



MYMASJID

USER MANUAL (ENGLISH) - MYMASJID

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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.

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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.

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2 - MYMASJID

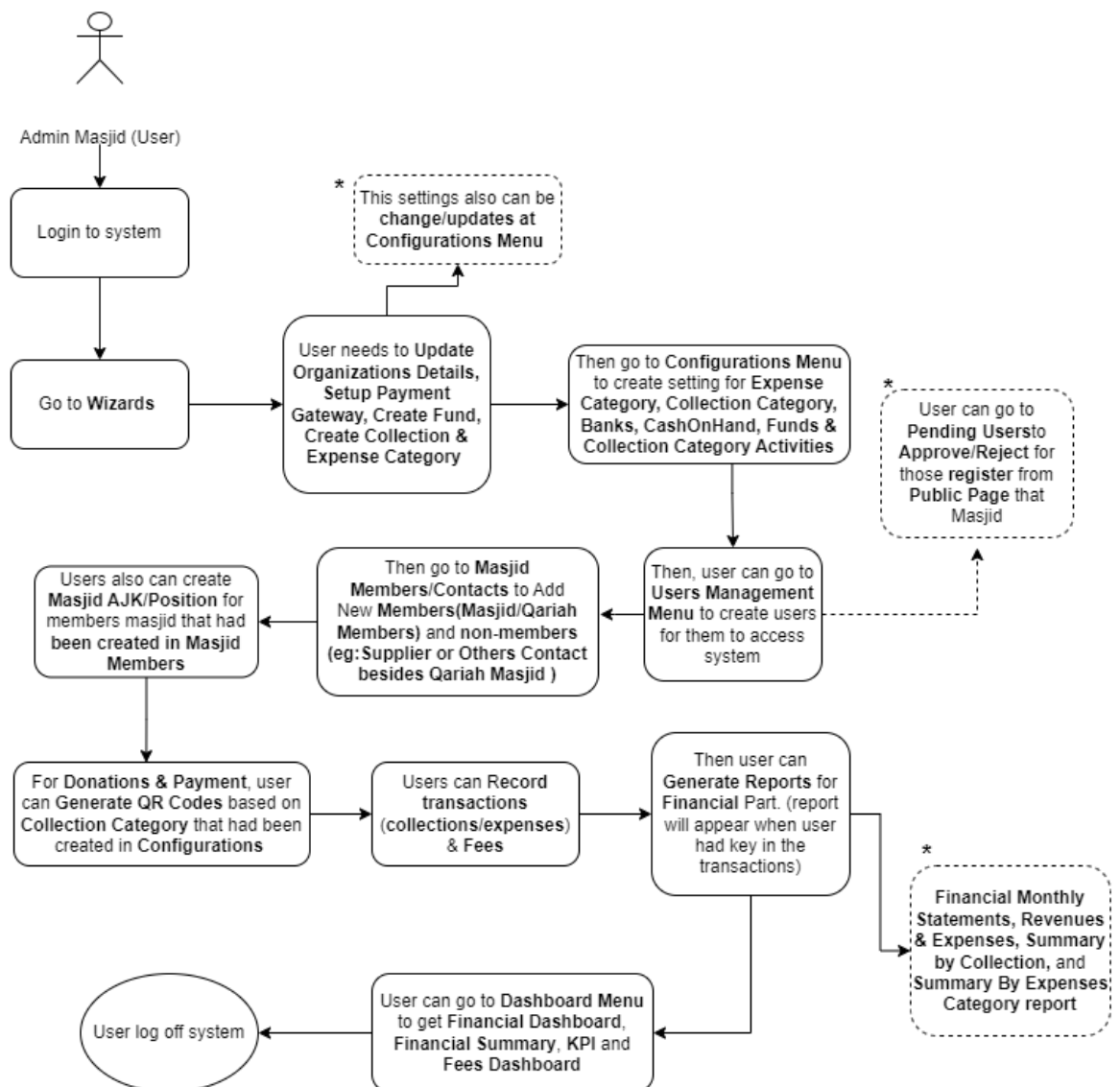
2.1 INTRODUCTION

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.

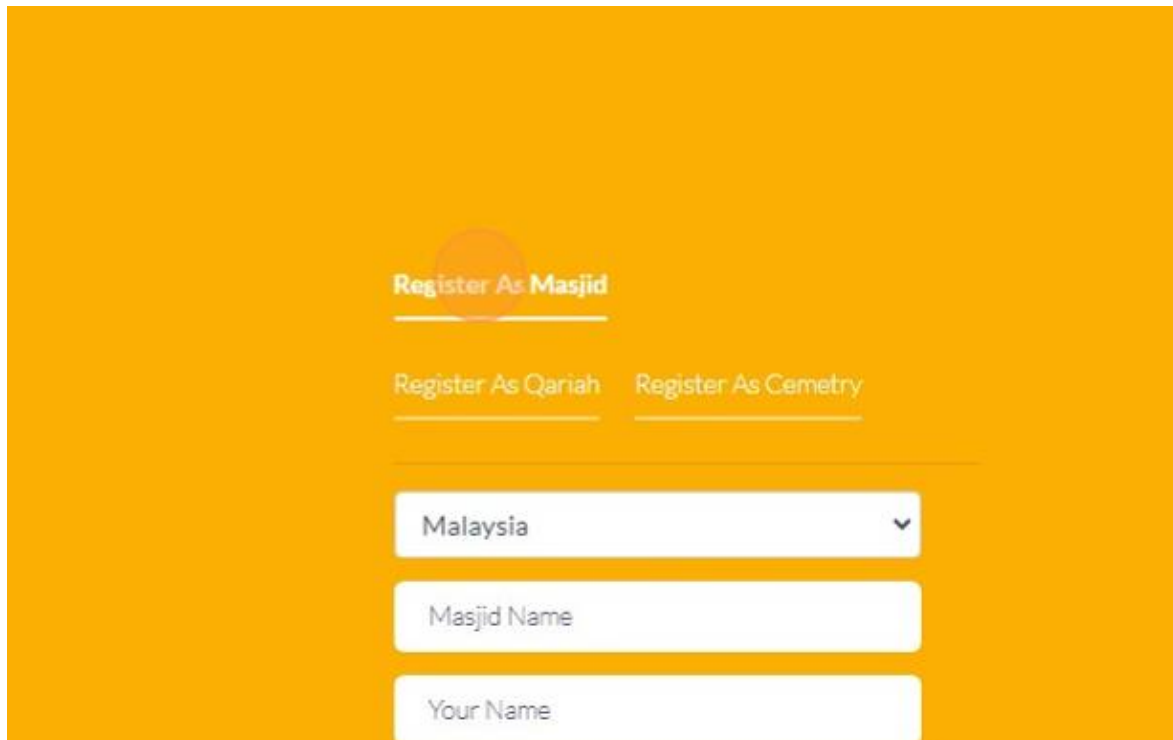
The process of the MyMasjid system is as below:

Admin for User Masjid



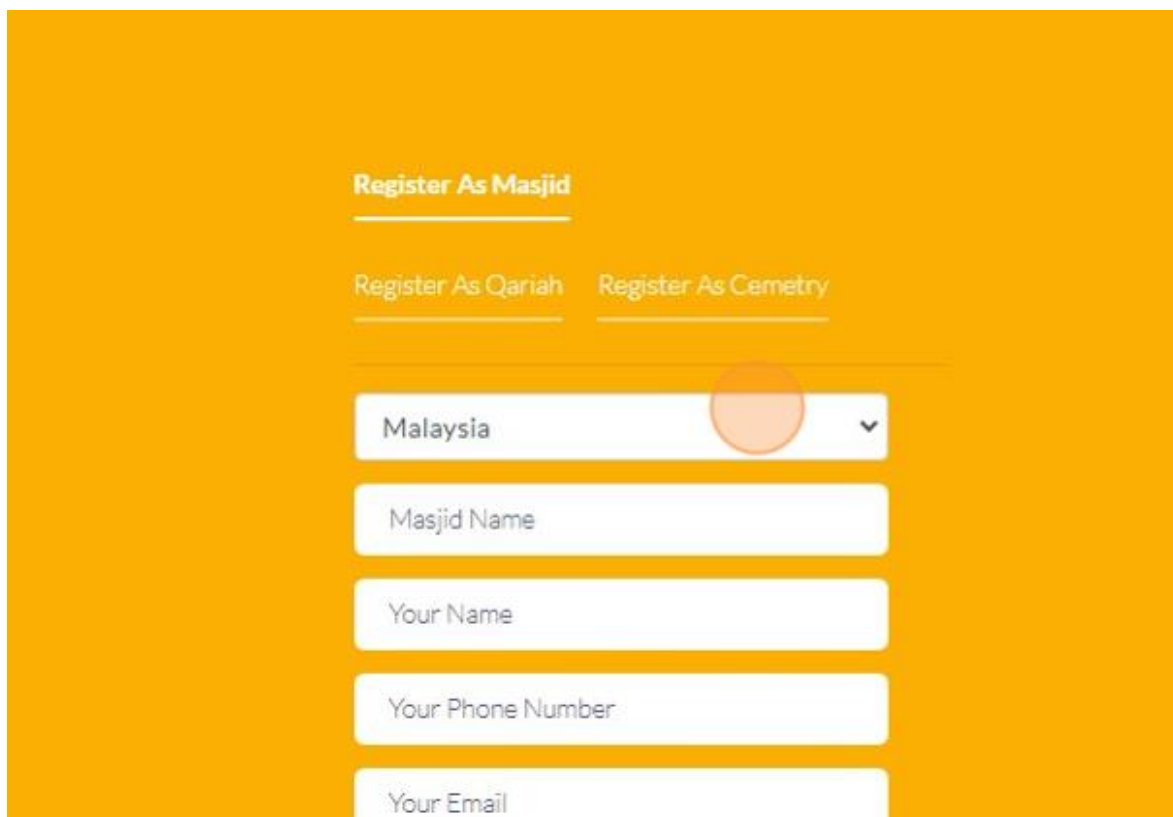
2.2 REGISTER TO SYSTEM

1. Navigate to <https://app.mymasjid.asia/Identity/Account/Register>
2. Click "Register As Masjid"



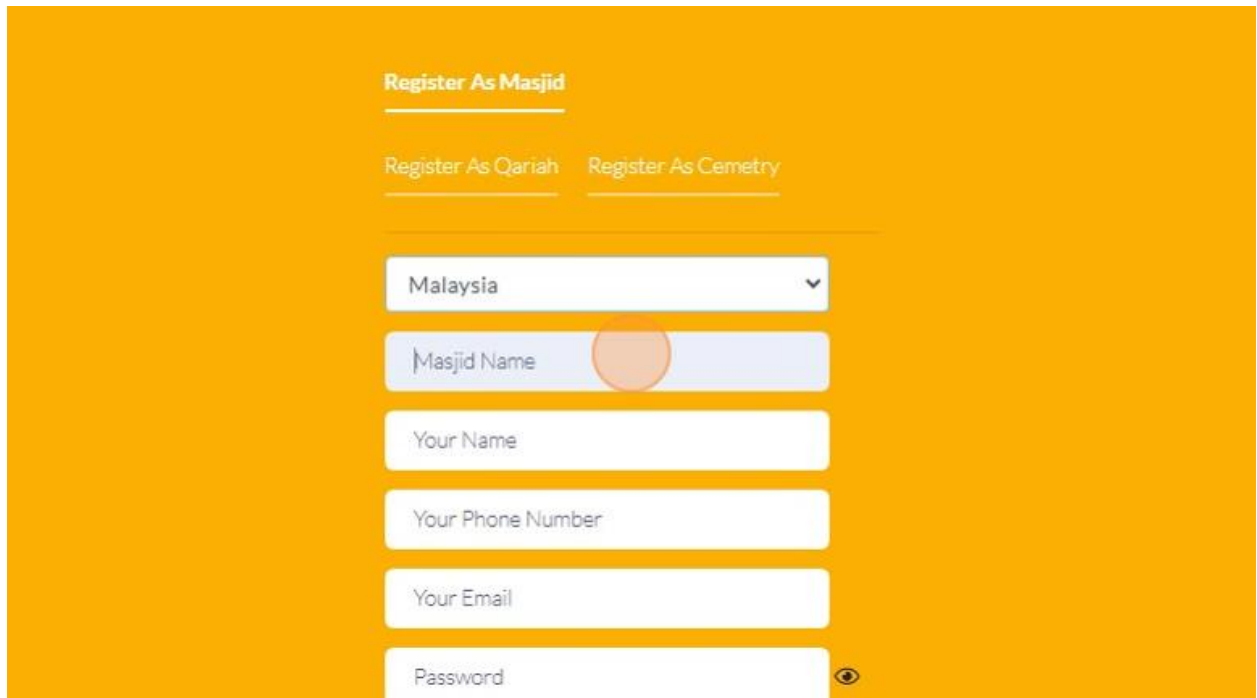
A screenshot of a web form titled "Register As Masjid" on an orange background. The title is underlined and highlighted with a red circle. Below the title are two tabs: "Register As Qariah" and "Register As Cemetery". The form contains three input fields: a dropdown menu showing "Malaysia", a text field for "Masjid Name", and a text field for "Your Name".

3. Click this dropdown to choose Country.



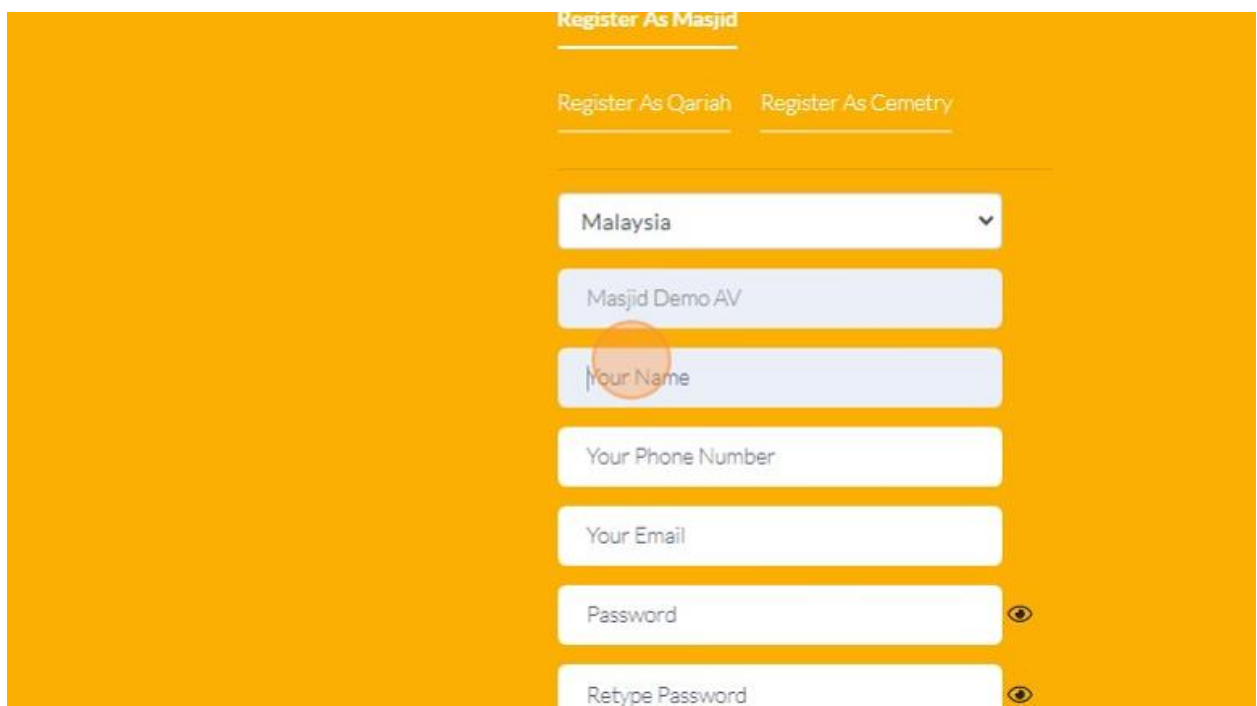
A screenshot of the same "Register As Masjid" form. The dropdown menu for the country is highlighted with a red circle. The form now includes five input fields: the "Malaysia" dropdown, "Masjid Name", "Your Name", "Your Phone Number", and "Your Email".

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



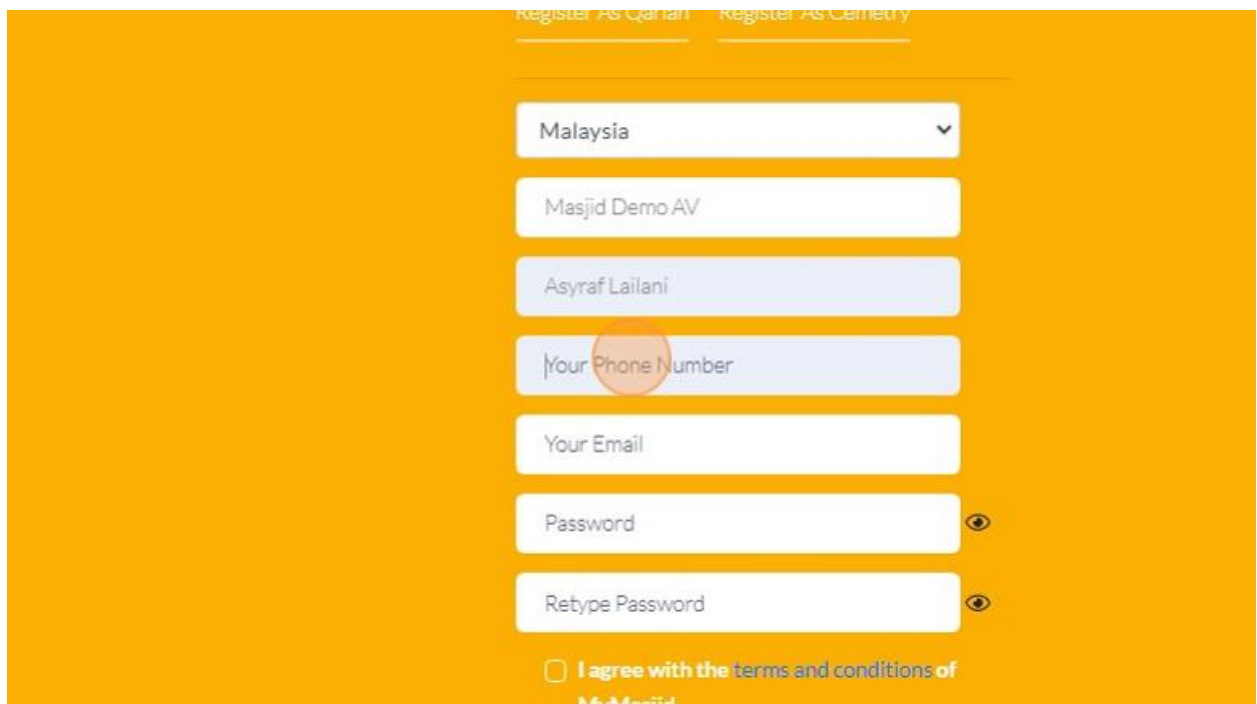
The screenshot shows a registration form titled "Register As Masjid" on an orange background. Below the title are two tabs: "Register As Qariah" and "Register As Cemetery". The form contains several input fields: a dropdown menu for "Malaysia", a text field for "Masjid Name" which is highlighted with a red circle, a text field for "Your Name", a text field for "Your Phone Number", a text field for "Your Email", and a text field for "Password" with an eye icon to its right.

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



This screenshot shows the same registration form, but now the "Masjid Name" field contains the text "Masjid Demo AV". The "Your Name" field is highlighted with a red circle. The "Password" field now has a second field below it labeled "Retype Password", also with an eye icon to its right.

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



Register As Qanari Register As Cemetery

Malaysia

Masjid Demo AV

Asyraf Lailani

Your Phone Number

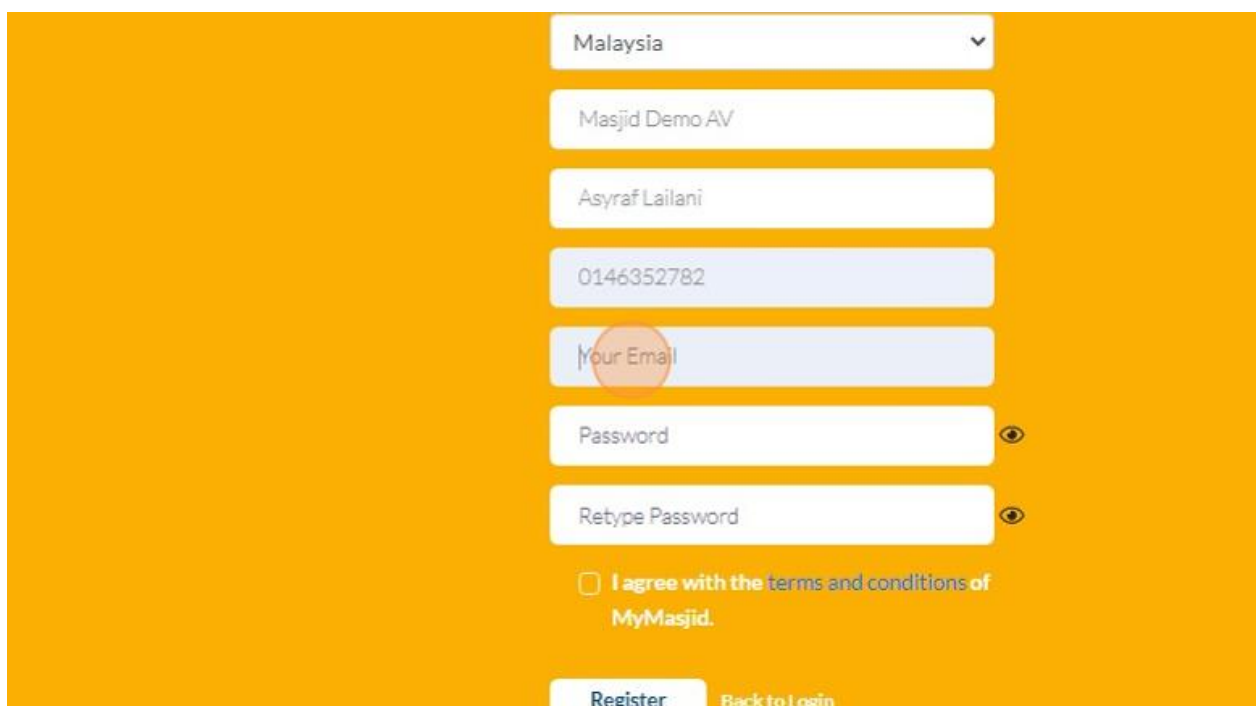
Your Email

Password

Retype Password

☐ I agree with the terms and conditions of MyMasjid.

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



Malaysia

Masjid Demo AV

Asyraf Lailani

0146352782

Your Email

Password

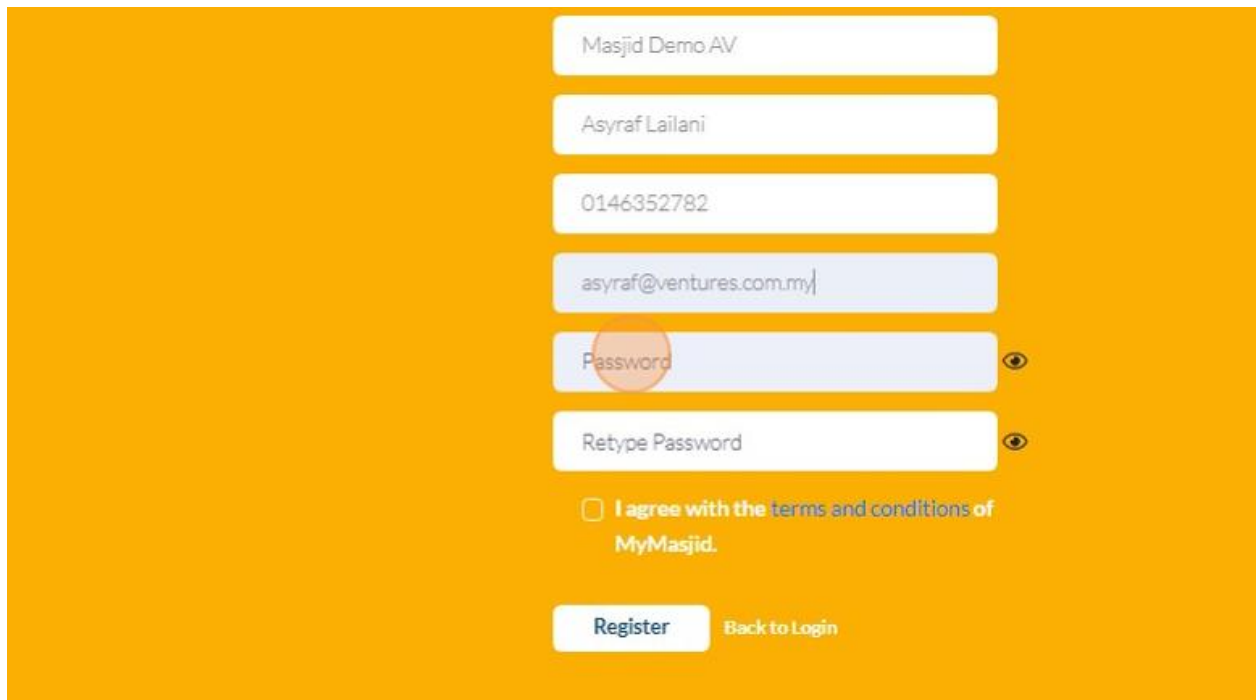
Retype Password

☐ I agree with the terms and conditions of MyMasjid.

Register Back to Login

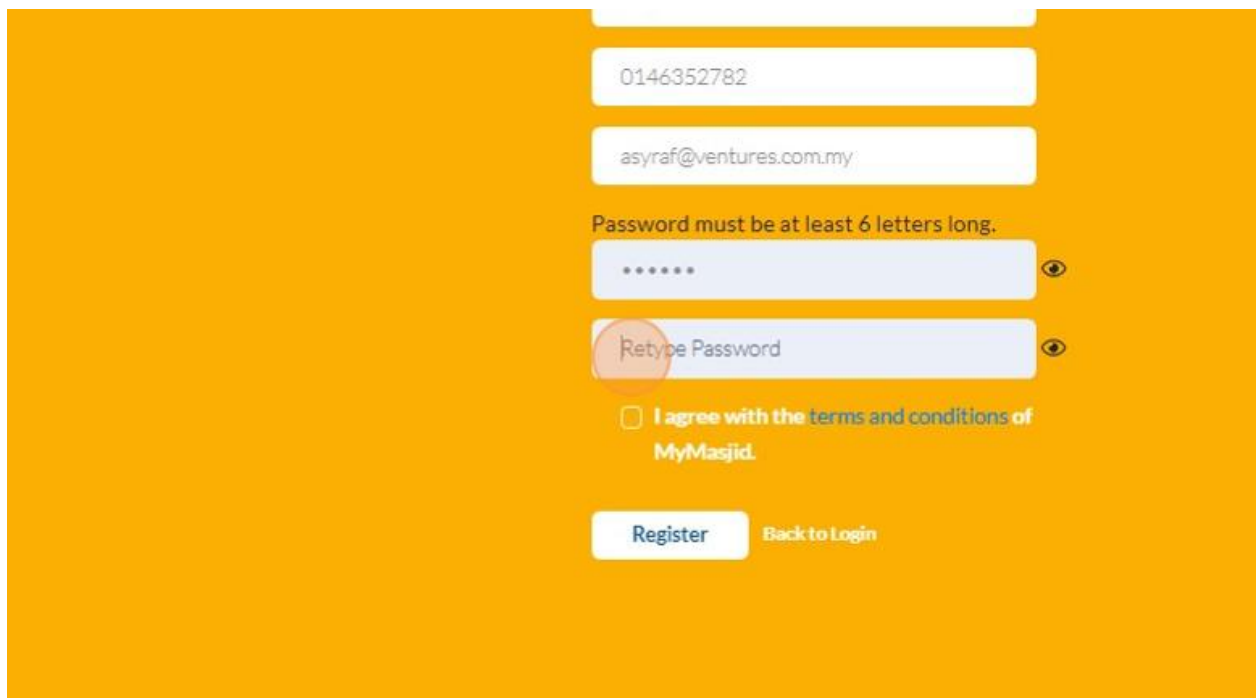
8. Click the "Password" field and fill in your own password. This password will be used once you want to login into system.

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



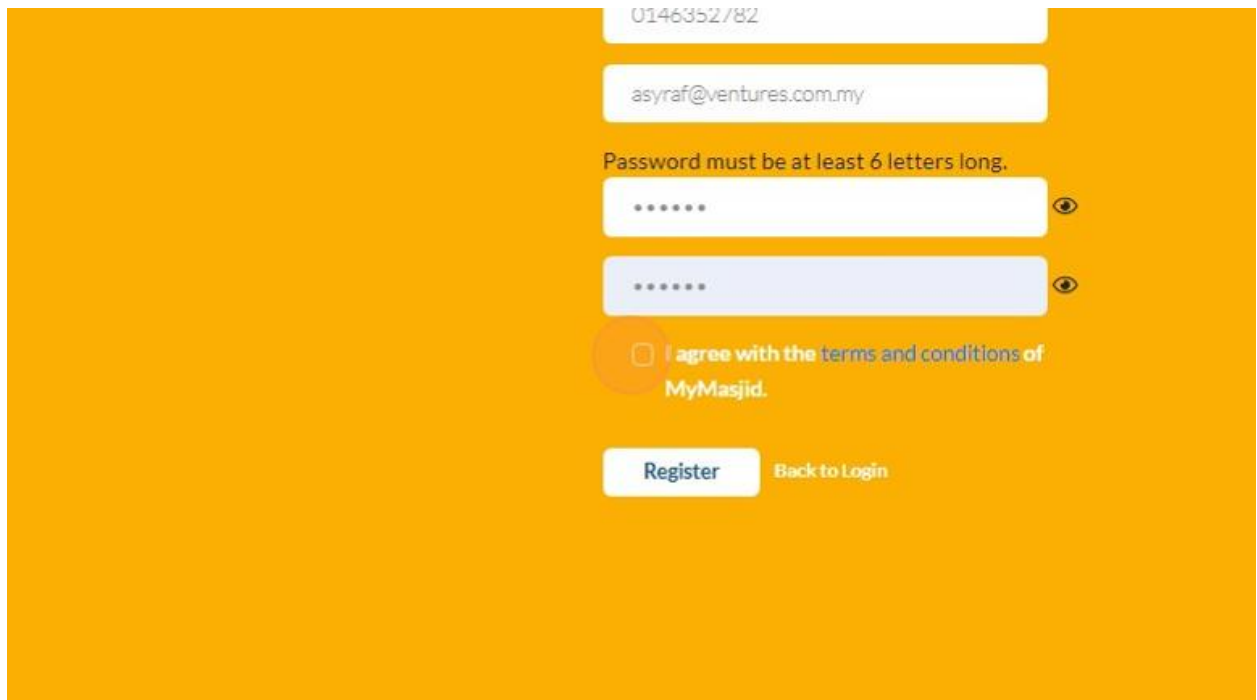
A registration form on an orange background. The form contains the following fields from top to bottom: a text field with "Masjid Demo AV", a text field with "Asyraf Lailani", a text field with "0146352782", a text field with "asyraf@ventures.com.my", a password field labeled "Password" (highlighted with a red circle), and a "Retype Password" field. Below the fields is a checkbox labeled "I agree with the terms and conditions of MyMasjid." and two buttons: "Register" and "Back to Login".

