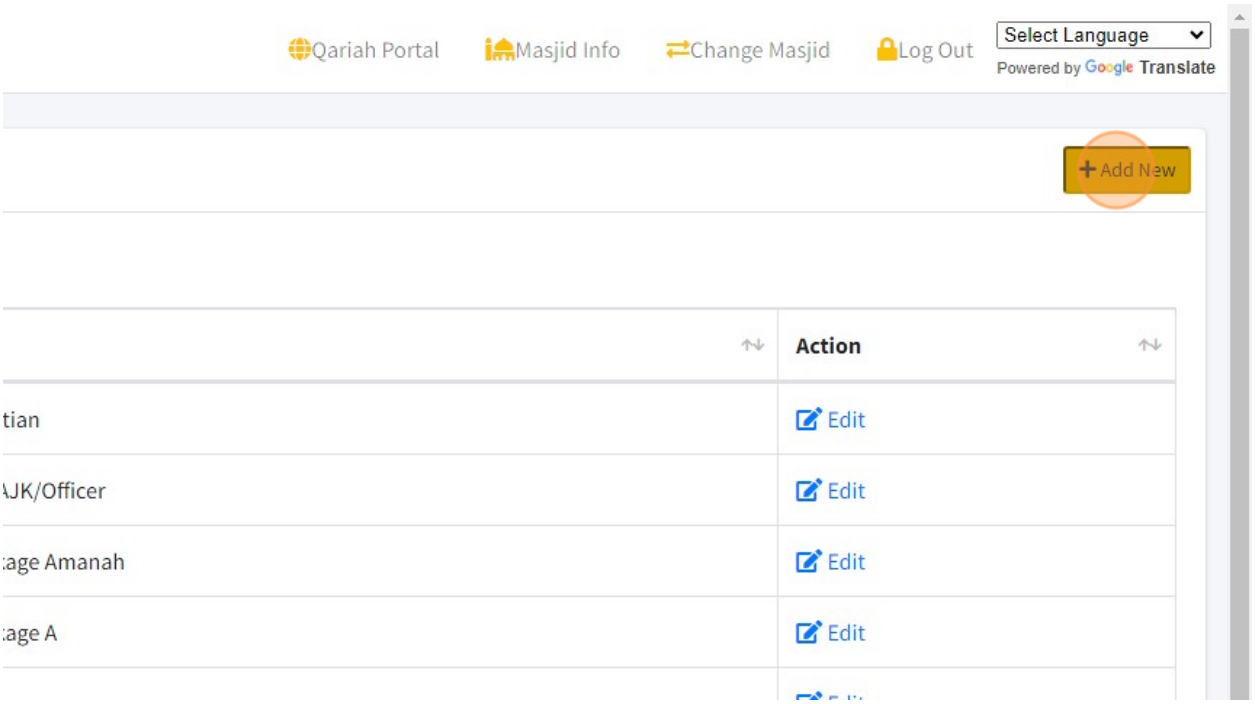
2. Then click "Fees".



3. Click "View List" to view list of Fees that you had create.

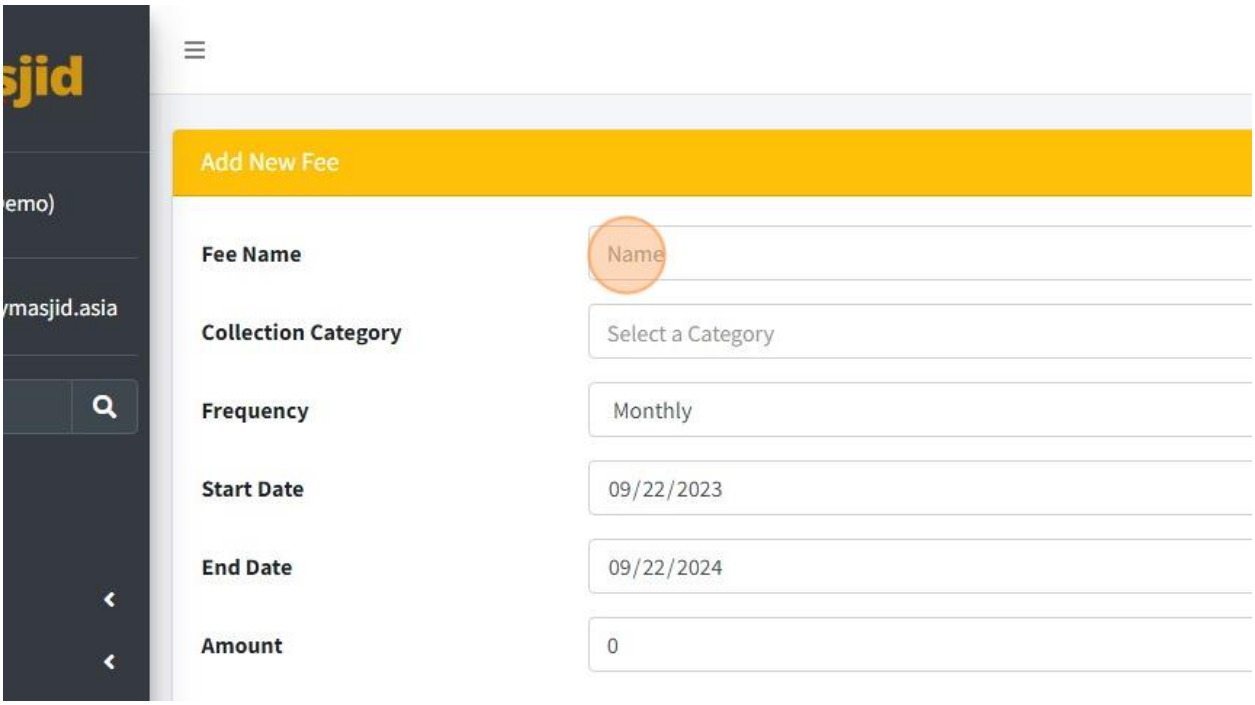


4. To add new fees, click "Add New".

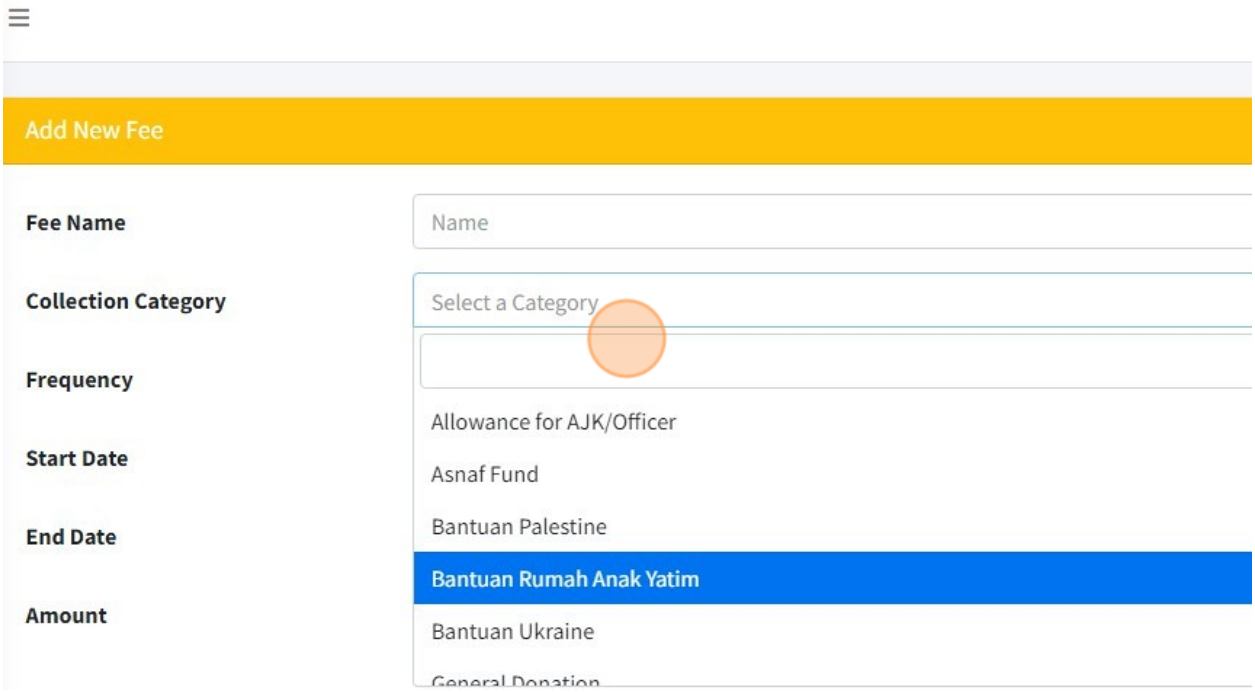


5. Then you will redirect to this page.

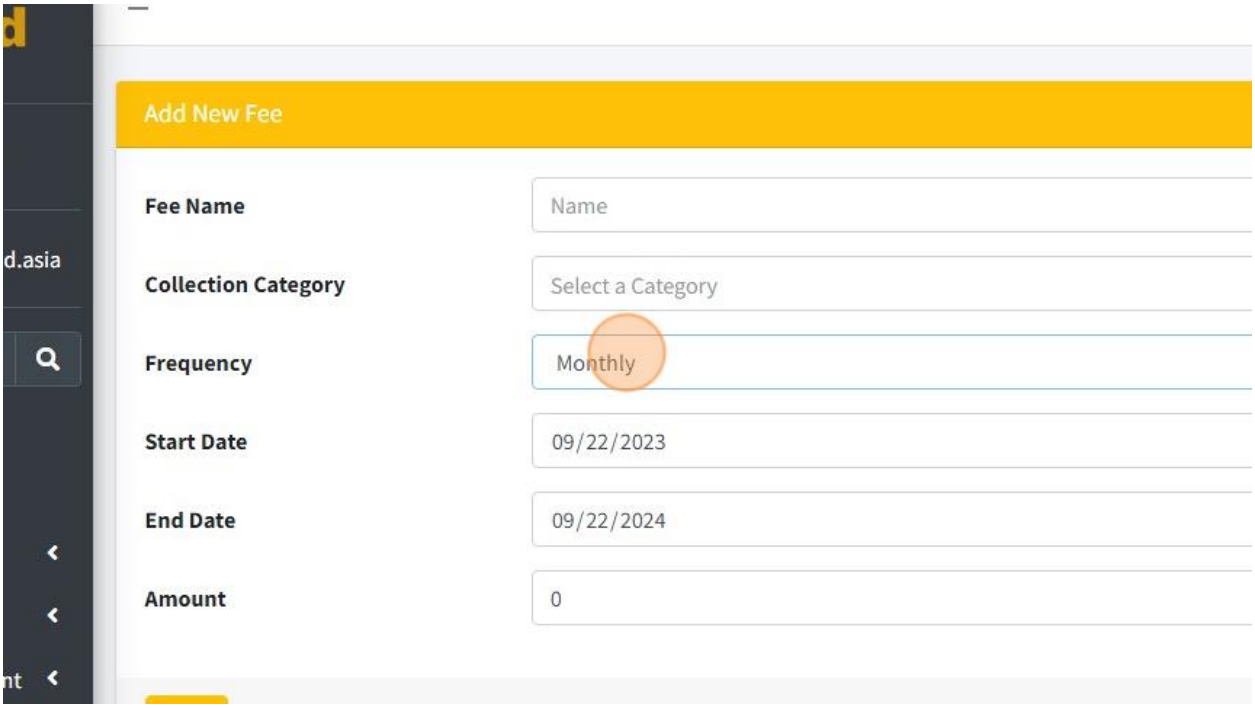
First, you need to fill in Fee Name in "Name" field.



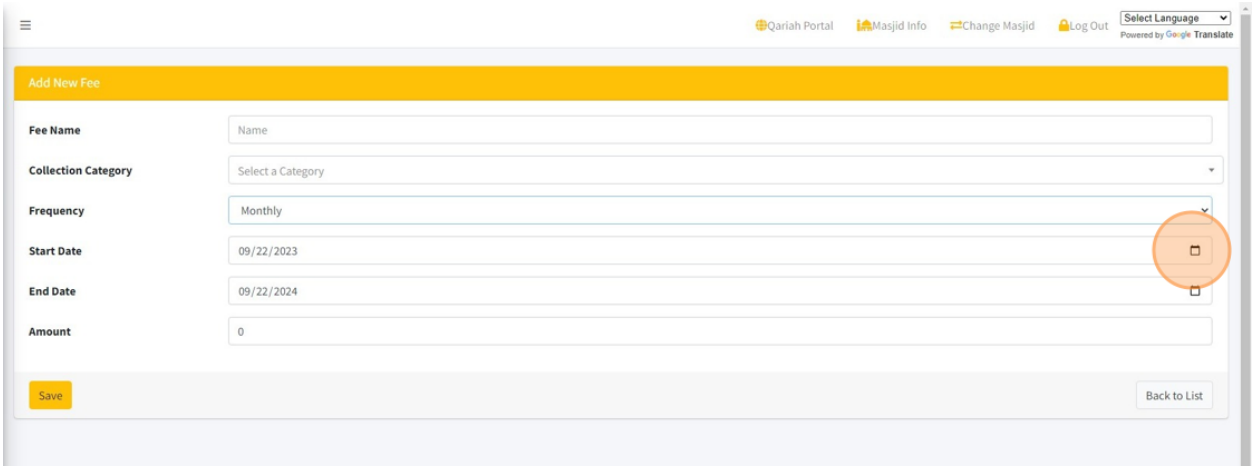
6. Then choose Collection Category for this Fee by click "Select a Category".



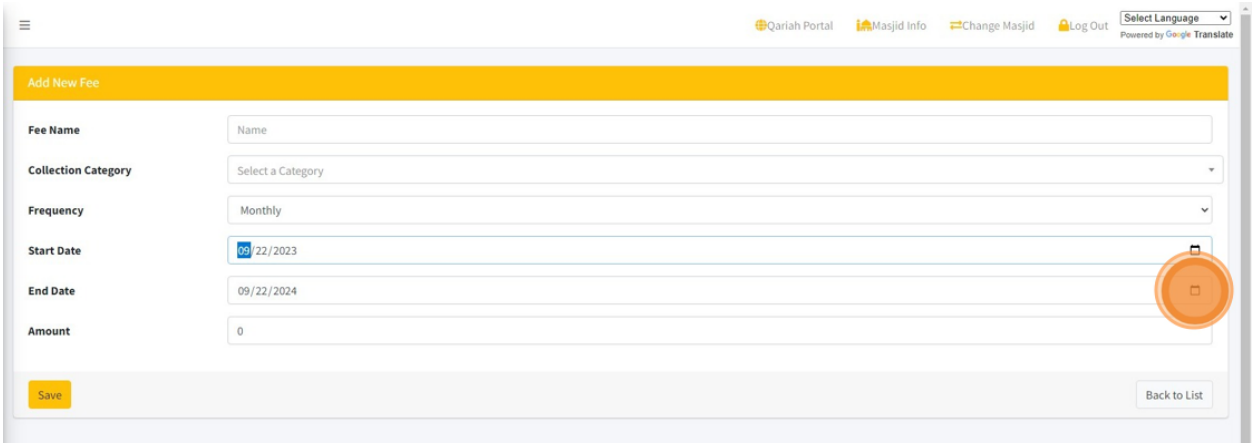
7. Then choose Frequency for your Fees.



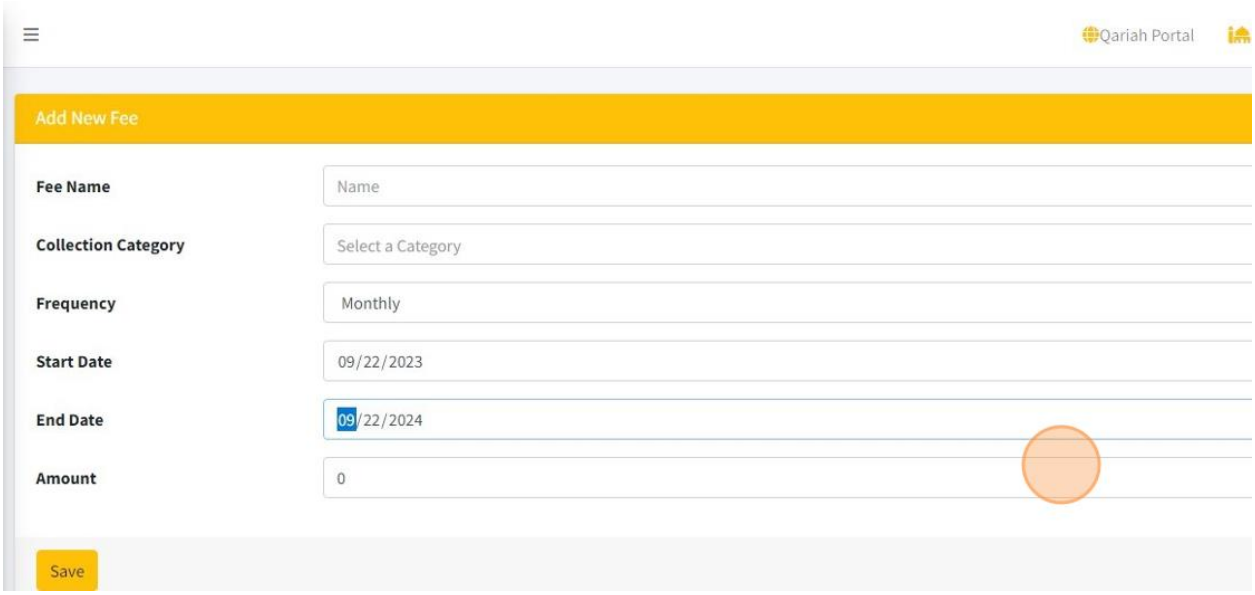
8. Choose Start Date for this Fee. (optional)



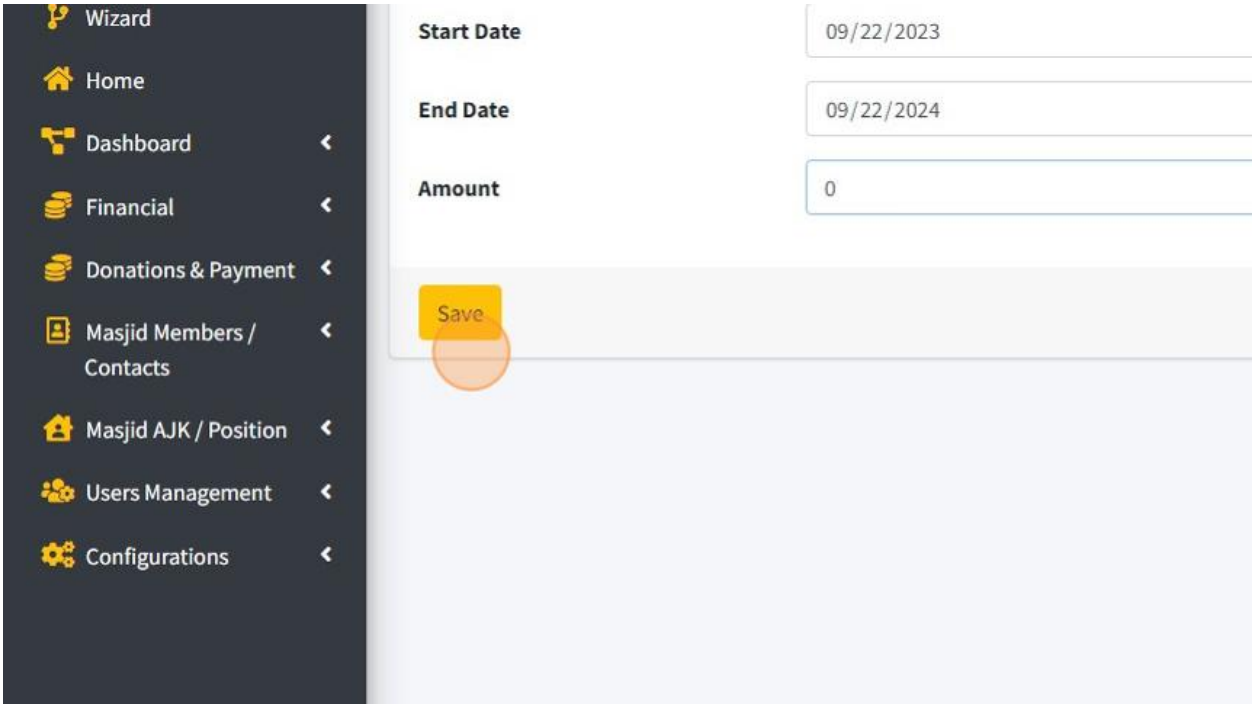
9. Choose End Date for this Fee. (optional)



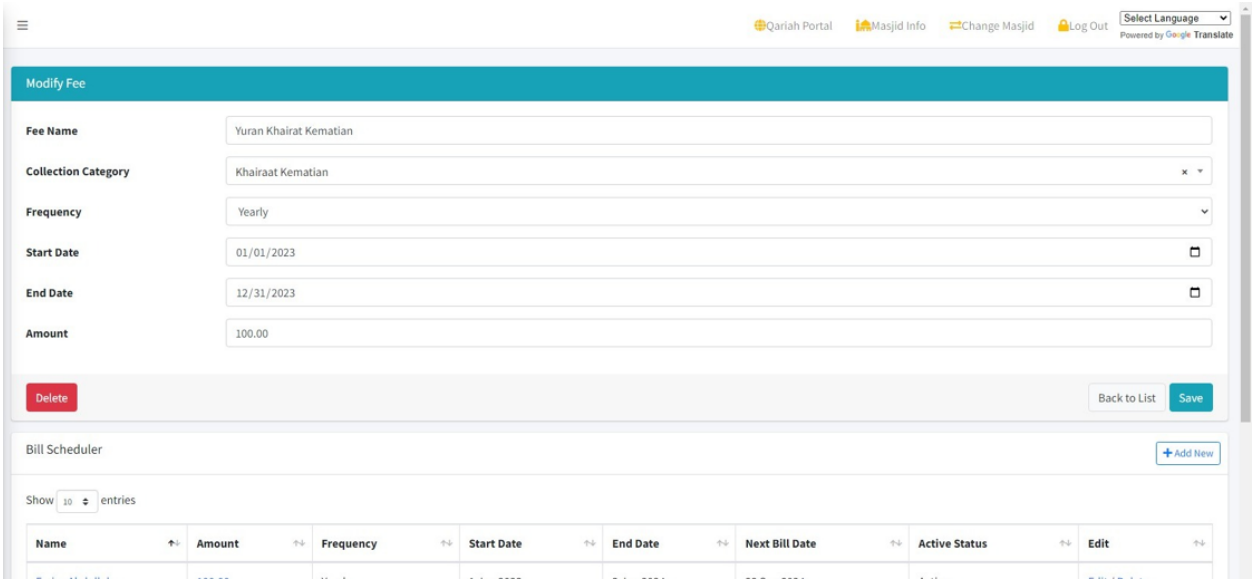
10. Enter amount for the Fee by fill-in in "Amount" field.