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



The same registration form as above, but the "Retype Password" field is now highlighted with a red circle. The "Password" field now contains six dots. A message "Password must be at least 6 letters long." is displayed above the "Retype Password" field. The "Register" button is now disabled and greyed out.

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



0146352782

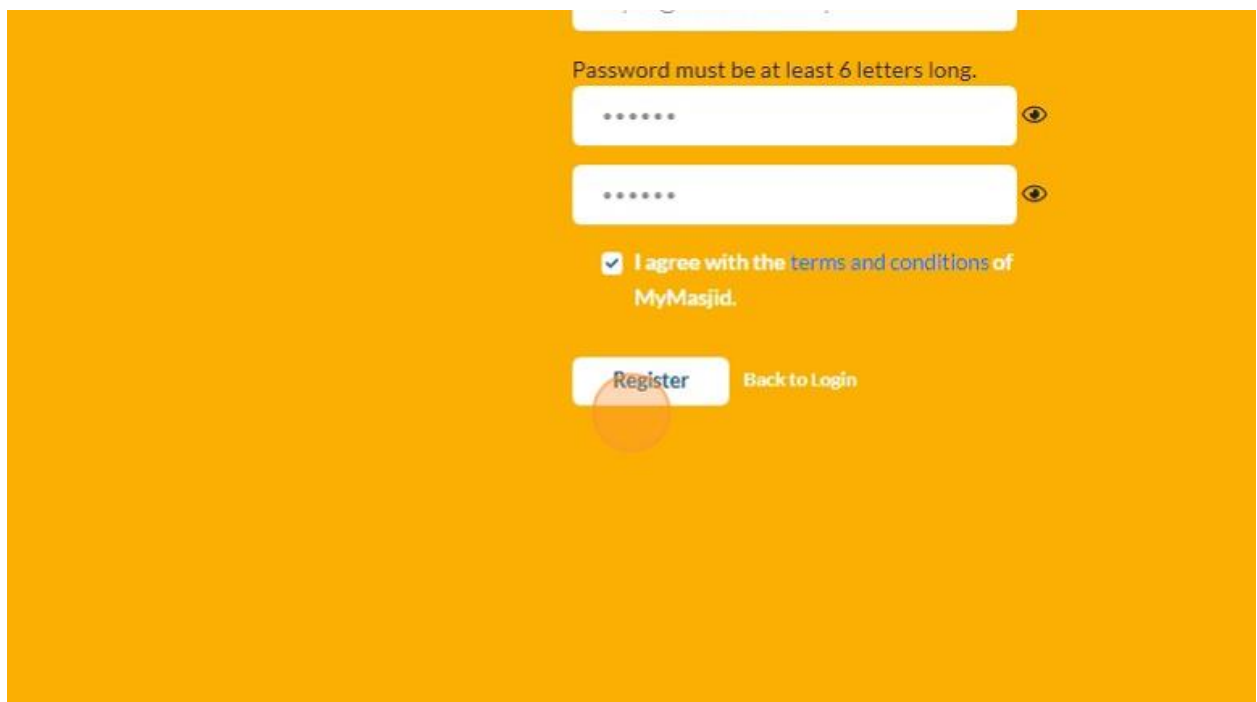
asyraf@ventures.com.my

Password must be at least 6 letters long.

☐ I agree with the terms and conditions of MyMasjid.

Register Back to Login

11. Then Click "Register" once done.



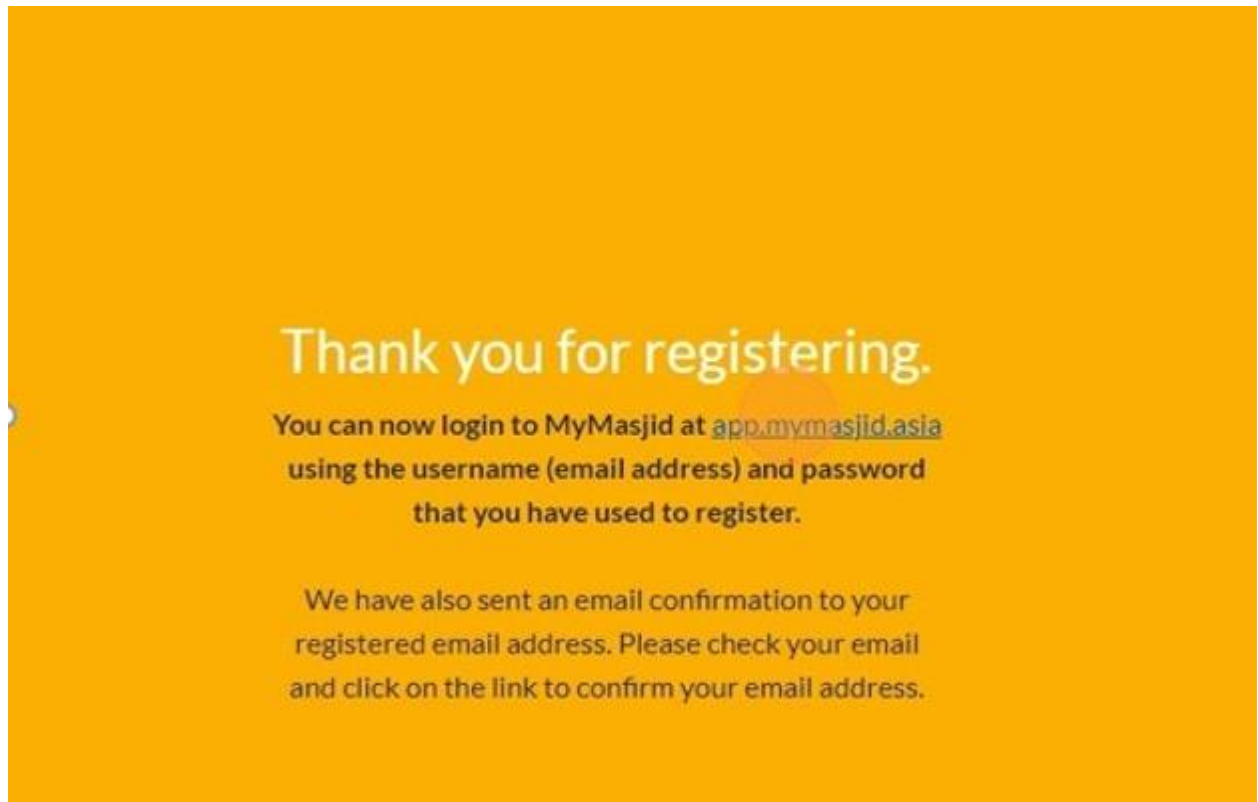
Password must be at least 6 letters long.

☒ I agree with the terms and conditions of MyMasjid.

Register Back to Login

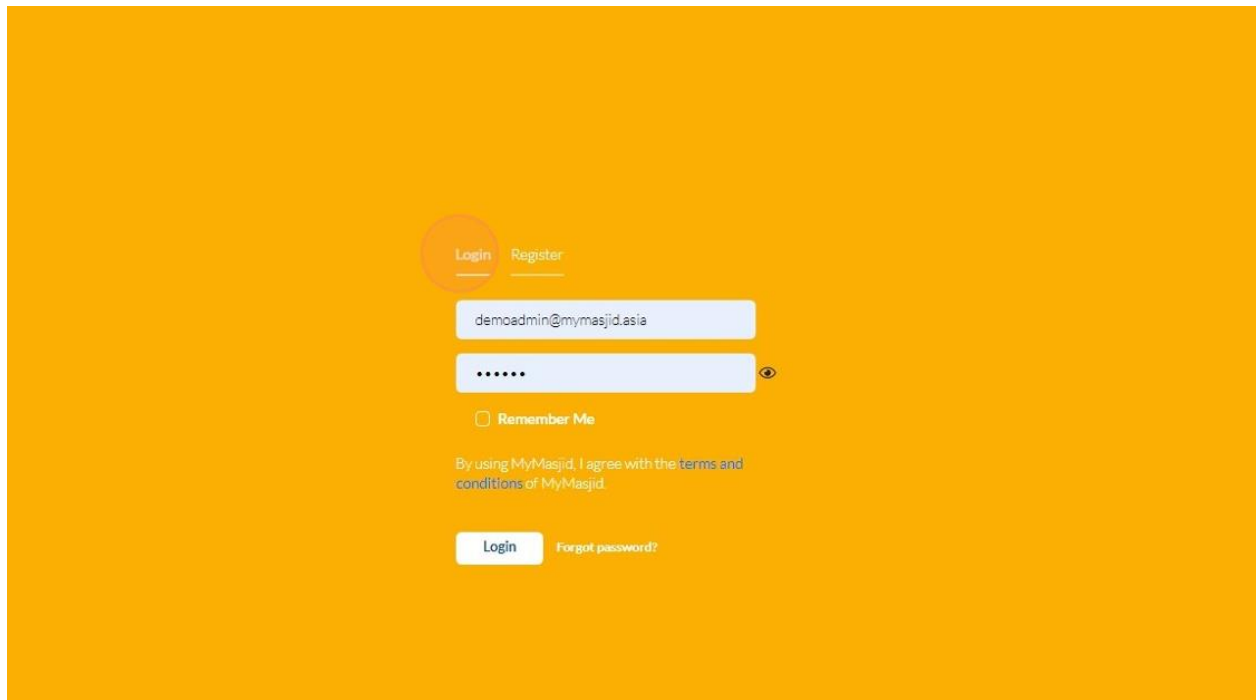
12. Once you had done Register your account, you will redirect to this page below.

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



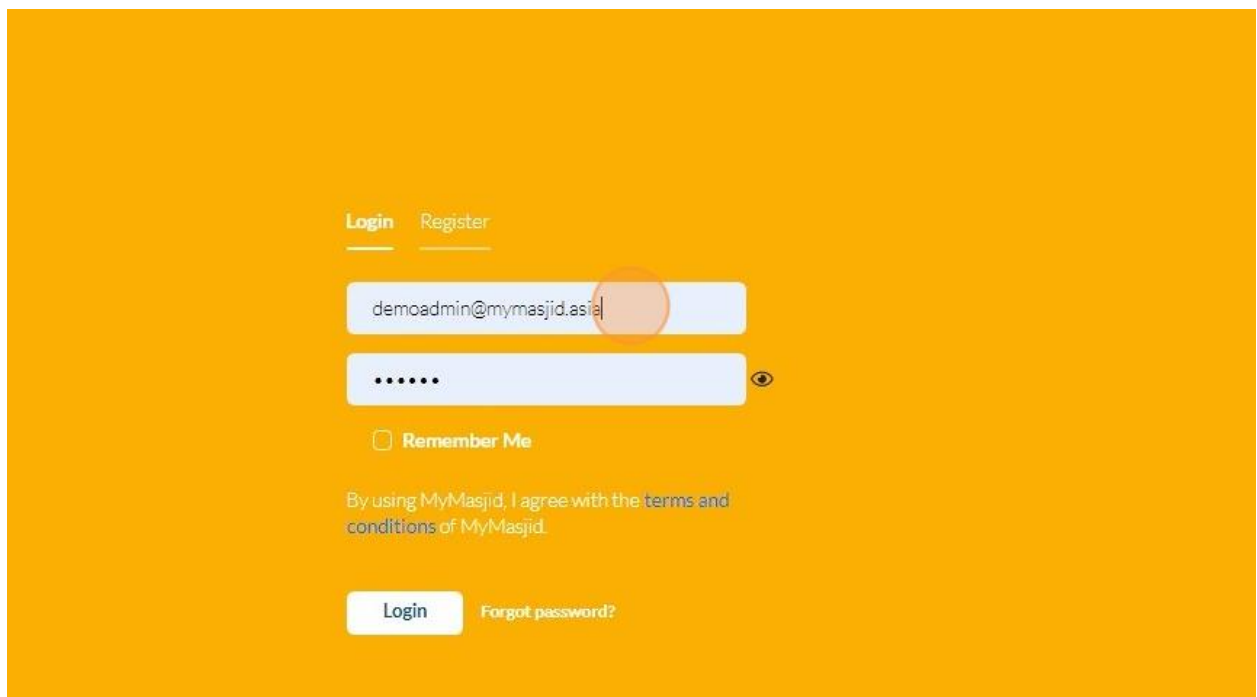
2.3 LOGIN INTO SYSTEM

1. Navigate to <https://app.mymasjid.asia/Identity/Account/Login>
2. Click "Login"



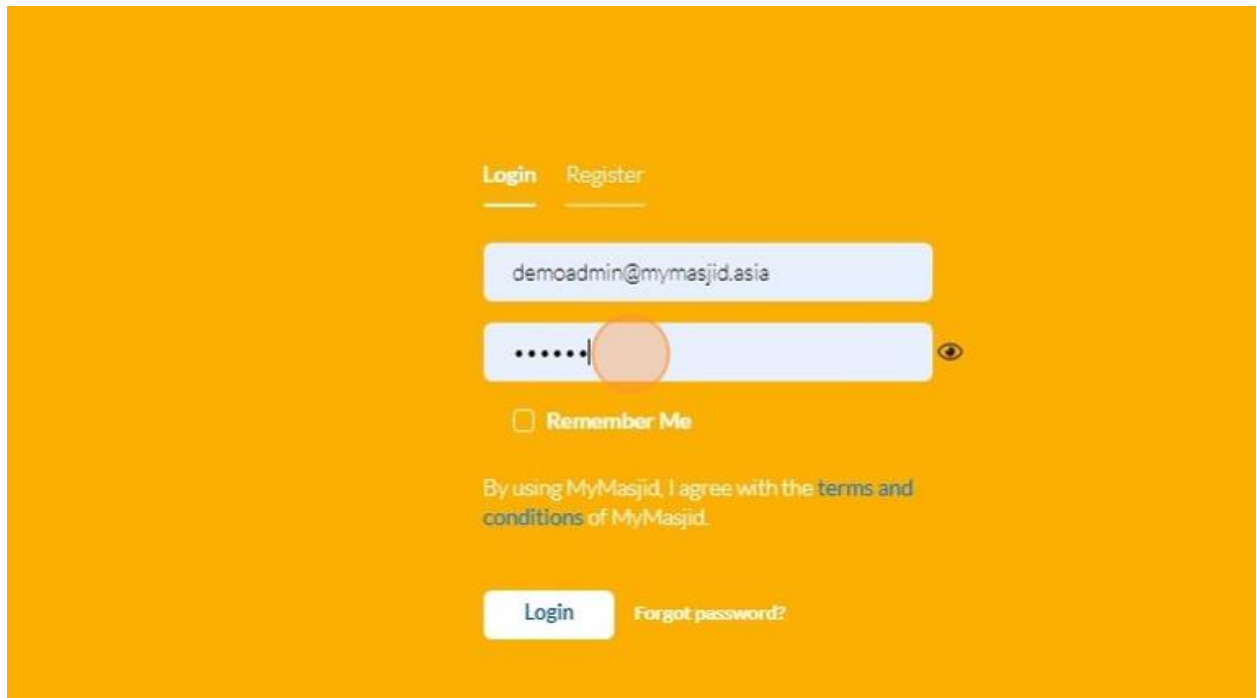
The screenshot shows the login page of the MyMasjid application. The page has a solid orange background. At the top, there are two tabs: "Login" and "Register". Below the tabs, there are two input fields: the first contains the email address "demoadmin@mymasjid.asia" and the second contains a masked password "*****". Below the password field is a checkbox labeled "Remember Me". Underneath the checkbox is a line of text: "By using MyMasjid, I agree with the terms and conditions of MyMasjid." At the bottom, there is a "Login" button and a link labeled "Forgot password?". The "Login" button is highlighted with a red circle.

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



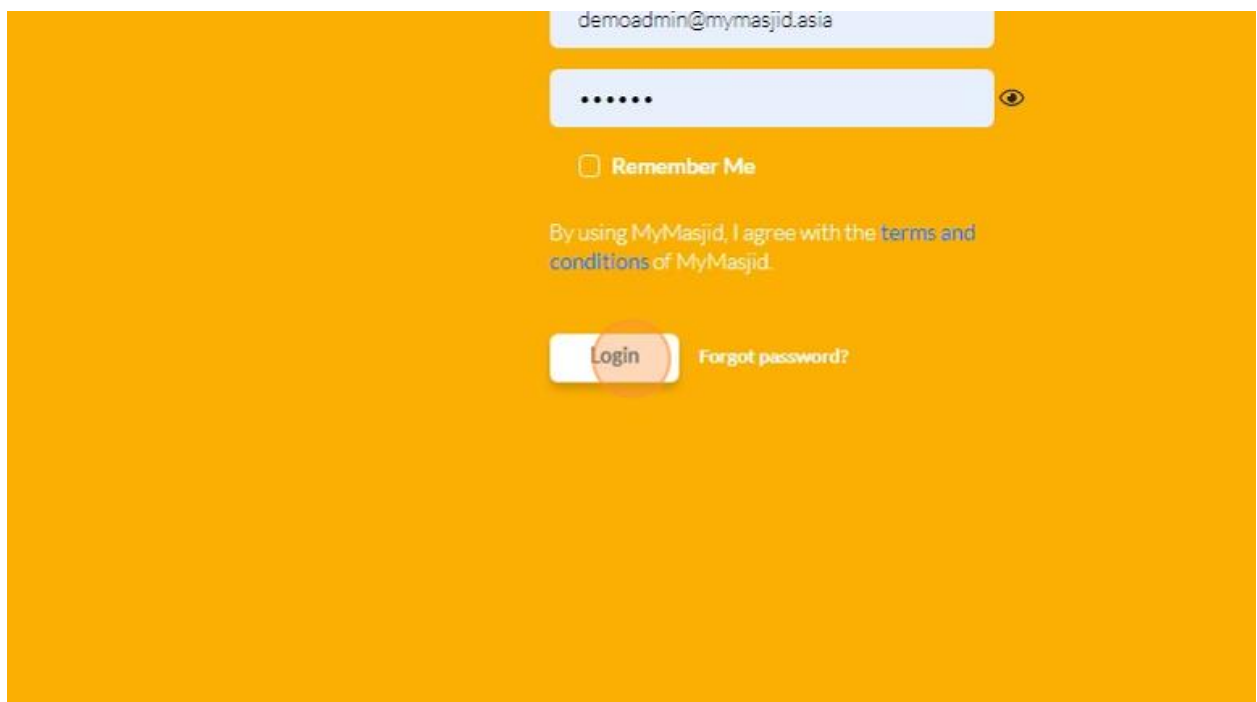
This screenshot is identical to the one above, showing the MyMasjid login page. However, in this image, the email input field containing "demoadmin@mymasjid.asia" is highlighted with a red circle, indicating where the user should enter their registered email address.

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



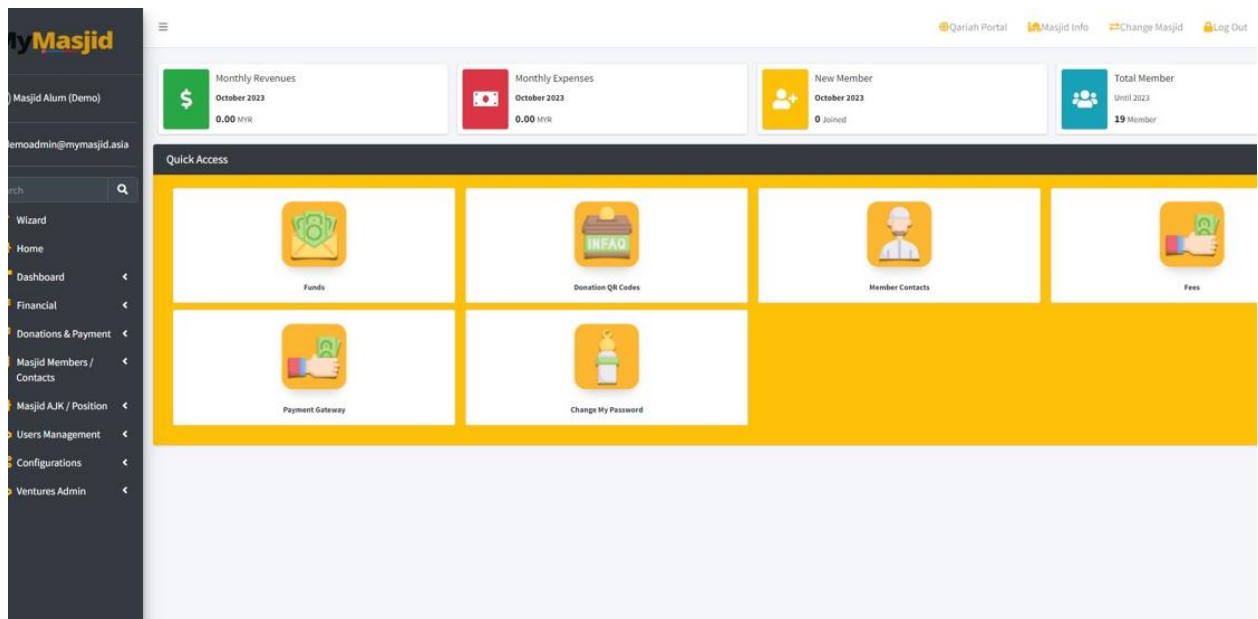
The screenshot shows the login interface of the MyMasjid application. At the top, there are two tabs: "Login" (active) and "Register". Below the tabs, there is a text input field containing the email address "demoadmin@mymasjid.asia". Below the email field is a password input field with a red circle highlighting it. The password field contains six dots and a toggle icon on the right. Below the password field is a checkbox labeled "Remember Me". Below the checkbox is a line of text: "By using MyMasjid, I agree with the terms and conditions of MyMasjid." At the bottom, there is a "Login" button and a link labeled "Forgot password?".

5. Then click "Login".



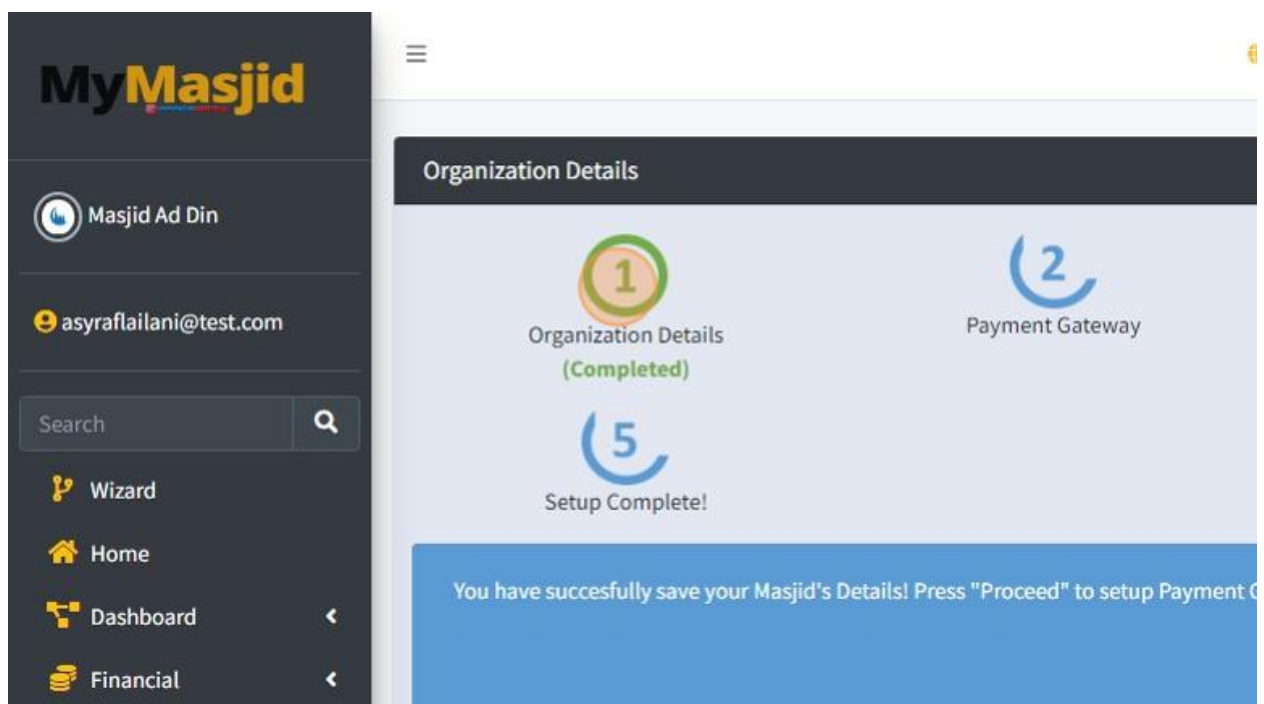
This screenshot is identical to the one above, showing the login page. However, a red circle is now highlighting the "Login" button at the bottom of the form, indicating the next step in the process.

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

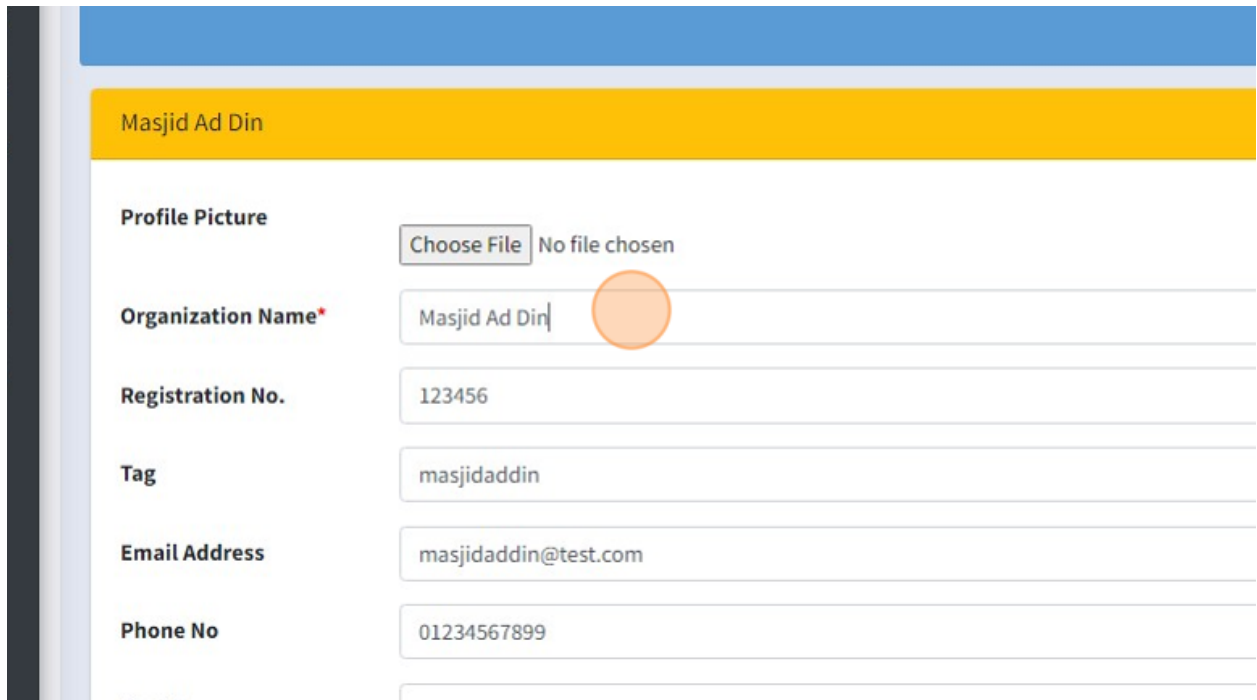


2.4 SETTING UP WIZARDS

1. Navigate to <https://app.mymasjid.asia/Configurations/ShareLinkIndex>
2. Click "Organization Details".



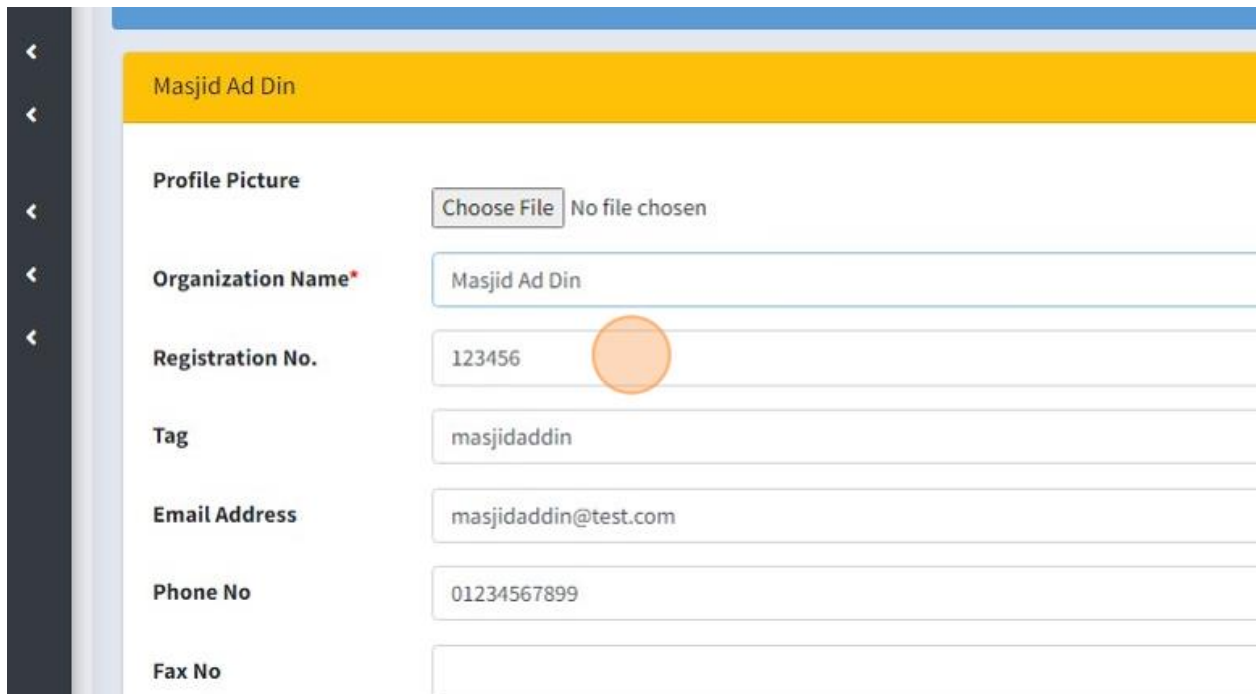
3. Click the "Organization Name*" field to change your organization name.



The screenshot shows a user profile form for "Masjid Ad Din". The form includes fields for Profile Picture, Organization Name*, Registration No., Tag, Email Address, and Phone No. The "Organization Name*" field is highlighted with an orange circle, indicating it is the target for the next step.

Masjid Ad Din	
Profile Picture	<input type="button" value="Choose File"/> No file chosen
Organization Name*	Masjid Ad Din
Registration No.	123456
Tag	masjidaddin
Email Address	masjidaddin@test.com
Phone No	01234567899
Fax No	

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



The screenshot shows the same user profile form for "Masjid Ad Din". The "Registration No." field is now highlighted with an orange circle, indicating it is the target for the next step.