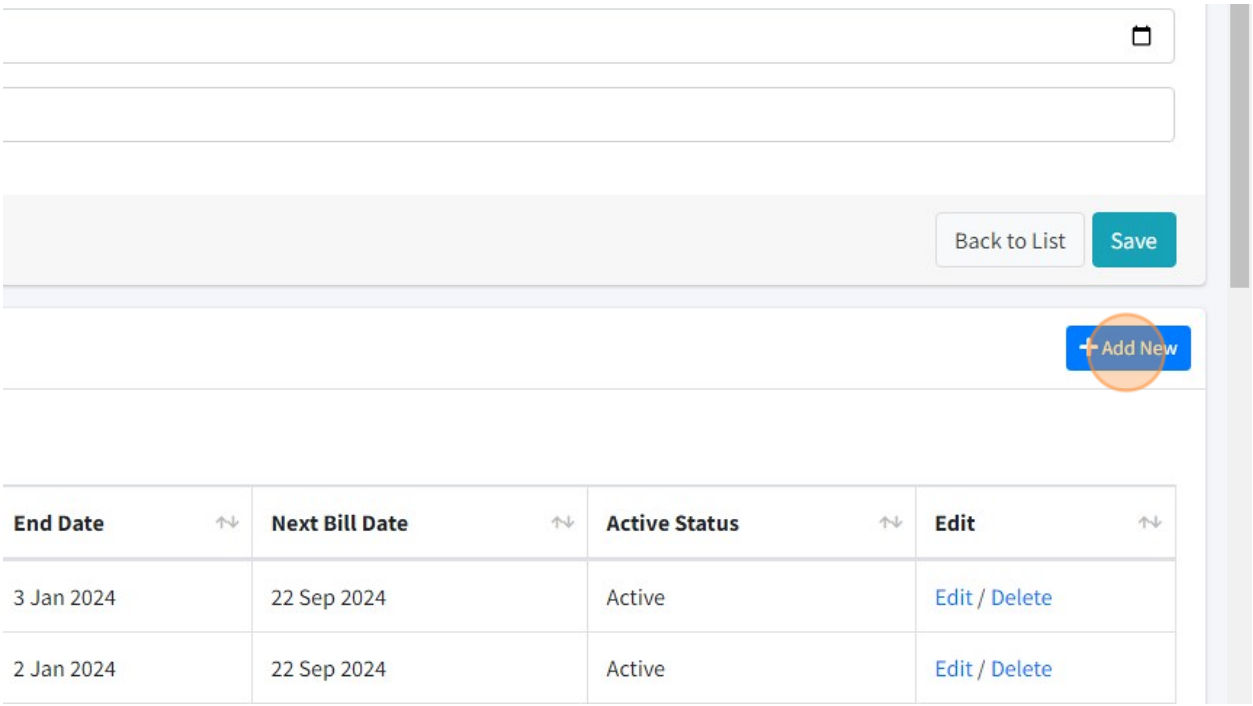
11. Click "Save" once done fill in the information.



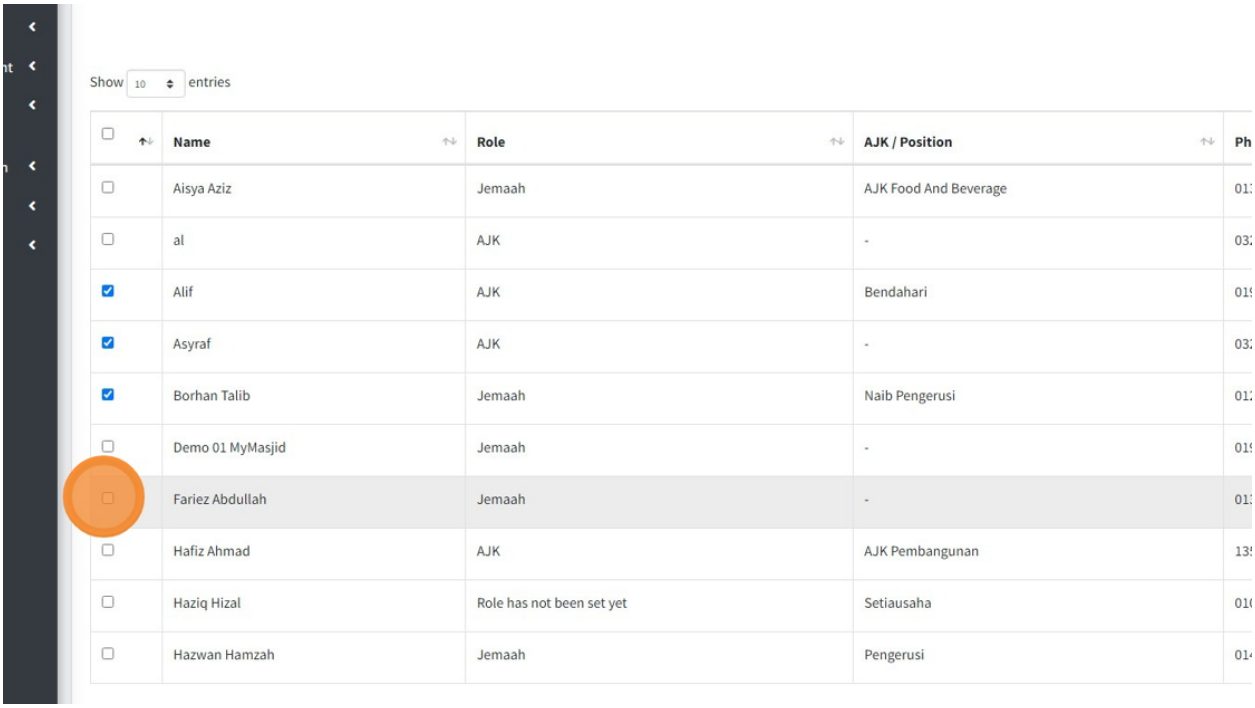
12. Once you had Save, you will see this page.



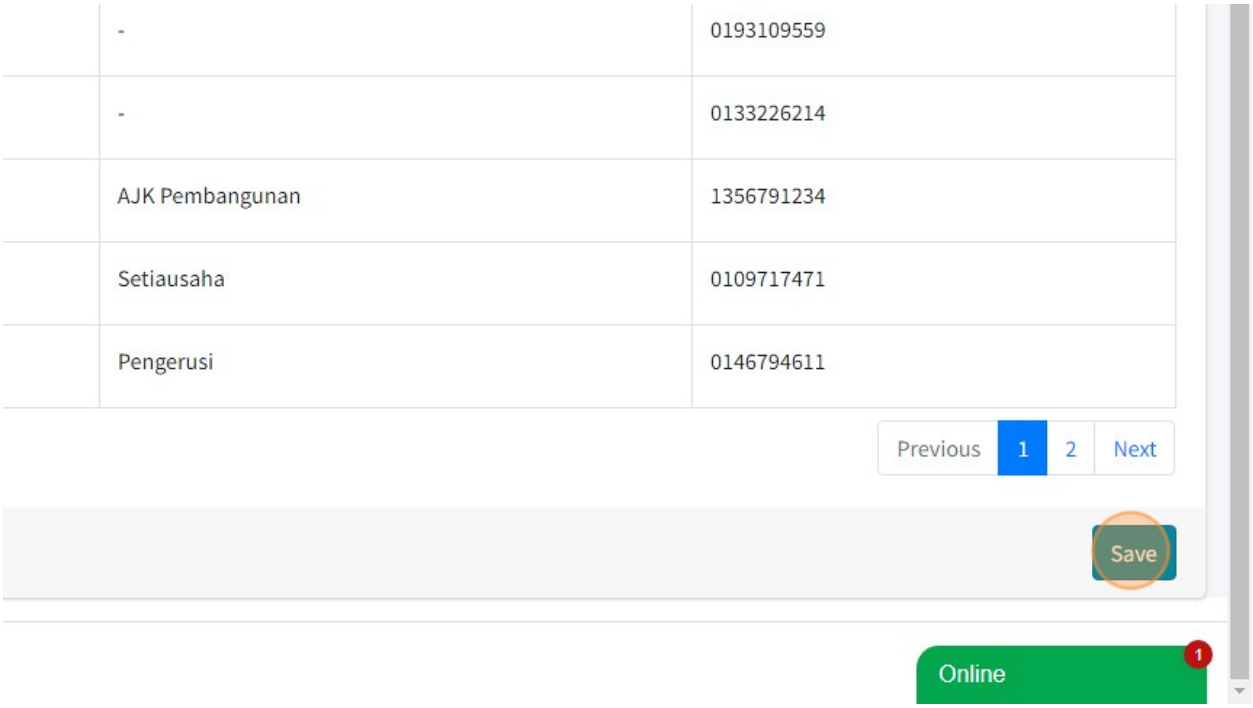
13. Click "Add New" to add bill scheduler for this Fee.



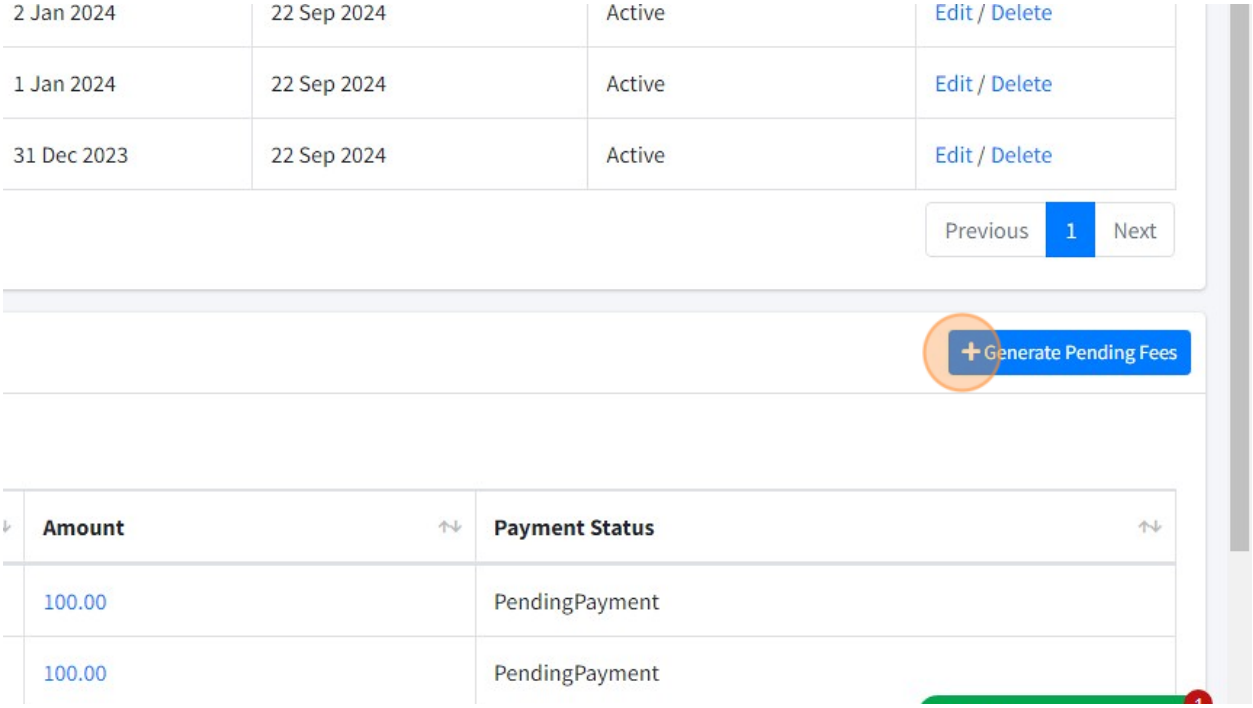
14. Click this checkbox to choose Account that need to pay this Fee.



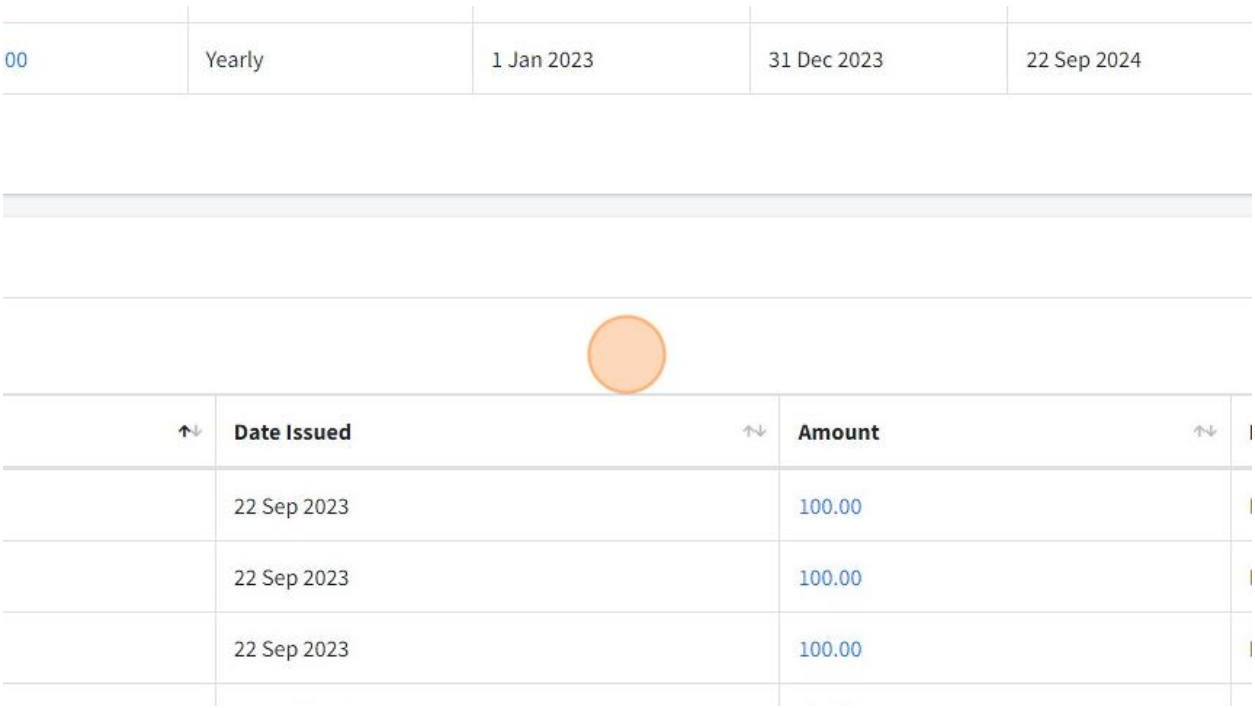
15. Click "Save" once done.



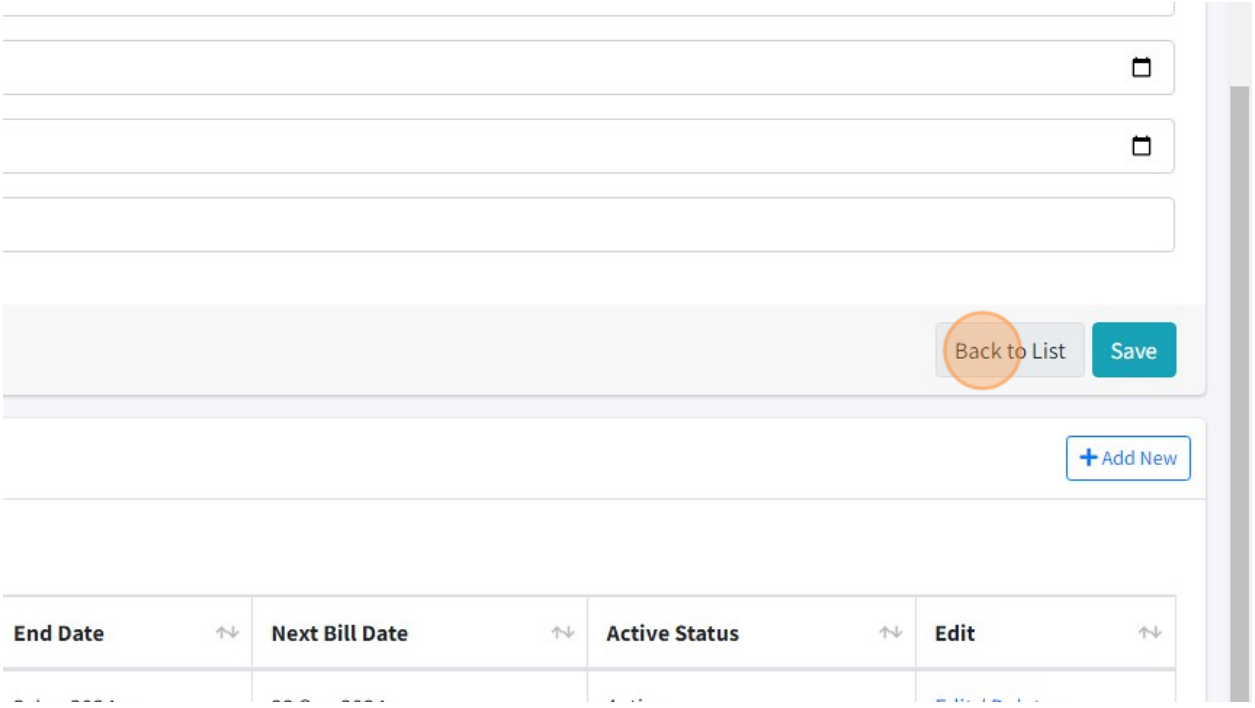
16. Then you also can generate pending Fees by click on this button "+Generate Pending Fees".



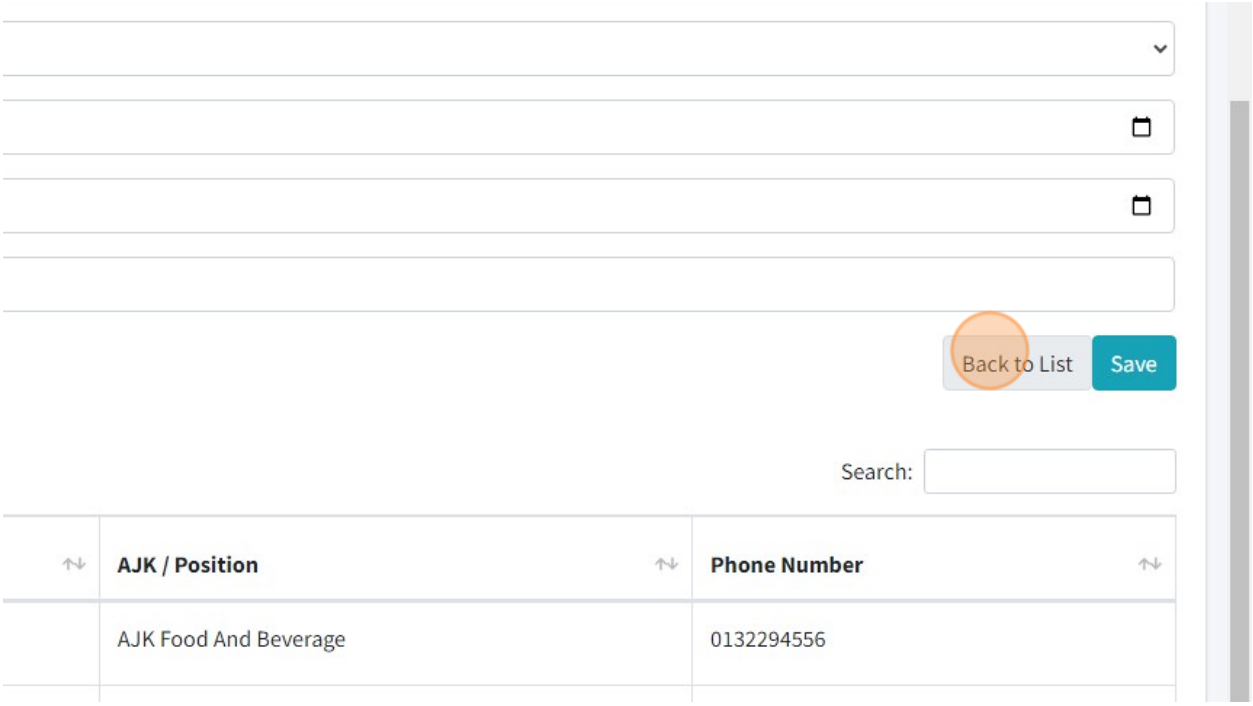
17. Click here.