Masjid Ad Din	
Profile Picture	<input type="button" value="Choose File"/> No file chosen
Organization Name*	Masjid Ad Din
Registration No.	123456
Tag	masjidaddin
Email Address	masjidaddin@test.com
Phone No	01234567899
Fax No	

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

Profile Picture	<input type="button" value="Choose File"/> No file chosen
Organization Name*	Masjid Ad Din
Registration No.	123456
Tag	masjidaddin
Email Address	masjidaddin@test.com
Phone No	01234567899
Fax No	
WebSite	
WhatsApp No	

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

<	Organization Name*	Masjid Ad Din
<	Registration No.	123456
	Tag	masjidaddin
	Email Address	masjidaddin@test.com
	Phone No	01234567899
	Fax No	
	WebSite	
	WhatsApp No	
	Address Street 1*	No 28,

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

Fax No	<input type="text"/>
WebSite	<input type="text"/>
WhatsApp No	<input type="text"/>
Address Street 1*	<input type="text" value="No 28"/>
Address Street 2	<input type="text" value="Jalan 6c/13, Seksyen 13"/>
Address Street 3	<input type="text"/>
Address City*	<input type="text" value="Bandar Baru Bangi"/>
Address PostCode*	<input type="text" value="43650"/>
Country*	<input type="text" value="Malaysia"/>

8. Choose your country.

Address Street 2	<input type="text" value="Jalan 6c/13, Seksyen 13"/>
Address Street 3	<input type="text"/>
Address City*	<input type="text" value="Bandar Baru Bangi"/>
Address PostCode*	<input type="text" value="43650"/>
Country*	<input type="text" value="Malaysia"/>
State*	<input type="text"/>
District*	<div><div>Indonesia</div><div>Malaysia</div><div>Others</div></div>
Currency	<input type="text"/>

9. Choose your state.

Address Street 2	Jalan 6c/13, Seksyen 13
Address Street 3	
Address City*	Perak
Address PostCode*	Perlis
Country*	Putrajaya
State*	Sabah
	Sarawak
	Selangor
	Selangor
District*	Hulu Langat
Currency	Malaysian Ringgit

10. Choose your District.

Address Street 1*	No 28,
Address Street 2	Jalan 6c/13, Seksyen 13
Address Street 3	
Address City*	Gombak
Address PostCode*	Hulu Langat
Country*	Hulu Selangor
State*	Klang
	Kuala Langat
	Kuala Selangor
District*	Hulu Langat
Currency	Malaysian Ringgit

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

A screenshot of a web form with several input fields. The first four fields are empty text boxes. The next three fields have a small 'x' icon and a dropdown arrow on the right. The final field has a dropdown arrow. A blue 'Save' button is located at the bottom right of the form area. Below the form is a green bar with the word 'Online' and a red circle with the number '1' next to it.

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

A screenshot of a web form. At the top, there are three columns: 'Payment Gateway', 'Fund', and 'Collection & Expense Category'. Below these columns is a blue bar with the text '"Proceed" to setup Payment Gateway' and a white 'Proceed' button. Below the blue bar is a yellow bar with a plus sign on the right. Below the yellow bar is a text input field with the word 'Open' on the left. At the bottom right, there is a green bar with the word 'Online' and a red circle with the number '1' next to it.

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.

Enter your details to create your Toyyibpay account

Payment Gateway Information

1. Create your Toyyibpay account to use MyMasjid's online transaction features.
2. After submitting this form, your ToyyibPay account will be verified by ToyyibPay.
3. You can check your verification status by logging into ToyyibPay's website at <https://toyyibpay.com/access/login>

Toyyibpay Account Username: asyrafilailani@test.com

Toyyibpay Account Full Name: Full Name

Toyyibpay Account Email: Email

Toyyibpay Account Password:

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

Payment Gateway Information

1. Create your Toyyibpay account to use MyMasjid's online transaction features.
2. After submitting this form, your ToyyibPay account will be verified by ToyyibPay.
3. You can check your verification status by logging into ToyyibPay's website at <https://toyyibpay.com/access/login>

Toyyibpay Account Username: addinn

Toyyibpay Account Full Name: Full Name

Toyyibpay Account Email: Email

Toyyibpay Account Password:

Phone No.: 0192546889

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

3. You can check your verification status by logging into Toyypipay's website at <https://toyypipay.com>

Toyypipay Account Username	addinn
Toyypipay Account Full Name	Masjid Ad Din
Toyypipay Account Email	Email
Toyypipay Account Password
Phone No.	0192546889
Bank	Affin Bank

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

Toyypipay Account Username	addinn
Toyypipay Account Full Name	Masjid Ad Din
Toyypipay Account Email	masjidaddin@test.com
Toyypipay Account Password
Phone No.	0192546889
Bank	Affin Bank
Account No.	Account No
Account Holder Name	Account Holder Name

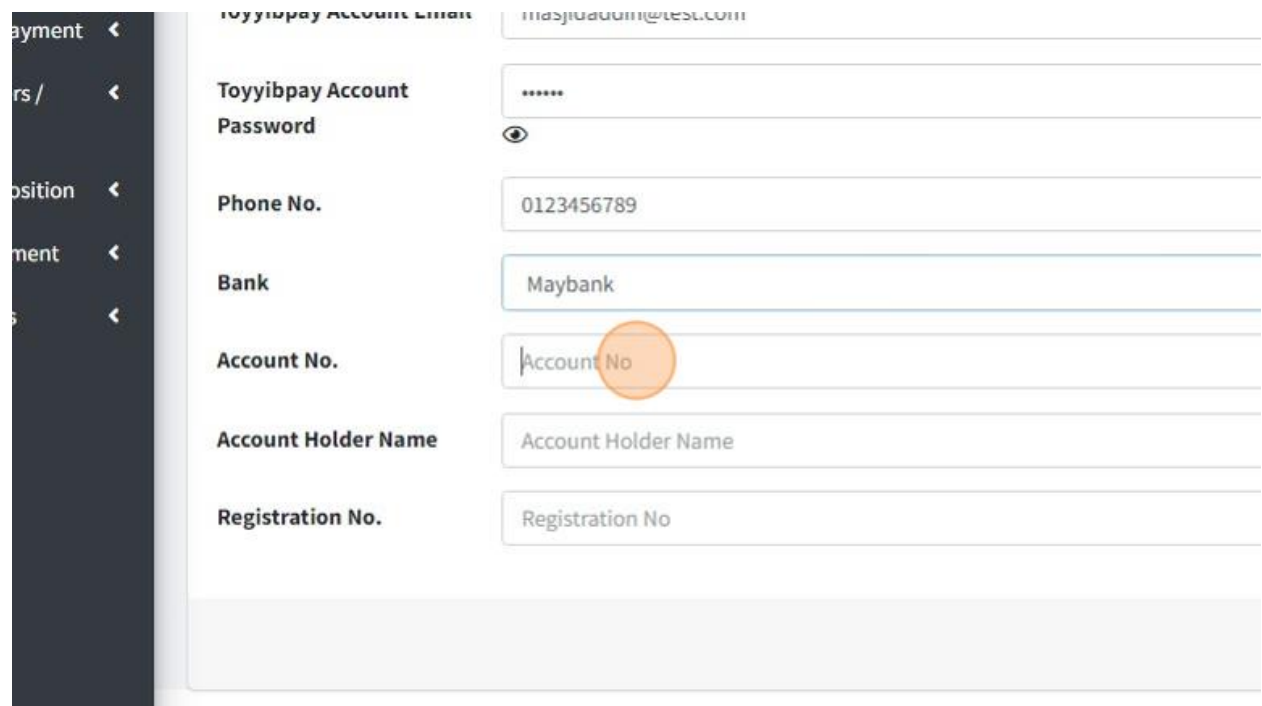
17. Click the "Phone No." field to fill in your organization phone number.

<	Toyyibpay Account Full Name	Masjid Ad Din
<	Toyyibpay Account Email	masjidaddin@test.com
<	Toyyibpay Account Password	***** 👁
<	Phone No.	0192546889
<	Bank	Affin Bank
<	Account No.	Account No
<	Account Holder Name	Account Holder Name
<	Registration No.	Registration No

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

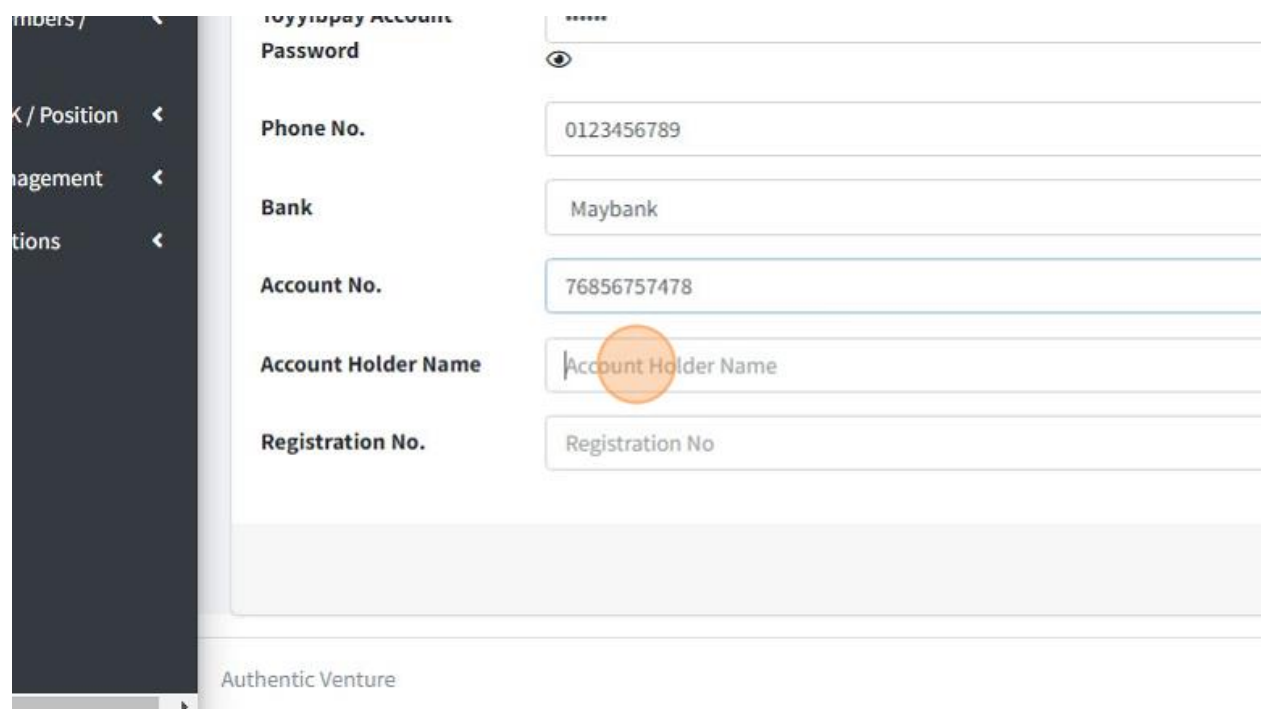
<	Name	Alliance Bank
<	Toyyibpay Account Email	Ambank
<	Toyyibpay Account Password	Bank Islam
<	Phone No.	Bank Muamalat
<	Bank	Bank Rakyat
<	Account No.	Bank Simpanan Nasional
<	Account Holder Name	CIMB Bank
<	Registration No.	CIMB Islamic Bank
		Citibank Berhad
		Hong Leong Bank
		HSBC
		Kuwait Finance House
		Maybank
		Maybank2E
		Maybank2U
		MBSB Bank
		OCBC Bank
		Account Holder Name
		Registration No

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



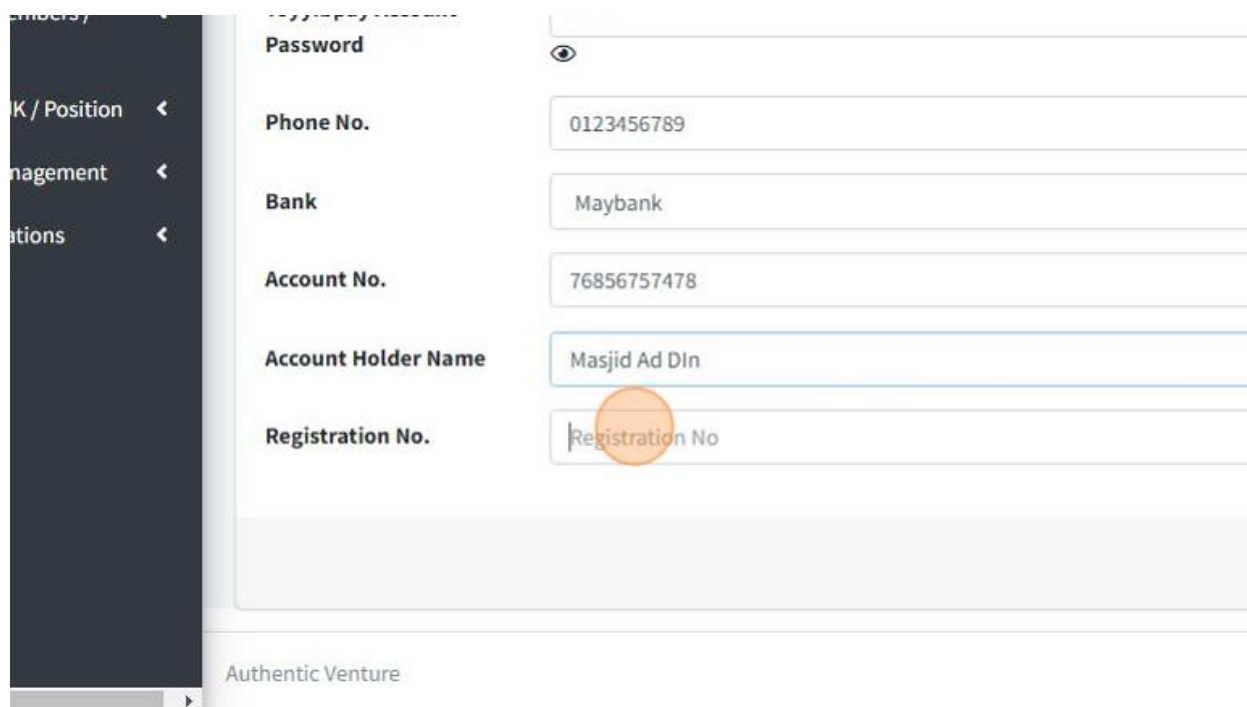
A screenshot of a registration form. On the left is a dark sidebar with menu items: "Payment", "Users /", "Position", "ment", and "s". The main form area contains the following fields: "Toyyibpay Account Email" (filled with "masjiuadum@test.com"), "Toyyibpay Account Password" (filled with "*****" and has an eye icon), "Phone No." (filled with "0123456789"), "Bank" (filled with "Maybank"), "Account No." (highlighted with an orange circle, containing the placeholder text "Account No"), "Account Holder Name" (containing the placeholder text "Account Holder Name"), and "Registration No." (containing the placeholder text "Registration No").

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



A screenshot of the same registration form as above, but with the "Account Holder Name" field highlighted by an orange circle. In this state, the "Account No." field is filled with the number "76856757478". The sidebar and other form fields remain the same.

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

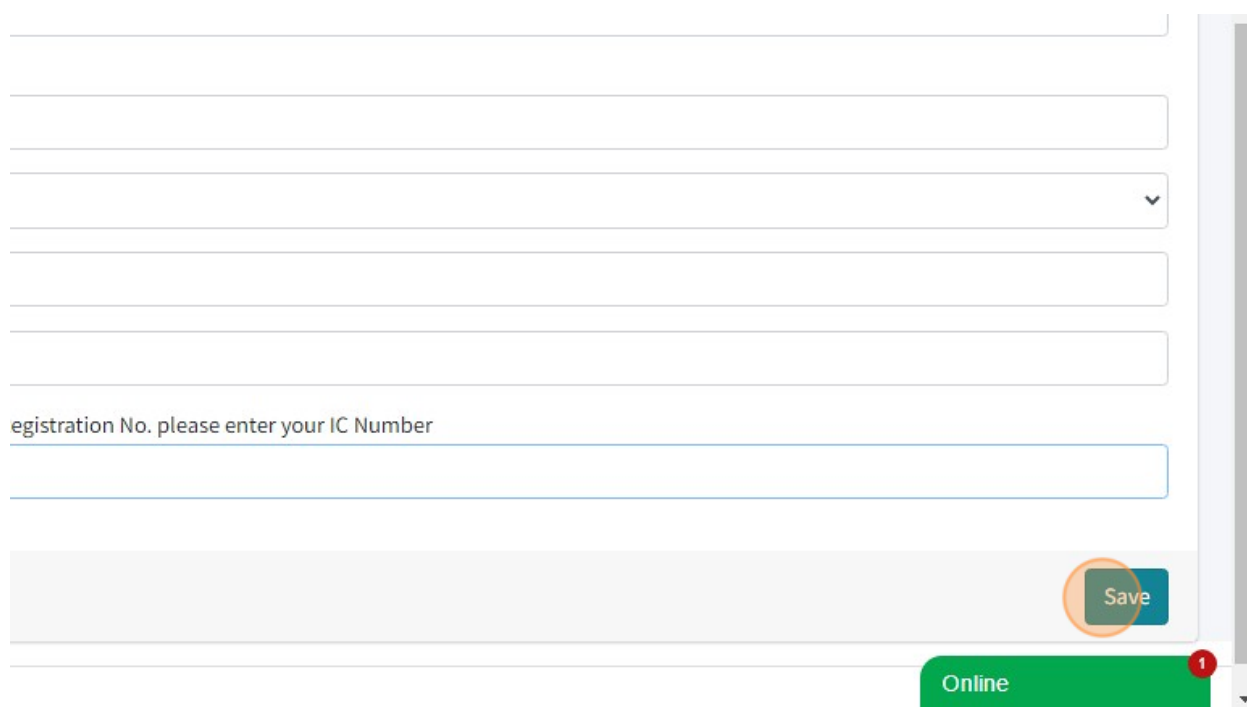


The screenshot shows a registration form with a dark sidebar on the left containing menu items: "Members /", "K / Position", "Management", and "ations". The main form area has the following fields:

- Password**: A text input field with a toggle icon.
- Phone No.**: A text input field containing "0123456789".
- Bank**: A text input field containing "Maybank".
- Account No.**: A text input field containing "76856757478".
- Account Holder Name**: A text input field containing "Masjid Ad Dln".
- Registration No.**: A text input field containing "Registration No", which is highlighted with an orange circle.

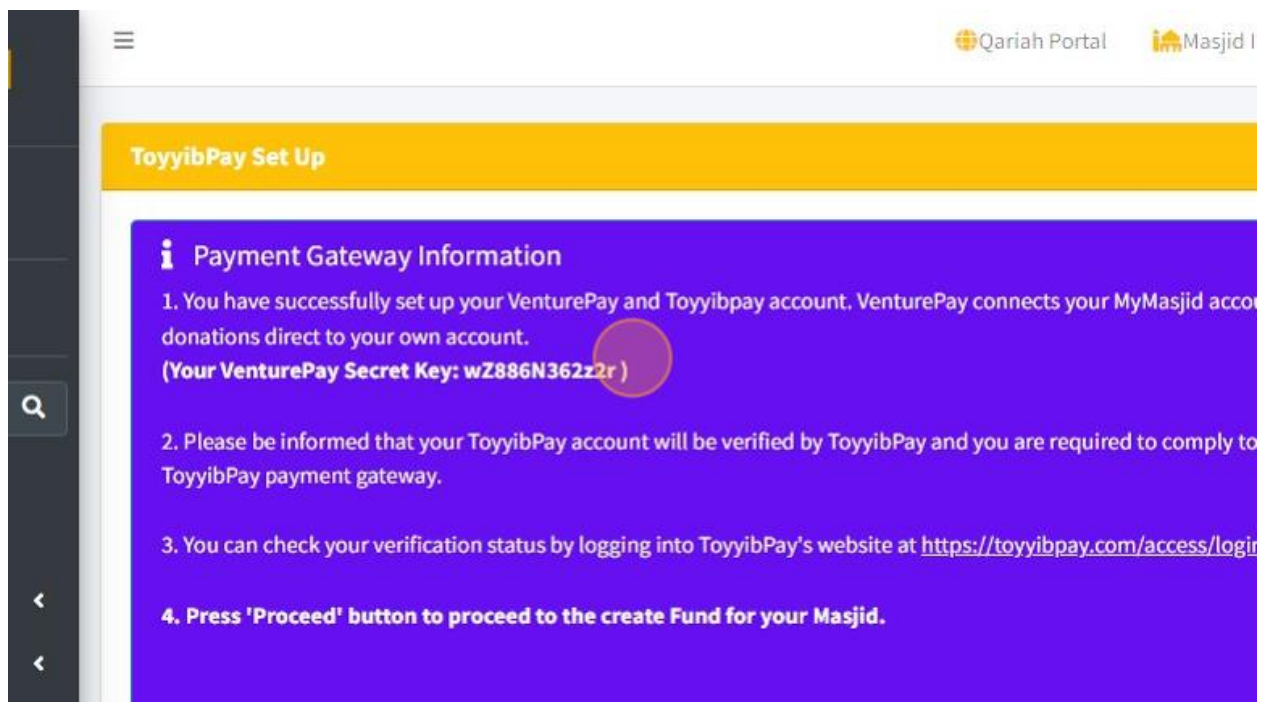
Below the form fields is a light gray footer bar with the text "Authentic Venture".

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

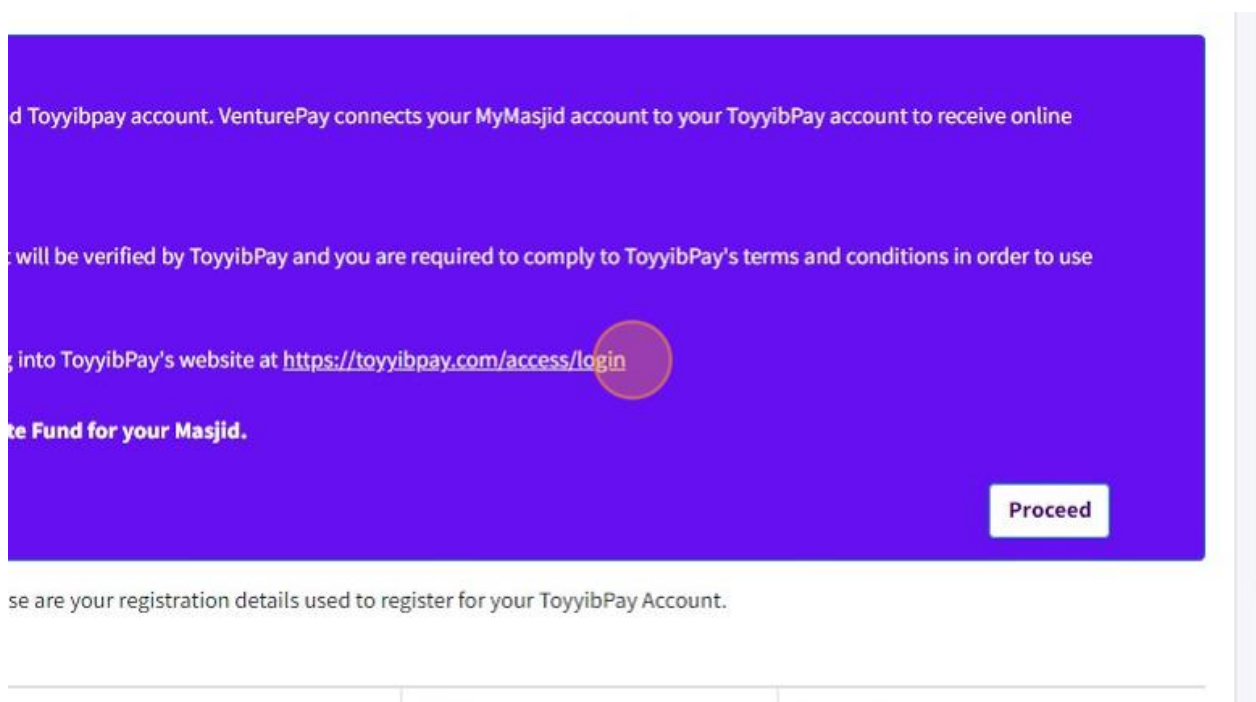


The screenshot shows a form with several empty input fields. The first four are standard text boxes, and the fifth has a dropdown arrow on its right side. Below these is a text label "egistration No. please enter your IC Number" followed by another empty text box. At the bottom right of the form is a blue "Save" button, which is highlighted with an orange circle. Below the form is a green bar with the word "Online" in white text, and a small red circle with the number "1" next to it.

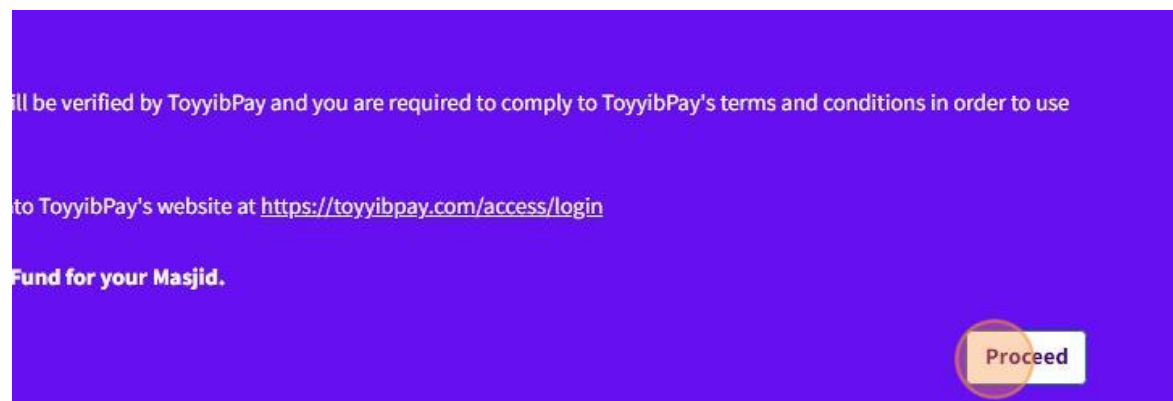
23. Once you had Save, you will see this following page. Toyyibpay will verify your account within 1-3 days working day.



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



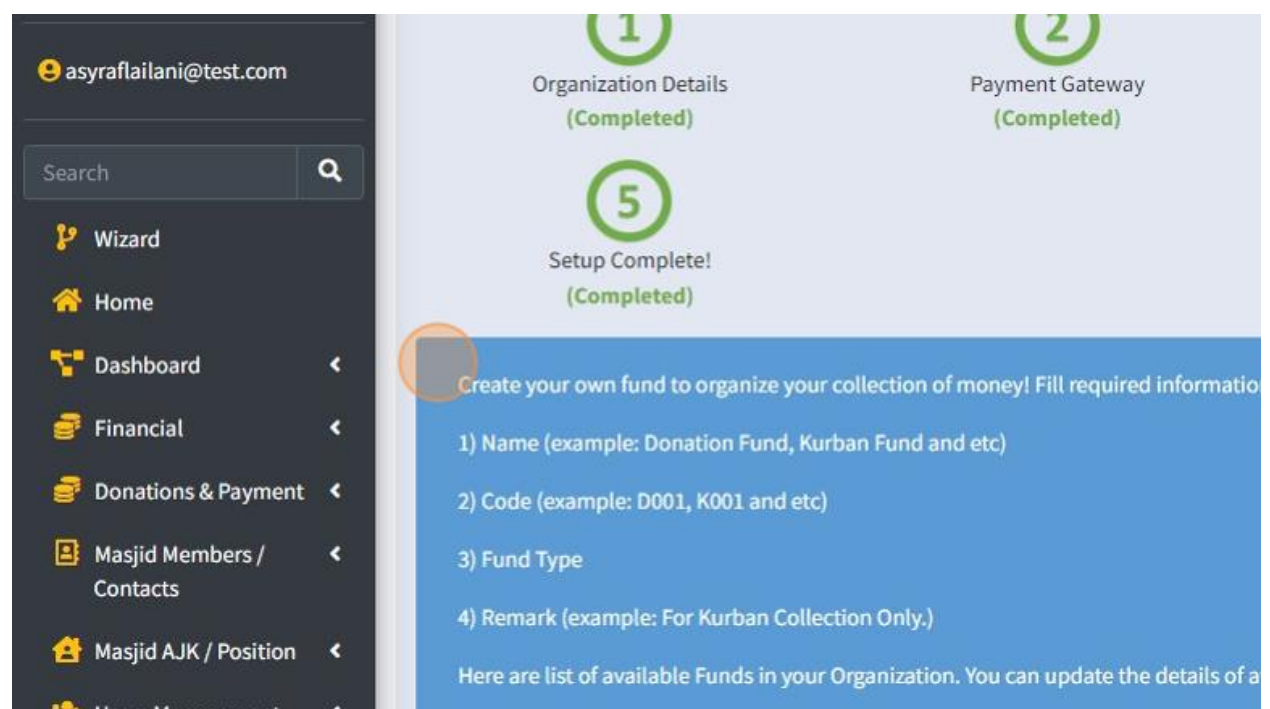
25. Click "Proceed" to go to next step.



are your registration details used to register for your ToyyibPay Account.

	Full Name	Phone Number
m	Masjid Ad Din	0123456789

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.

4) Remark (example: For Kurban Collection Only.)

Here are list of available Funds in your Organization. You can update the details of available funds or create a new one.

Press '**Proceed**' to go the next step!

#	Name	Fund Type
1	<input type="text" value="Tabung Kebajikan"/>	Standard
2	<input type="text" value="Tabung Pengurusan"/>	Standard
3	<input type="text" value="Tabung Pembangunan"/>	Standard

[+ Add item](#)

28. Choose your Fund Type.

ban Collection Only.)

ds in your Organization. You can update the details of available funds or create a new one.

xt step!

	Fund Type	Code	Remark
<input type="text" value="kan"/>	<input type="text" value="Standard"/>	<input type="text" value="TK"/>	<input type="text" value="Remark"/>
<input type="text" value="rusan"/>	<input type="text" value="Standard"/>	<input type="text" value="TPENG"/>	<input type="text" value="Remark"/>
<input type="text" value="angunan"/>	<input type="text" value="Standard"/>	<input type="text" value="TPEM"/>	<input type="text" value="Remark"/>

[+ Add item](#) [Online](#)

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.

Proceed

Fund Type	Code	Remark
Standard	TK	Remark
Standard	TPENG	Remark
Standard	TPEM	Remark

+ Add item

Save

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

Name	Fund Type	Code	Remark
Tabung Kebajikan	Standard	TK	Remark
Tabung Pengurusan	Standard	TPENG	Remark
Tabung Pembangunan	Standard	TPEM	Remark

+ Add item

ure

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

	Fund Type	Code	Remark
	Standard	TK	Remark
	Standard	TPENG	Remark
	Standard	TPEM	Remark
	Standard	Code	Remark

+ Add item

Save

Online 1

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

You can update the details of available funds or create a new one.

Proceed

	Fund Type	Code	Remark
	Standard	TK	Remark
	Standard	TPENG	Remark

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

Search

Wizard

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

Masjid AJK / Position

Users Management

Configurations

Organization Details (Completed)

Payment Gateway (Completed)

5

Setup Complete! (Completed)

1) Collection Category: To record a payment of money from others to Masjid. (Example: ...)

2) Expense Category: To record a payment of money from Masjid to others. (Example: ...)

3) Any organizations inside MyMasjid must register atleast **One Collection Category**

4) If you have satisfied or wanted to add more later click "Proceed" to finish the tutorial!

Collection Categories (Child)

34. First you must create Collection Categories.

2) Expense Category: To record a payment of money from Masjid to others. (Example: Electric Bills, Water Bills, ...)