18. Click "Back to List"

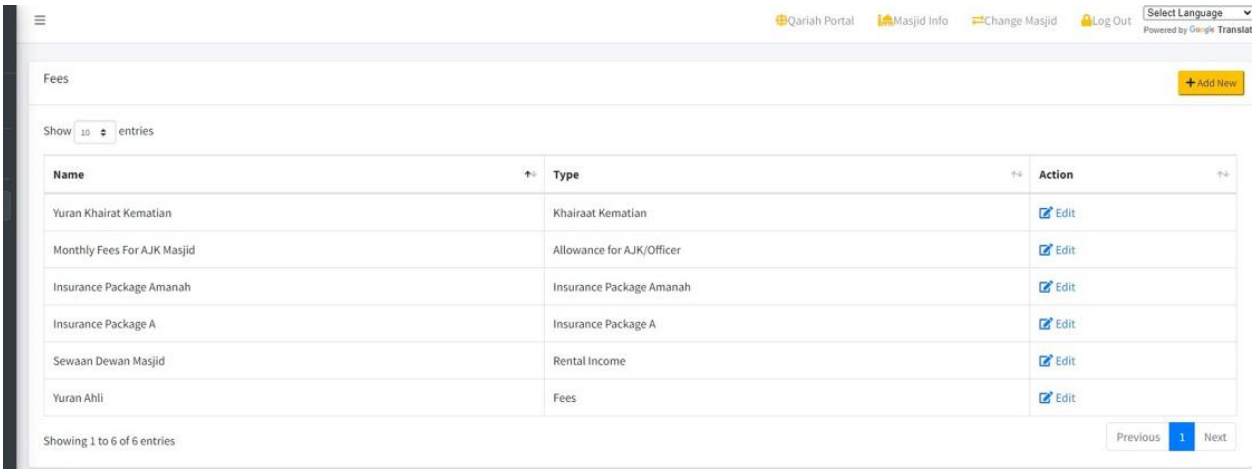


19. Click "Back to List" to go back to page list of Fees.



20. Here is Page List Of Fee.

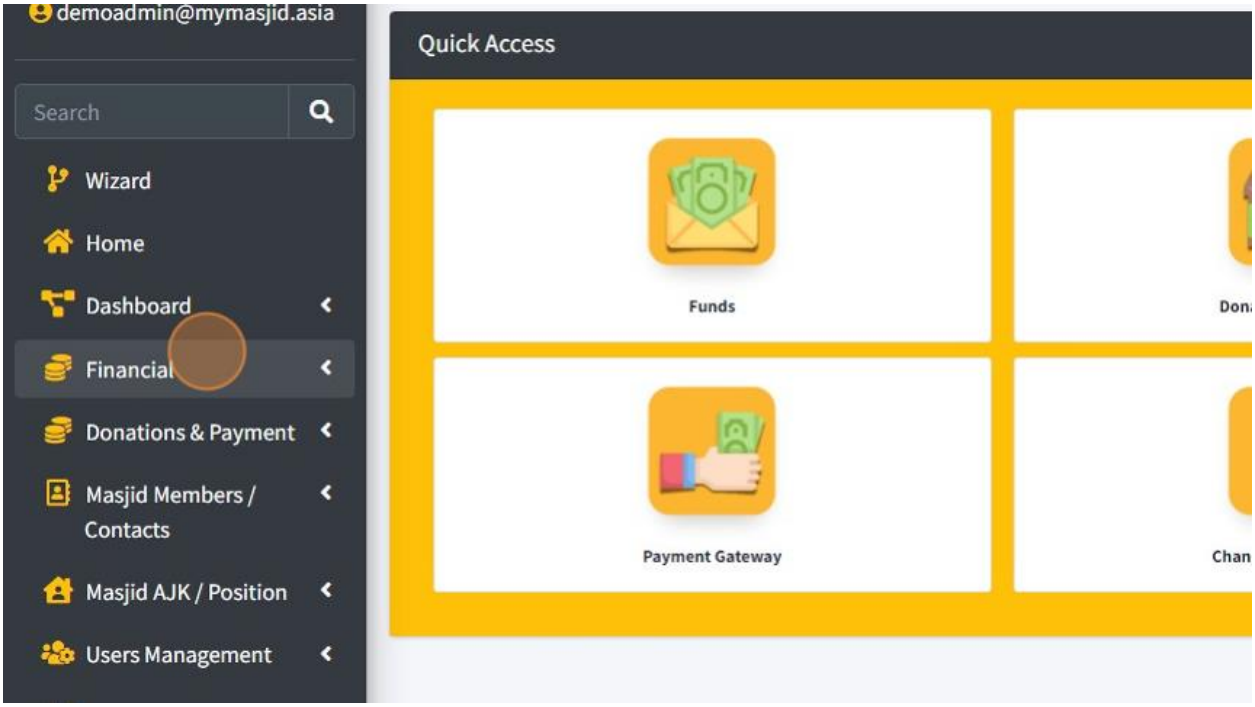
You can click "Edit" to edit Fee's information.



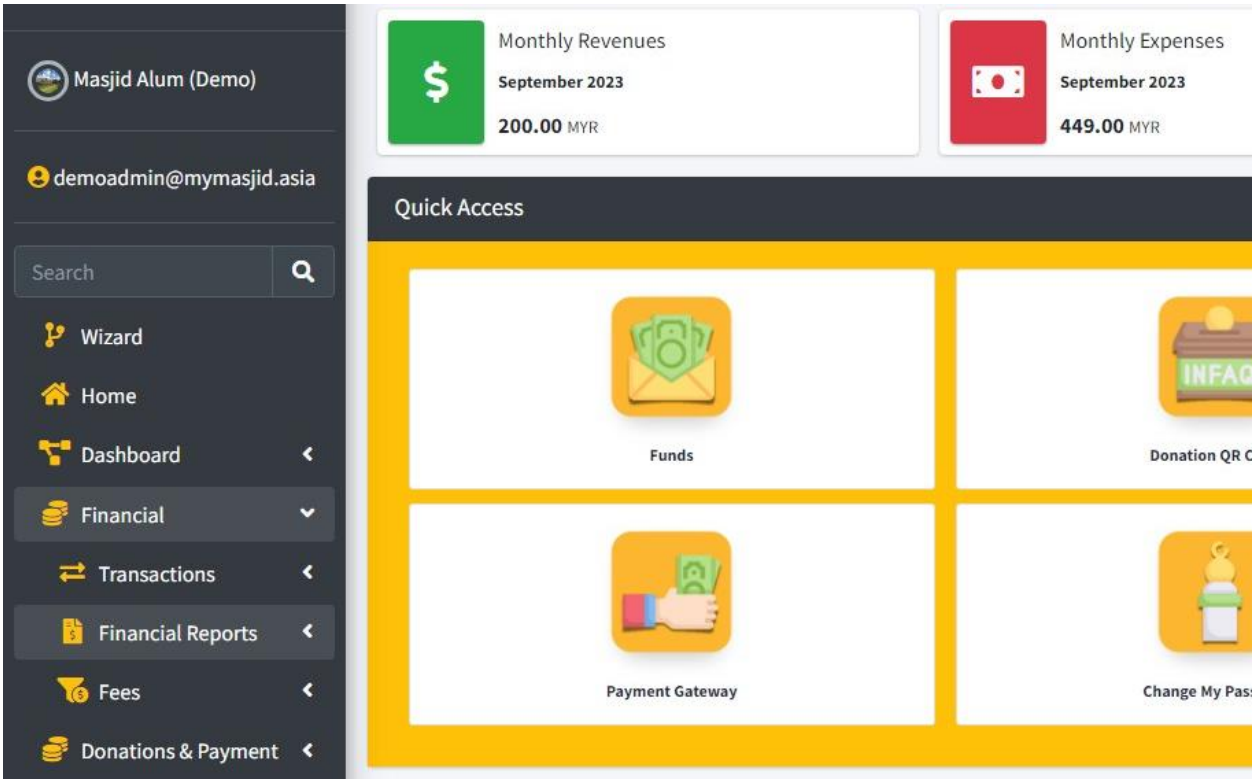
2.11 GENERATE REPORTS

1. Once you had done record transaction in system. You can generate Financial Report. There are several reports that you can get from MyMasjid system.

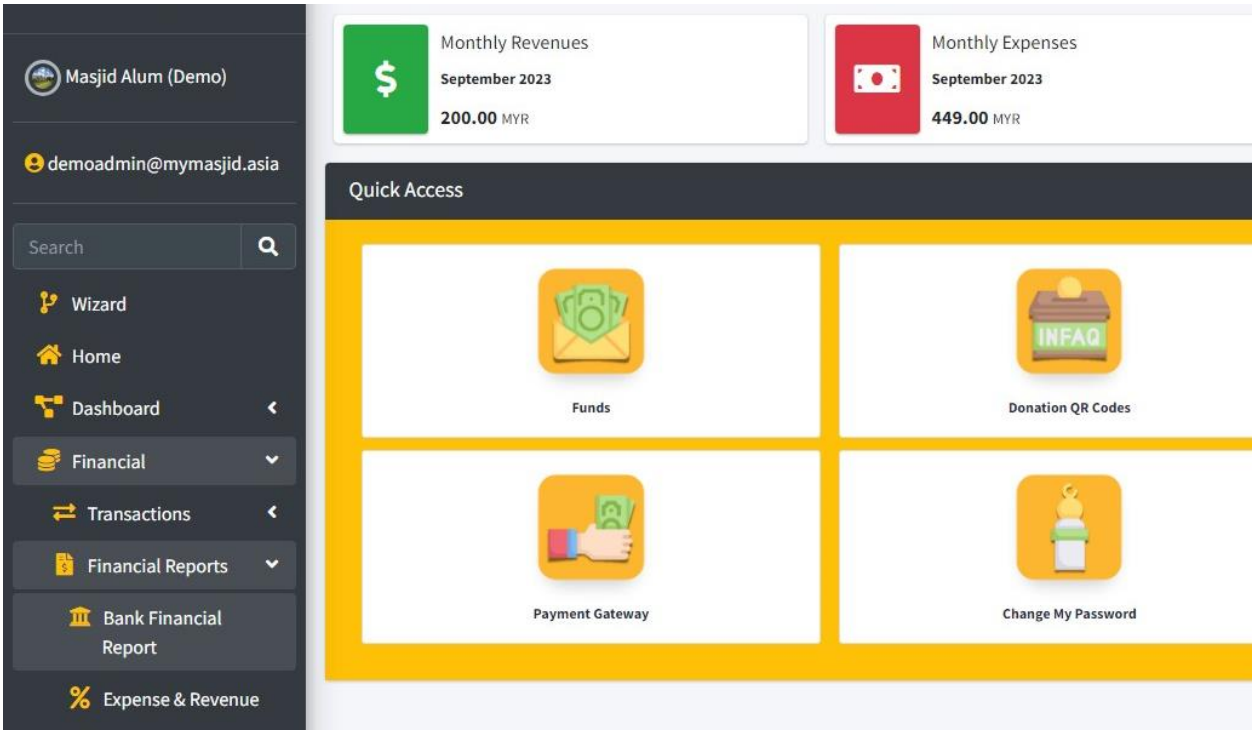
2. First, click "Financial".



3. Then click "Financial Reports".

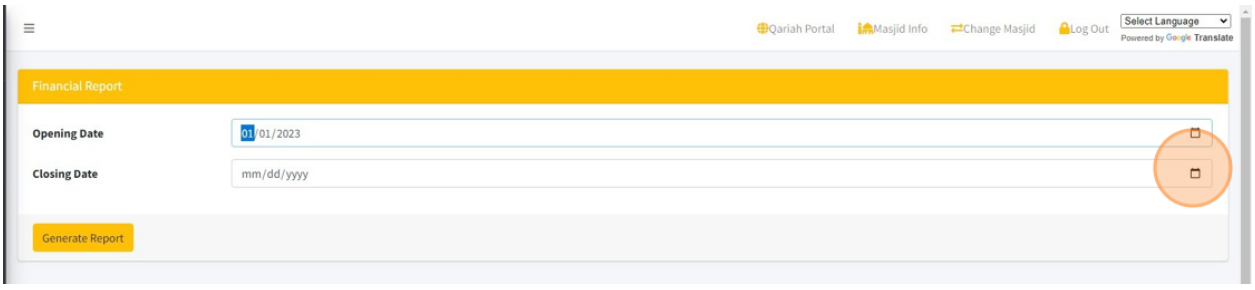


4. Then click "Bank Financial Report"

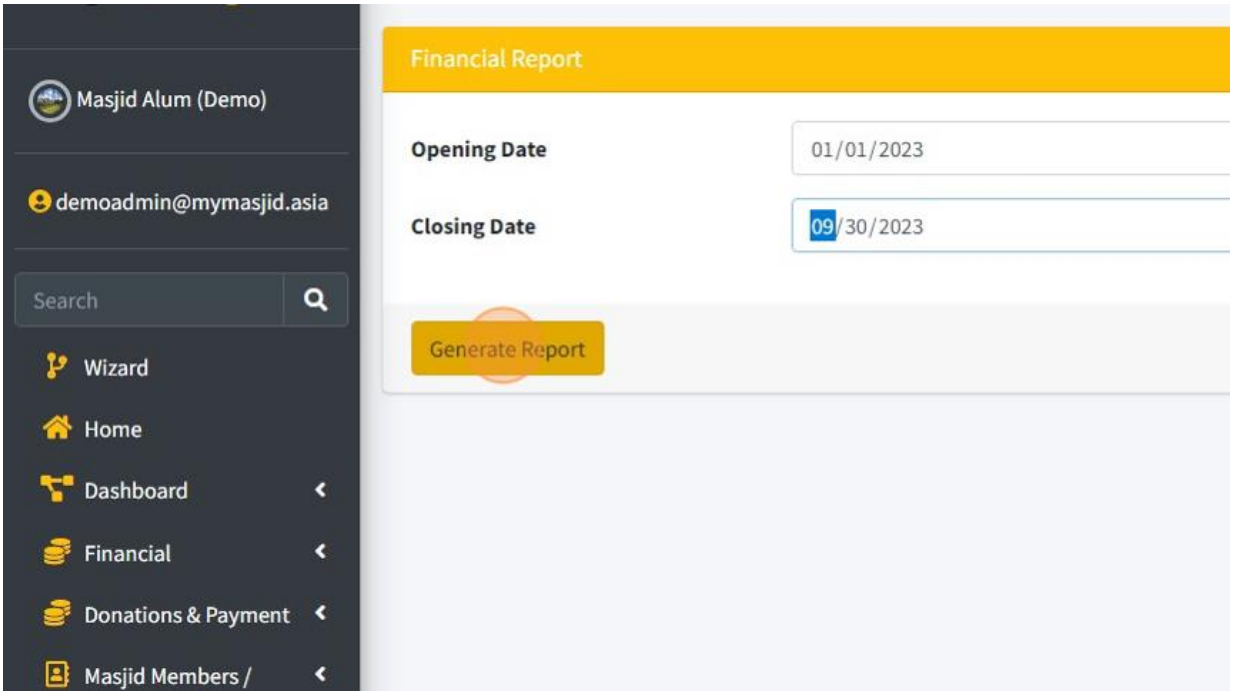


5. First you must choose Opening Date by click on the "statementOpeningDate" field.

6. Then choose Closing Date by click on the "statementClosingDate" field.



7. Then click "Generate Report".



8. You will get this report. Refer to picture below:

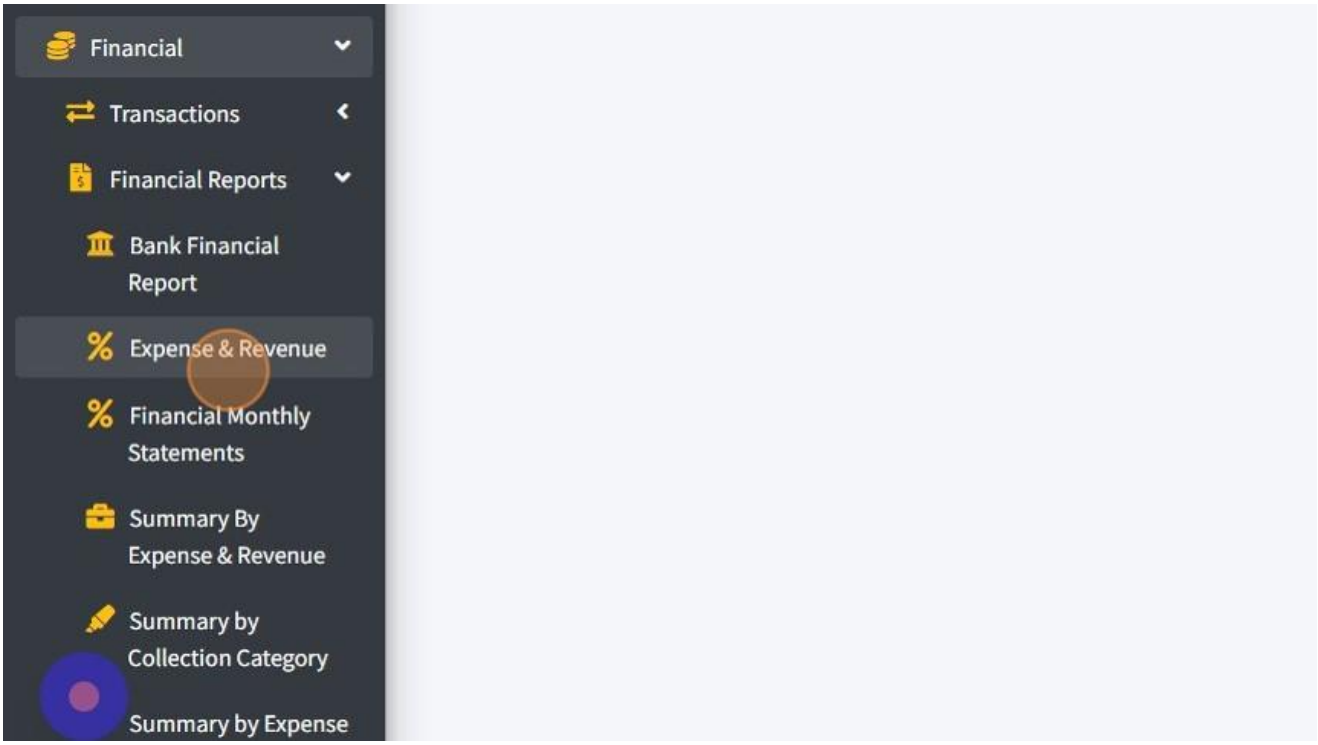
Masjid Alum (Demo) (123456)

Official Financial Report for the Year 2023
From **01 January 2023** to **30 September 2023**.

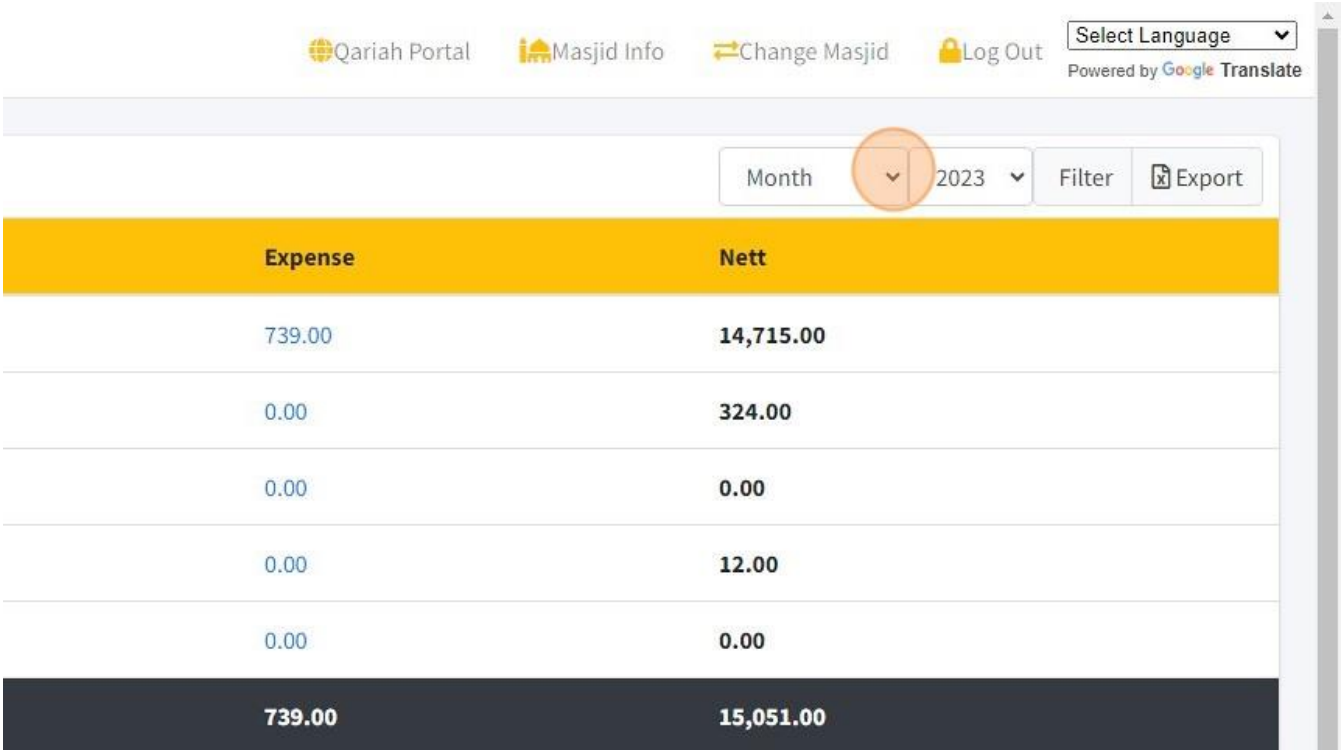
Bank Name	Starting Balance for 01 January 2023 (RM)	Current Balance for 30 September 2023 (RM)
CIMB	0.00	1,600.00
Cash on Hand	0.00	1,700.00
Maybank	0.00	371.00
Cimb 2	300.00	10,300.00
Bank Simpanan Nasional	0.00	0.00
Cash On Hand	0.00	200.00

Collection Category	Total (RM)
Infak Pemasangan Pembesar Suara	608.00
Zakat Collection	224.00
Ramadhan Collection	0.00
Project Bantuan Kecemasan Family Ahmed	0.00
General Donation	1,122.00
Special project - besarkan surau	12.00
Asnaf Fund	100.00
Qurban	0.00
Allowance for AJK/Officer	723.00
Rental Income	500.00
Income from Wakaf land	0.00
Income from Program Hibah	0.00
Other Revenue	0.00
Khairaat Kematian	0.00
Insurance Package Amanah	0.00

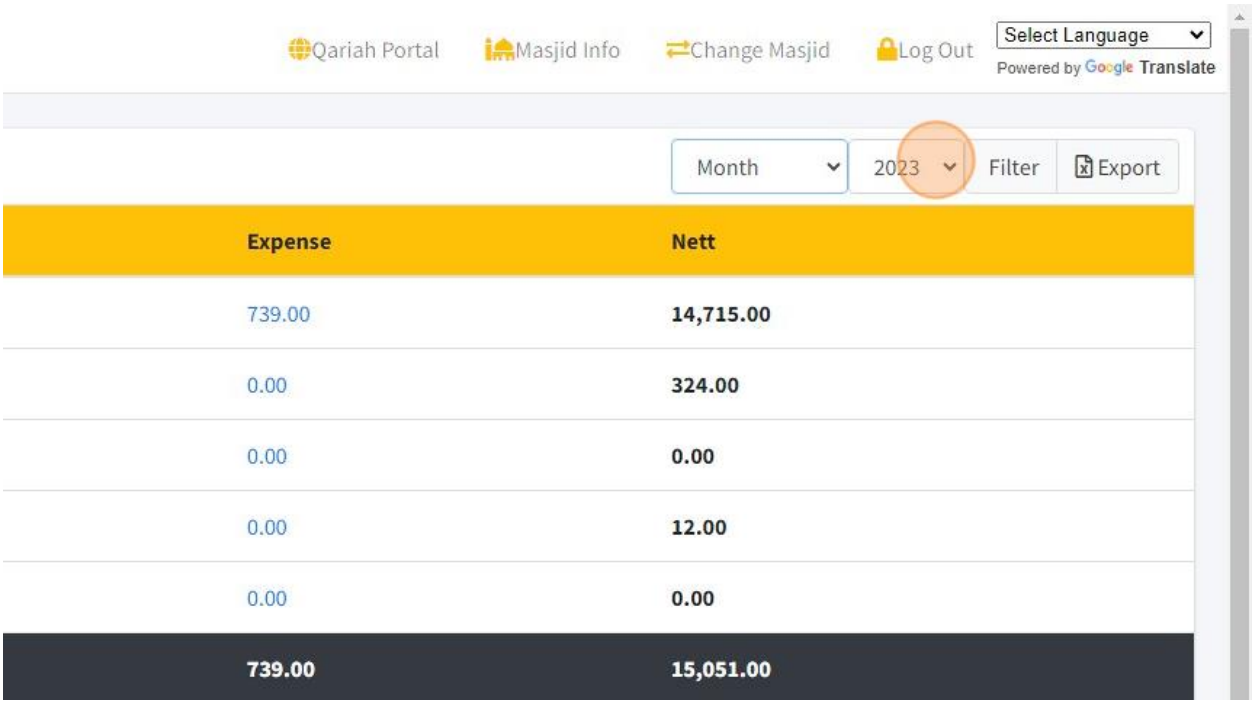
9. Next you also can generate report for Expenses and Revenue Report by click on "Expense & Revenue" menu.



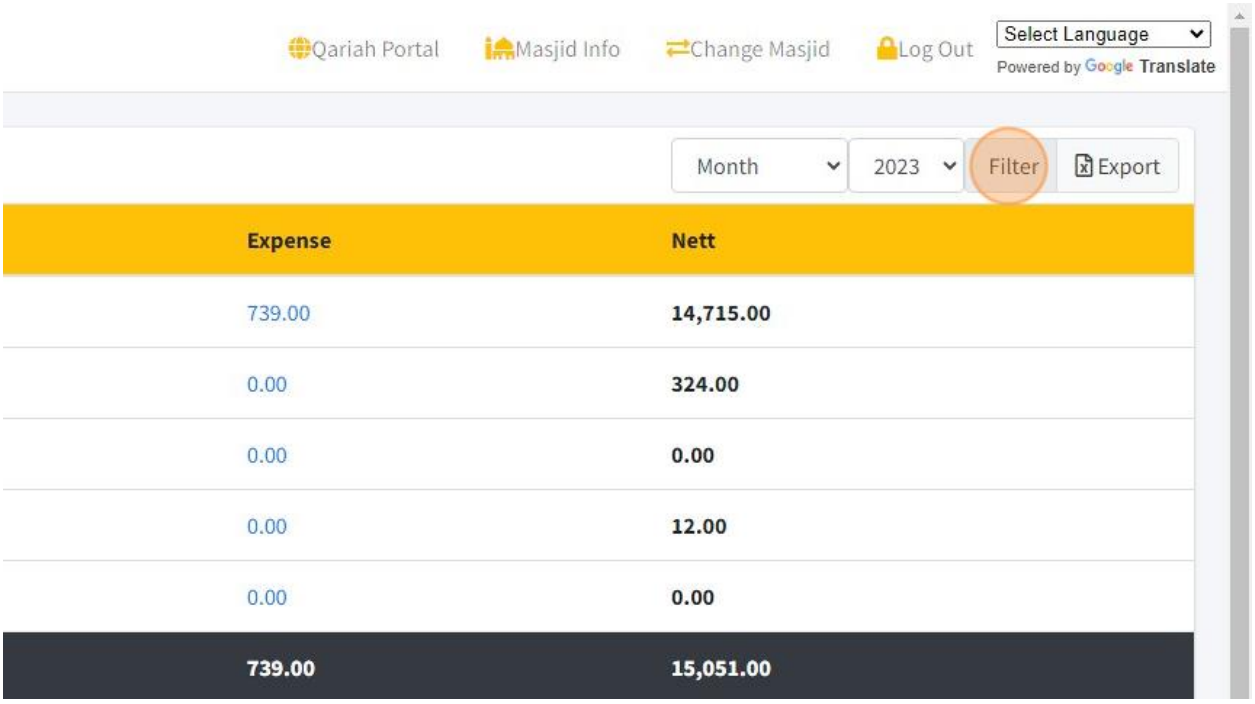
10. You can filter by month by click "Month" dropdown.



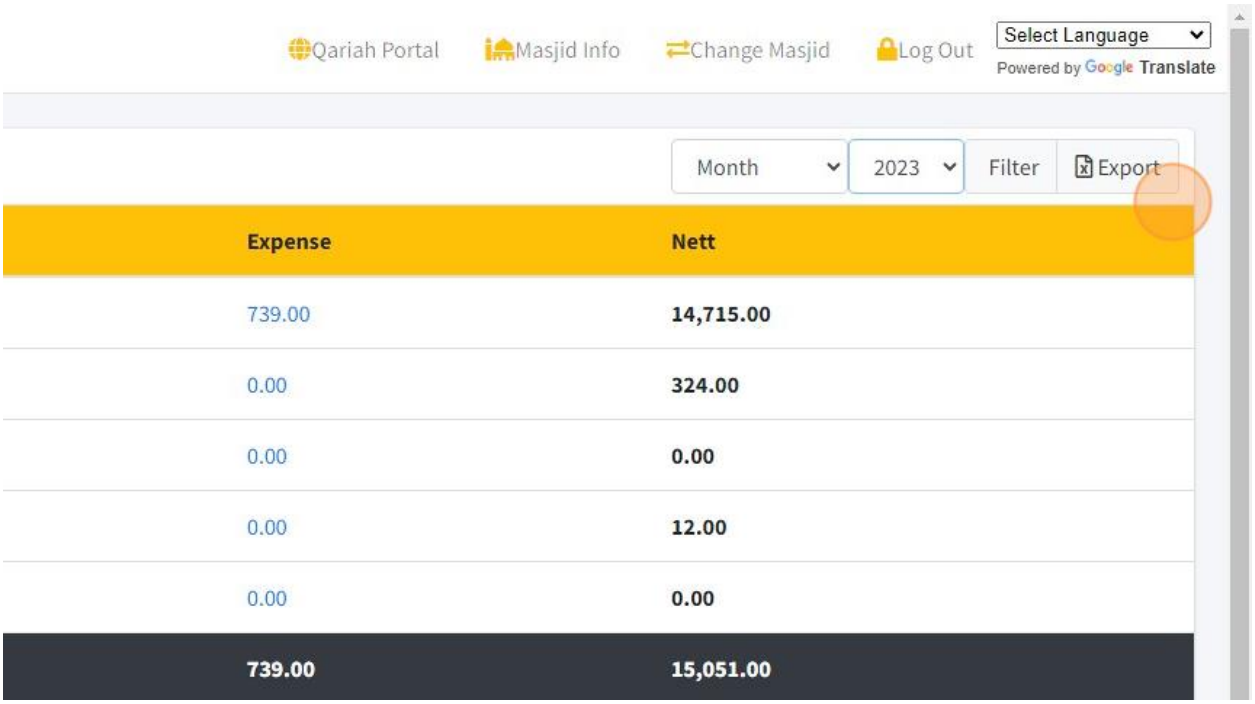
11. And also can filter by Year if you want to get report for 1 year.



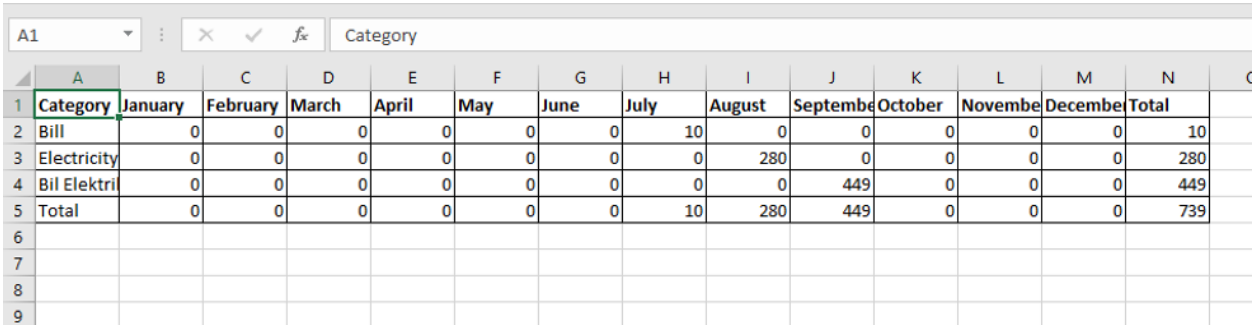
12. Then click "Filter".



13. Click "Export" to download the report.

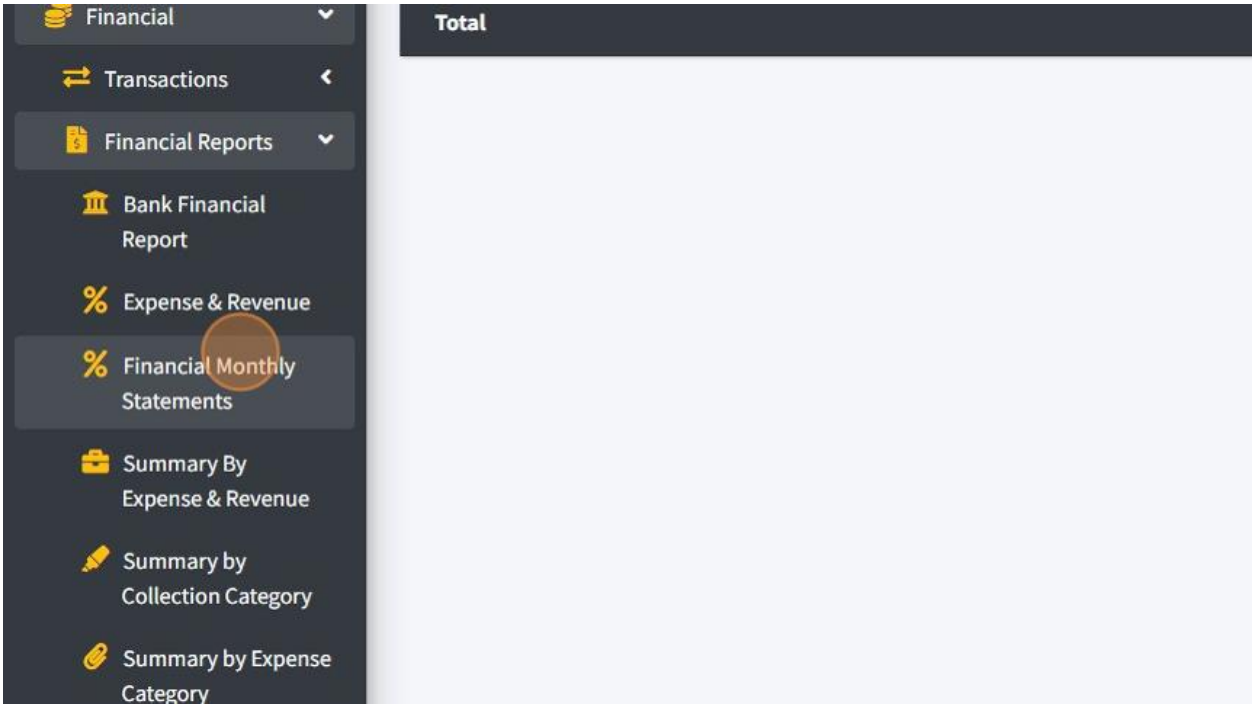


14. You will get this following report in Excel file. Refer to picture below:

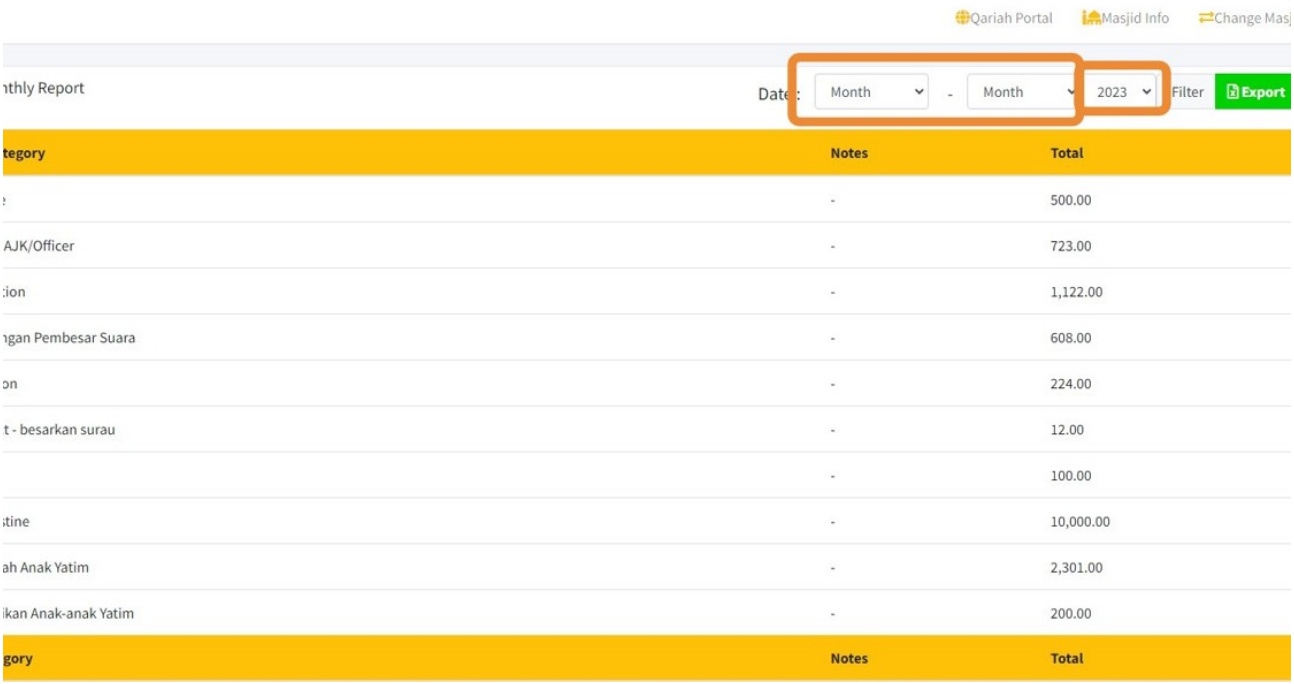


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Category	January	February	March	April	May	June	July	August	Septembe	October	Novembe	Decembe	Total
2	Bill	0	0	0	0	0	0	10	0	0	0	0	0	10
3	Electricity	0	0	0	0	0	0	0	280	0	0	0	0	280
4	Bil Elektri	0	0	0	0	0	0	0	0	449	0	0	0	449
5	Total	0	0	0	0	0	0	10	280	449	0	0	0	739
6														
7														
8														
9														

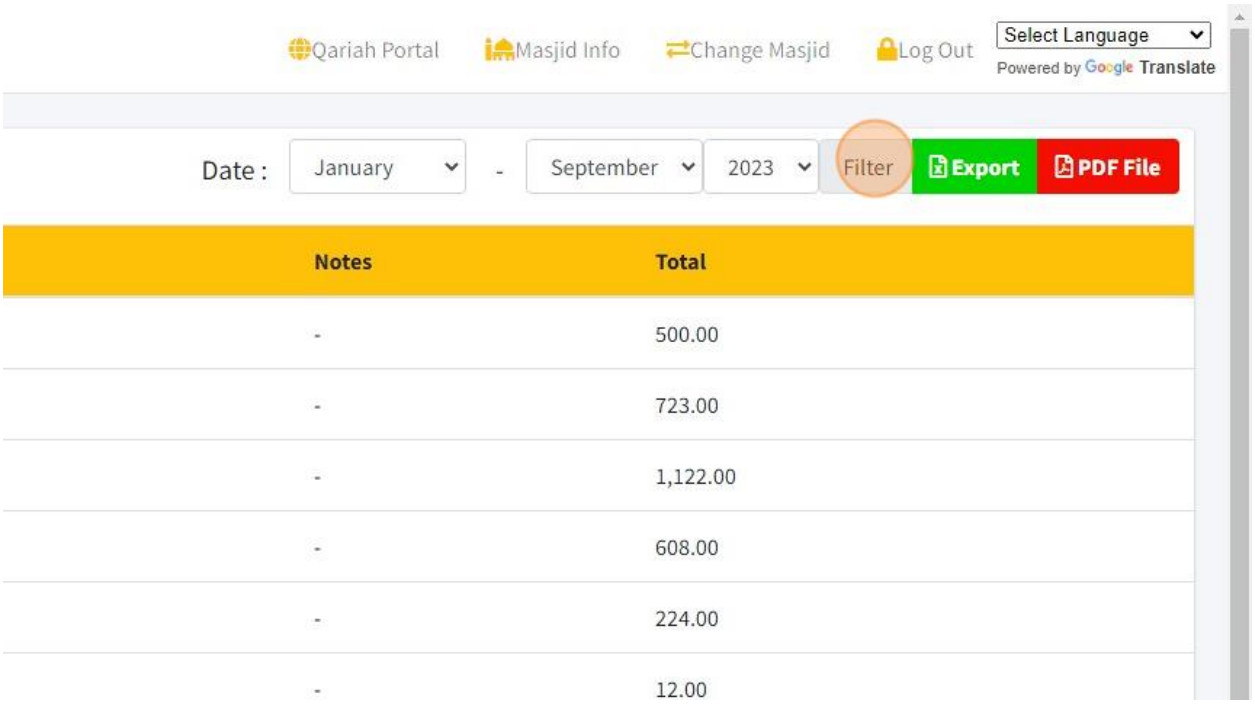
15. Next report is Financial Monthly Statements report. You can click on "Financial Monthly Statements" menu.



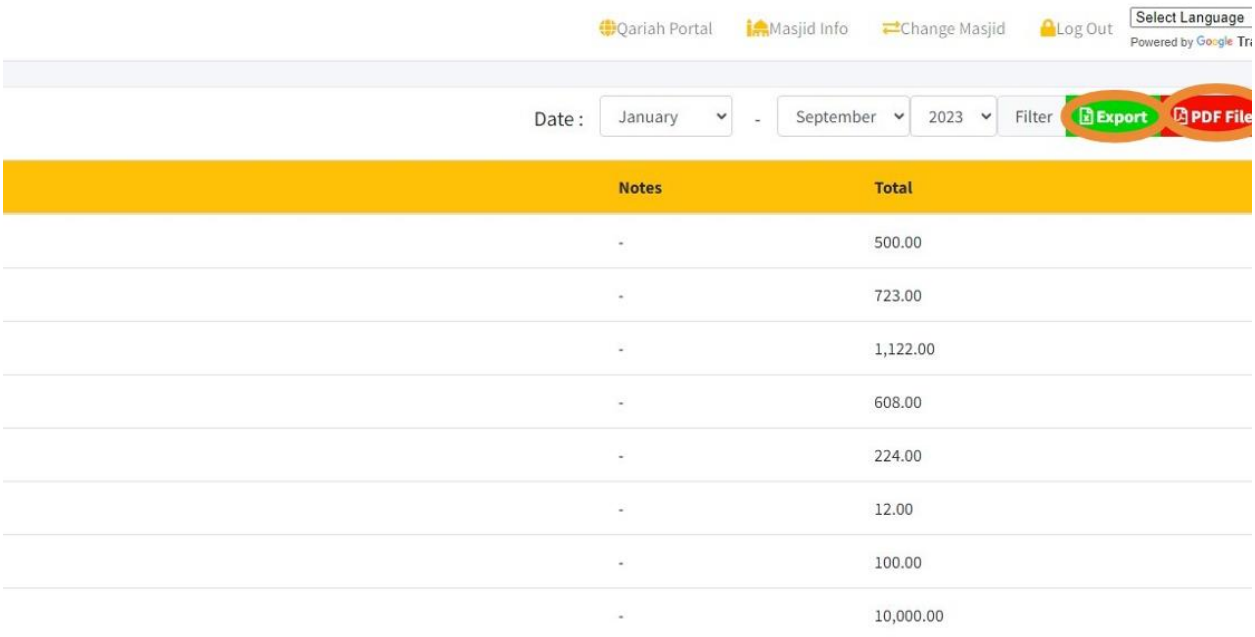
16. You can filter by month by click on "Month" dropdown or also can filter by 1 year report.



17. Then click "Filter" to get the report.



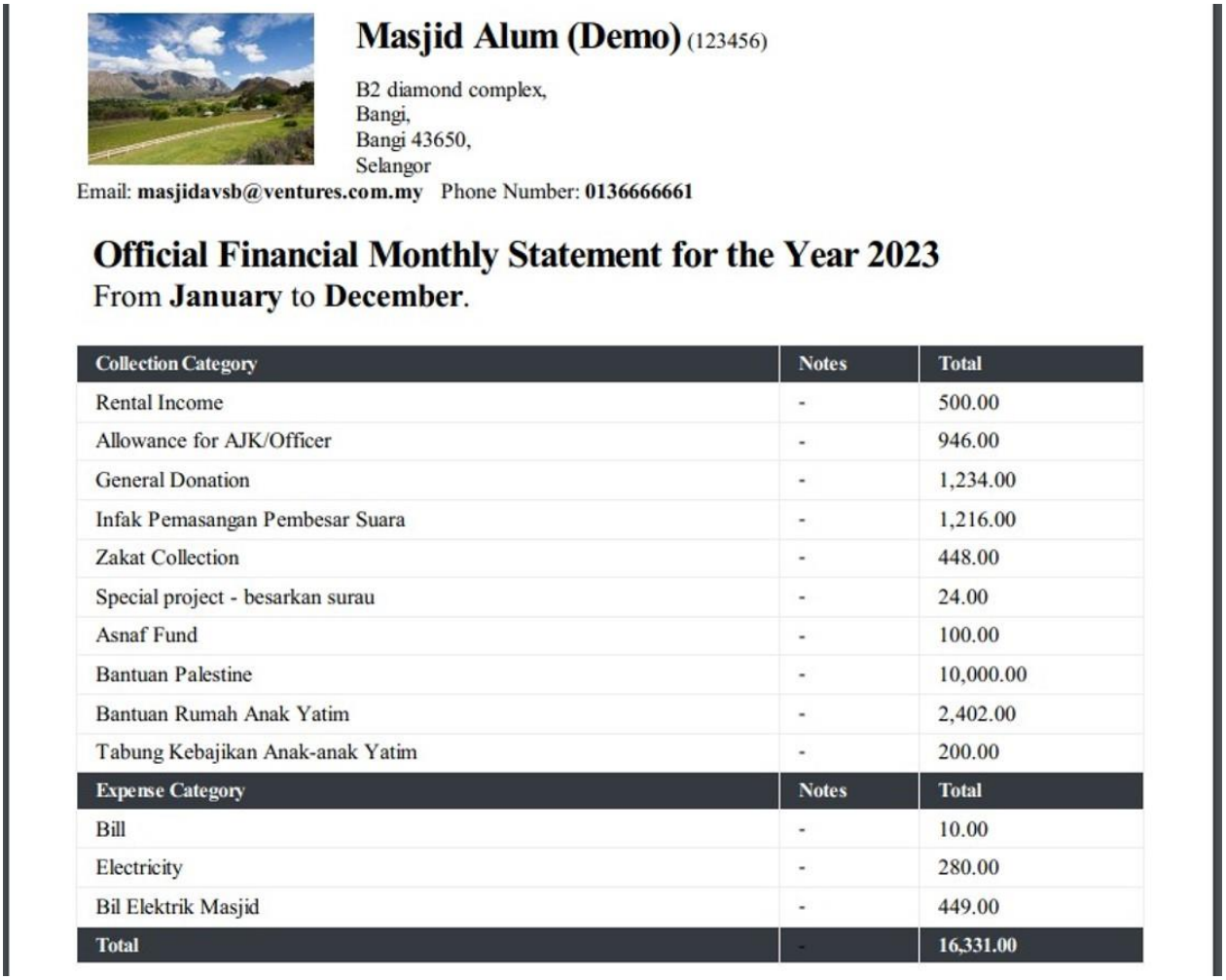
18. Click "Export" to download a report in Excel format and click "PDF File" to download a report in PDF format.