3) Any organizations inside MyMasjid must register atleast **One Collection Category** and **One Expense Category**

4) If you have satisfied or wanted to add more later click "Proceed" to finish the tutorial!

Collection Categories (Child)

Show 10 entries

Collection Category	Fund Name	Financial Goal
Fees	Tabung Pembangunan	80,000.00(Yea
Ramadhan Collection	Tabung Kebajikan	1,000,000.00('

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

At least **One Collection Category** and **One Expense Category**

Click "Proceed" to finish the tutorial!

[Proceed](#)

[+ Add New](#)

Name	Financial Goal (RM)	Status	QR Code
Pembangunan	80,000.00(Yearly)	Active	
Kebajikan	1,000,000.00(Yearly)	Active	
Pengurusan	3,000,000.00(Cumulative)	Active	

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

asjid

Qariah Portal

Add New Collection Category

Category Name Description

Fund Country

Financial Goal (RM) NA

Status Show To Public

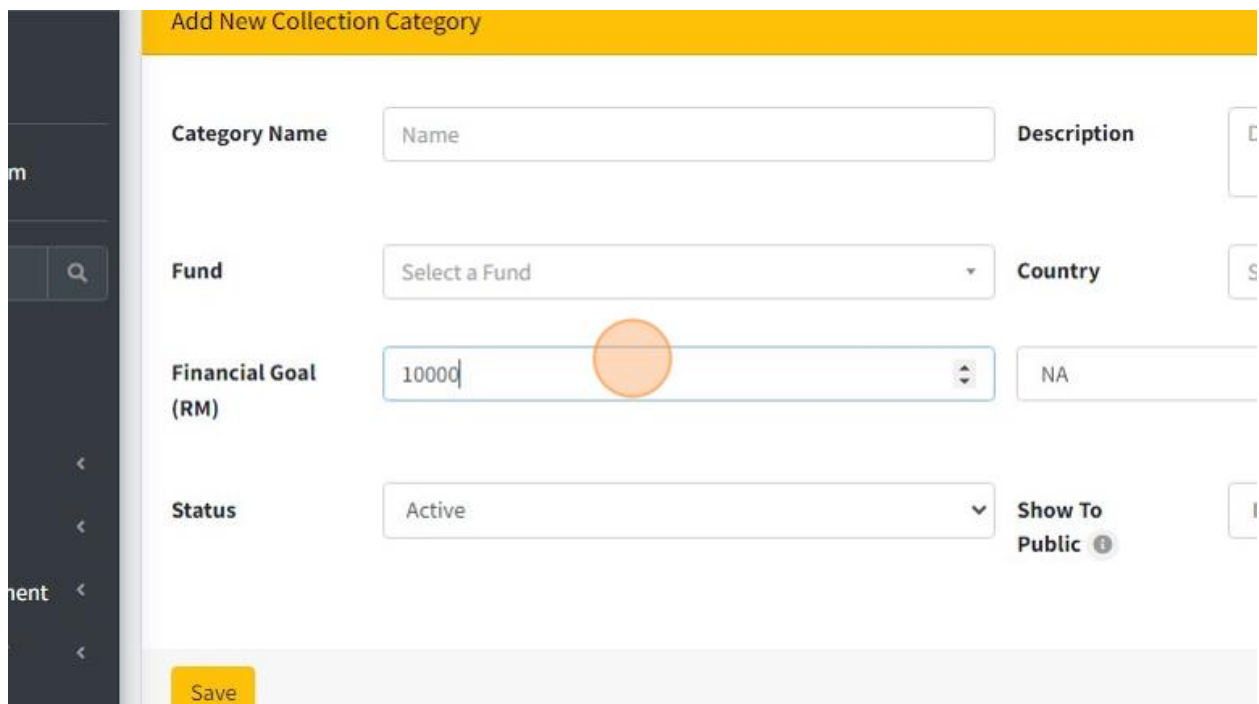
37. Select Fund for this collection category. Collection Category must assign under Fund.

The screenshot shows a web form for creating a collection category. The 'Fund' dropdown menu is open, displaying three options: 'Tabung Kebajikan' (highlighted in blue), 'Tabung Pembangunan', and 'Tabung Pengurusan'. The 'Category Name' field contains 'Tabung Derma Anak Yatim'. The 'Description' field is empty. The 'Country' field is set to 'NA'. The 'Financial Goal (RM)' field is empty. The 'Status' field is empty. The 'Show To Public' checkbox is checked. A 'Save' button is visible at the bottom left of the form.

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

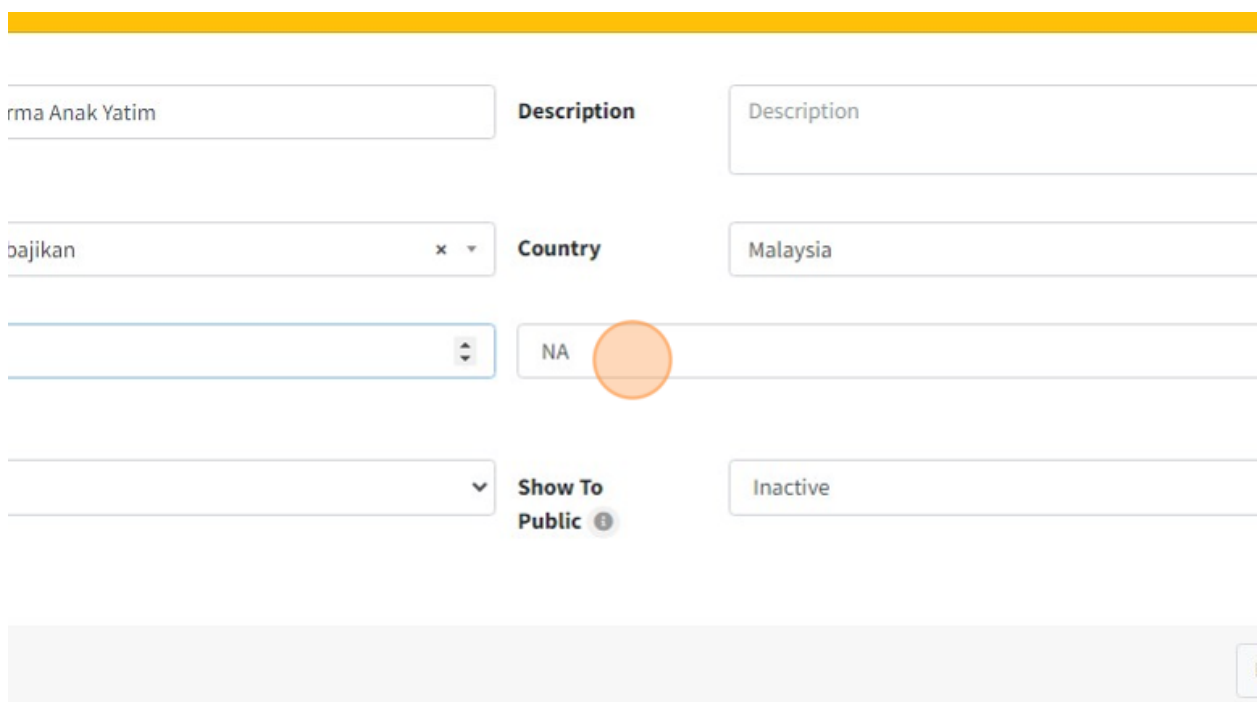
The screenshot shows a web form for creating a collection category. The 'Country' dropdown menu is open, displaying three options: 'Indonesia', 'Malaysia' (highlighted in blue), and 'Others'. The 'Description' field is empty. The 'Country' field is set to 'NA'. The 'Show To Public' checkbox is checked. A 'Back to List' button is visible at the bottom right of the form.

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



The screenshot shows a form titled "Add New Collection Category" with a yellow header. The form contains several fields: "Category Name" (text input), "Fund" (dropdown menu), "Financial Goal (RM)" (text input with a value of 10000), "Status" (dropdown menu), "Description" (text input), "Country" (text input), and "Show To Public" (checkbox). An orange circle highlights the "Financial Goal (RM)" field.

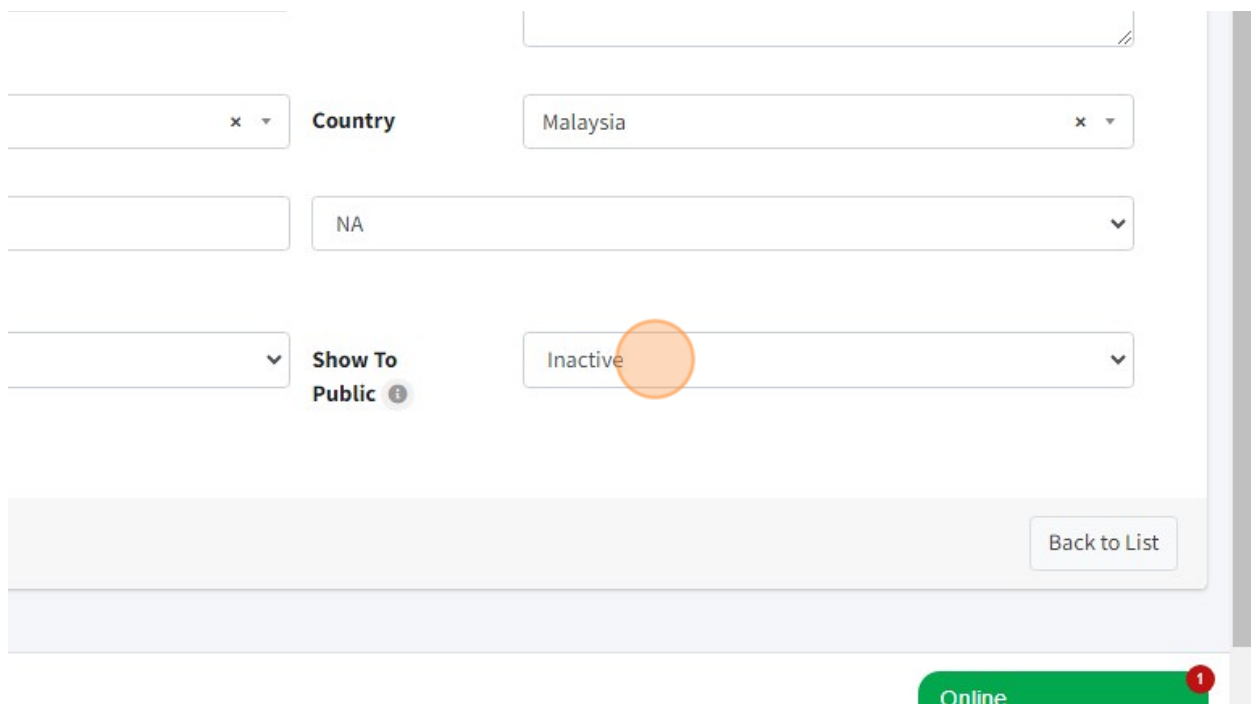
40. Click this dropdown to choose whether your financial goal is based on Yearly, Quarterly, Monthly or NA



The screenshot shows the same form as above, but with an orange circle highlighting the dropdown menu for the "Financial Goal (RM)" field. The dropdown menu is open, showing the options: "Yearly", "Quarterly", "Monthly", and "NA".

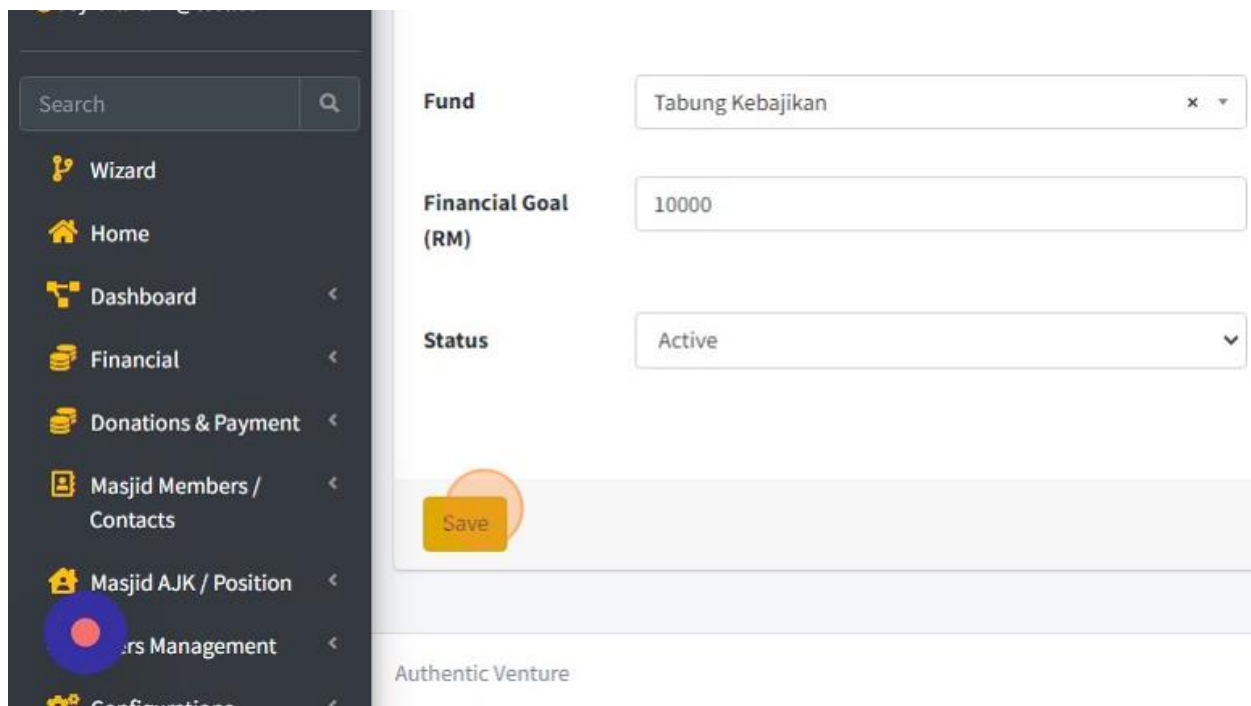
41. You can show your Collection Category to Public. Choose 'Active' to show and 'Inactive' if you do not want show to public.

This will appear in Public donation page at website MyMasjid.



The screenshot shows a form for adding a collection category to the public donation page. The form includes several input fields and dropdown menus. The 'Country' field is set to 'Malaysia'. The 'Show To Public' dropdown is set to 'Inactive', which is highlighted with an orange circle. A 'Back to List' button is located at the bottom right of the form. A green 'Online' status indicator with a red '1' is visible in the bottom right corner of the page.

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



The screenshot shows the MyMasjid admin interface. On the left is a dark sidebar with a search bar and a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, Members Management, and Configurations. The main content area displays a form for adding a collection category. The 'Fund' field is set to 'Tabung Kebajikan', the 'Financial Goal (RM)' field is set to '10000', and the 'Status' dropdown is set to 'Active'. A yellow 'Save' button is highlighted with an orange circle at the bottom of the form. The footer of the page reads 'Authentic Venture'.

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

Tabung Derma Anak Yatim Tabung Kebajikan

Zakat Collection Tabung Pengurusan

Showing 1 to 4 of 4 entries

Expense Categories

Show 10 entries

Expense Category	Fund
No data available	

Showing 0 to 0 of 0 entries

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

ng Kebajikan	10,000.00(NA)	Active
ng Pengurusan	3,000,000.00(Cumulative)	Active

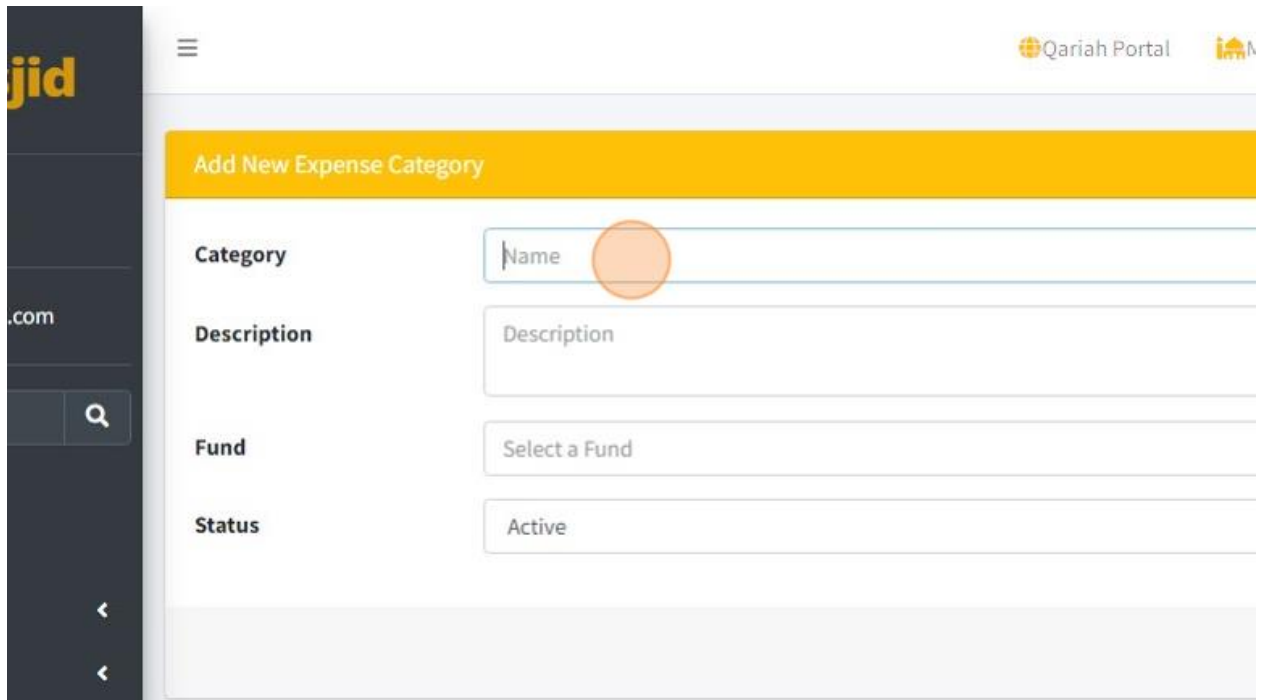
Previous 1 Next

+ Add New

Fund Name	Status
No data available in table	

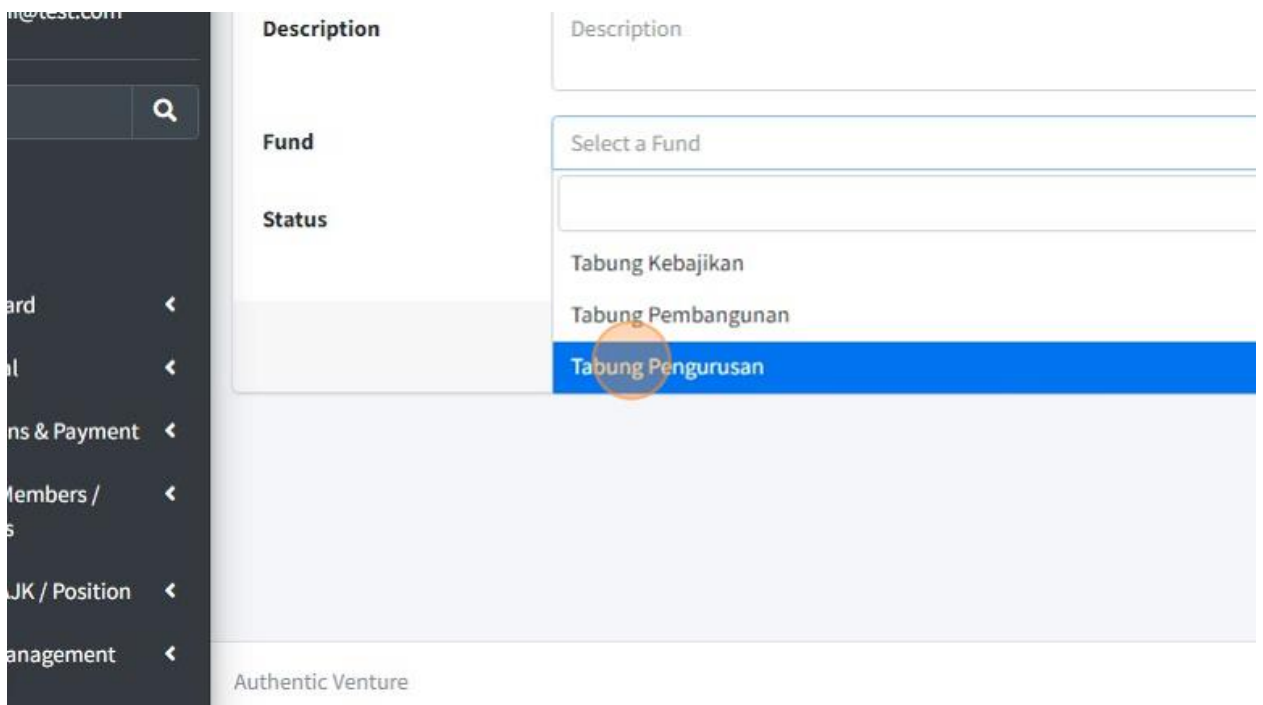
Previous Next

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



The screenshot shows a web application interface for adding a new expense category. The header includes the 'jid' logo and 'Qariah Portal'. The form is titled 'Add New Expense Category' and contains four fields: 'Category' (with a placeholder 'Name' and an orange circle highlighting the input area), 'Description' (with a placeholder 'Description'), 'Fund' (with a placeholder 'Select a Fund'), and 'Status' (with a placeholder 'Active'). A sidebar on the left contains a search bar and navigation links.

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



The screenshot shows the same 'Add New Expense Category' form, but with the 'Fund' dropdown menu open. The dropdown list displays three options: 'Tabung Kebajikan', 'Tabung Pembangunan', and 'Tabung Pengurusan'. The 'Tabung Pengurusan' option is highlighted with a blue background and an orange circle, indicating it is the selected fund. The 'Description' field is also visible above the dropdown.

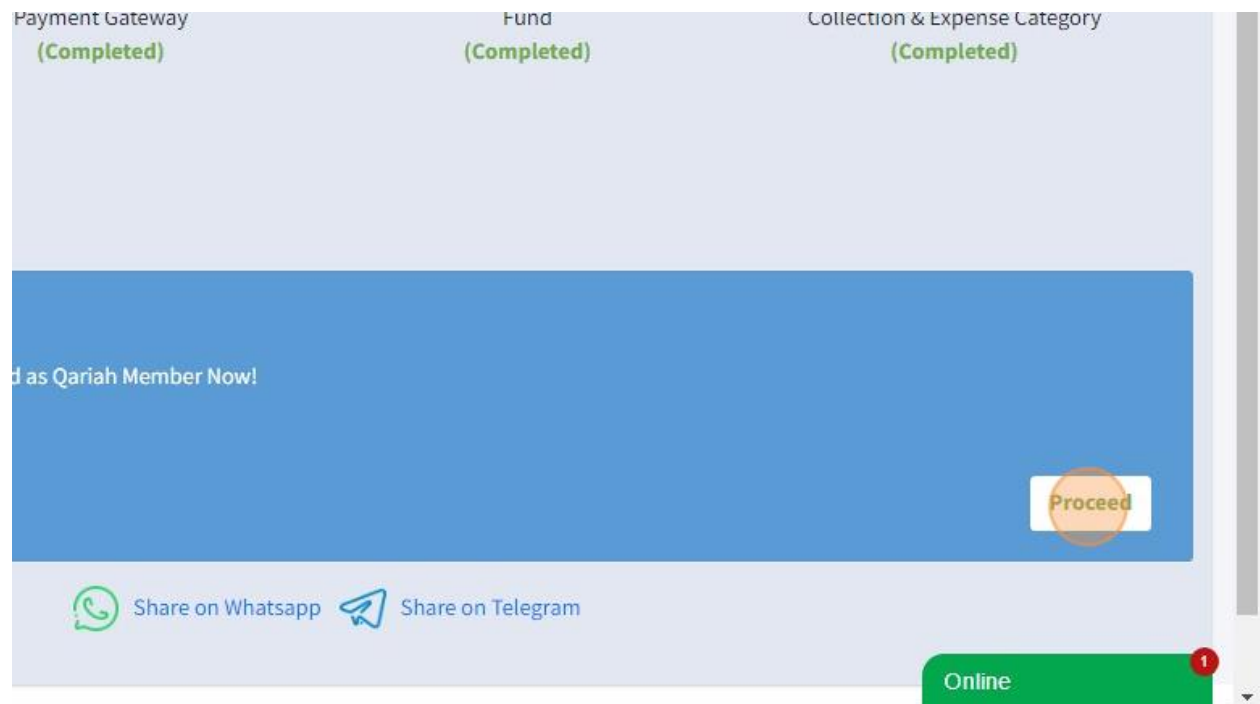
47. Click "Save" once you had fill in all the information.

A screenshot of a web form. At the top, there are three input fields: a large text area, a field with an 'x' icon, and a dropdown menu. Below these fields is a light gray bar containing an orange 'Save' button. At the bottom right, there is a green status bar with the word 'Online' and a red circle with the number '1'.

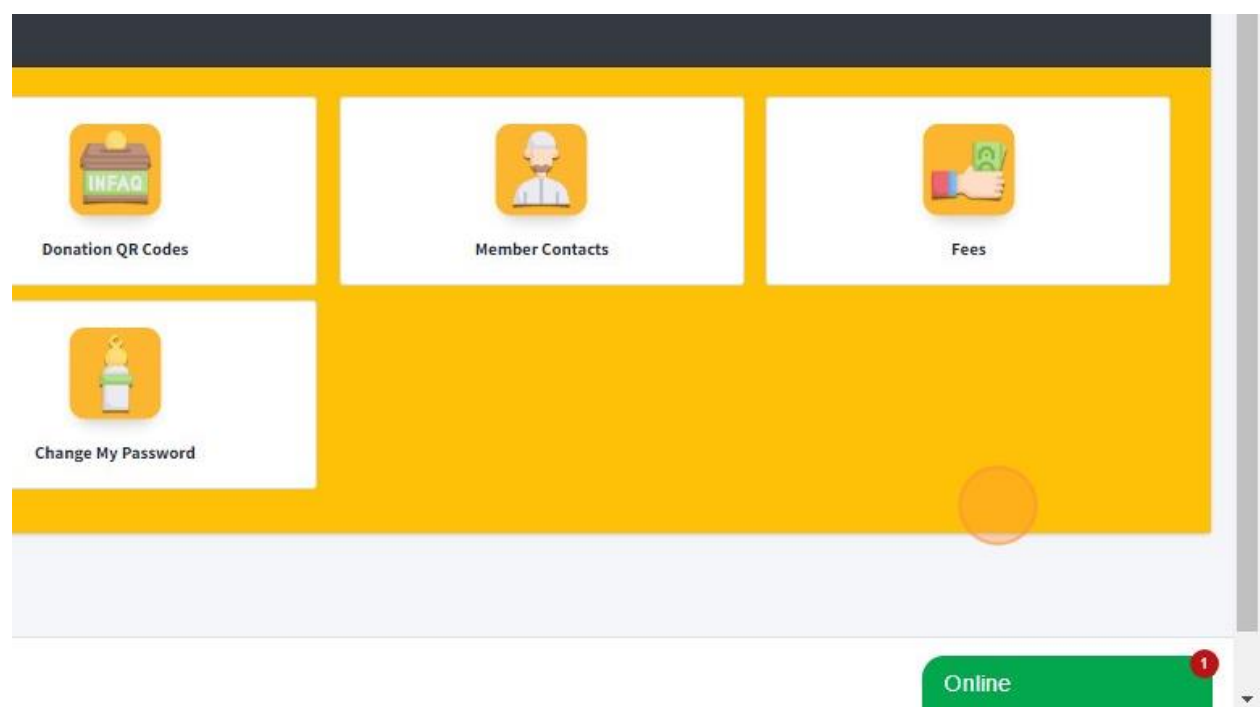
48. Click "Proceed" to go to next step.

A screenshot of a web form. At the top, there are three tabs: 'Payment Gateway (Completed)', 'Fund (Completed)', and 'Collection & Expense Category (In Progress)'. Below the tabs is a blue box containing the following text: 'y from others to Masjid. (Example: Monthly Donation, Member Fee amd etc.)', 'from Masjid to others.(Example: Electric Bills, Water Bills amd etc.)', 'Least **One Collection Category** and **One Expense Category**', and 'ick "Proceed" to finish the tutorial!'. An orange 'Proceed' button is located at the bottom right of the blue box. Below the blue box is a white bar with a yellow '+ Add New' button. At the bottom right, there is a green status bar with the word 'Online' and a red circle with the number '1'.