19. You will get report in Excel format once you click "Export" button. Refer picture below for Excel report format:

	A	B	C	D
1	**Year**	**Start Month**	**End Month**	
2	2023	January	December	
3	**Collection Category**	**Notes**	**Total Collection**	
4	Rental Income	-	500	
5	Allowance for AJK/Officer	-	723	
6	General Donation	-	1,122.00	
7	Infak Pemasangan Pembesar Suara	-	608	
8	Insurance Package Amanah	-	21	
9	Qurban	-	1,000.00	
10	Zakat Collection	-	224	
11	Special project - besarkan surau	-	12	
12	Asnaf Fund	-	100	
13	Bantuan Palestine	-	10,000.00	
14	Bantuan Rumah Anak Yatim	-	2,301.00	
15	Tabung Kebajikan Anak-anak Yatim	-	200	
16	Total Collection	-	16,811.00	
17	**Expense Category**	**Notes**	**Total Expense**	
18	Bill	-	10	
19	Electricity	-	280	
20	Bil Elektrik Masjid	-	449	
21	Total Exepense	-	739	
22				

20. You will get report in PDF format once you click "PDF File" button. Refer picture below for PDF report format:



Masjid Alum (Demo) (123456)

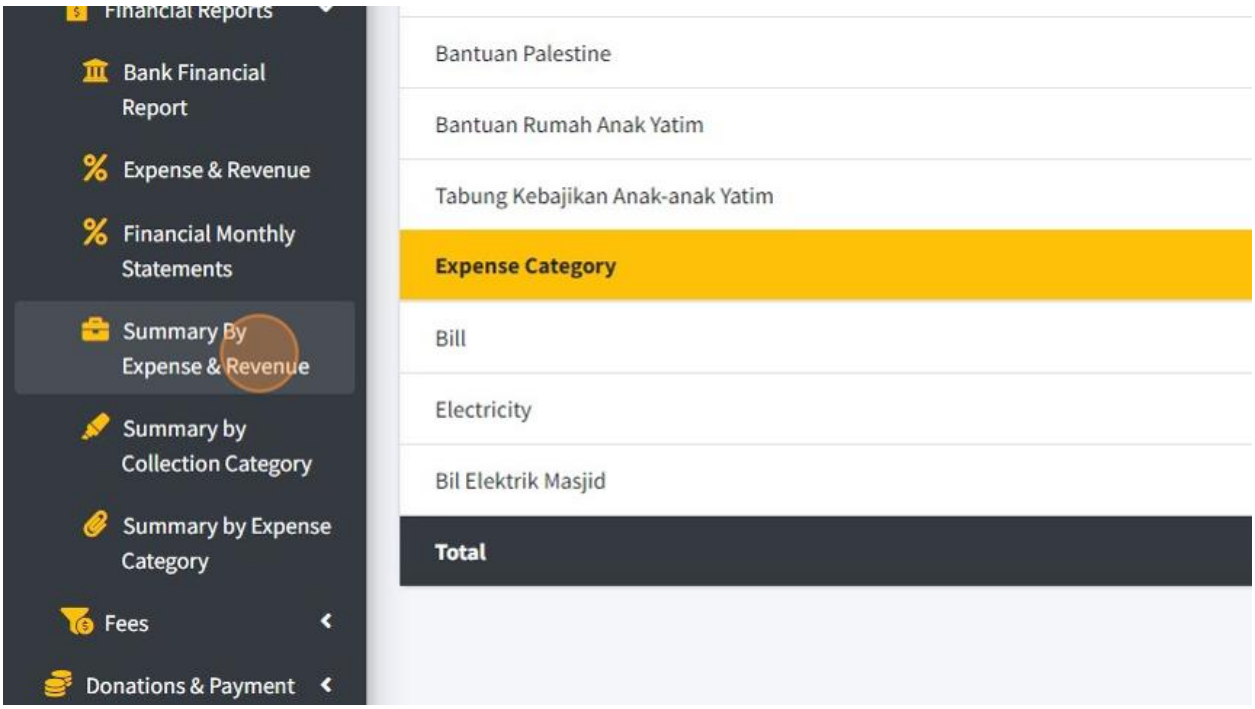
B2 diamond complex,
Bangi,
Bangi 43650,
Selangor

Email: **masjidavsb@ventures.com.my** Phone Number: **0136666661**

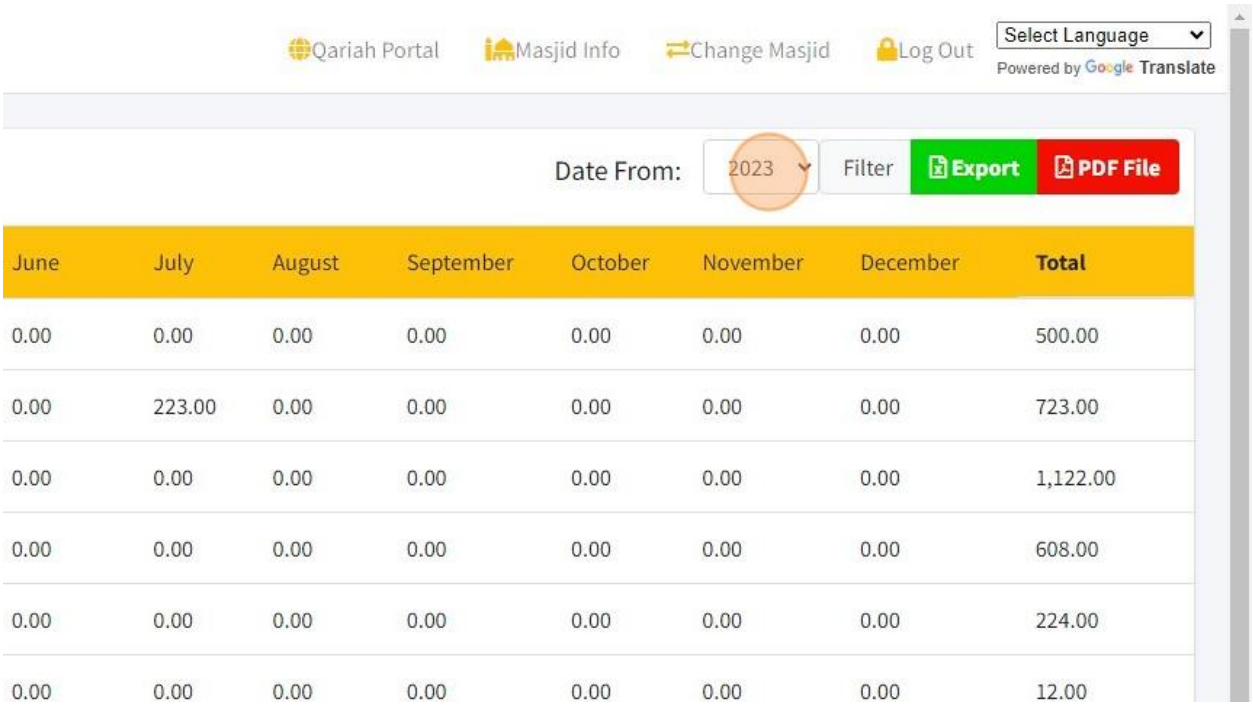
Official Financial Monthly Statement for the Year 2023
From **January** to **December**.

Collection Category	Notes	Total
Rental Income	-	500.00
Allowance for AJK/Officer	-	946.00
General Donation	-	1,234.00
Infak Pemasangan Pembesar Suara	-	1,216.00
Zakat Collection	-	448.00
Special project - besarkan surau	-	24.00
Asnaf Fund	-	100.00
Bantuan Palestine	-	10,000.00
Bantuan Rumah Anak Yatim	-	2,402.00
Tabung Kebajikan Anak-anak Yatim	-	200.00
Expense Category	**Notes**	**Total**
Bill	-	10.00
Electricity	-	280.00
Bil Elektrik Masjid	-	449.00
Total	-	**16,331.00**

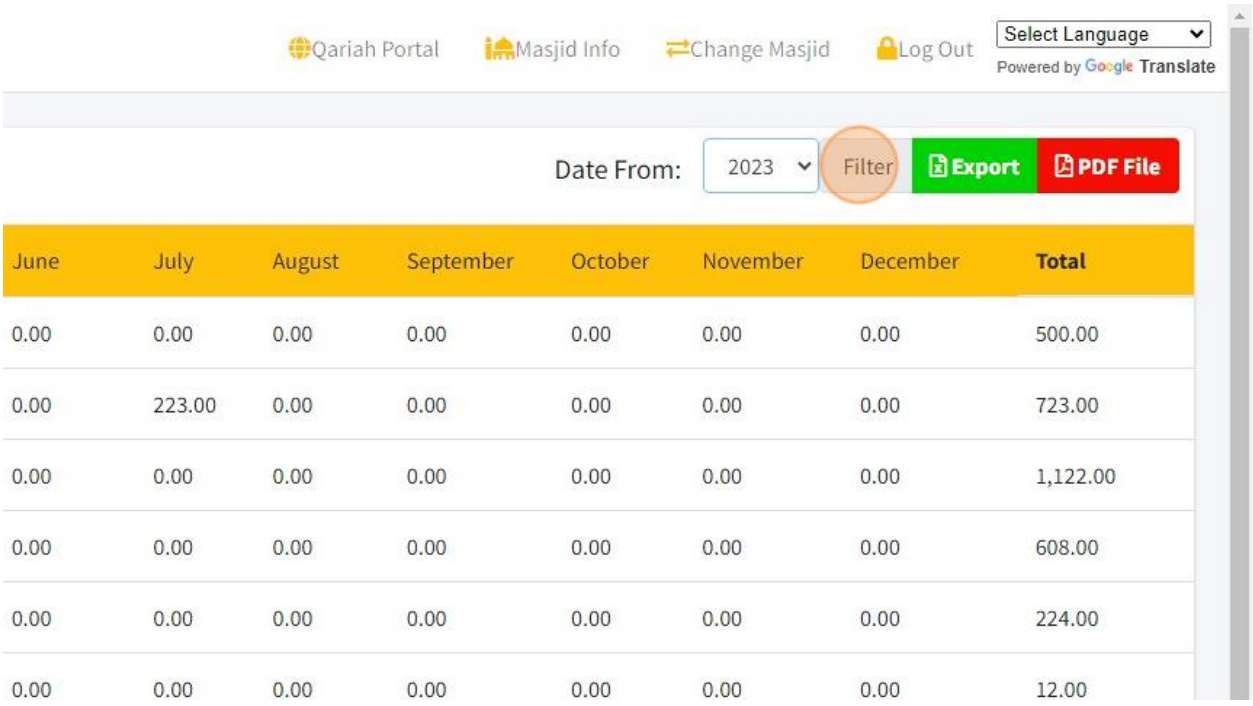
21. For other report is Summary by Expenses & Revenues Report. You can click on "Summary By Expense & Revenue" menu.



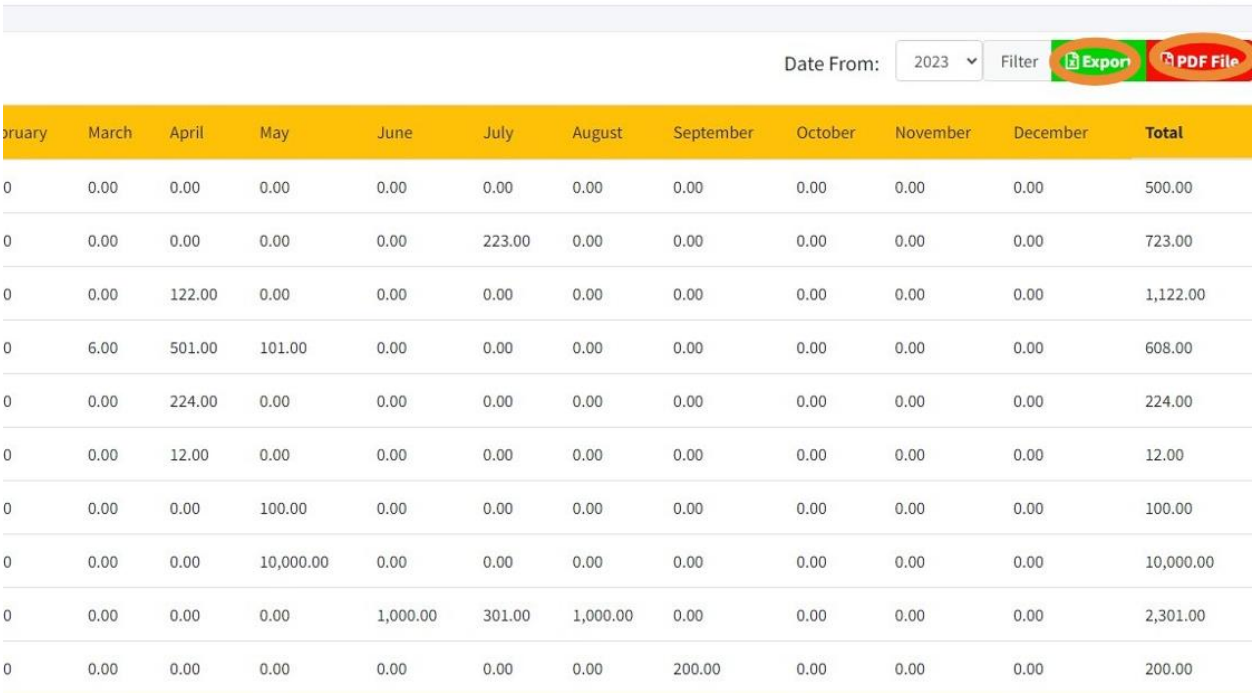
22. Then you can filter by year by click on "Year" filter.



23. Then click "Filter".



24. Click "Export" to download a report in Excel format and click "PDF File" to download a report in PDF format.



bruary	March	April	May	June	July	August	September	October	November	December	Total
0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
0	0.00	0.00	0.00	0.00	223.00	0.00	0.00	0.00	0.00	0.00	723.00
0	0.00	122.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,122.00
0	6.00	501.00	101.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	608.00
0	0.00	224.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	224.00
0	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00
0	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
0	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
0	0.00	0.00	0.00	1,000.00	301.00	1,000.00	0.00	0.00	0.00	0.00	2,301.00
0	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00

25. You will get report in Excel format once you click "Export" button. Refer picture below for Excel report format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Collection Category	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total Collection**
	Rental Income	500	0	0	0	0	0	0	0	0	0	0	0	500
	Allowance for AJK/Officer	500	0	0	0	0	0	223	0	0	0	0	0	723
	General Donation	1,000.00	0	0	122	0	0	0	0	0	0	0	0	1,122.00
	Infak Pemasangan Pembesar Suara	0	0	6	501	101	0	0	0	0	0	0	0	608
	Insurance Package Amanah	0	0	21	0	0	0	0	0	0	0	0	0	21
	Qurban	0	0	0	1,000.00	0	0	0	0	0	0	0	0	1,000.00
	Zakat Collection	0	0	0	224	0	0	0	0	0	0	0	0	224
	Special project - besarkan surau	0	0	0	12	0	0	0	0	0	0	0	0	12
	Asnaf Fund	0	0	0	0	100	0	0	0	0	0	0	0	100
	Bantuan Palestine	0	0	0	0	10,000.00	0	0	0	0	0	0	0	10,000.00
	Bantuan Rumah Anak Yatim	0	0	0	0	0	1,000.00	301	1,000.00	0	0	0	0	2,301.00
	Tabung Kebajikan Anak-anak Yatim	0	0	0	0	0	0	0	0	200	0	0	0	200
	Total Collection	2,000.00	0	27	1,859.00	10,201.00	1,000.00	524	1,000.00	200	0	0	0	16,811.00
	Expense Category	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total Expense**
	Bill	0	0	0	0	0	0	10	0	0	0	0	0	10
	Electricity	0	0	0	0	0	0	0	280	0	0	0	0	280
	Bil Elektrik Masjid	0	0	0	0	0	0	0	0	449	0	0	0	449
	Total Exepense	0	0	0	0	0	0	10	280	449	0	0	0	739

26. You will get report in PDF format once you click "PDF File" button. Refer picture below for PDF report format:

Masjid Alum (Demo) (123456)

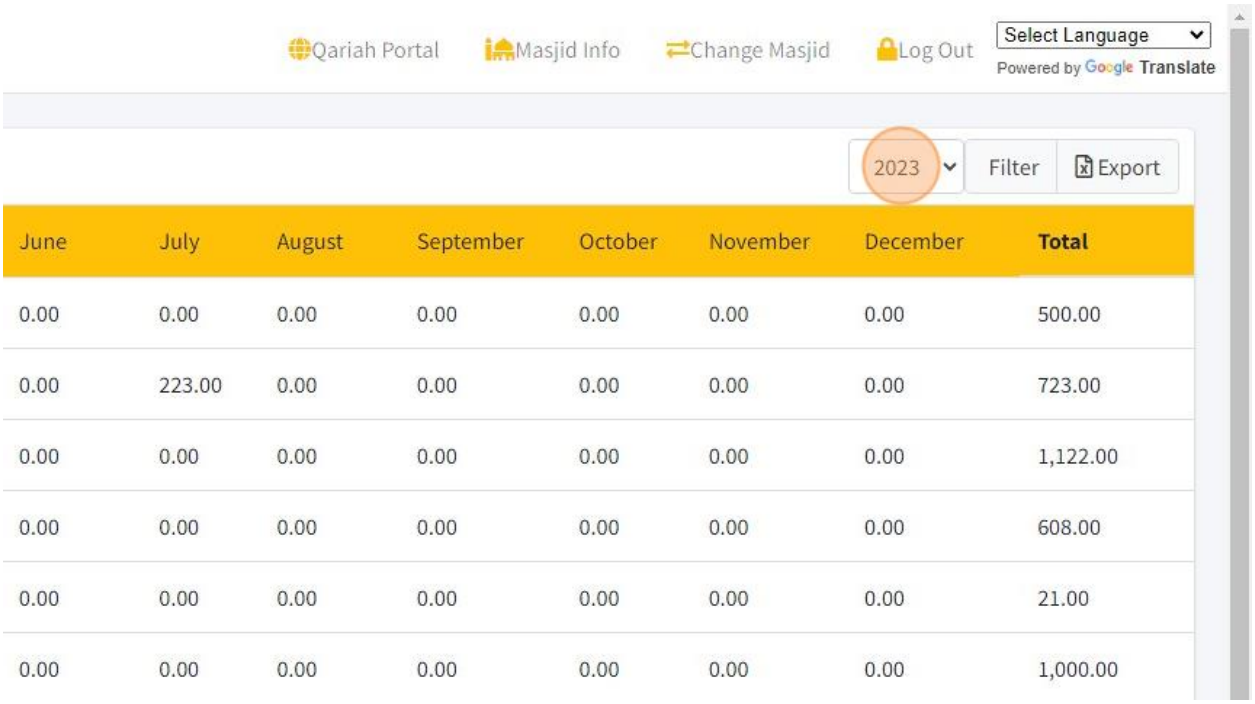
B2 diamond complex,
Bangi,
Bangi 43650,
Selangor
Email: **masjidavsb@ventures.com.my** Phone Number: **0136666661**

Official Transaction Report for the Year 2023

Collection Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
Rental Income	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Allowance for AJK/Officer	500.00	0.00	0.00	0.00	0.00	0.00	446.00	0.00	0.00	0.00	0.00	0.00	946.00
General Donation	1,000.00	0.00	0.00	234.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,234.00
Infak Pemasangan Pembesar Suara	0.00	0.00	12.00	1,002.00	202.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,216.00
Zakat Collection	0.00	0.00	0.00	448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.00
Special project - besarkan surau	0.00	0.00	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
Asnaf Fund	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Bantuan Palestine	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Bantuan Rumah Anak Yatim	0.00	0.00	0.00	0.00	0.00	1,000.00	402.00	1,000.00	0.00	0.00	0.00	0.00	2,402.00
Tabung Kebajikan Anak-anak Yatim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
Expense Category	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total**
Bill	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00
Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	0.00	0.00	0.00	280.00
Bil Elektrik Masjid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	449.00	0.00	0.00	0.00	449.00
Total	**2,000.00**	**0.00**	**12.00**	**1,708.00**	**10,302.00**	**1,000.00**	**838.00**	**720.00**	**-249.00**	**0.00**	**0.00**	**0.00**	**16,331.00**

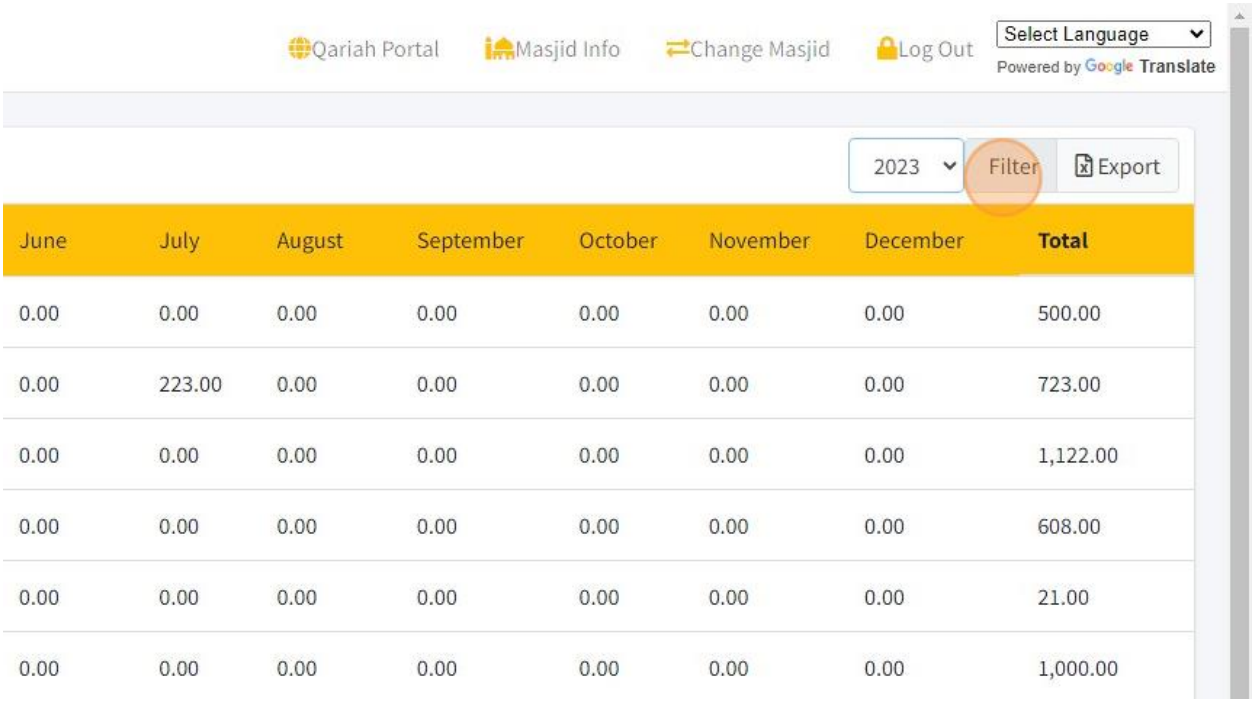
27. Next is report for Summary by Collection Category by click on "Summary by Collection Category" menu.

28. Then you can filter by year by click on "Year" filter.



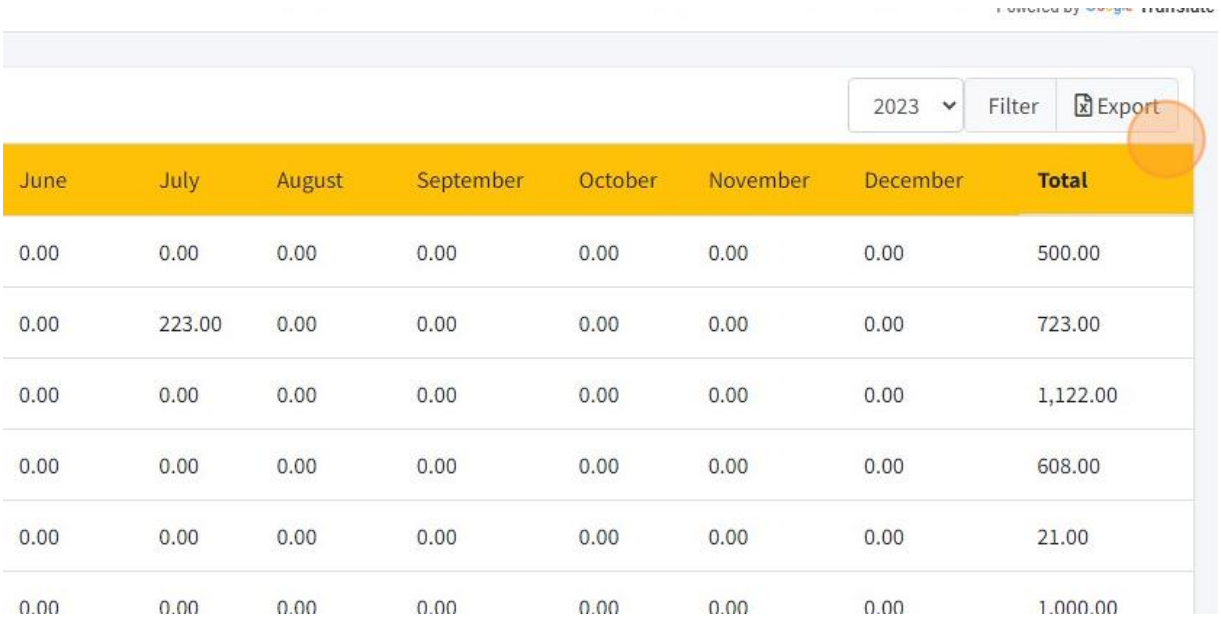
June	July	August	September	October	November	December	**Total**
0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
0.00	223.00	0.00	0.00	0.00	0.00	0.00	723.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,122.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	608.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

29. Then click "Filter".



June	July	August	September	October	November	December	**Total**
0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
0.00	223.00	0.00	0.00	0.00	0.00	0.00	723.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,122.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	608.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

30. Click "Export" to download a report in Excel file.

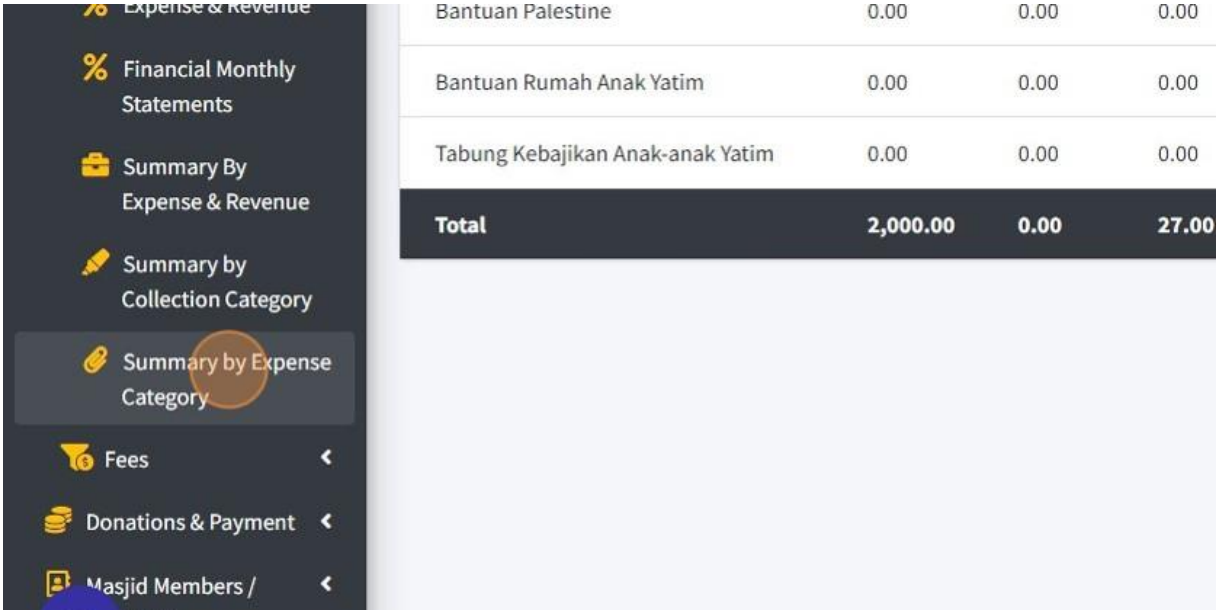


June	July	August	September	October	November	December	**Total**
0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
0.00	223.00	0.00	0.00	0.00	0.00	0.00	723.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,122.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	608.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

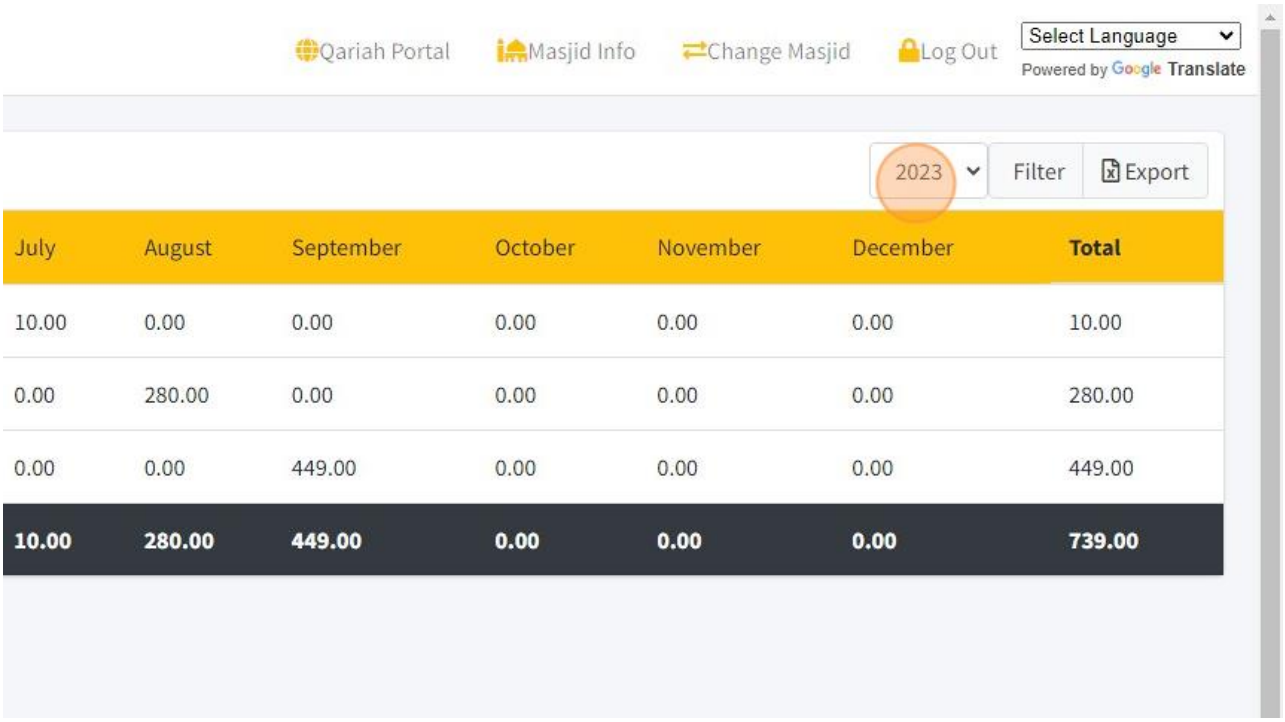
31. You will get report in Excel format once you click "Export" button. Refer picture below for Excel report format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Category**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total**
2	Rental Income	500	0	0	0	0	0	0	0	0	0	0	0	500
3	Allowance for AJK/Officer	500	0	0	0	0	0	223	0	0	0	0	0	723
4	General Donation	1,000.00	0	0	122	0	0	0	0	0	0	0	0	1,122.00
5	Infak Pemasangan Pembesar Suara	0	0	6	501	101	0	0	0	0	0	0	0	608
6	Insurance Package Amanah	0	0	21	0	0	0	0	0	0	0	0	0	21
7	Qurban	0	0	0	1,000.00	0	0	0	0	0	0	0	0	1,000.00
8	Zakat Collection	0	0	0	224	0	0	0	0	0	0	0	0	224
9	Special project - besarkan surau	0	0	0	12	0	0	0	0	0	0	0	0	12
10	Asnaf Fund	0	0	0	0	100	0	0	0	0	0	0	0	100
11	Bantuan Palestine	0	0	0	0	10,000.00	0	0	0	0	0	0	0	10,000.00
12	Bantuan Rumah Anak Yatim	0	0	0	0	0	1,000.00	301	1,000.00	0	0	0	0	2,301.00
13	Tabung Kebajikan Anak-anak Yatim	0	0	0	0	0	0	0	0	200	0	0	0	200
14	Total	2,000.00	0	27	1,859.00	10,201.00	1,000.00	524	1,000.00	200	0	0	0	16,811.00
15														
16														

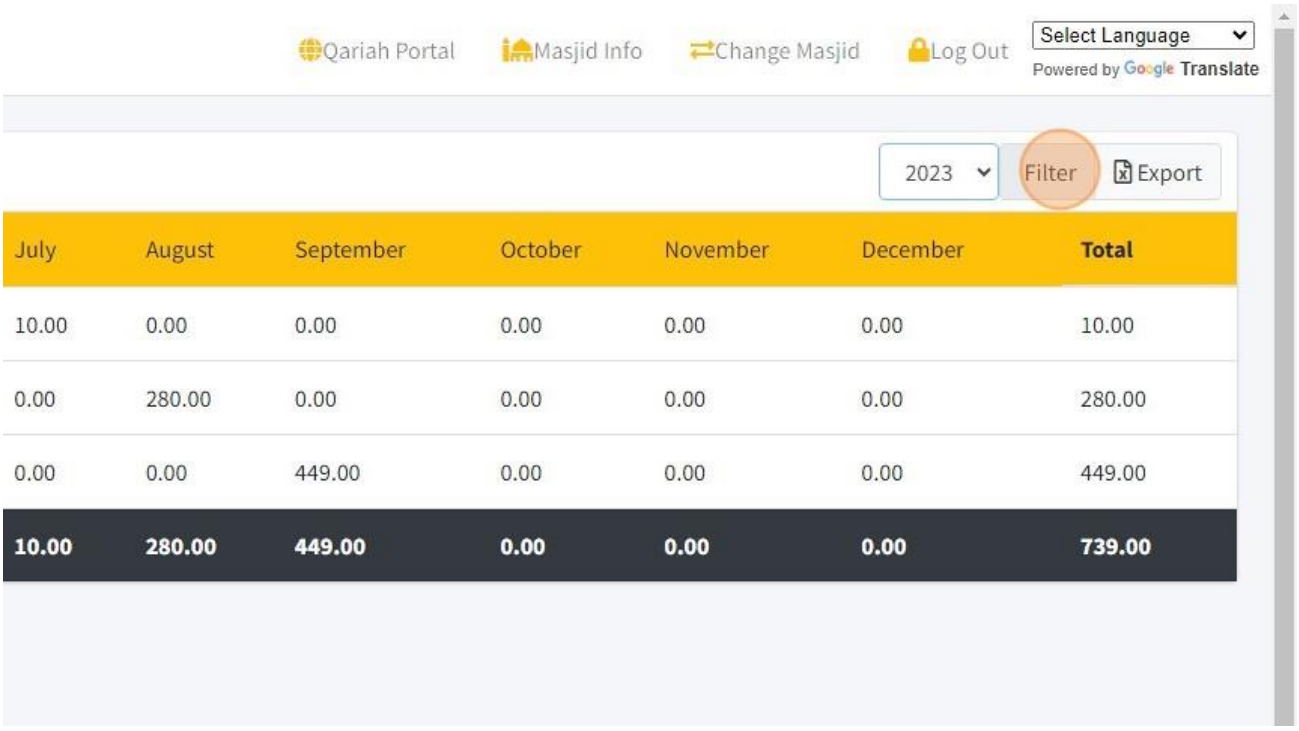
32. Next is report for Summary by Expense Category by click on "Summary by Expense Category" menu.



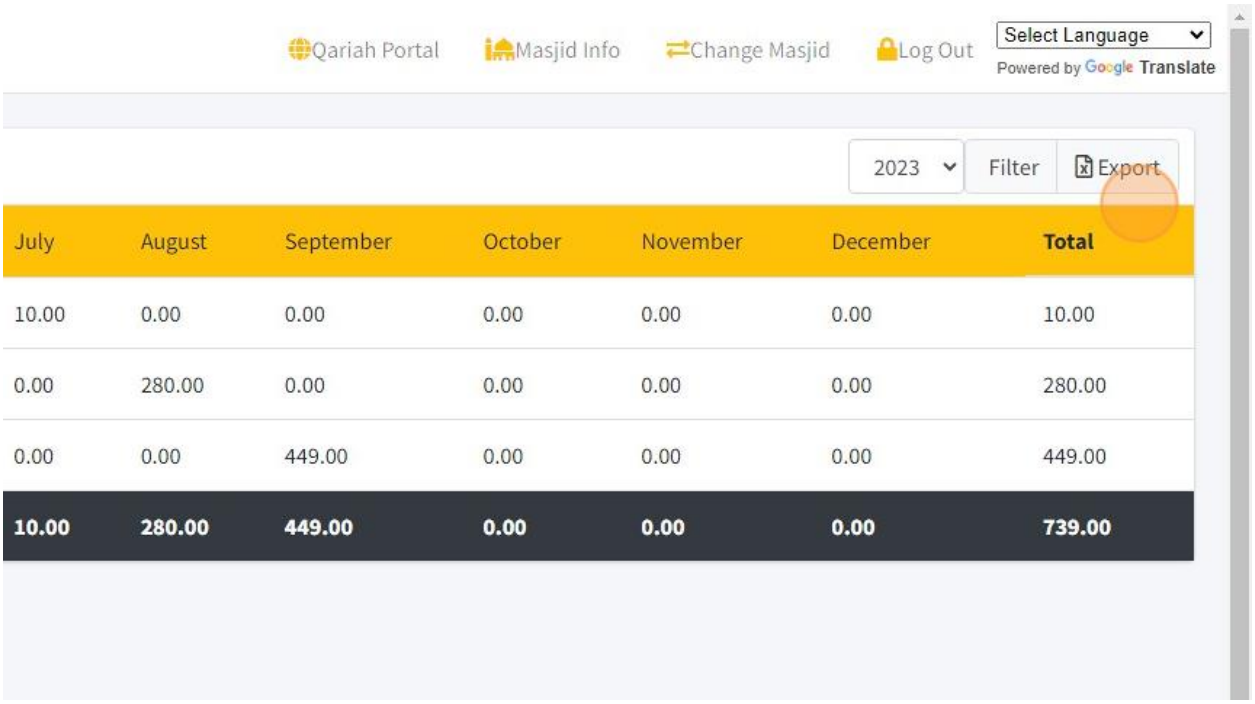
33. Then you can filter by year by click on "Year" filter.



34. Then click "Filter".



35. Click "Export" to download a report in Excel file.



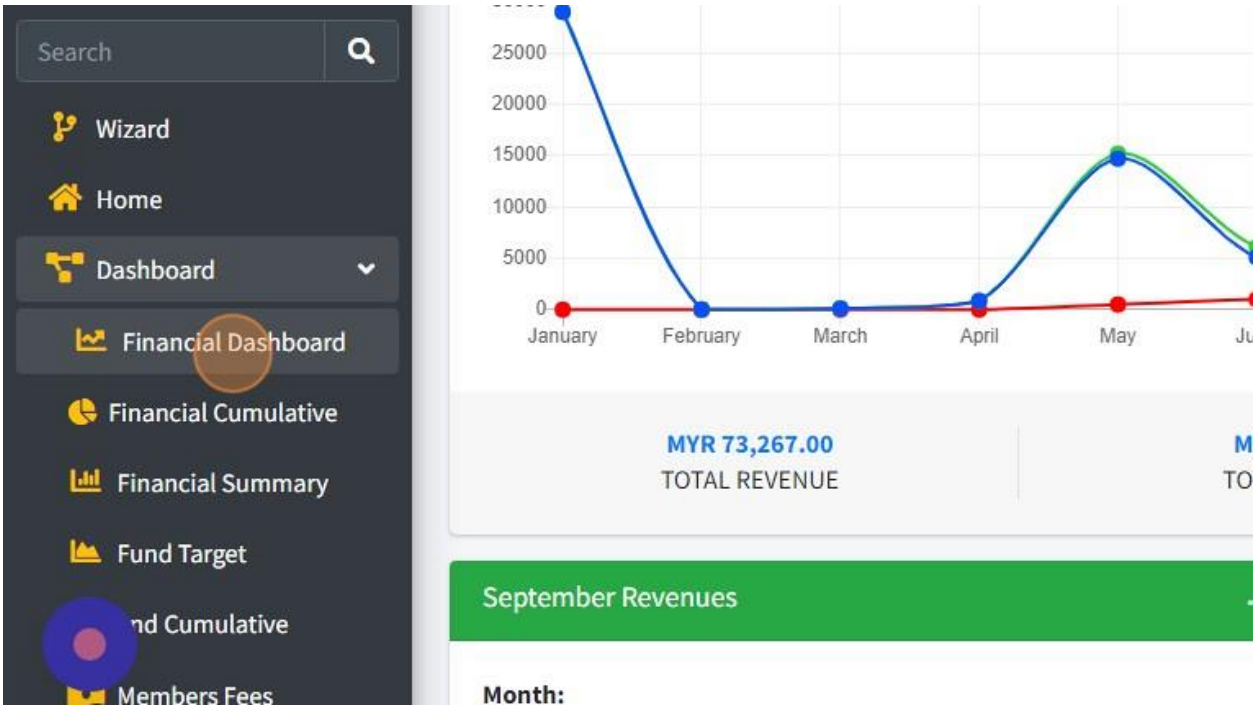
July	August	September	October	November	December	Total
10.00	0.00	0.00	0.00	0.00	0.00	10.00
0.00	280.00	0.00	0.00	0.00	0.00	280.00
0.00	0.00	449.00	0.00	0.00	0.00	449.00
10.00	**280.00**	**449.00**	**0.00**	**0.00**	**0.00**	**739.00**