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

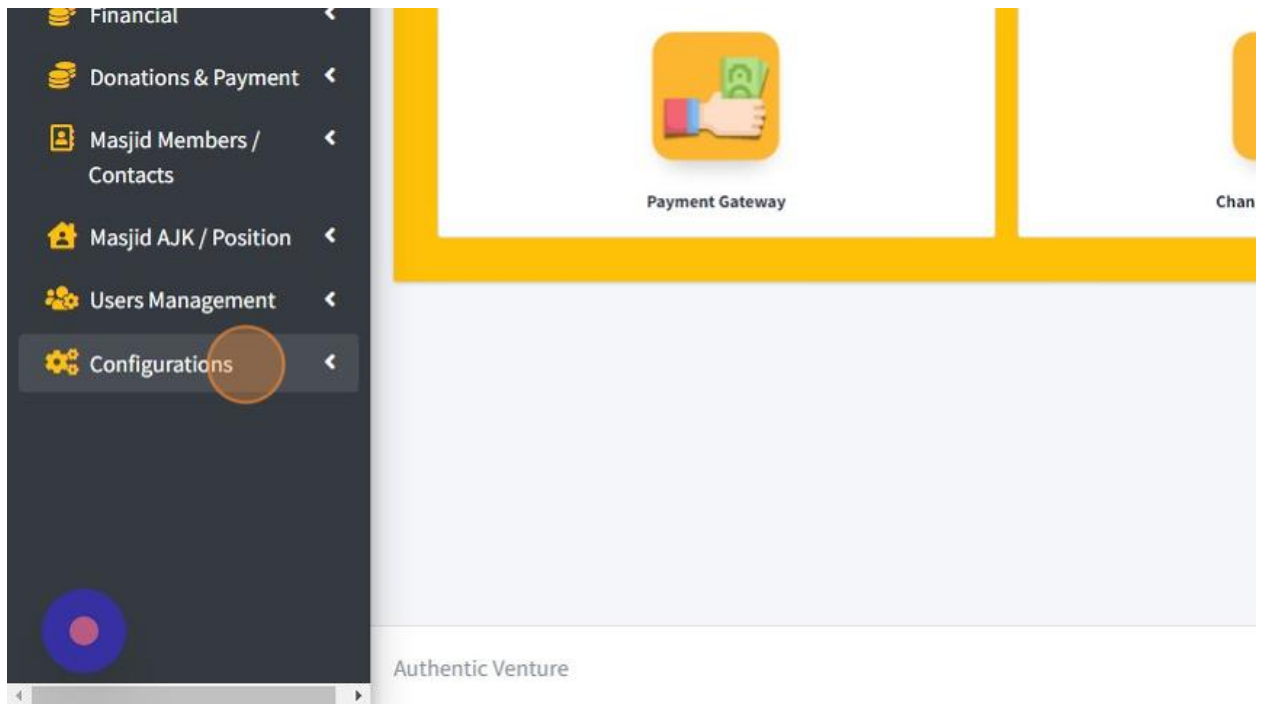


50. You will redirect to HomePage once Wizard had been setup.

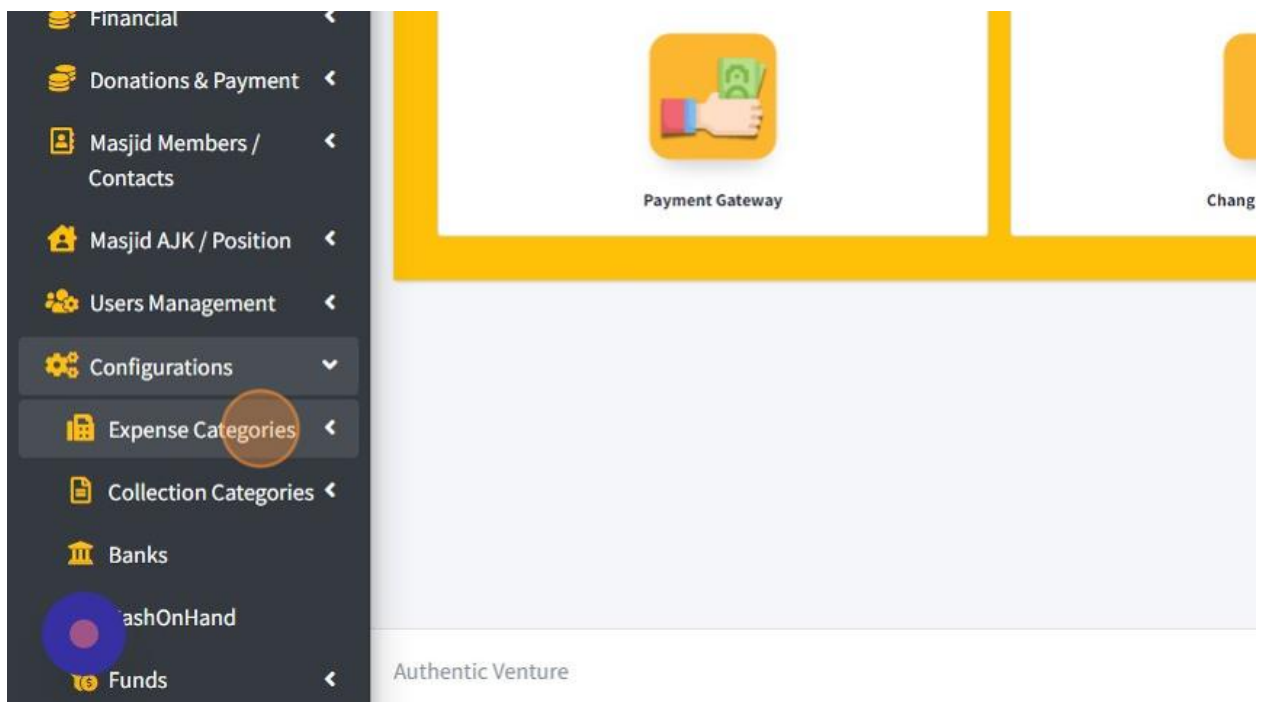


2.4 SETUP CONFIGURATIONS

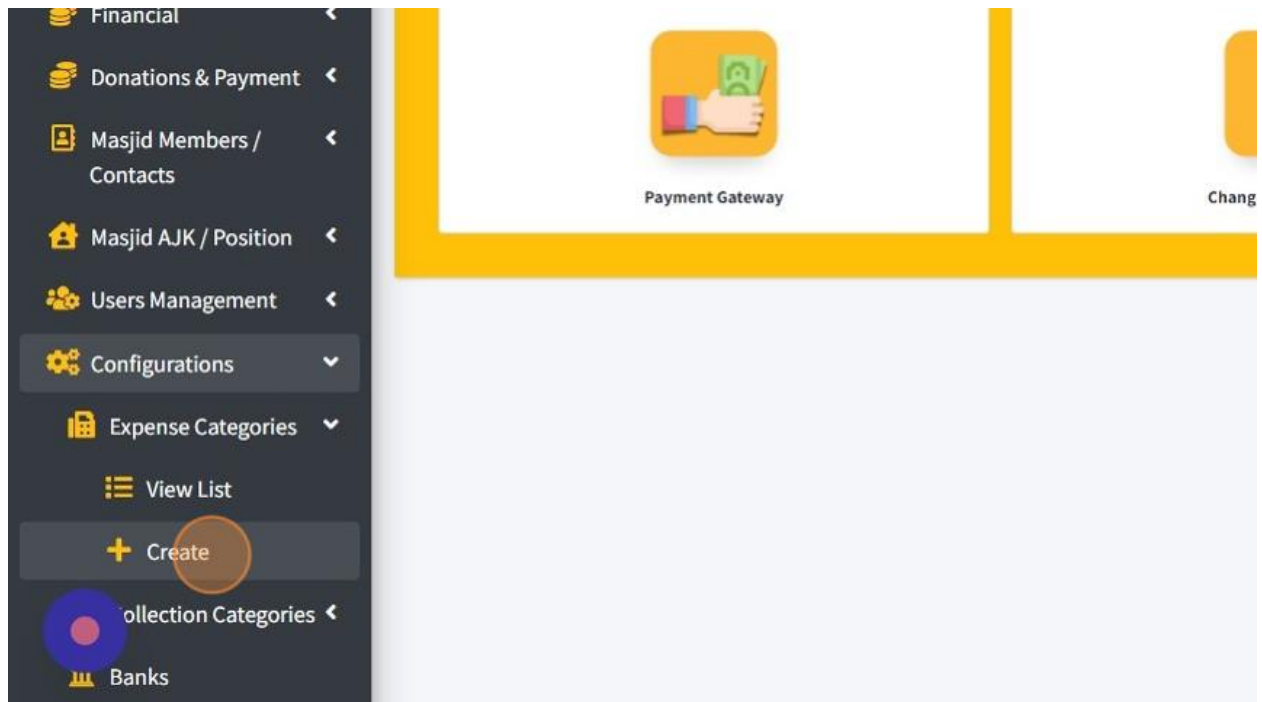
1. Navigate to <https://app.mymasjid.asia/QuickAccess>
2. First you need to click "Configurations"



3. Then click "Expense Categories"



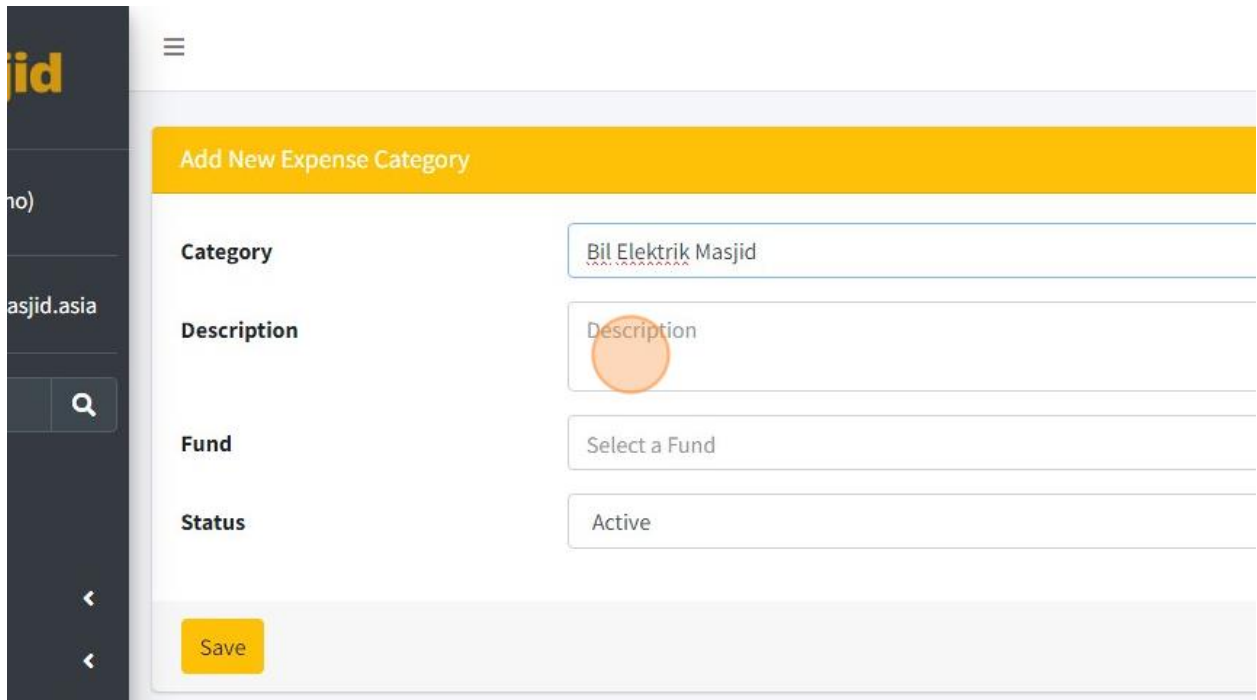
4. Click "Create" to add new Expense Categories.



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

A screenshot of the "Add New Expense Category" form. The form has a yellow header bar with the title "Add New Expense Category". Below the header, there are four input fields: "Category" (with a placeholder "Name" and an orange circle highlighting the input area), "Description" (with a placeholder "Description"), "Fund" (with a placeholder "Select a Fund"), and "Status" (with a placeholder "Active"). At the bottom left of the form, there is a yellow "Save" button. The sidebar from the previous screenshot is visible on the left.

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



Add New Expense Category

Category Bil Elektrik Masjid

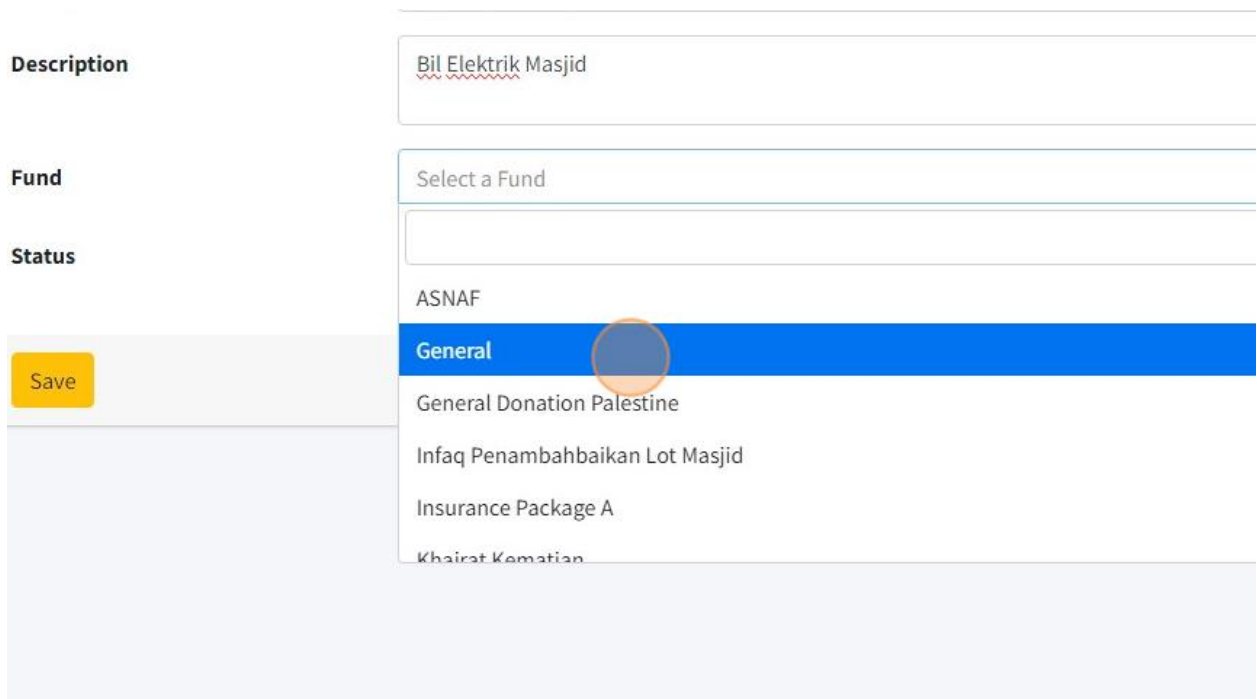
Description Description

Fund Select a Fund

Status Active

Save

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



Description Bil Elektrik Masjid

Fund Select a Fund

Status

ASNAF

General

General Donation Palestine

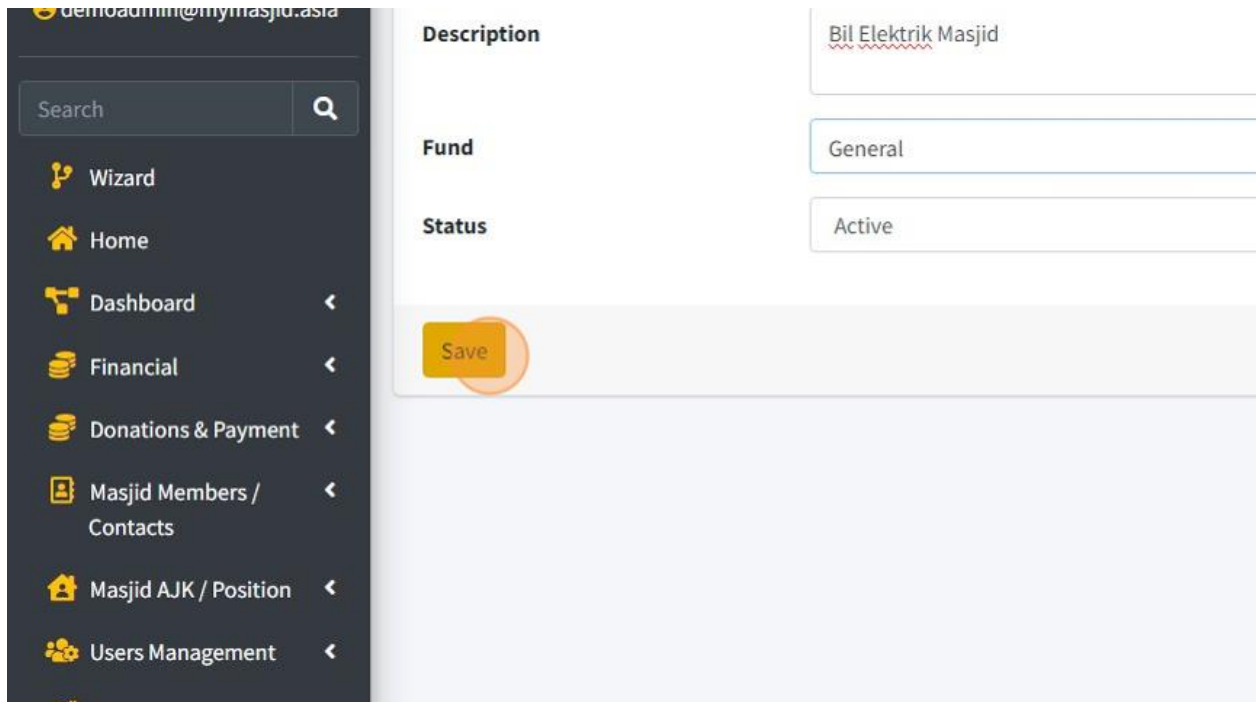
Infaq Penambahbaikan Lot Masjid

Insurance Package A

Khairat Kematian

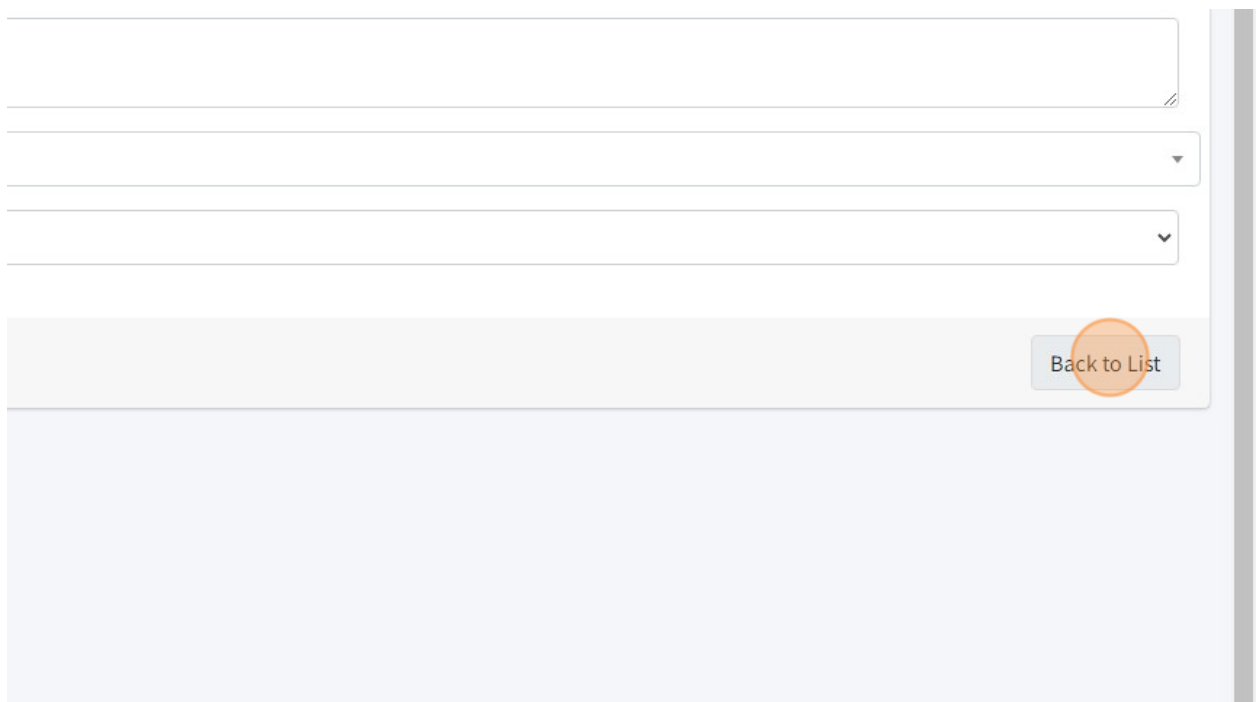
Save

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



The screenshot shows the 'Add Expense Category' form in the My Masjid system. On the left is a dark sidebar with a search bar and a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, and Users Management. The main content area has a light blue header with the email 'demoadmin@mymasjid.asia'. Below the header, there are three input fields: 'Description' with the value 'Bil Elektrik Masjid', 'Fund' with the value 'General', and 'Status' with the value 'Active'. At the bottom of the form is a yellow 'Save' button, which is highlighted with an orange circle.

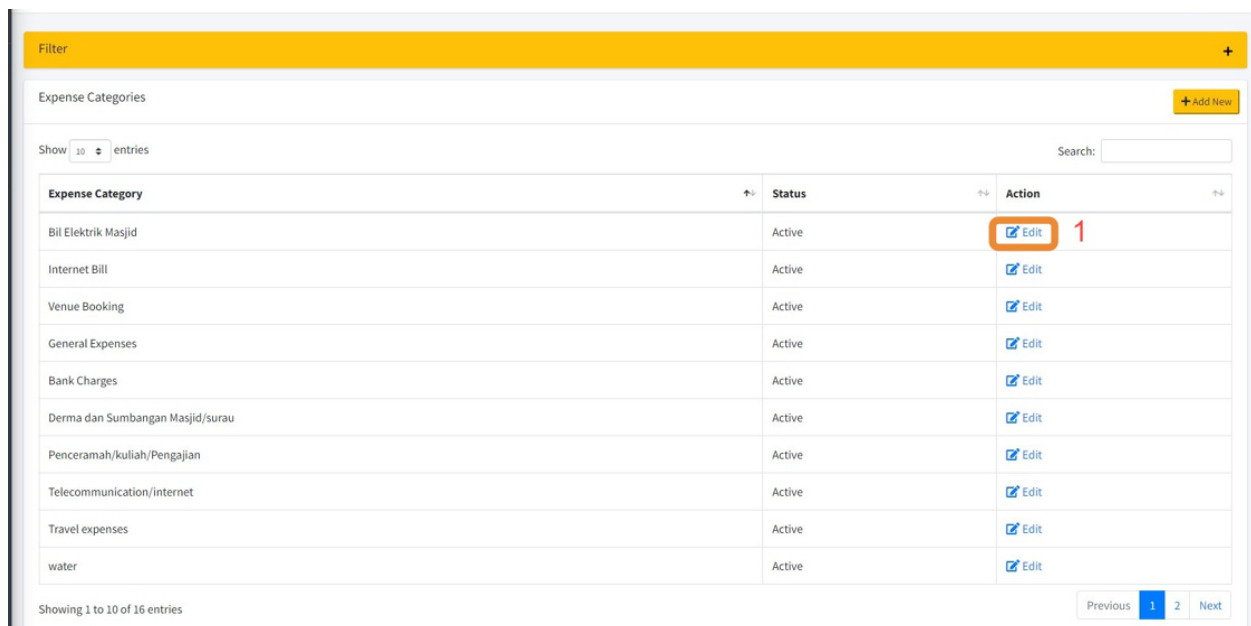
9. Click "Back to List" to go to page list of Expense Categories.



The screenshot shows the bottom of the 'Add Expense Category' form. It features a light blue header with the email 'demoadmin@mymasjid.asia'. Below the header, there are three input fields: 'Description' with the value 'Bil Elektrik Masjid', 'Fund' with the value 'General', and 'Status' with the value 'Active'. At the bottom of the form is a yellow 'Save' button, which is highlighted with an orange circle.

10. List of Expense Category page.

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

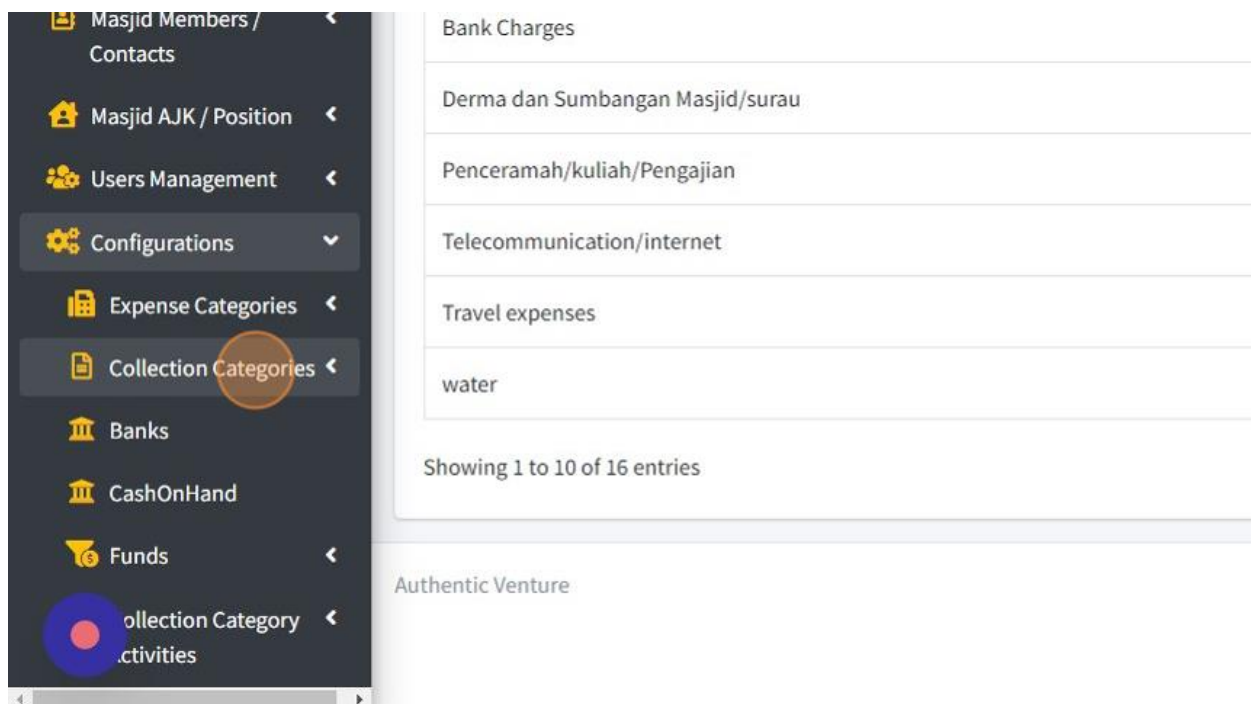


Expense Category	Status	Action
Bil Elektrik Masjid	Active	Edit 1
Internet Bill	Active	Edit
Venue Booking	Active	Edit
General Expenses	Active	Edit
Bank Charges	Active	Edit
Derma dan Sumbangan Masjid/surau	Active	Edit
Penceramah/kuliah/Pengajian	Active	Edit
Telecommunication/internet	Active	Edit
Travel expenses	Active	Edit
water	Active	Edit

Showing 1 to 10 of 16 entries

Previous 1 2 Next

11. Click "Collection Categories".

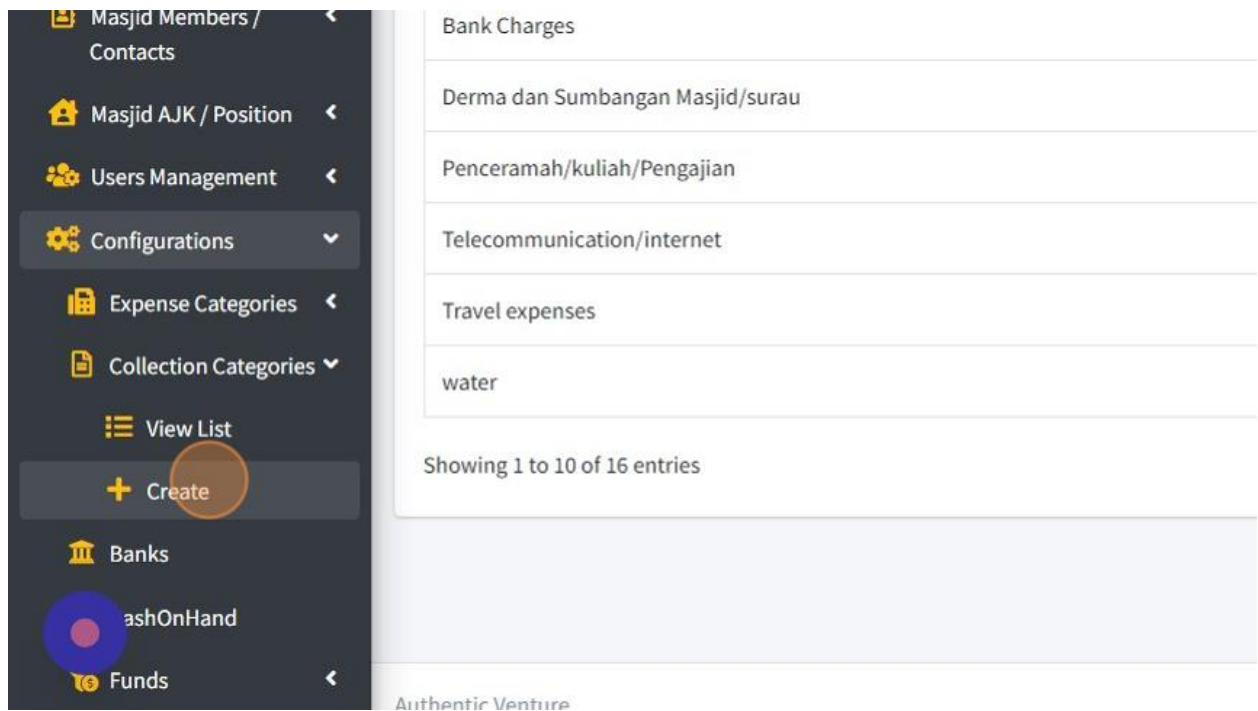


Bank Charges
Derma dan Sumbangan Masjid/surau
Penceramah/kuliah/Pengajian
Telecommunication/internet
Travel expenses
water

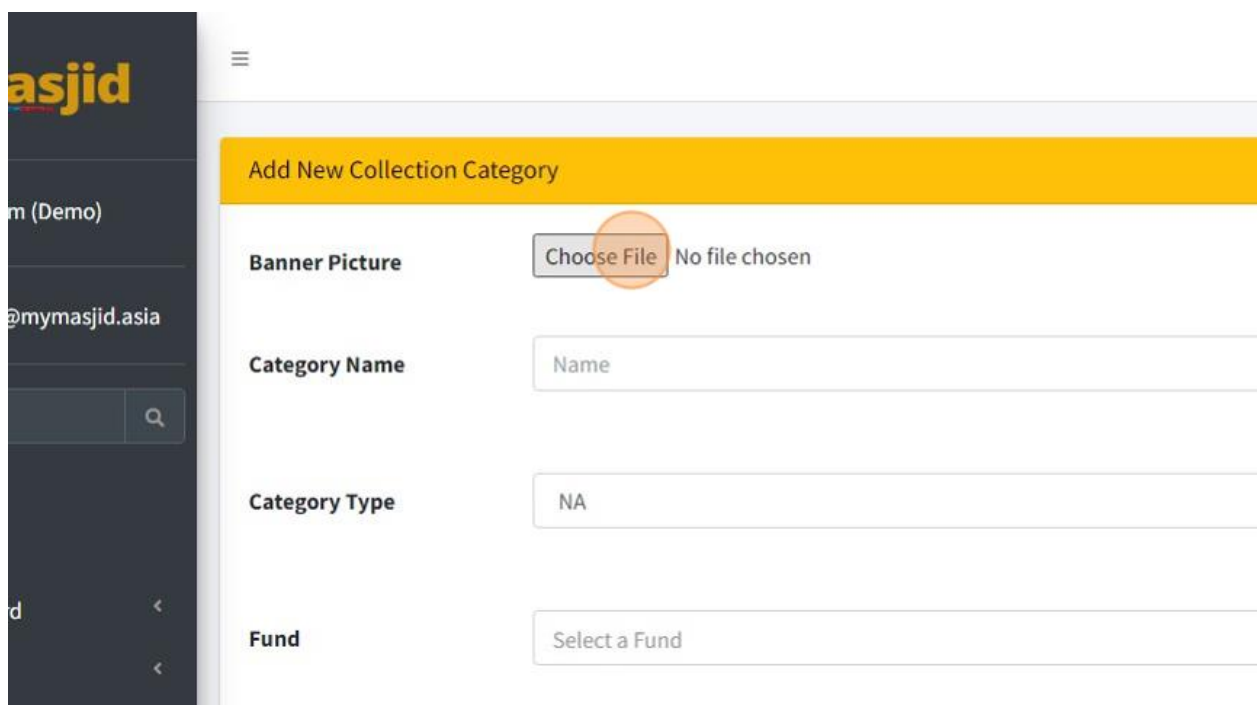
Showing 1 to 10 of 16 entries

Authentic Venture

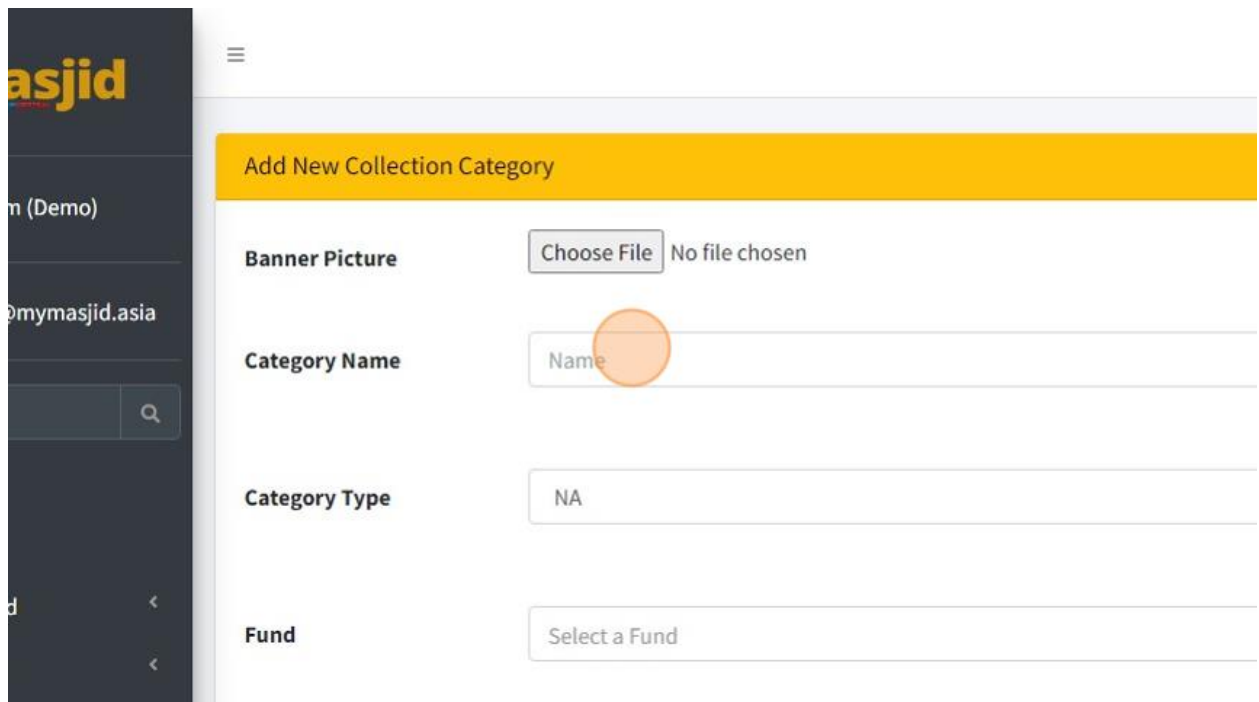
12. Click "Create" to add Collection Category.



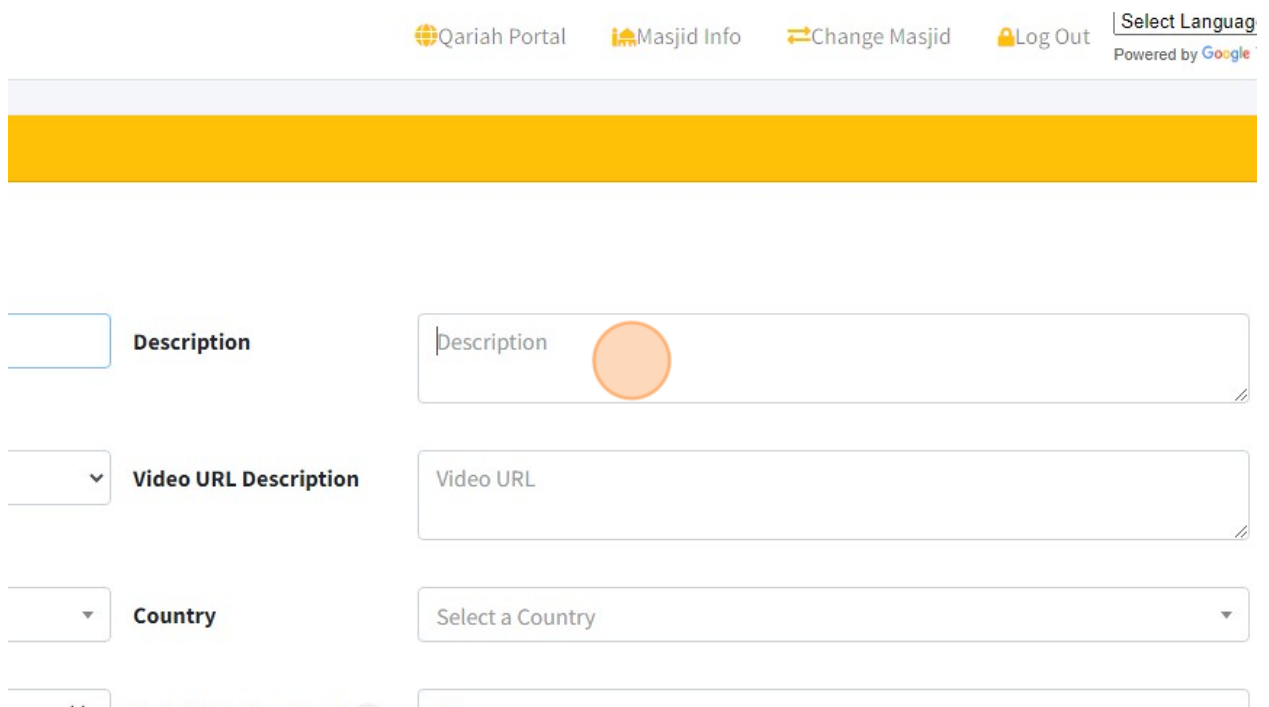
13. Click the "Banner Picture" field to insert picture of your Collection Banner (if necessary).



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.

Add New Collection Category

Banner Picture

Choose File

No file chosen

Category Name

Tabung Kebajikan Anak-anak Yatim

Des

Category Type

NA

Vide

Fund

Select a Fund

Cou

Start Date
(if applicable)

mm/dd/yyyy

Defa

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

Description

Tabung Kebajikan Anak-anak Yatim

Video URL Description

Video URL

Country

Select a Country

Default Qurban Fund


No

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

Category Type	<div>General</div>	Video URL I
Fund	<div>Select a Fund</div> <div>ASNAF</div> <div>General</div> <div>General Donation Palestine</div> <div>Infaq Penambahbaikan Lot Masjid</div> <div>Insurance Package A</div> <div>Khairat Kematan</div>	Country
Start Date (if applicable)		Default Qui
Insurance Collection		
Financial Goal (RM)		NA
Status	<div>Active</div>	Show To Public

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

<div></div>	Video URL Description	<div>Video URL</div>
<div>x</div>	Country	<div>Select a Country</div> <div>Indonesia</div> <div>Malaysia</div> <div>Others</div>
<div></div>	Default Qurban Fund	
<div></div>		
<div></div>	NA	
<div></div>	Show To Public	<div>Inactive</div>

	Video URL Description	Video URL
x ▾	Country	Malaysia
	Default Qurban Fund ⓘ	No
▾		
		NA
▾	Show To	Inactive

Fund	General
Start Date (if applicable)	09/01/2023
Insurance Collection	No
Financial Goal (RM)	0
Status	Active
Terms and Conditions	Select a Terms and Conditions

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

✕

Country

Malaysia

✕

📅

Default Qurban Fund ⓘ

No

▼

⬆️⬆️

NA

▼

Show To Public ⓘ

Inactive

▼

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

09/01/2023

📅

Default Qurban Fund

Collection

No

▼

Goal (RM)

20000

Yearly

Active

▼

Show To Public ⓘ

Conditions

Select a Terms and Conditions

▼

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.

The screenshot shows a form with several fields. At the top, there is a checkbox labeled 'Default Qurban Fund' with an information icon, followed by a text input field containing 'NO'. Below this is a dropdown menu. Further down is another text input field containing 'Yearly'. Below that is a dropdown menu with a blue border, followed by the text 'Show To Public' with an information icon. To the right of this is a text input field containing 'Inactive', which is highlighted with an orange circle. Below this is another dropdown menu. At the bottom of the form is a light gray rectangular area.

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

This screenshot shows the same form as the previous one, but with the 'Show To Public' dropdown menu now set to 'Active'. The 'Save' button, located at the bottom right of the form, is highlighted with an orange circle. Below the form is a green bar with the text 'Online' and a red circle with the number '1' next to it.

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

Country: Malaysia

Default Qurban Fund: No

Show To Public: Inactive




Back to List Delete

Online

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.

Show 10 entries

Collection Category (Child)	Fund Name (Parent)	Current Total (RM)	Financial Goal (RM)	Status	Actions	QR Code
Allowance for AJK/Officer	General	722.00	0.00(NA)	Active	Edit / View Public Donation Page / View Collection Categories Activities	 Download
Asnaf Fund	ASNAF	14,640.00	2,000.00(NA)	Active	Edit / View Public Donation Page / View Collection Categories Activities	 Download
Bantuan Palestine	General	10,000.00	500,000.00(Cumulative)	Active	Edit / View Public Donation Page / View Collection Categories Activities	 Download

Online

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

Masjid AJK / Position <			
Users Management <			
Configurations v			
Expense Categories <			
Collection Categories <			
Banks	Asnaf Fund	ASNAF	14,640.00
CashOnHand			
Funds <			
Collection Category Activities <	Bantuan Palestine	General	10,000.00

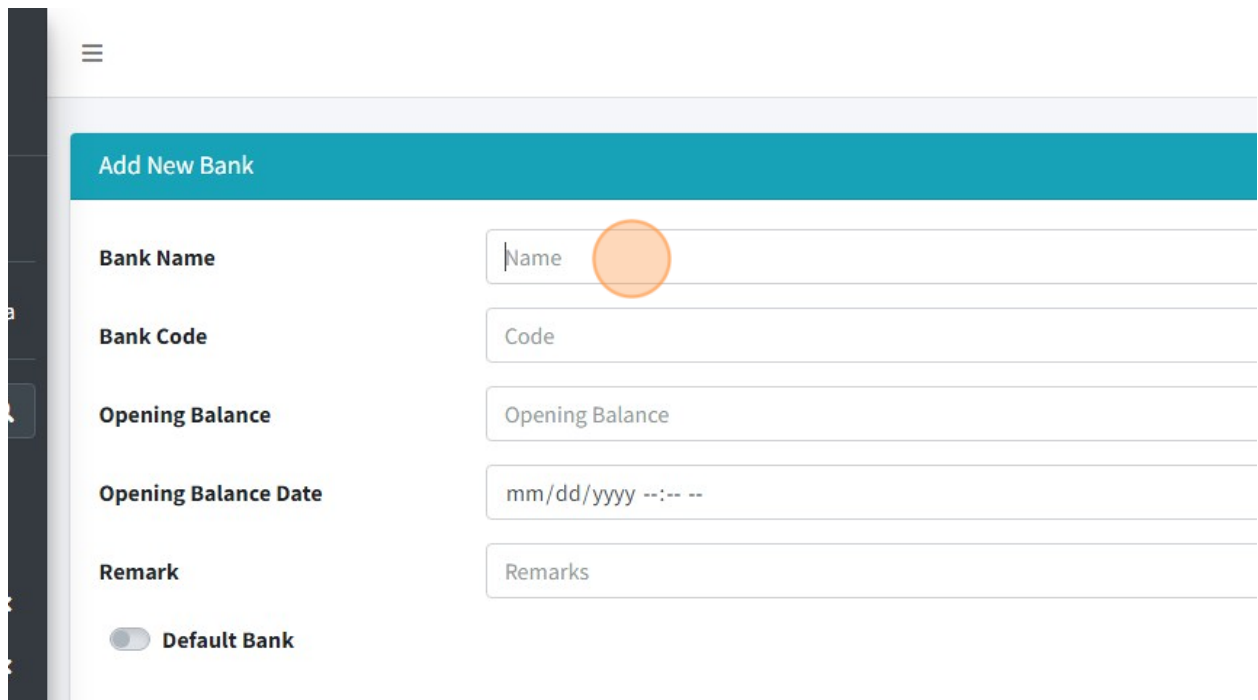
29. 1. Click "Create Bank" to add new Bank.

2. Click "Edit" to edit your bank detail.

3. Click "Delete" to delete your bank.

<div> Qariah Portal Masjid Info Change Masjid Log Out <div>Select Language v</div> <div>Powered by Google Translate</div> </div>				
<div> <div>+ Create Bank</div> <div>Search: <input type="text"/></div> </div>				
Bank Opening Date	Default Bank	Remarks	Actions	
4/1/2023 11:35:00 AM	Default	-	Edit / Delete	
1/1/0001 12:00:00 AM	-	-	Edit / Delete	
1/1/0001 12:00:00 AM	-	-	Edit / Delete	
1/1/0001 12:00:00 AM	-	-	Edit / Delete	

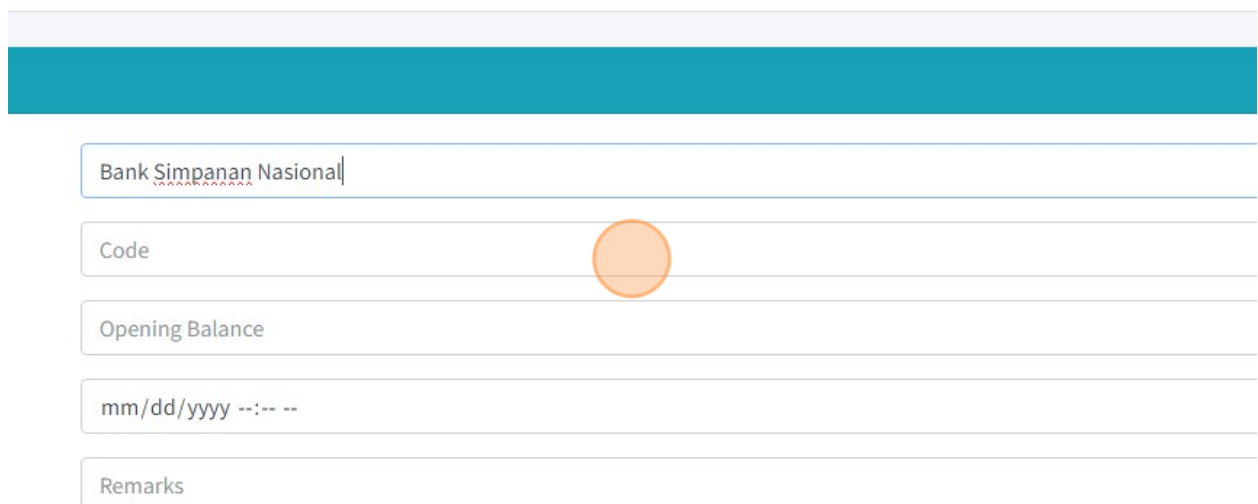
30. Click the "Bank Name" field to fill in your bank's name.



The screenshot shows a web interface with a dark sidebar on the left and a main content area. The main content area has a teal header bar that says "Add New Bank". Below this header, there is a form with several fields. The "Bank Name" field is highlighted with an orange circle. The other fields are "Bank Code", "Opening Balance", "Opening Balance Date", "Remark", and a "Default Bank" toggle switch.

Bank Name	Name
Bank Code	Code
Opening Balance	Opening Balance
Opening Balance Date	mm/dd/yyyy --:-- --
Remark	Remarks
<input type="checkbox"/> Default Bank	

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.



The screenshot shows the same "Add New Bank" form as before, but now the "Code" field is highlighted with an orange circle. The "Bank Name" field now contains the text "Bank Simpanan Nasional".

Bank Simpanan Nasional
Code
Opening Balance
mm/dd/yyyy --:-- --
Remarks

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

Add New Bank

Bank Name

Bank Simpanan Nasional

Bank Code

BSN

Opening Balance

Opening Balance

Opening Balance Date

mm/dd/yyyy --:-- --

Remark

Remarks

☐ Default Bank

Save

33. Click the "Opening Balance Date" field.

emo)

masjid.asia

Q

<

<

ayment <

rs / <

Add New Bank

Bank Name

Bank Simpanan Nasional

Bank Code

BSN

Opening Balance

Opening Balance

Opening Balance Date

mm/dd/yyyy --:-- --

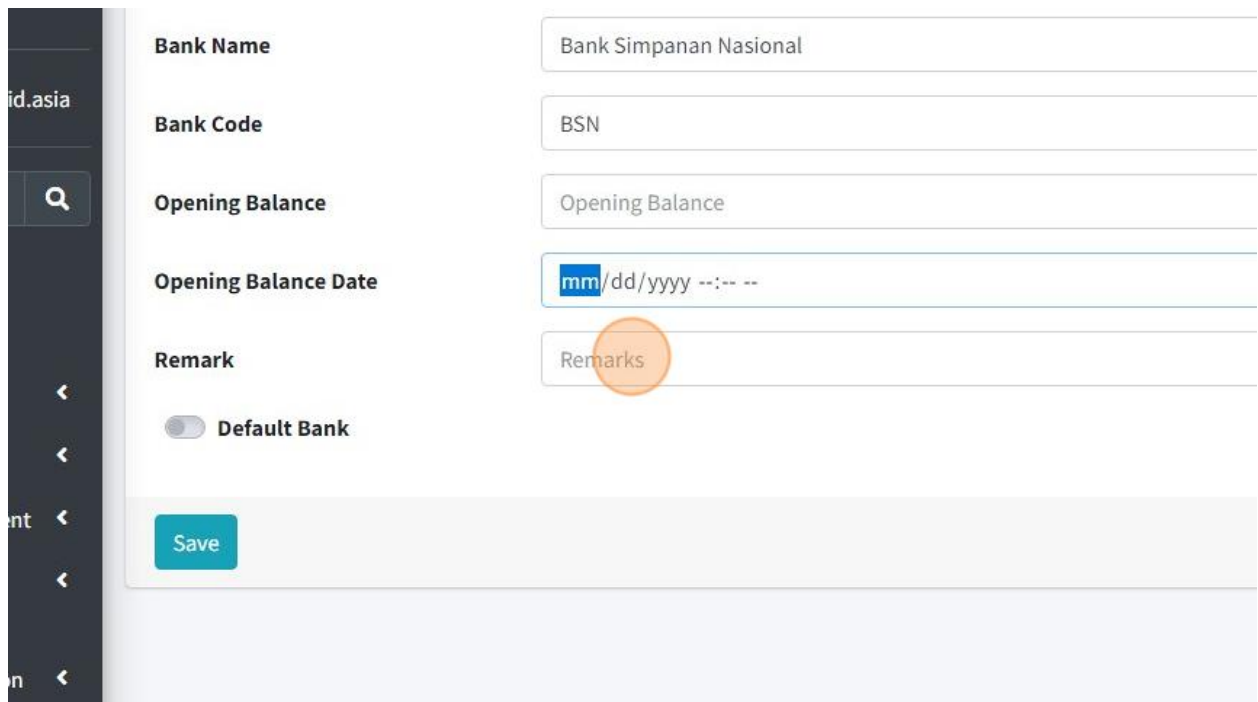
Remark

Remarks

☐ Default Bank

Save

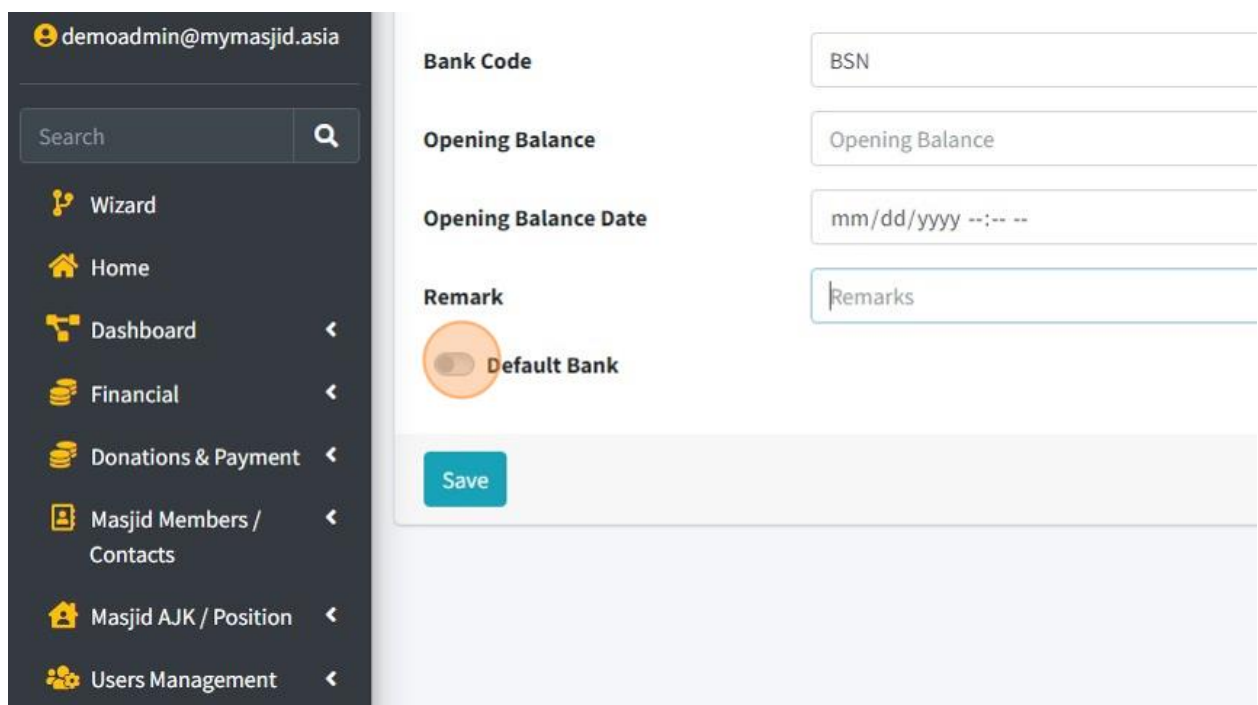
34. Click the "Remarks" field.



This screenshot shows a form for entering bank information. The fields are: Bank Name (Bank Simpanan Nasional), Bank Code (BSN), Opening Balance (Opening Balance), Opening Balance Date (mm/dd/yyyy --:-- --), Remark (Remarks), and a Default Bank toggle switch. The 'Remarks' field is highlighted with an orange circle. A 'Save' button is at the bottom left.

Bank Name	Bank Simpanan Nasional
Bank Code	BSN
Opening Balance	Opening Balance
Opening Balance Date	mm/dd/yyyy --:-- --
Remark	Remarks
<input type="checkbox"/> Default Bank	
<button>Save</button>	

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



This screenshot shows the same bank information form, but with the 'Default Bank' toggle switch highlighted by an orange circle. The left sidebar is visible, showing the user 'demoadmin@my Masjid.asia' and a list of navigation items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, and Users Management. The 'Remarks' field is also visible.

Bank Code	BSN
Opening Balance	Opening Balance
Opening Balance Date	mm/dd/yyyy --:-- --
Remark	Remarks
<input type="checkbox"/> Default Bank	
<button>Save</button>	

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

Search

Wizard

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

Masjid AJK / Position

Users Management

Configurations

Opening Balance

Opening Balance Date

mm/dd/yyyy --:-- --

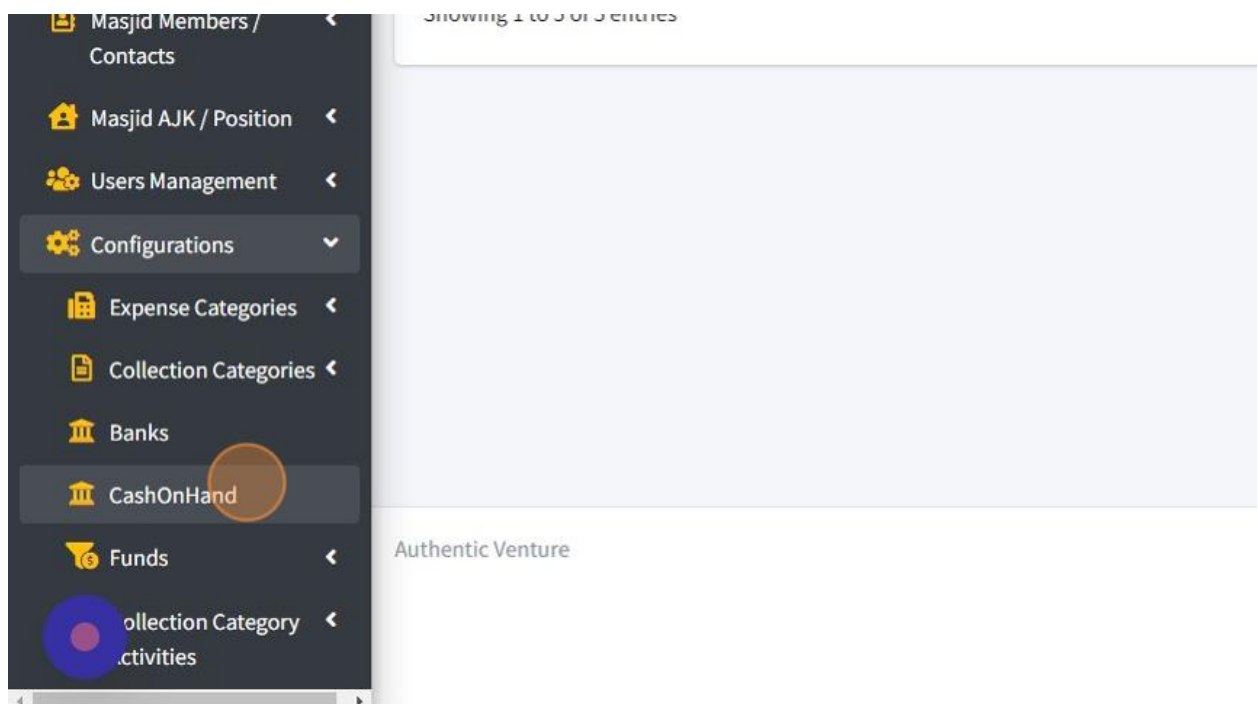
Remark

Remarks

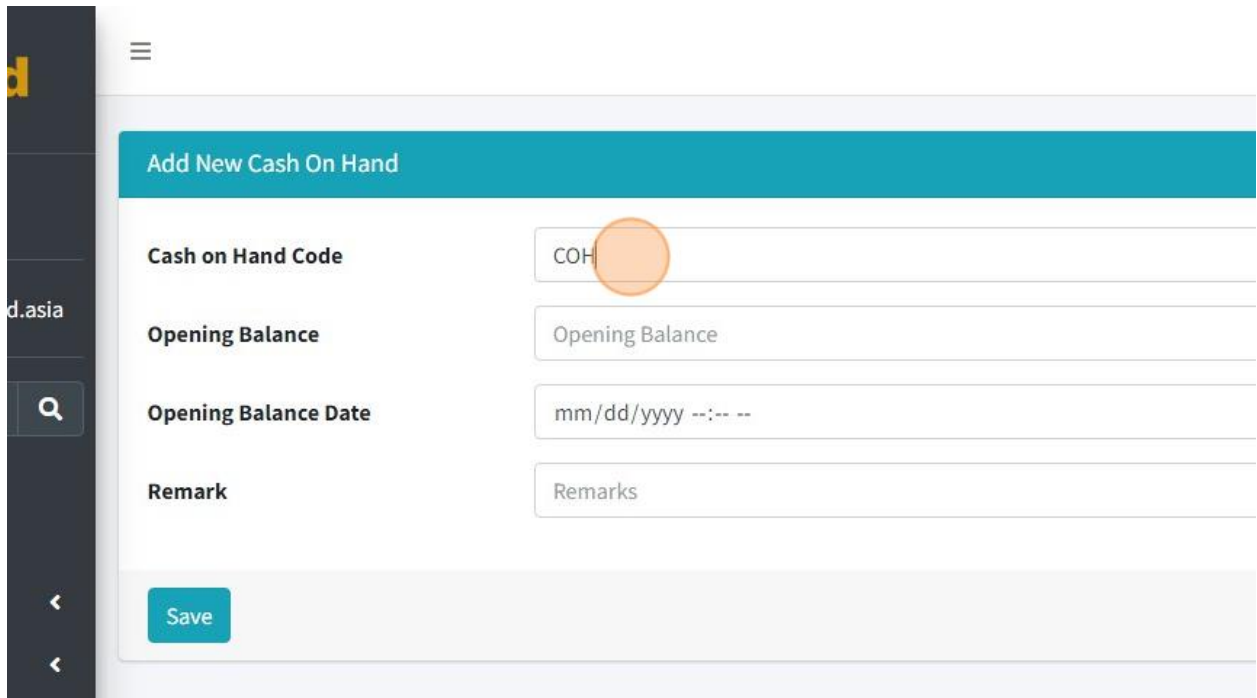
☐ Default Bank

Save

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

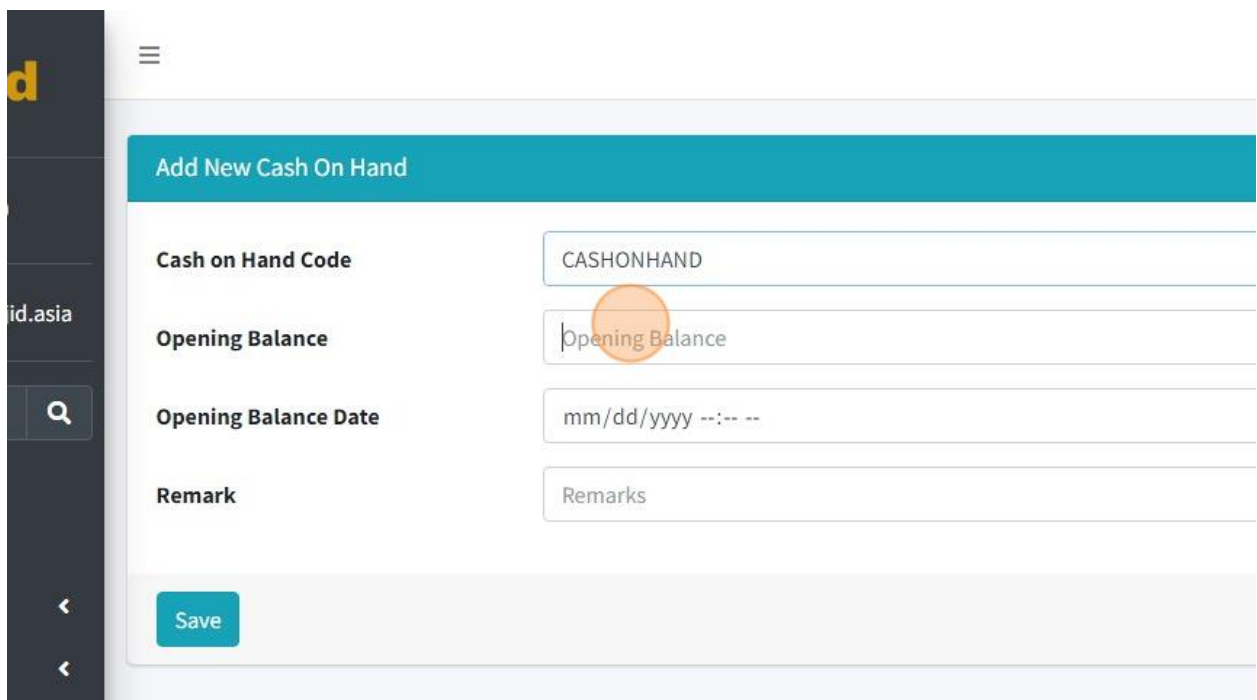


38. Click the "Code" field to fill in your Cash On Hand Account's name



The screenshot shows a web application interface for adding a new cash on hand account. The form is titled "Add New Cash On Hand" and contains four input fields: "Cash on Hand Code", "Opening Balance", "Opening Balance Date", and "Remark". The "Cash on Hand Code" field is highlighted with an orange circle, indicating it is the field to be clicked. The "Opening Balance" field contains the text "Opening Balance". The "Opening Balance Date" field contains the text "mm/dd/yyyy --:-- --". The "Remark" field contains the text "Remarks". A "Save" button is located at the bottom left of the form.

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



The screenshot shows the same web application interface as the previous one, but with the "Opening Balance" field highlighted by an orange circle. The "Cash on Hand Code" field now contains the text "CASHONHAND". The "Opening Balance" field is empty, indicating it is the field to be clicked. The "Opening Balance Date" field contains the text "mm/dd/yyyy --:-- --". The "Remark" field contains the text "Remarks". A "Save" button is located at the bottom left of the form.

40. Click the "Opening Balance Date" field.

Cash On Hand

Hand Code

CASHONHAND

Balance

Opening Balance

Balance Date

mm/dd/yyyy --:-- --

Remarks

41. Click the "Remarks" field.

Add New Cash On Hand

Cash on Hand Code

CASHONHAND

Opening Balance

Opening Balance

Opening Balance Date

mm/dd/yyyy --:-- --

Remark

Remarks

Save

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

demoadmin@mymasjid.asia

Search

- Wizard
- Home
- Dashboard
- Financial
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position
- Users Management

Opening Balance

Opening Balance Date

Remark

Opening Balance

mm/dd/yyyy --:-- --

Terima Duit Secara Cash

Save

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

Masjid Members / Contacts

Masjid AJK / Position

Users Management

Configurations

Expense Categories

Collection Categories

Banks

CashOnHand

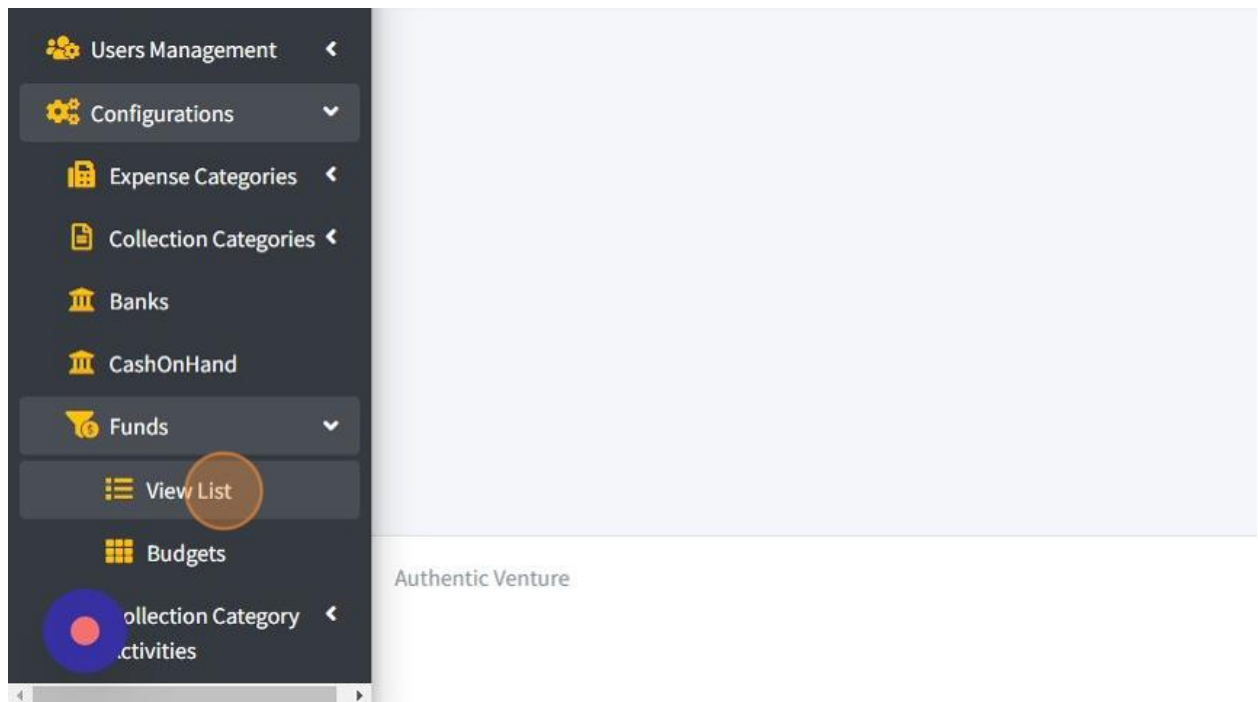
Funds

Collection Category Activities

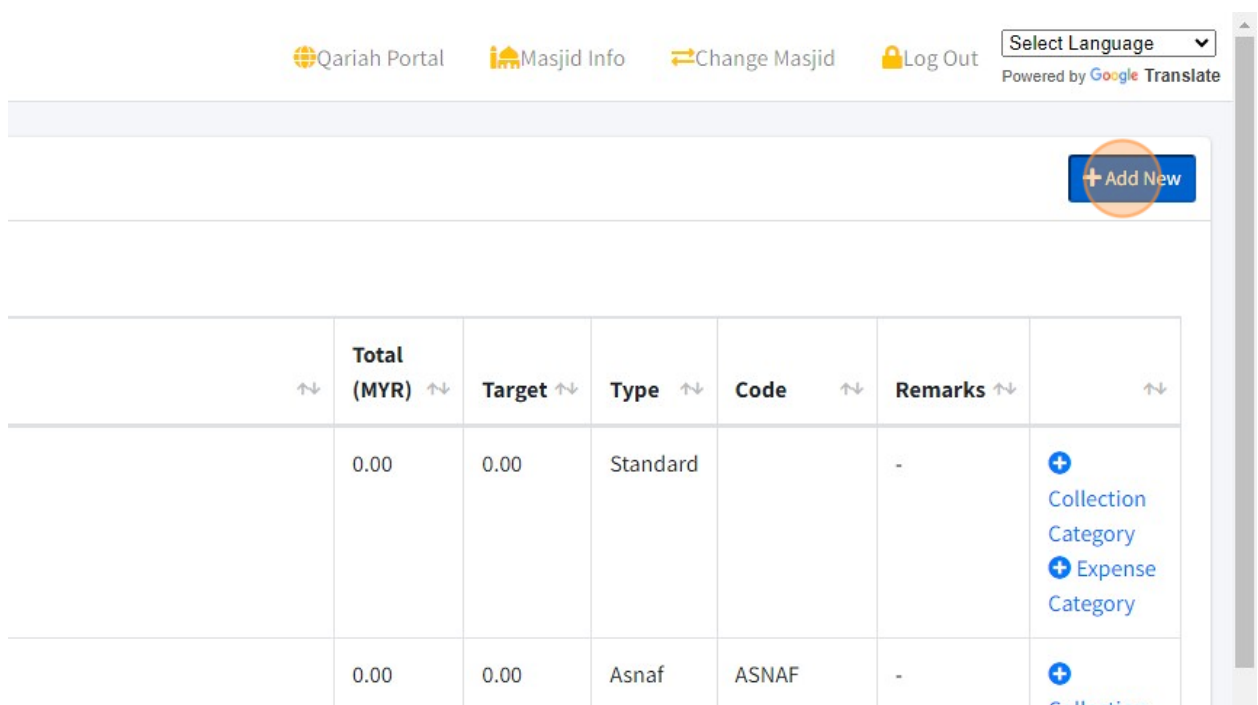
Showing 1 to 6 of 6 entries

Authentic Venture

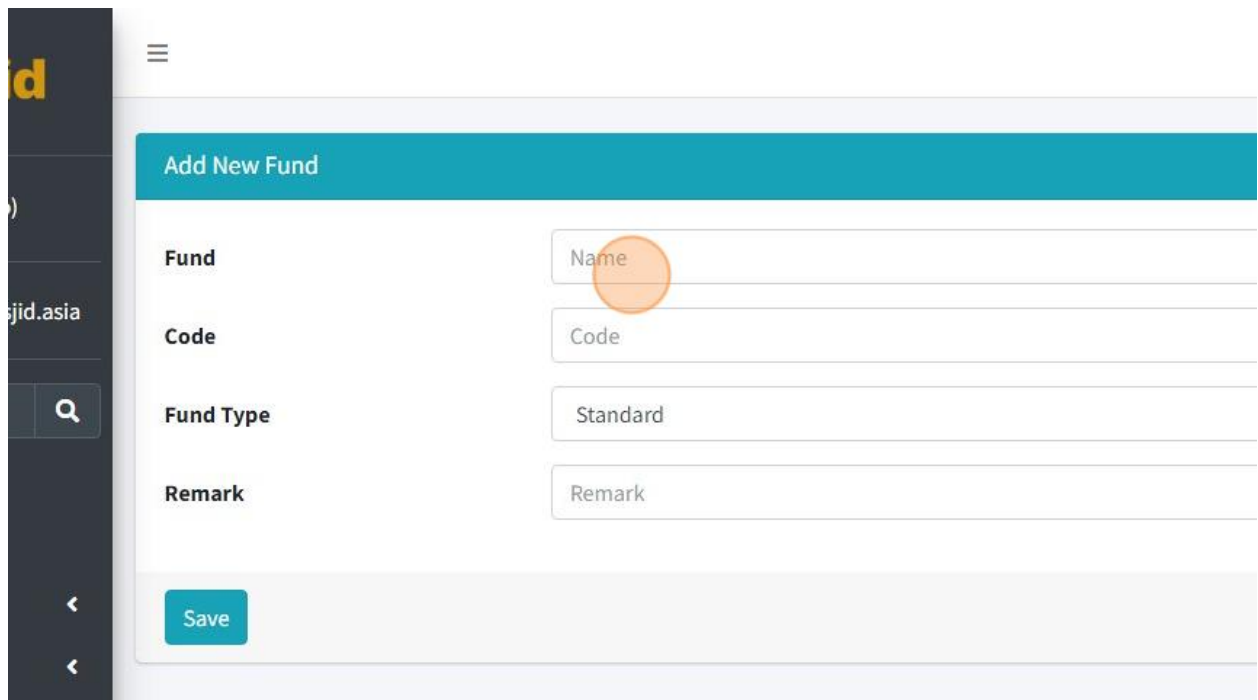
44. Click "View List"



45. Click "Add New"

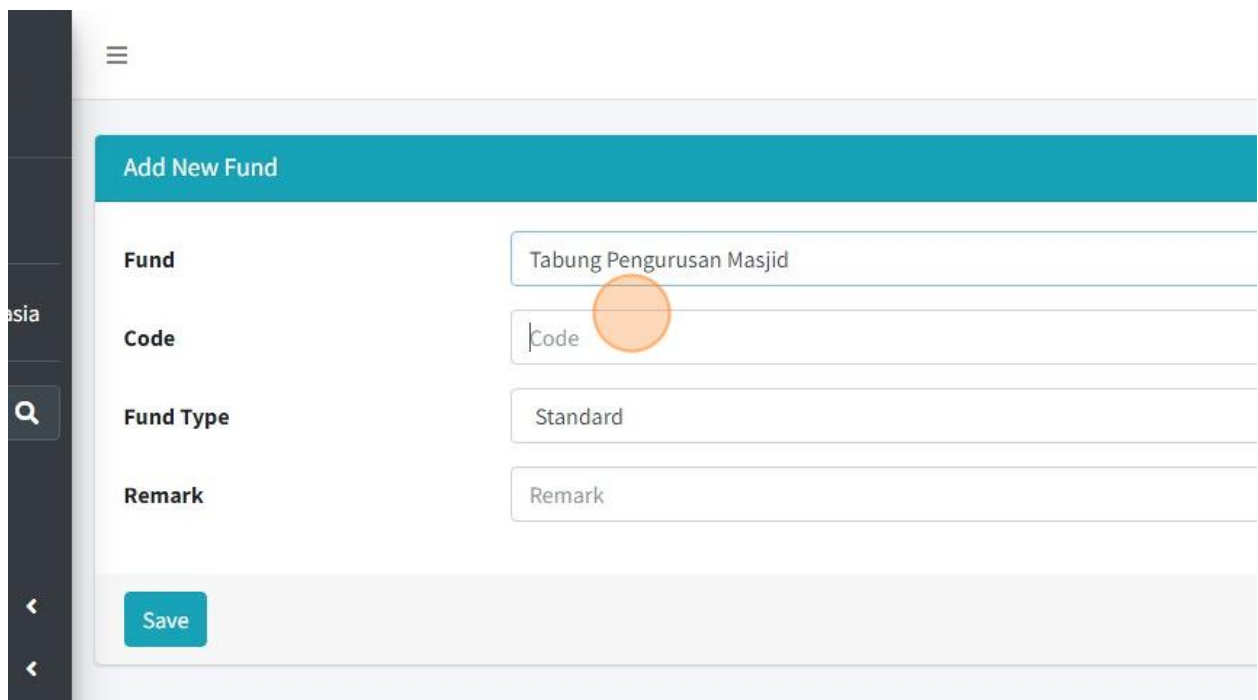


46. Click the "Name" field to fill in your Fund Name.



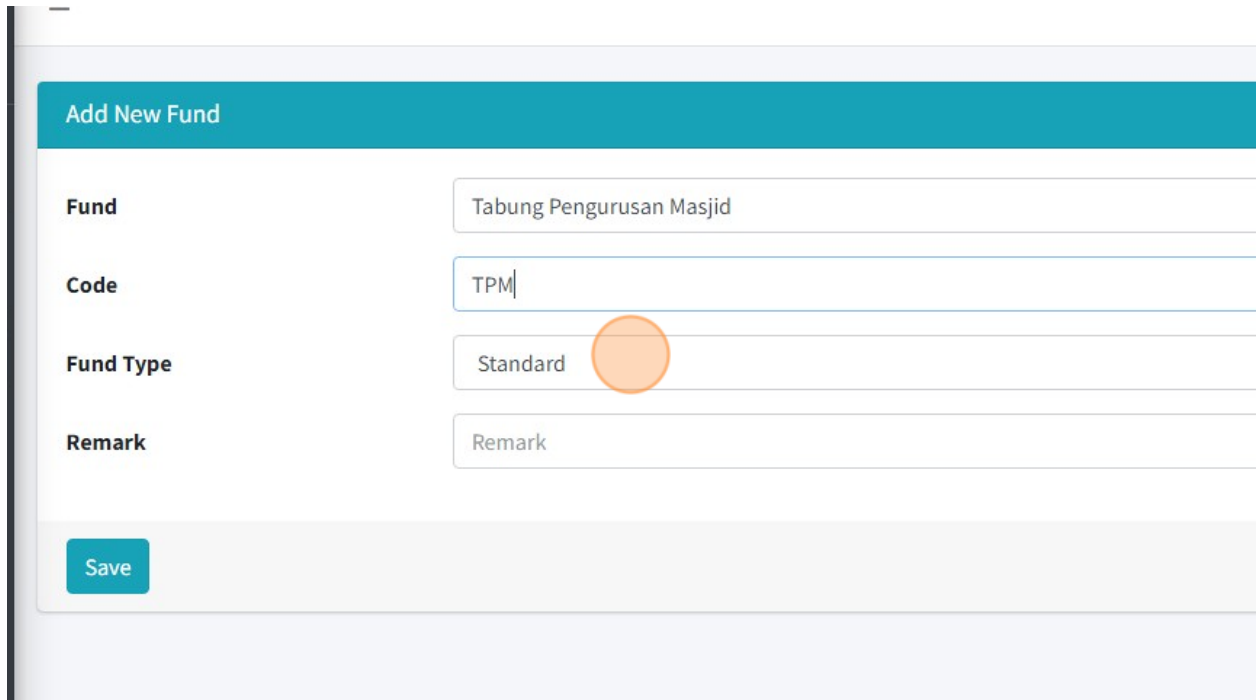
The screenshot shows a web application interface for adding a new fund. On the left is a dark sidebar with a logo, a search icon, and navigation arrows. The main content area has a teal header bar labeled "Add New Fund". Below this, there are four input fields: "Fund" (with placeholder "Name"), "Code" (with placeholder "Code"), "Fund Type" (with placeholder "Standard"), and "Remark" (with placeholder "Remark"). An orange circle highlights the "Name" field. At the bottom left of the form is a teal "Save" button.

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.



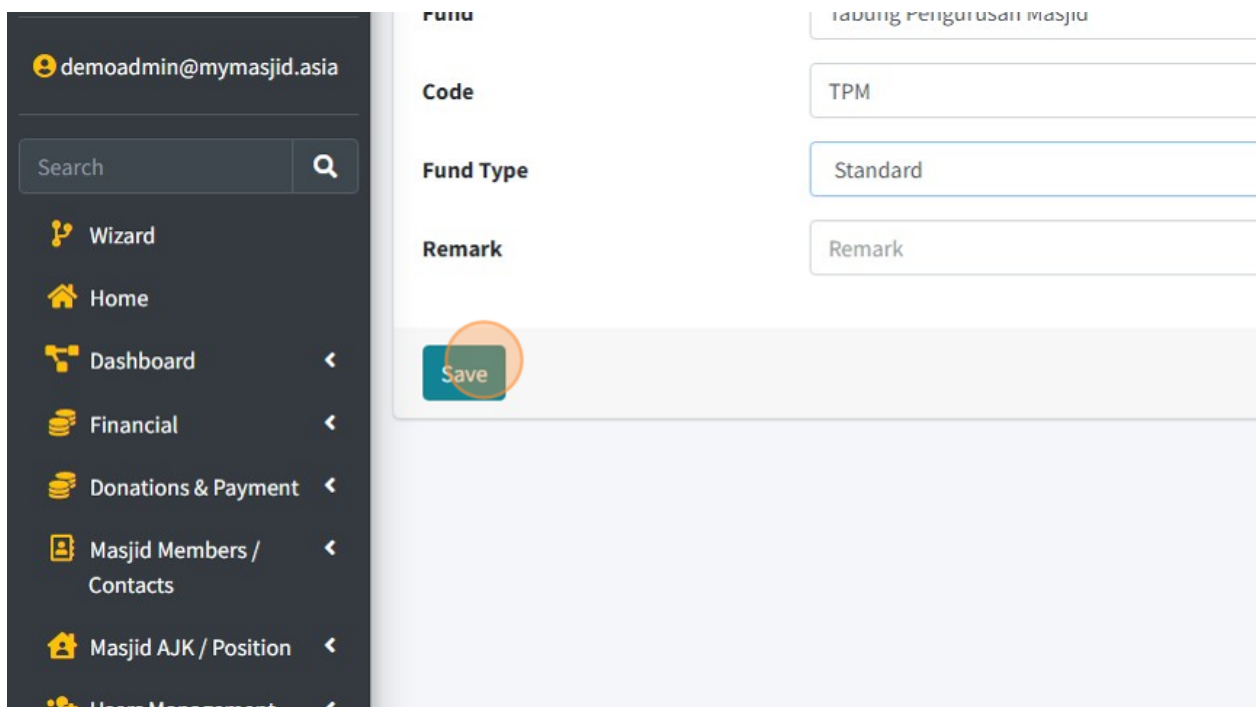
This screenshot shows the same "Add New Fund" form, but now the "Fund" field contains the text "Tabung Pengurusan Masjid". The "Code" field, which has a placeholder "Code", is highlighted with an orange circle. The "Fund Type" field still shows "Standard" and the "Remark" field is empty. The "Save" button remains at the bottom left.

48. Choose your Fund Type.



The screenshot shows a web form titled "Add New Fund". It contains four input fields: "Fund" with the value "Tabung Pengurusan Masjid", "Code" with the value "TPM", "Fund Type" with the value "Standard", and "Remark" which is empty. An orange circle highlights the "Standard" option in the "Fund Type" field. At the bottom left of the form is a teal "Save" button.

49. Click "Save"



This screenshot shows the same "Add New Fund" form as in the previous step, but with a dark sidebar on the left. The sidebar contains the user email "demoadmin@mymasjid.asia", a search bar, and a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, and Users Management. The "Save" button at the bottom of the form is now highlighted with an orange circle.

52. Click "2023"

demoadmin@mymasjid.asia

Search

Wizard

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

Masjid AJK / Position

Budgets

Show 10 entries

Year

2023

2022

Showing 1 to 2 of 2 entries

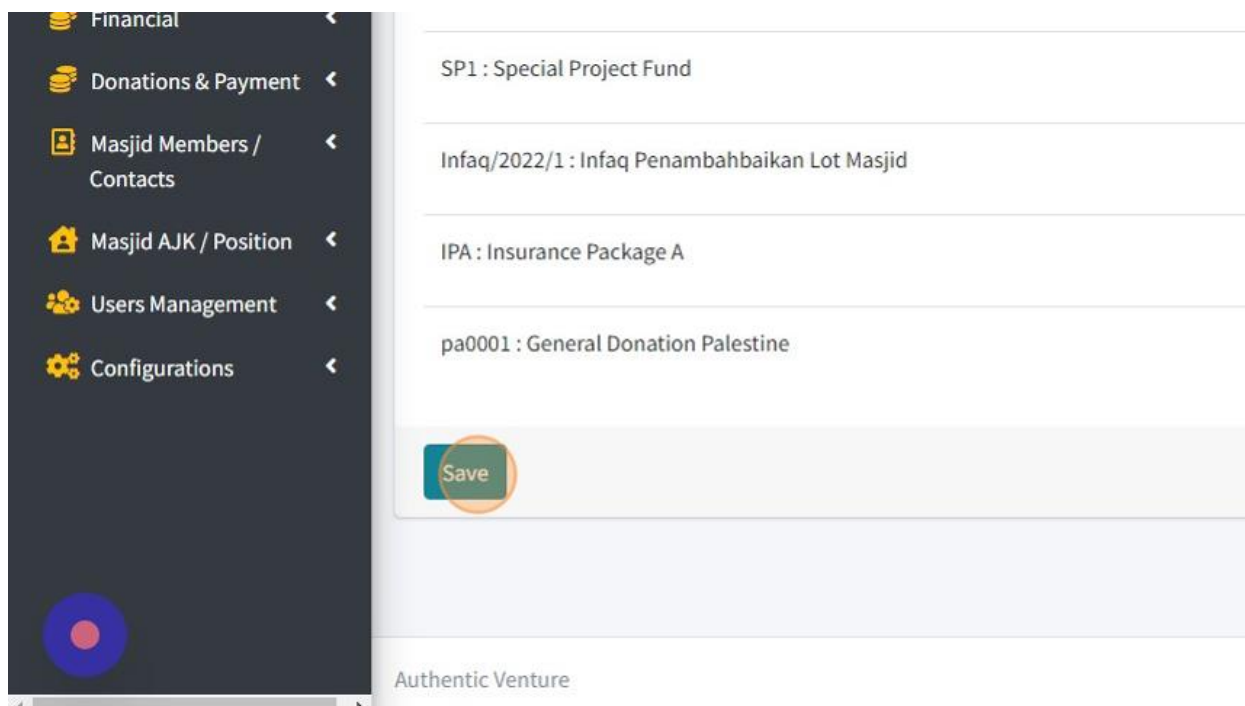
53. You can fill in amount for your budget that had been Allocated for your mosque.

Fund	Allocated Amount	Collected Amount	Utilized Amount	Balance
KK : Khairat Kematian	0.00	0.00	0.00	0.00
ASNAF : ASNAF	0.00	100.00	0.00	100.00
Qur : Qurban	0.00	0.00	0.00	0.00
GF : General	0.00	12,010.00	0.00	12,010.00
SP1 : Special Project Fund	0.00	0.00	0.00	0.00
Infaq/2022/1 : Infaq Penambahbaikan Lot Masjid	0.00	0.00	0.00	0.00
IPA : Insurance Package A	0.00	0.00	0.00	0.00
pa0001 : General Donation Palestine	0.00	0.00	0.00	0.00

Save

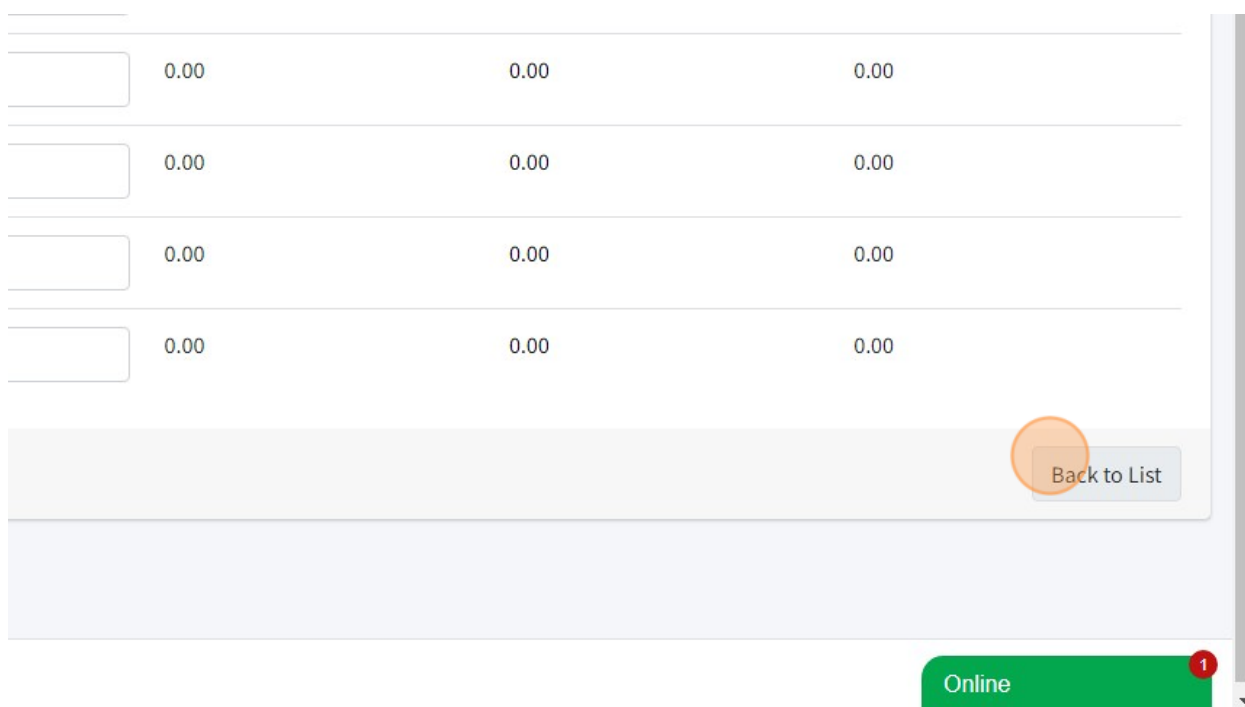
Back to List

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



The screenshot shows a web application interface. On the left is a dark sidebar menu with the following items: Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, Users Management, and Configurations. The main area is a light gray form with several text input fields. The first field contains 'SP1 : Special Project Fund', the second 'Infaq/2022/1 : Infaq Penambahbaikan Lot Masjid', the third 'IPA : Insurance Package A', and the fourth 'pa0001 : General Donation Palestine'. Below these fields is a green 'Save' button, which is circled in orange. At the bottom of the sidebar is a blue circular logo. The text 'Authentic Venture' is visible at the bottom of the main content area.

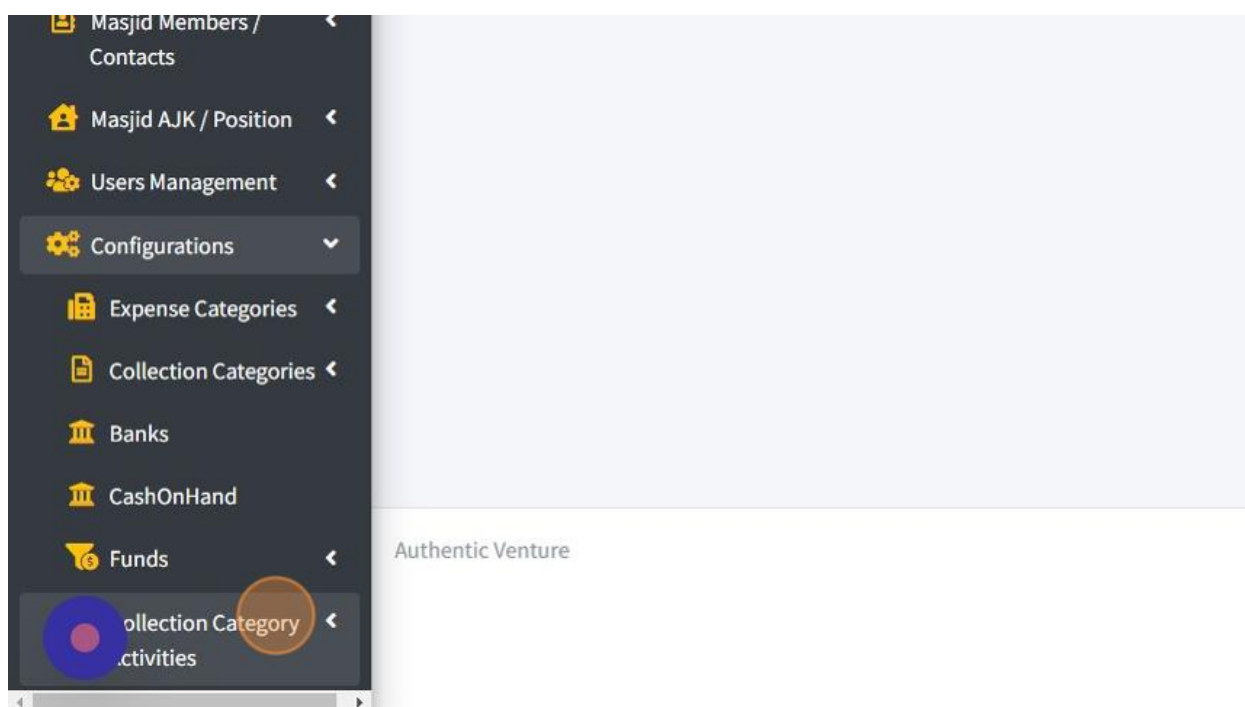
55. Click "Back to List" to go back to page list of budget.



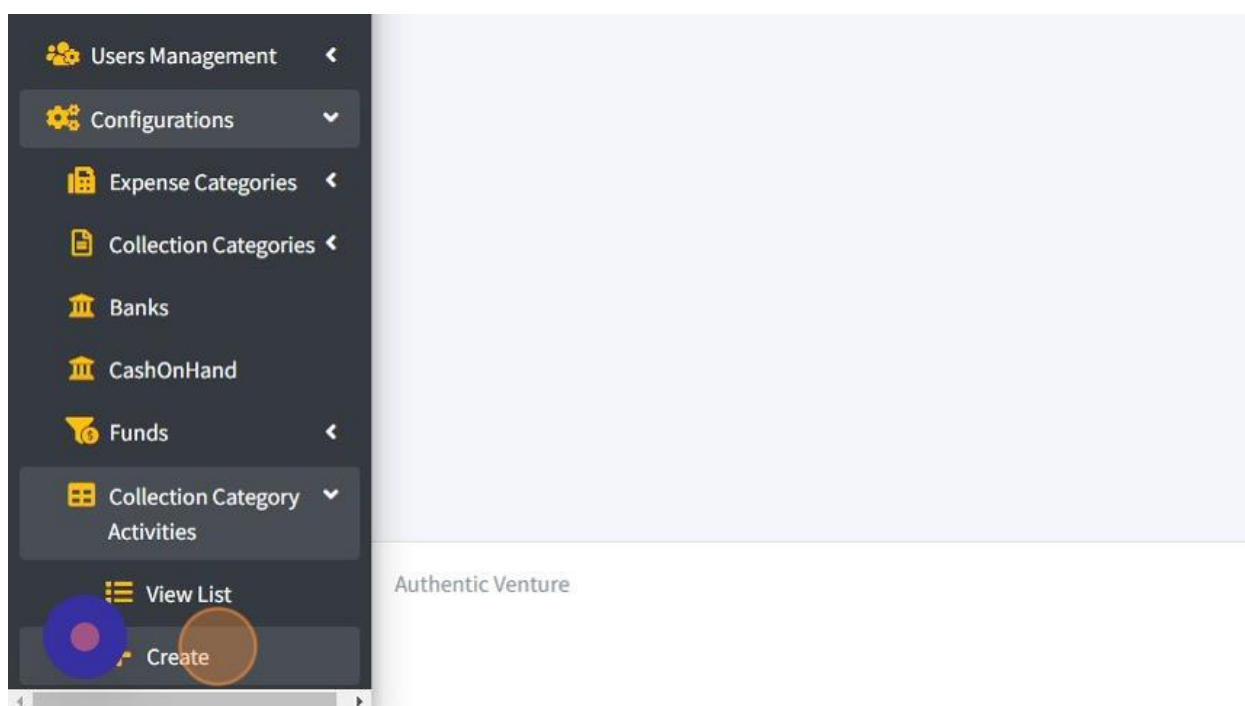
The screenshot shows a web application interface with a table. The table has four rows, each with a text input field on the left and three numerical values (0.00) in the subsequent columns. Below the table is a green 'Back to List' button, which is circled in orange. At the bottom right of the screen is a green bar with the text 'Online' and a red notification badge with the number '1'.

<input type="text"/>	0.00	0.00	0.00
<input type="text"/>	0.00	0.00	0.00
<input type="text"/>	0.00	0.00	0.00
<input type="text"/>	0.00	0.00	0.00

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".

Collection Category Activity

Activity Picture

Choose File No file chosen

Activity Name

Name

Activity Description

Description

Collection Category

Select your Collection Category

Save

59. Then fill in Collection Category Activity name,

Qariah Portal

y

Choose File No file chosen

Naik Taraf Rumah Anak Yatim

Description

Select your Collection Category

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

Collection Category Activity

Activity Picture

Choose File

No file chosen

Activity Name

Naik Taraf Rumah Anak Yatim

Activity Description

Description

Collection Category

Select your Collection Category

Save

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

Activity Description

Naik Taraf Rumah Anak Yatim

Collection Category

Select your Collection Category

Qurban

Ramadhan Collection

Rental Income

Special project - besarkan surau

Tabung Kebajikan Anak-anak Yatim

Zakat Collection

Save

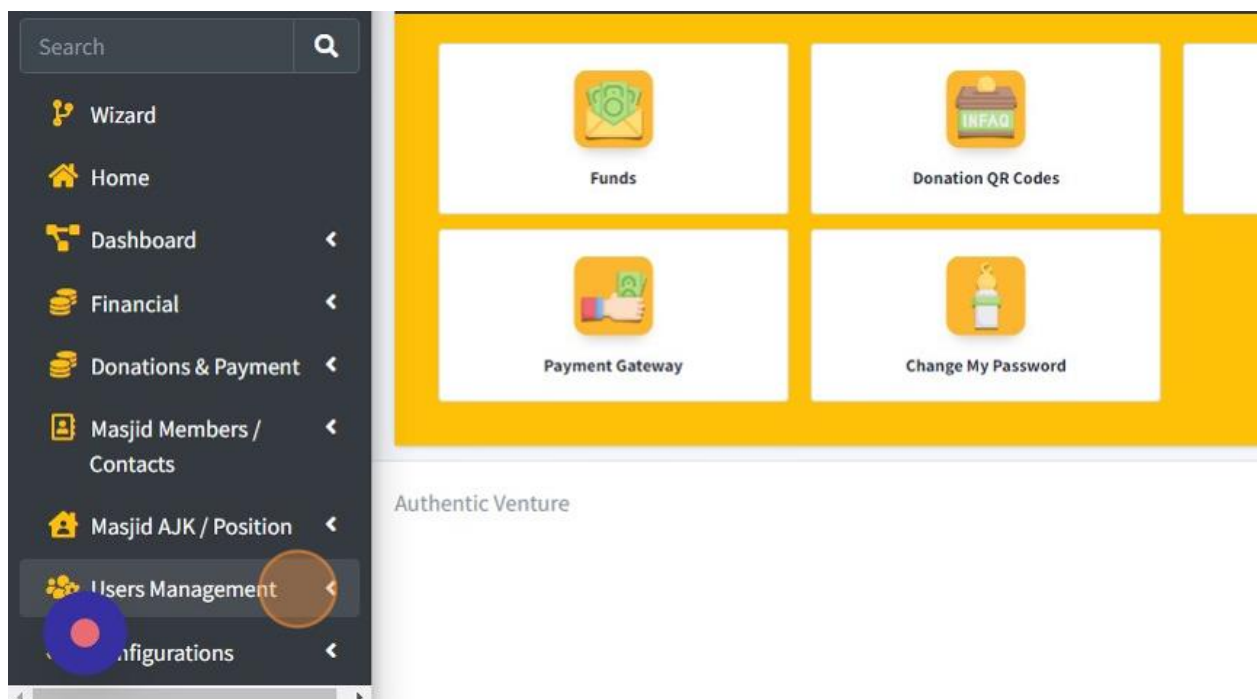
62. Click "Save" once you had done fill in all the information.

The screenshot shows the MyMasjid admin interface. On the left is a dark sidebar with a user profile 'demoadmin@mymasjid.asia' and a search bar. Below the search bar is a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, and Users Management. The main content area on the right has three input fields: 'Activity Name' with the value 'Naik Taraf Rumah Anak', 'Activity Description' with the value 'Naik Taraf Rumah Anak', and 'Collection Category' with the value 'Tabung Kebajikan Anak'. Below these fields is a large orange button labeled 'Save'.

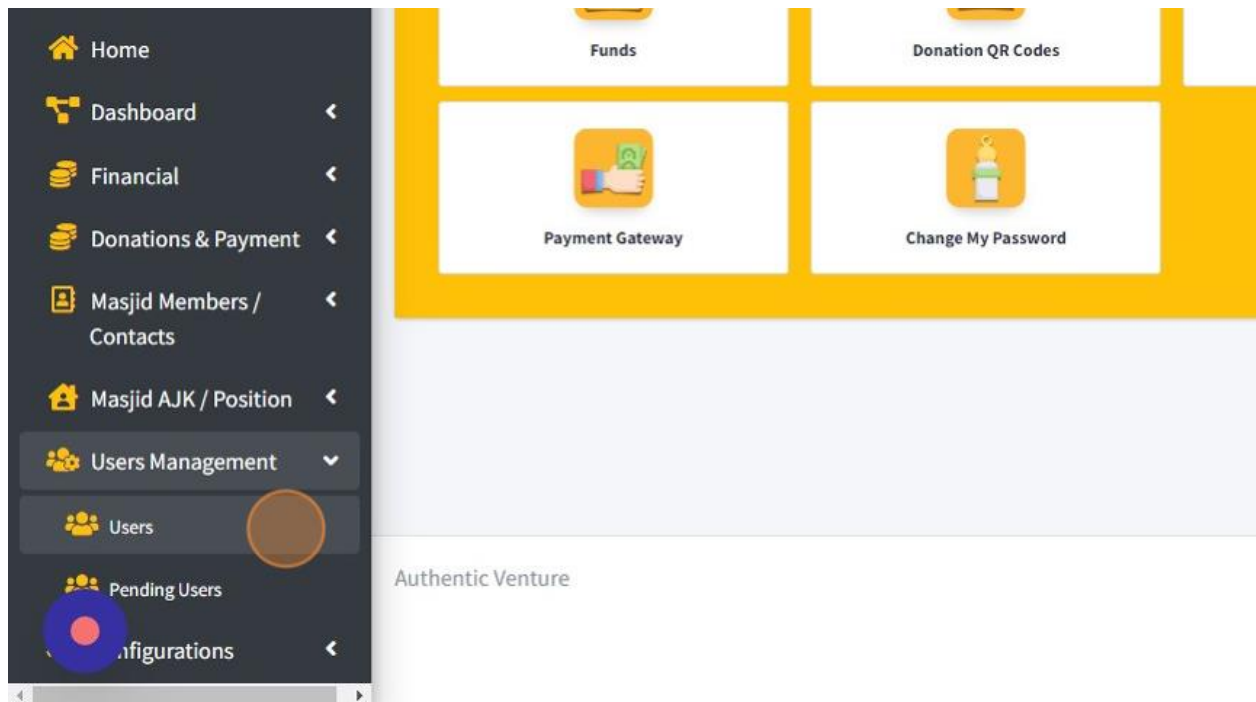
2.5 HOW TO MANAGE USERS

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.

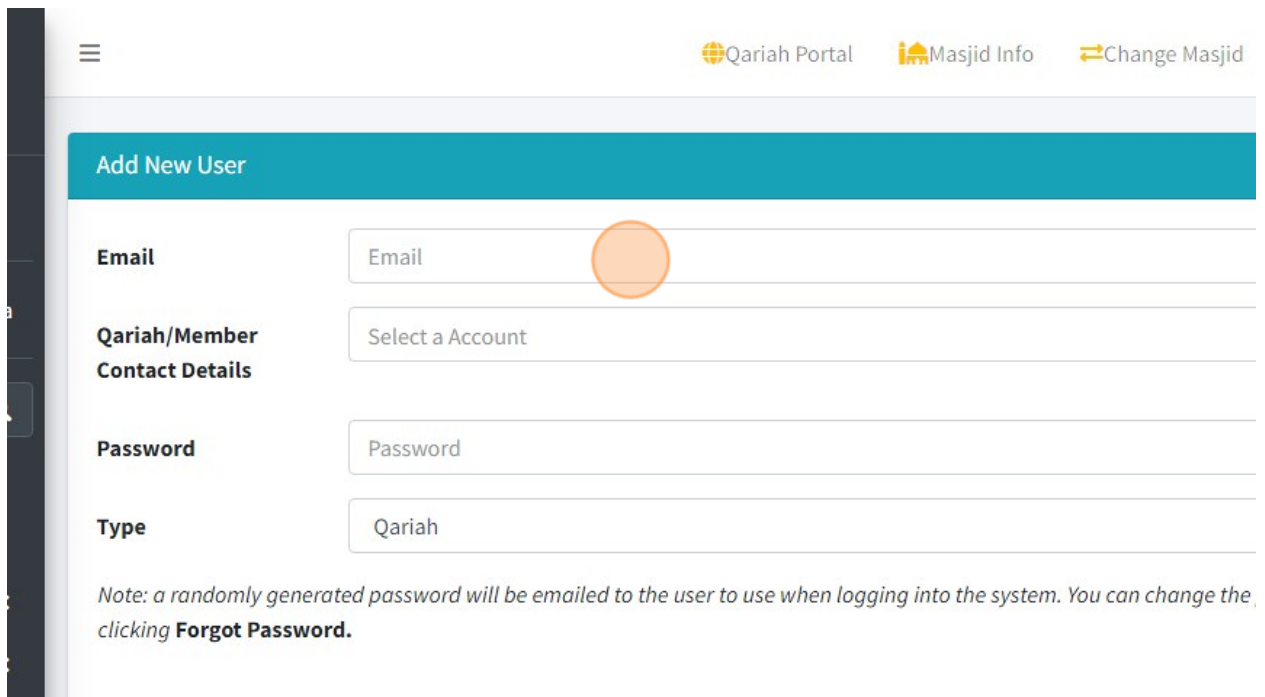
hat have a MyMasjid account

[+ Add New](#)

Search:

User Type	Qariah/Member Contact	Email Status	Approval Status	Active Status	Actions
Member	-	Emailed Verified	Approved	Active	Edit
Qariah	Naqib Bazlan	Emailed Verified	Approved	Active	Edit
MasjidAJK	Demo 01 MyMasjid	Emailed Verified	Approved	Active	Edit
MasjidAJK	Haziq Hizal	Emailed Verified	Approved	Active	Edit

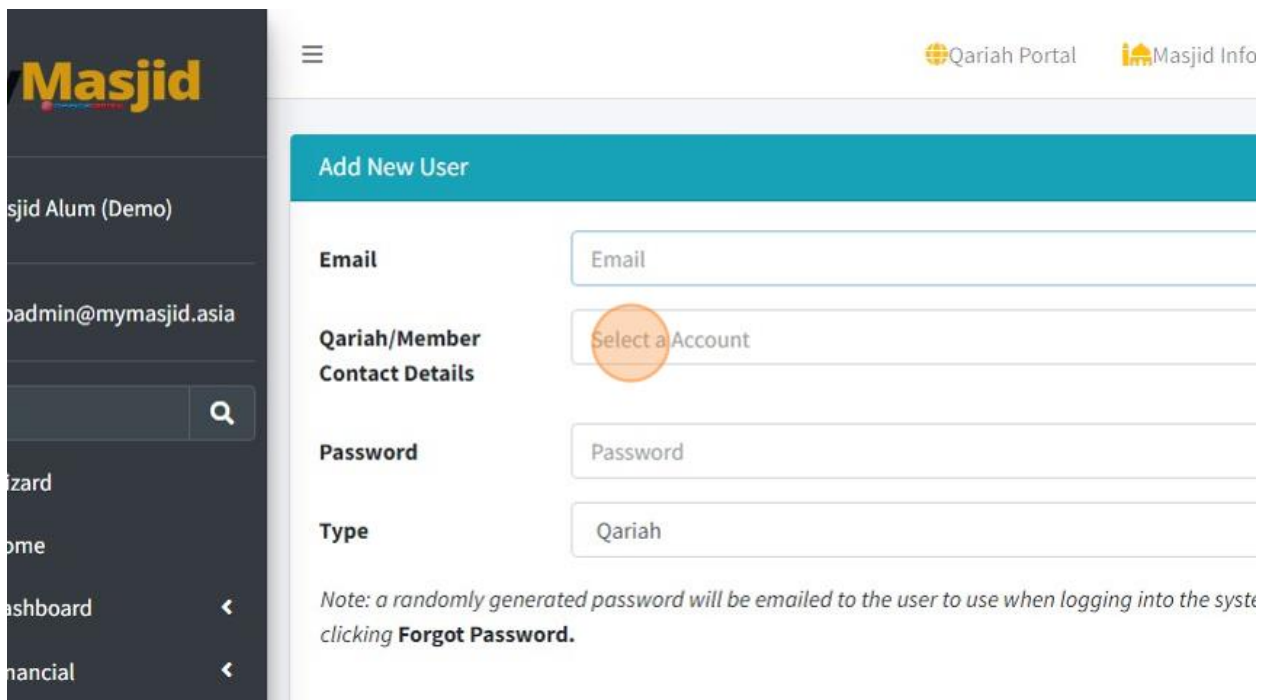
4. First, click the "Email" field to enter email address for that user. *make sure that email is active and valid.



The screenshot shows the 'Add New User' form. The 'Email' field is highlighted with an orange circle. The form includes fields for 'Email', 'Qariah/Member Contact Details' (with a dropdown menu showing 'Select a Account'), 'Password', and 'Type' (with a dropdown menu showing 'Qariah'). A note at the bottom states: 'Note: a randomly generated password will be emailed to the user to use when logging into the system. You can change the clicking **Forgot Password**.'

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.

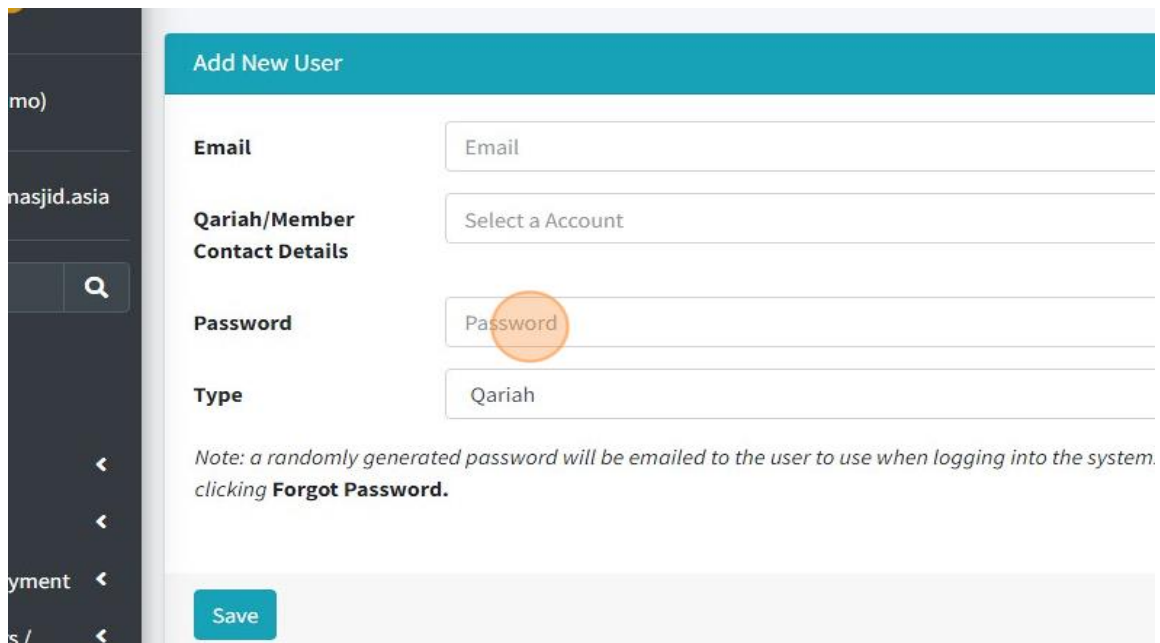


The screenshot shows the 'Add New User' form with the 'Select a Account' dropdown menu highlighted by an orange circle. The form includes fields for 'Email', 'Qariah/Member Contact Details' (with a dropdown menu showing 'Select a Account'), 'Password', and 'Type' (with a dropdown menu showing 'Qariah'). A note at the bottom states: 'Note: a randomly generated password will be emailed to the user to use when logging into the system. You can change the clicking **Forgot Password**.'

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

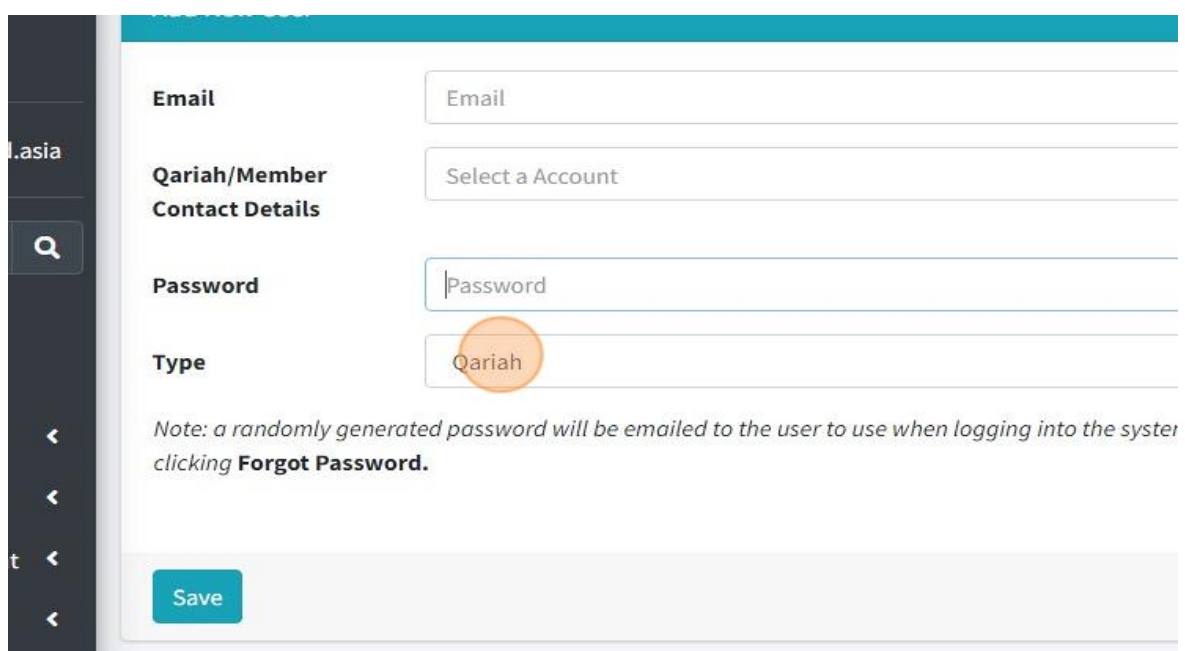


The screenshot shows a web application interface with a dark sidebar on the left containing navigation links like 'mo)', 'nasjid.asia', a search icon, and 'yment'. The main content area has a teal header 'Add New User'. Below it are four form fields: 'Email' (placeholder 'Email'), 'Qariah/Member Contact Details' (placeholder 'Select a Account'), 'Password' (placeholder 'Password', highlighted with an orange circle), and 'Type' (placeholder 'Qariah'). A note below the fields states: 'Note: a randomly generated password will be emailed to the user to use when logging into the system. clicking **Forgot Password**.' A teal 'Save' button is at the bottom.

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.



This screenshot is identical to the previous one, showing the 'Add New User' form. In this instance, the 'Type' dropdown menu, which currently shows 'Qariah', is highlighted with an orange circle. The other elements, including the sidebar, form fields, note, and 'Save' button, remain the same.

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

My Masjid Admin (Demo)

demoadmin@mymasjid.asia

Search

- Wizard
- Home
- Dashboard
- Financial
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position

Email

Qariah/Member
Contact Details

Select a Account

Password

Type

Masjid Ajk

Note: a randomly generated password will be emailed to the user to use when logging in clicking **Forgot Password**.

Save

Authentic Venture

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

Email

Select a Account

word

id Ajk

word will be emailed to the user to use when logging into the system. You can change the password in the login page by

Back to List

Online 1

10. Page list of Users.

Users

Note: This is a list of members that have a MyMasjid account

Show 10 entries Search:

Username	User Type	Qariah/Member Contact	Email Status	Approval Status	Active Status	Actions
aimankun@gmail.com	Member	-	Emailed Verified	Approved	Active	Edit
alif.aiman@ventures.com	Qariah	Naqib Bazlan	Emailed Verified	Approved	Active	Edit
demo01@mymasjid.asia	MasjidAJK	Demo 01 MyMasjid	Emailed Verified	Approved	Active	Edit
demoadmin@mymasjid.asia	MasjidAJK	Haziq Hizal	Emailed Verified	Approved	Active	Edit
demoadmin@mymika.asia	Qariah	-	Emailed Verified	Approved	Active	Edit

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

Qariah Portal Masjid Info Change Masjid Log Out Select Language Powered by Google Translate

rs or qariah members to sign up for their own user accounts now!

hat have a MyMasjid account

Search:

User Type	Qariah/Member Contact	Email Status	Approval Status	Active Status	Actions
Member	-	Emailed Verified	Approved	Active	Edit

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.

The screenshot shows the MyMasjid dashboard. On the left is a dark sidebar with the MyMasjid logo and navigation links: Masjid Alum (Demo), demoadmin@mymasjid.asia, Search, Wizard, Home, Dashboard, and Financial. The main content area has a yellow header with the text 'Invite your committee members or qariah members to sign up for their own use'. Below this are two buttons: 'Share on Whatsapp' and 'Share on Telegram', both highlighted with an orange circle. A 'Filter' button is also visible. Below the buttons is a 'Users' section with a note: 'Note: This is a list of members that have a MyMasjid account'. It includes a 'Show 10 entries' dropdown and a table with columns: Username, User Type, Qariah/Member Contact, and Email Status.

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

The screenshot shows the MyMasjid dashboard with the 'Pending Users' button in the sidebar highlighted with an orange circle. The main content area displays a table of pending users.

Username	User Type	Qariah/Member Contact	Email Status
aimankun@gmail.com	Member	-	Email Verified
alif.aiman@ventures.com	Qariah	Naqib Bazlan	Email Verified
demo01@mymasjid.asia	MasjidAJK	Demo 01 MyMasjid	Email Verified
demoadmin@mymasjid.asia	MasjidAJK	Haziq Hizal	Email Verified
demoadmin@mymika.asia	Qariah	-	Email Verified
demoqariah@mymasjid.asia	Qariah	Hazwan Hamzah	Email Verified
finance@ventures.com.my	MasjidAJK	al	Email Verified

14. Here you will see list of Pending Users.

MyMasjid

Masjid Alum (Demo)

demoadmin@mymasjid.asia

Search

Wizard

Home

Dashboard

Financial

Qariah Portal

Invite your committee members or qariah members to sign up for their own use

Users Pending Approval

Note: This is a list of members that have a pending MyMasjid account

Show 10 entries

Email	Full Name	Address	Phone Number
No matching records found			

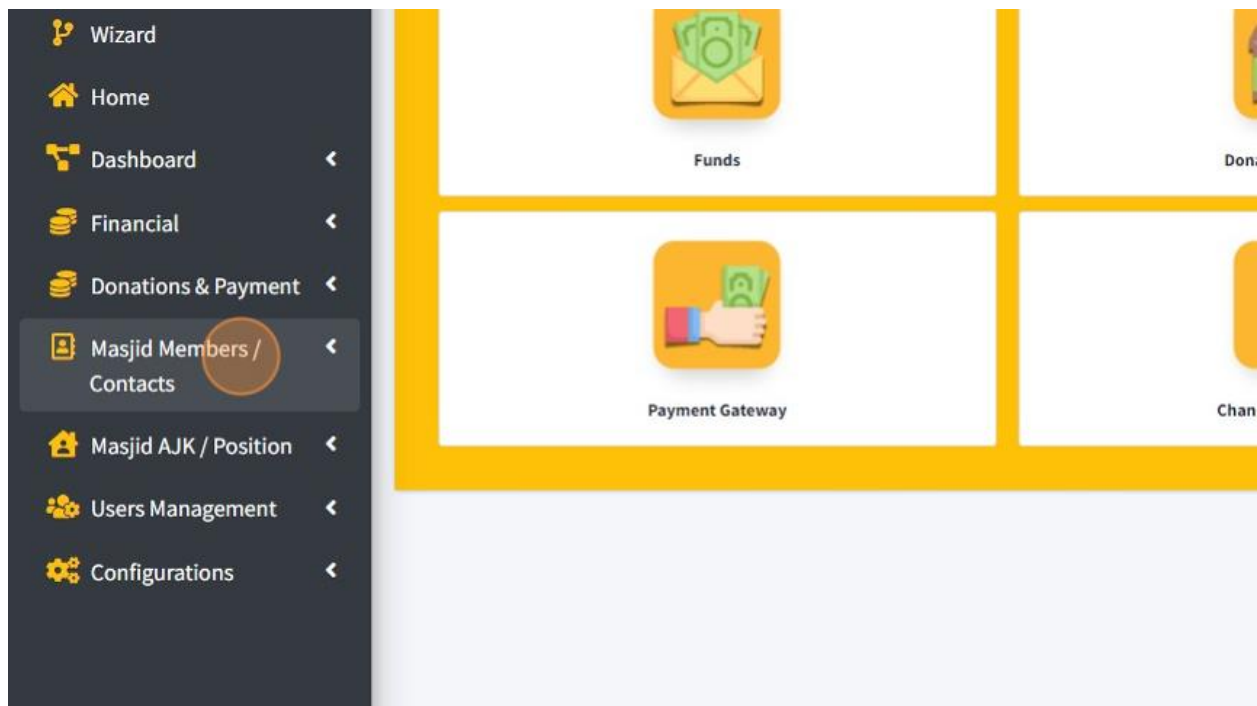
Showing 1 to 1 of 1 entries

2.6 HOW TO MANAGE MASJID MEMBERS

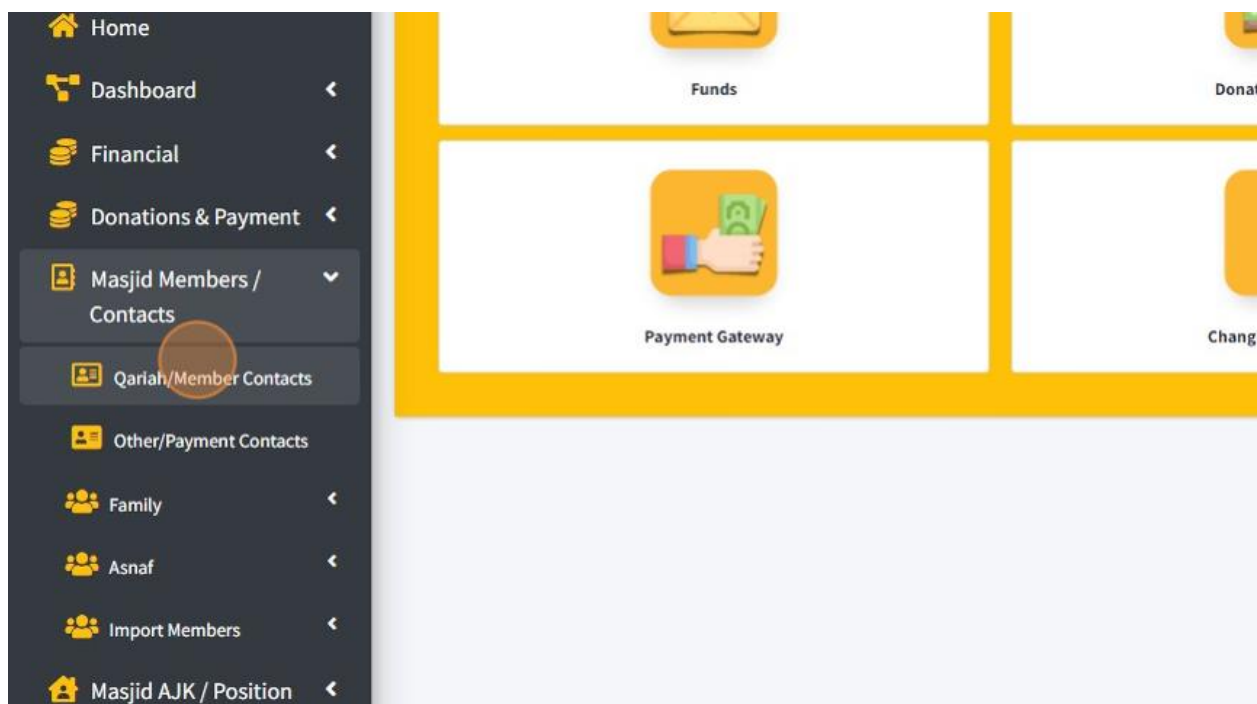
1. Next, you can record your list of Qariah or Members into this system.

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.

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

+ Add New Member

Search:

	AJK / Position	Phone Number	Action
	Pengerusi	0146794611	Edit
	Naib Pengerusi	0121221456	Edit
	Bendahari	0193041292	Edit

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.

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

Add New Members

Profile Picture

Choose File No file chosen

Salutation

Salutation

Name *

Name

Role *

AJK

Identification Number

Identification Number

Phone Number *

Phone Number

Email Address *

Email

Status

Active

Address Street 1

Address Street 1

Address Street 2

Address Street 2

City

City

Postcode

Postcode

State

State

Asnaf Category

Not Asnaf

Additional Member Details(Optional)

Save

Back to List

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

<input type="text"/>	Identification Number	<input type="text" value="Identification Number"/>
<input type="text"/>		
<input type="text"/>	Status	<input type="text" value="Active"/>
<input type="text"/>	Address Street 2	<input type="text" value="Address Street 2