36. You will get report in Excel format once you click "Export" button. Refer picture below for Excel report format:

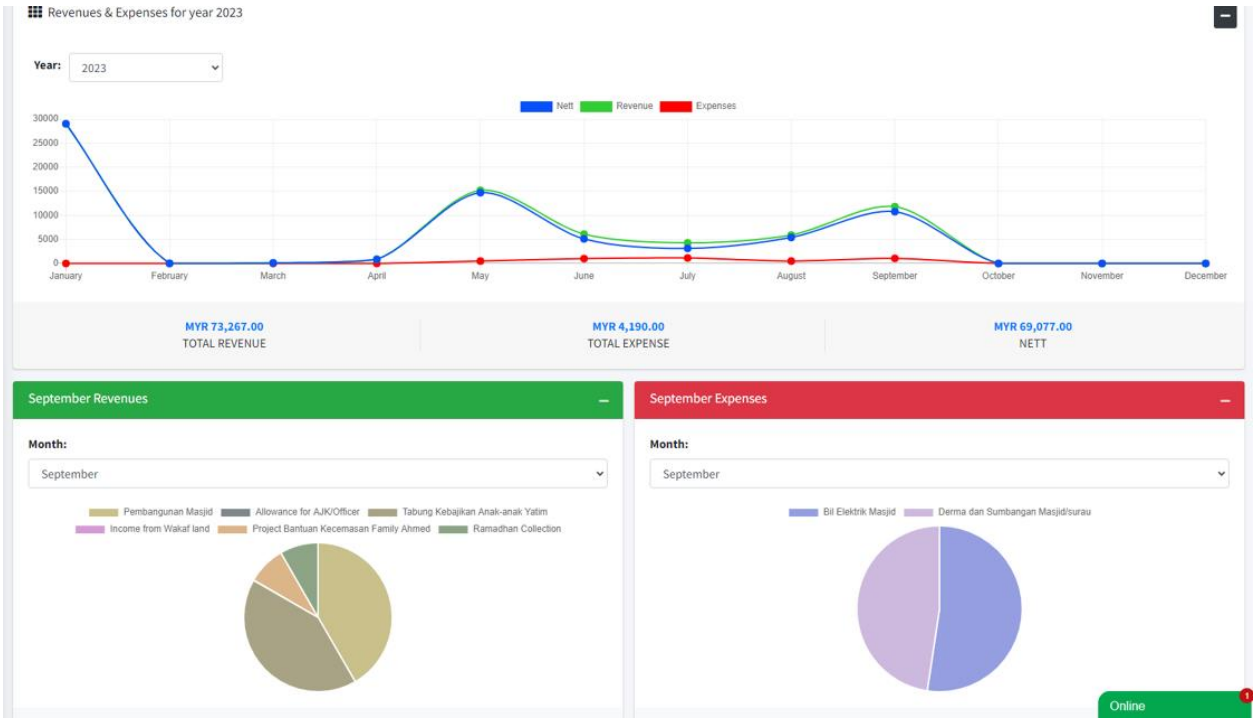
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Category**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total**
2	Jamuan/Keraian	150	0	0	0	0	0	0	0	0	0	0	0	150
3	Payment To Asnaf Members	500	0	0	0	0	0	0	0	0	0	0	0	500
4	Bill	1,500.00	123	1,000.00	0	0	0	0	0	3,000.00	150	0	0	5,773.00
5	Maintenance	350	0	0	0	0	0	0	0	0	0	0	0	350
6	Penceramah/kuliah/Pengajian	0	0	500	0	0	0	0	0	1,000.00	0	0	0	1,500.00
7	Salary/Allowance AJK/Officer	0	0	1,500.00	0	0	0	0	0	1,500.00	0	0	0	3,000.00
8	Telecommunication/internet	0	0	130	0	0	0	0	0	300	0	0	0	430
9	Bank Charges	0	0	20	0	0	0	0	0	500	2,000.00	0	0	2,520.00
10	Electricity	0	0	0	0	0	0	0	0	2,000.00	3,250.00	0	0	5,250.00
11	General Expenses	0	0	0	0	0	0	0	0	5,500.00	0	0	0	5,500.00
12	Derma dan Sumbangan Masjid/surau	0	0	0	0	0	0	0	0	5,000.00	1,500.00	0	0	6,500.00
13	water	0	0	0	0	0	0	0	0	0	100	0	0	100
14	Total	2,500.00	123	3,150.00	0	0	0	0	0	18,800.00	7,000.00	0	0	31,573.00
15														
16														

2.12 GENERATE AND VIEW DASHBOARD

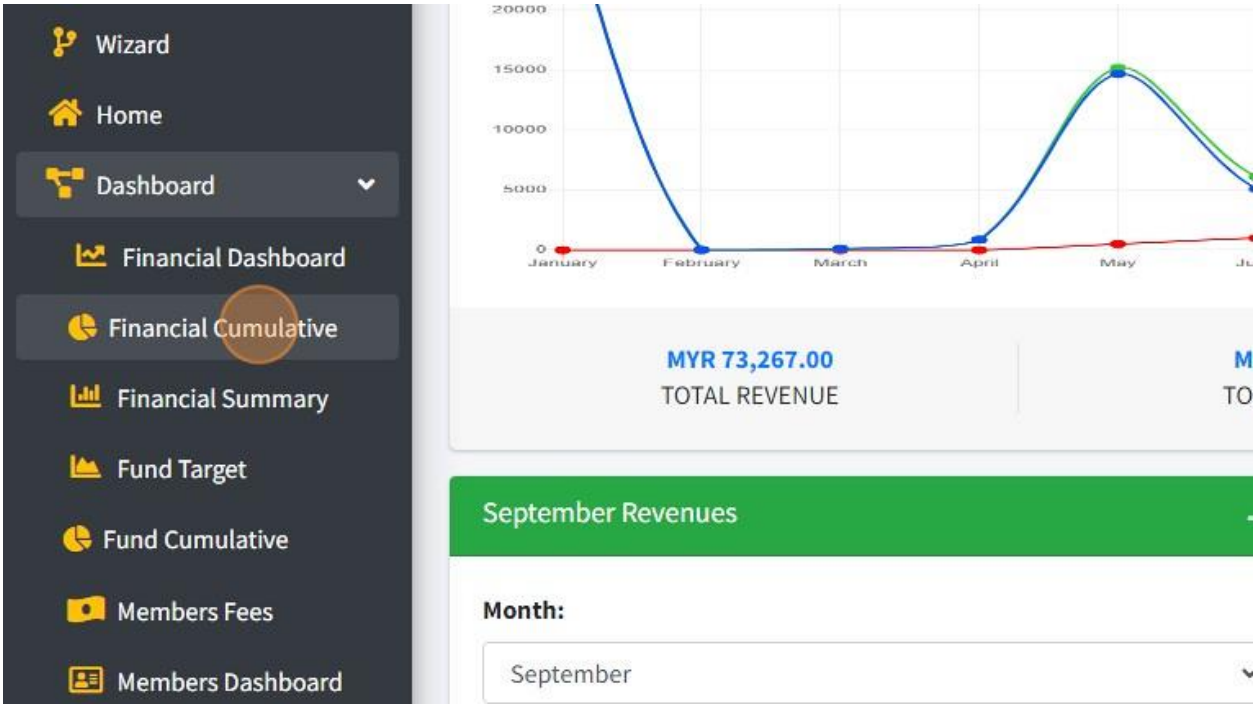
1. First click "Dashboard then click "Financial Dashboard".



2. You will see the dashboard as following picture below:

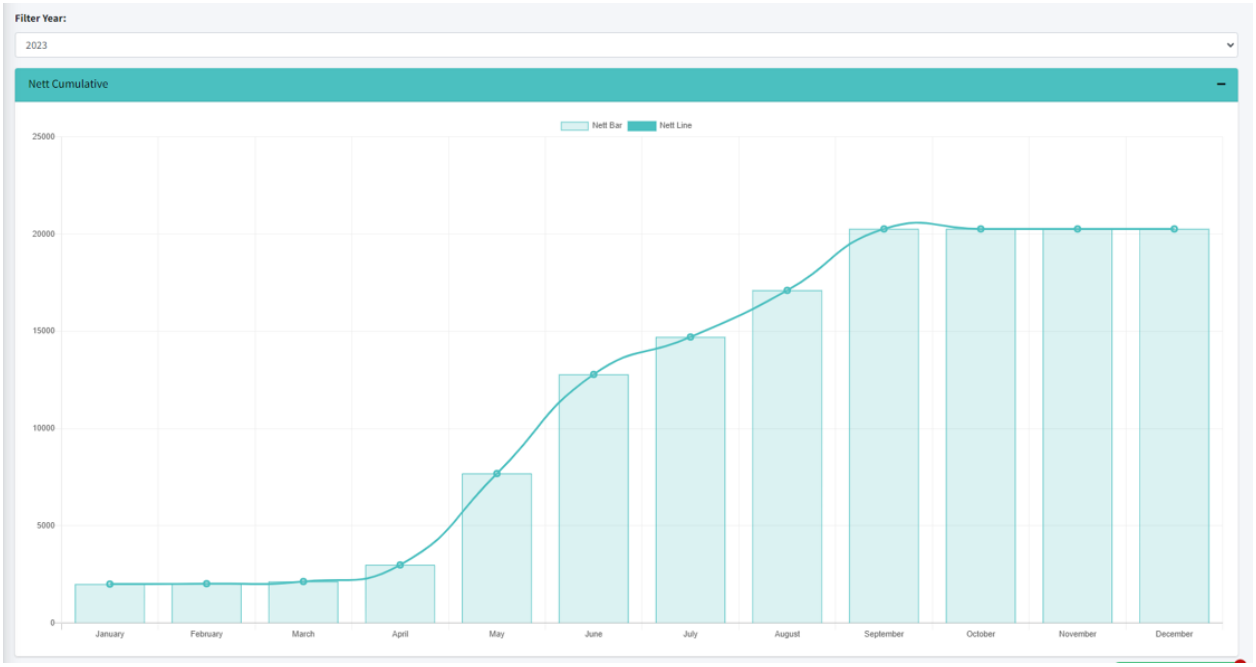


3. Click on "Financial Cumulative"

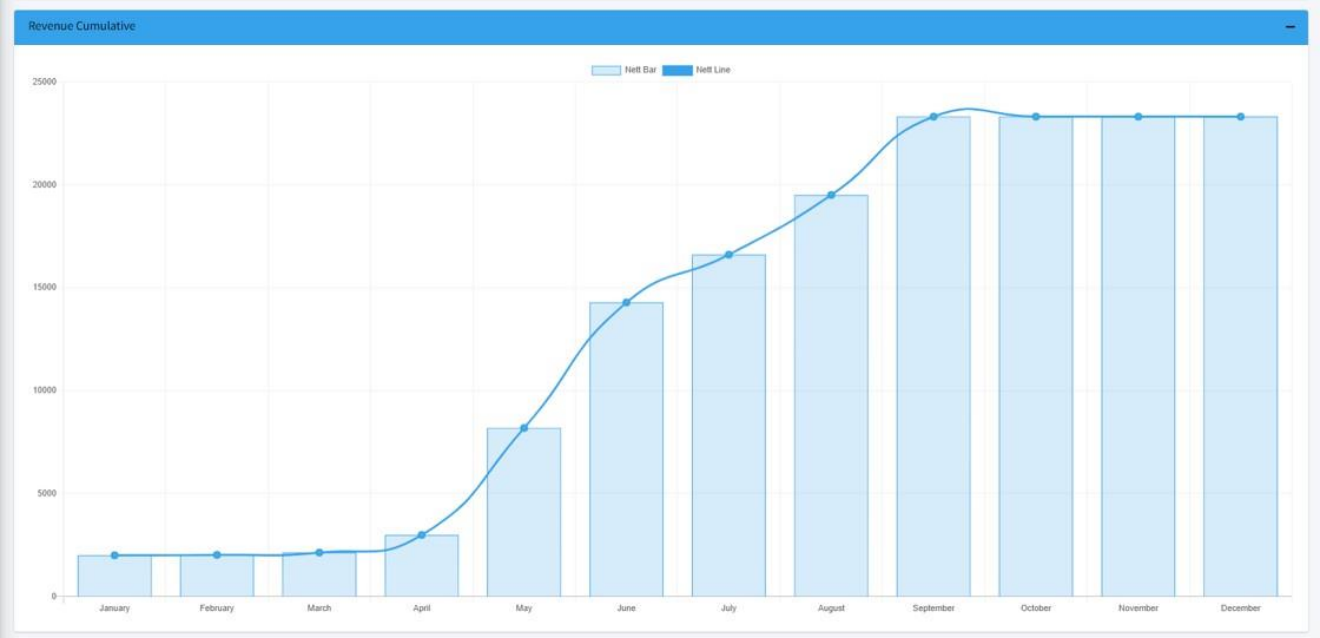


4. Then you will see dashboard as following picture below:

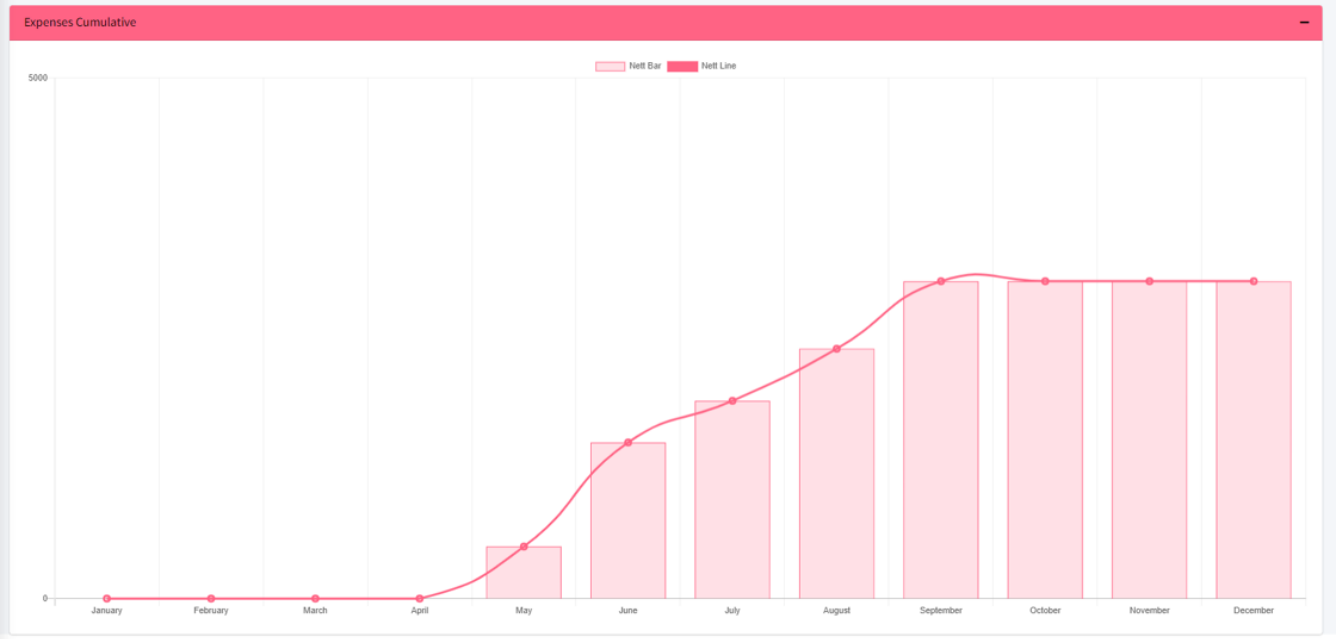
For Nett Cumulative Dashboard:



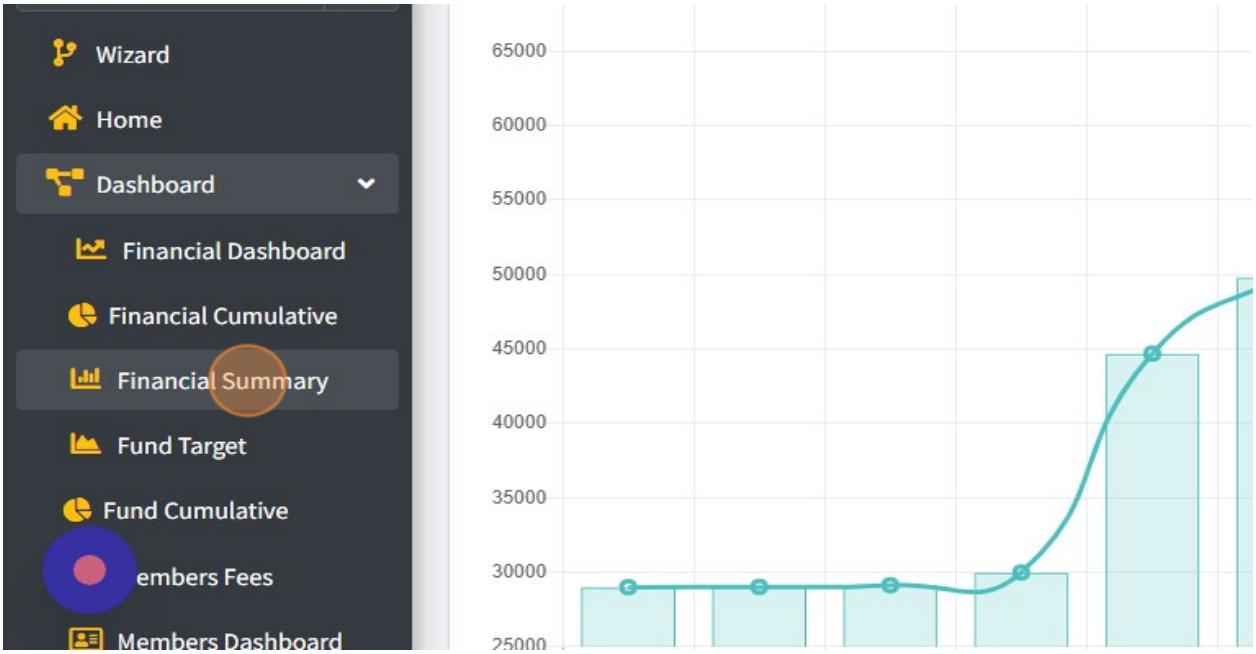
5. For Revenue Cumulative Dashboard:



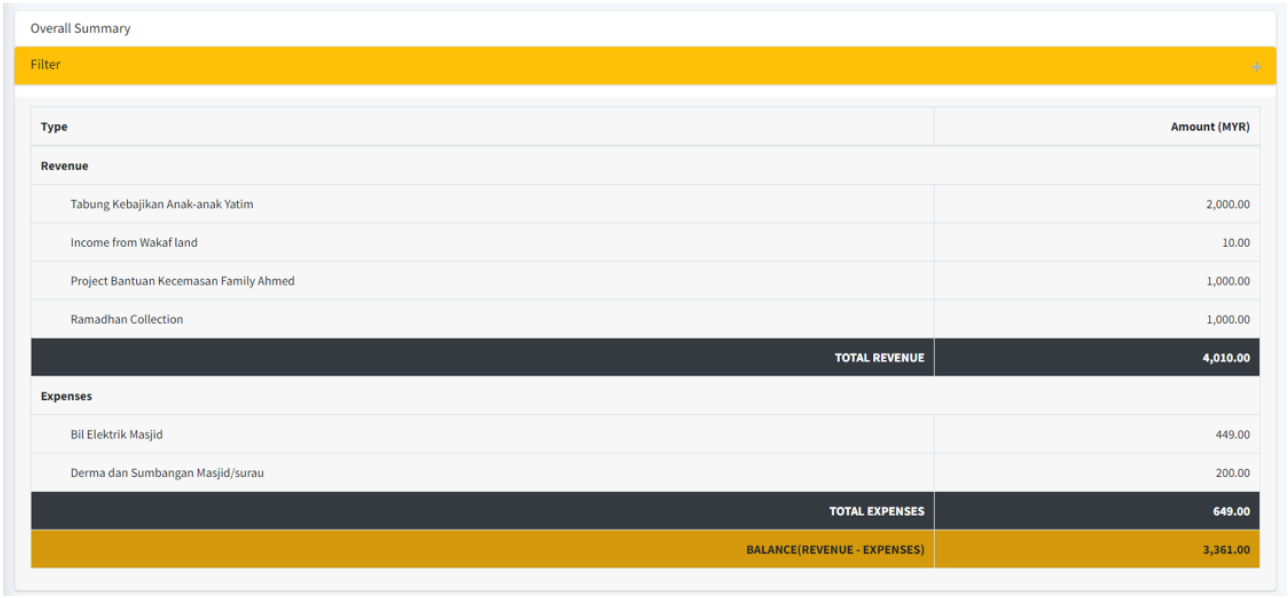
6. For Expense Cumulative Dashboard:



7. Click on "Financial Summary"



8. You will see the dashboard as following picture below:

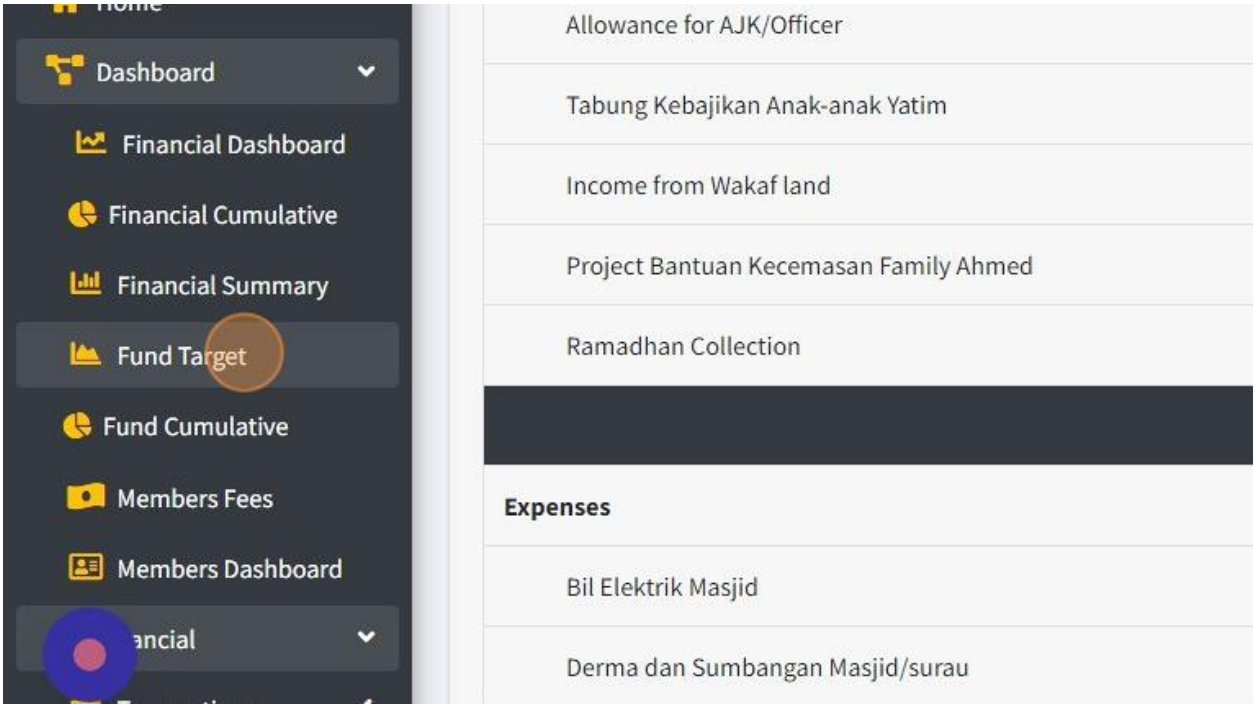


Overall Summary

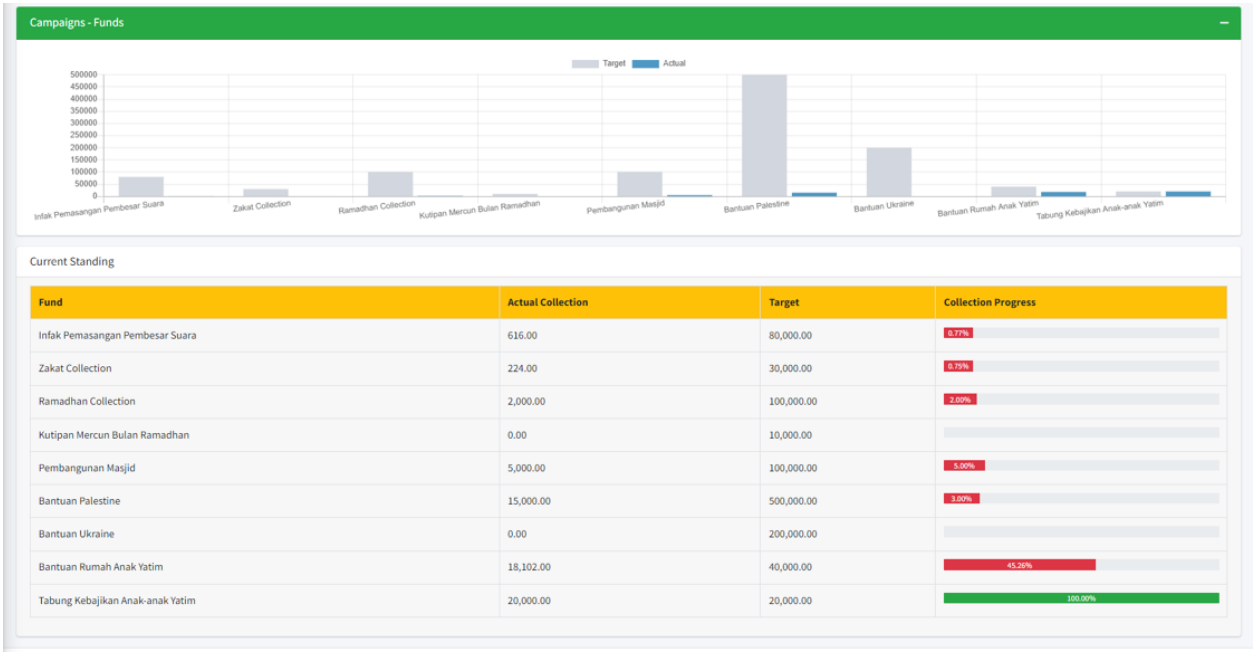
Filter

Type	Amount (MYR)
Revenue	
Tabung Kebajikan Anak-anak Yatim	2,000.00
Income from Wakaf land	10.00
Project Bantuan Kecemasan Family Ahmed	1,000.00
Ramadhan Collection	1,000.00
TOTAL REVENUE	**4,010.00**
Expenses	
Bil Elektrik Masjid	449.00
Derma dan Sumbangan Masjid/surau	200.00
TOTAL EXPENSES	**649.00**
BALANCE(REVENUE - EXPENSES)	**3,361.00**

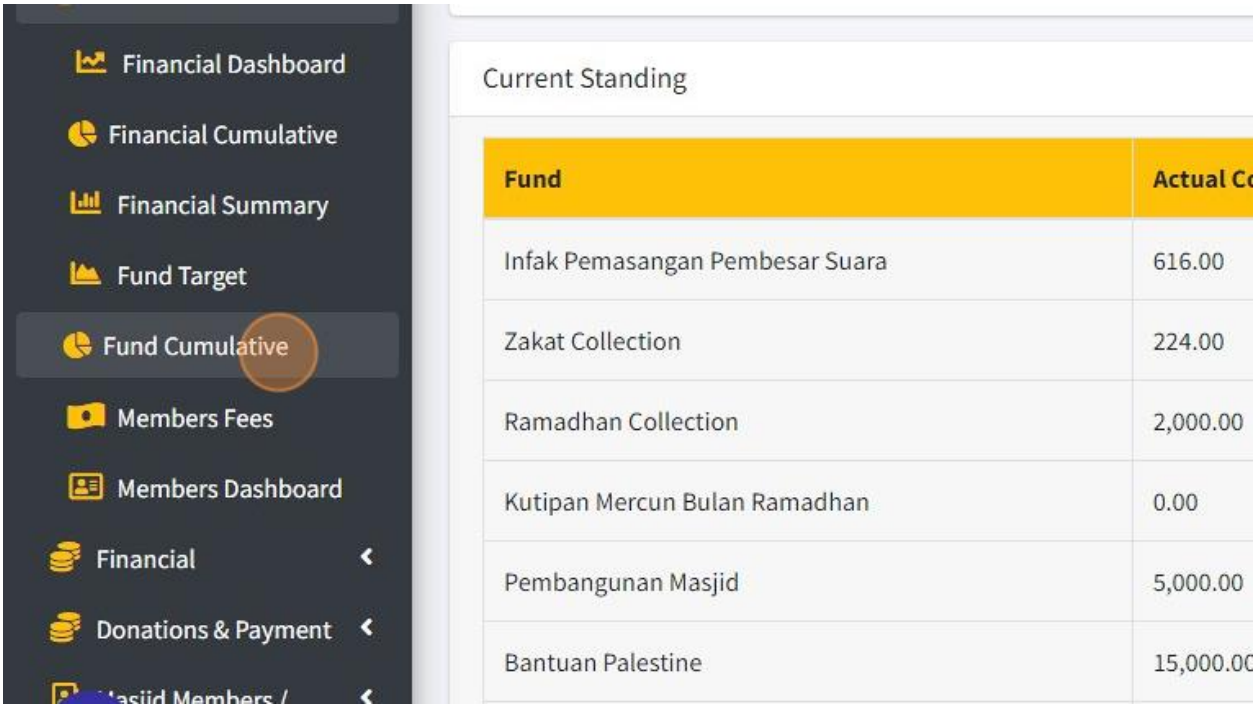
9. Click on "Fund Target".



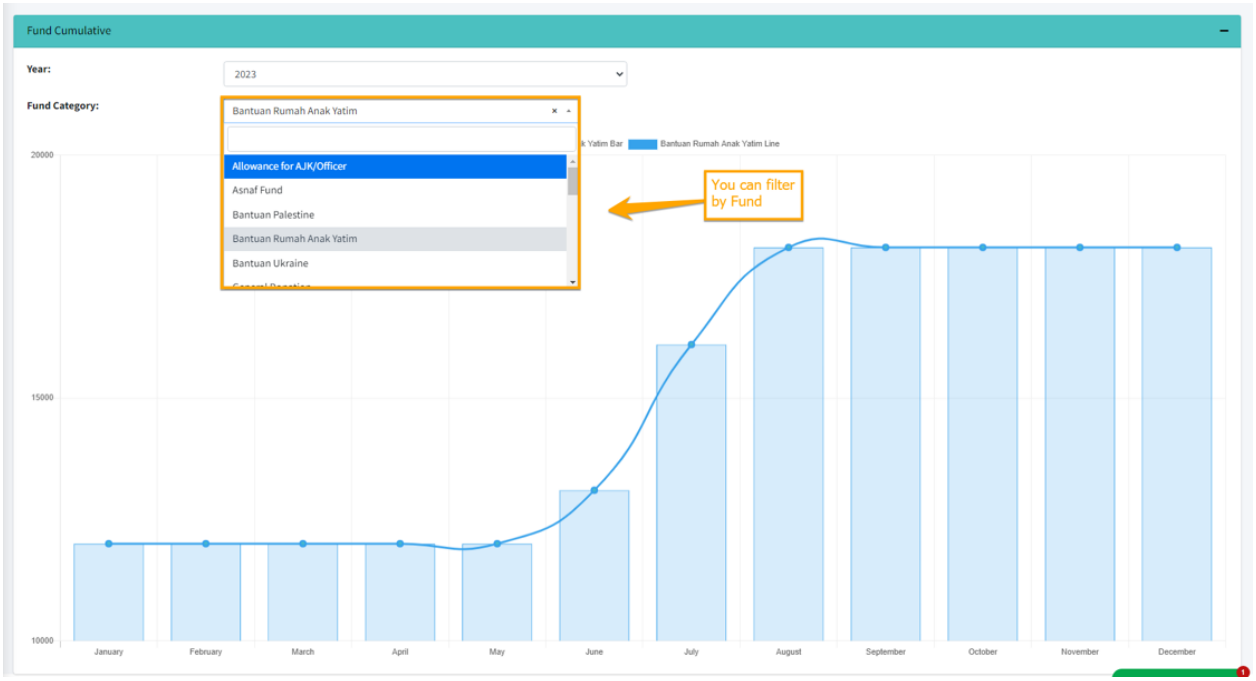
10. You will see the dashboard as following picture below;



11. Click on "Fund Cumulative"

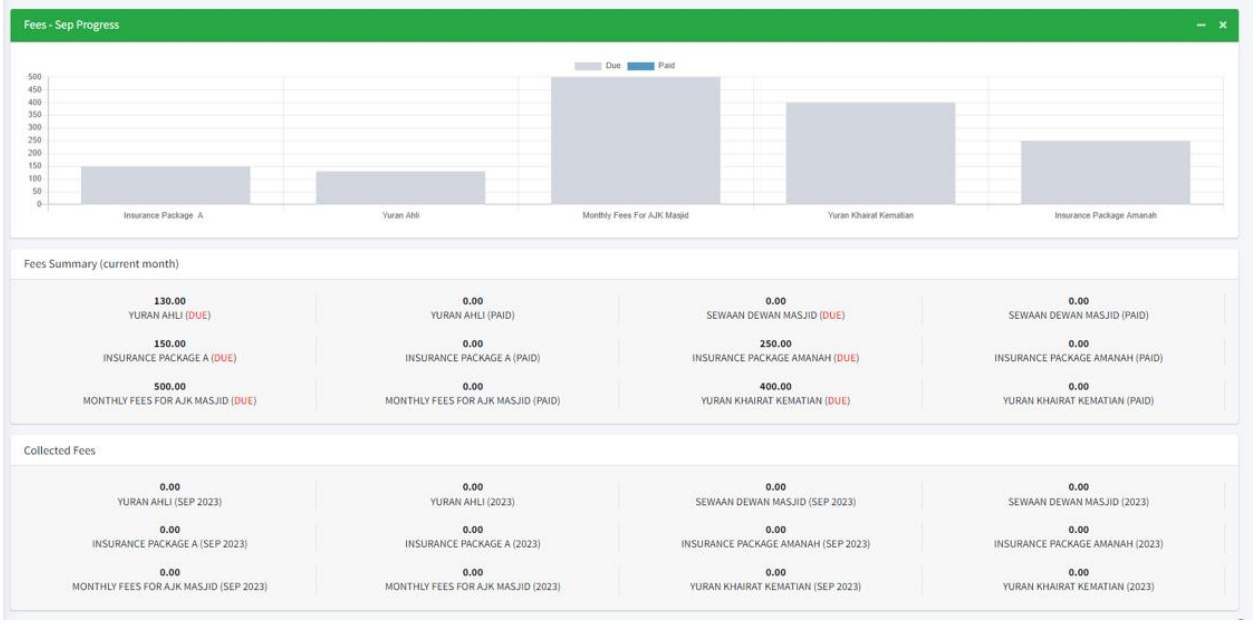


12. You will see the dashboard as following picture below:

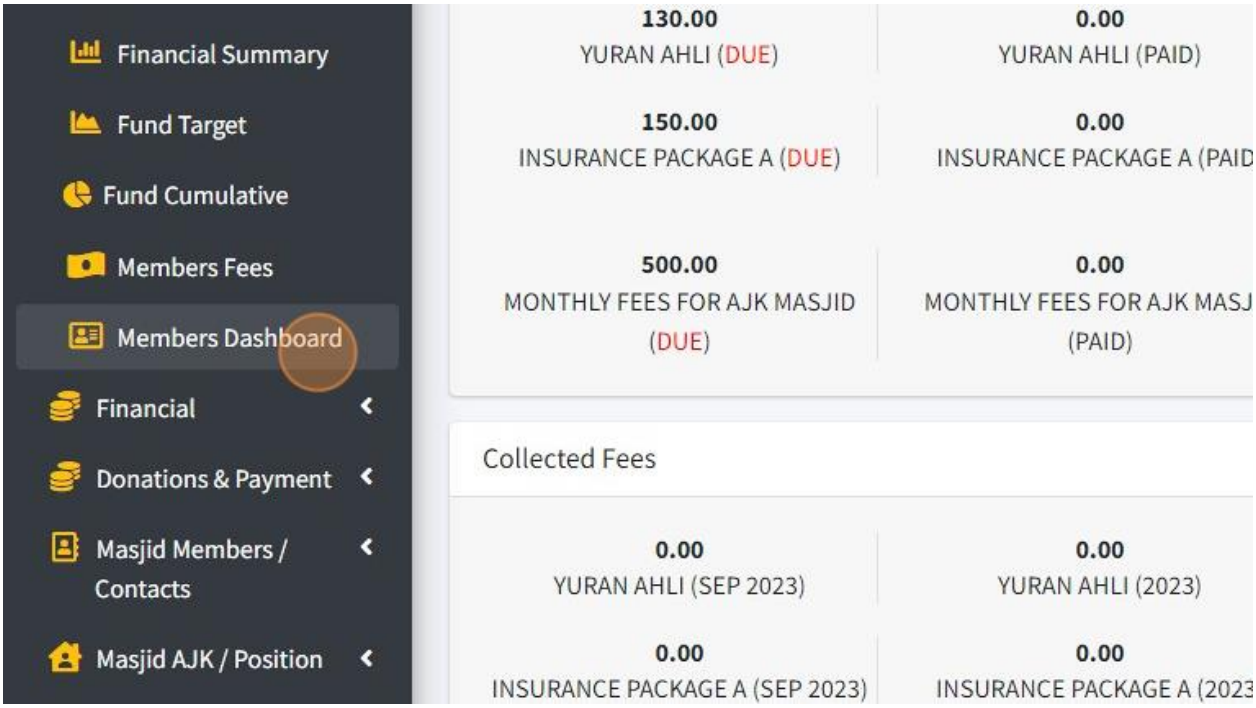


13. Click on "Members Fees".

14. You will see the dashboard as following picture below:

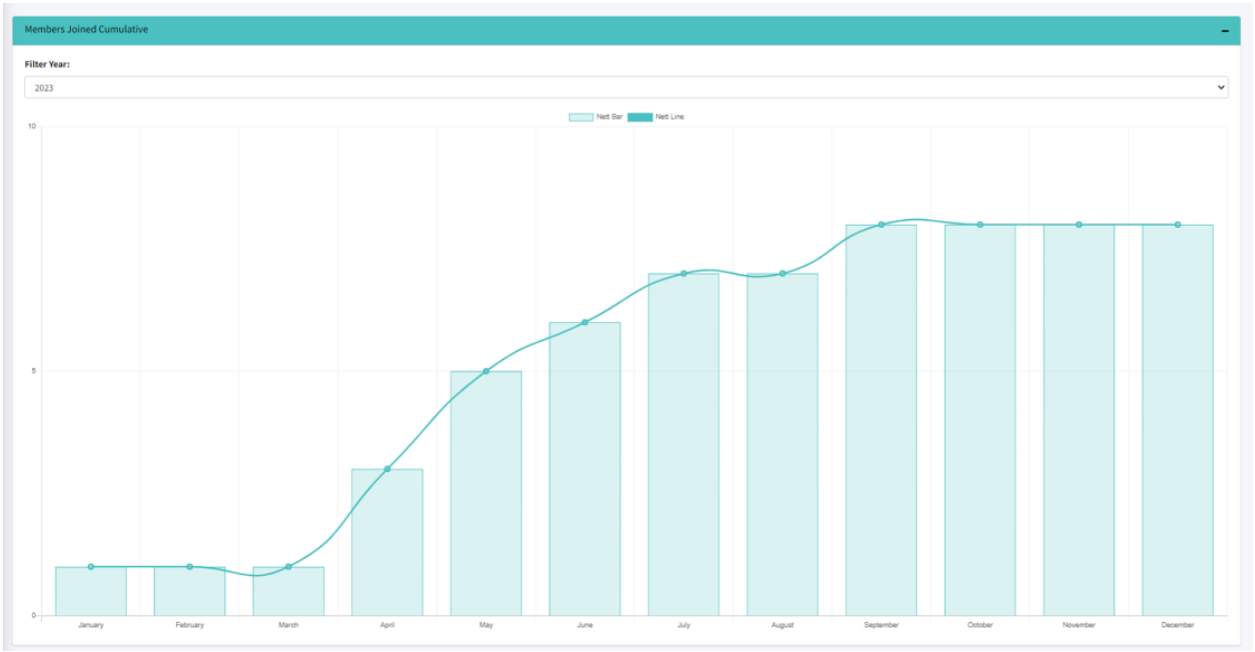


15. Click on "Members Dashboard".

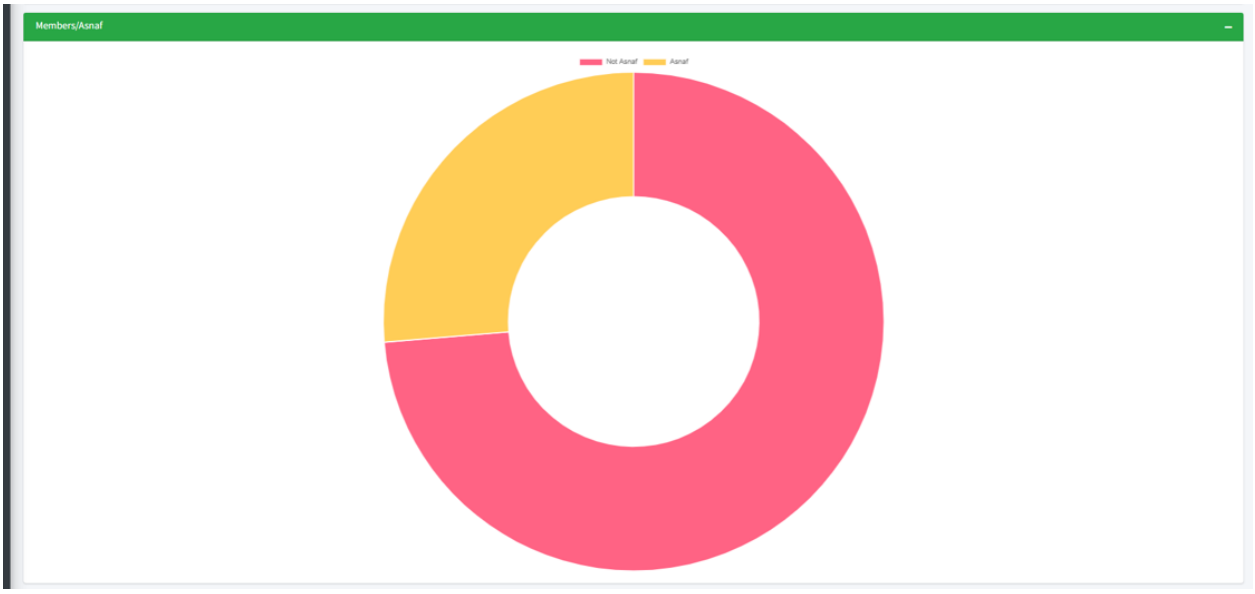
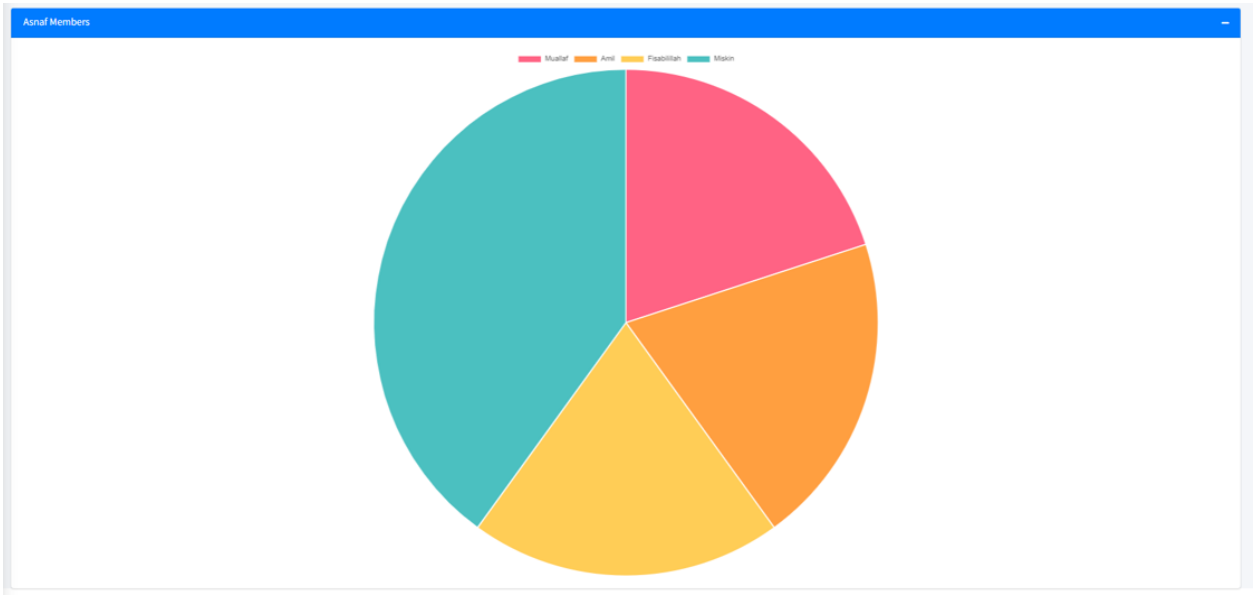


16. You will see the dashboard as following picture below:

Members Joined Cumulative:



17. Members/Asnaf:



18. Asnaf Members by category: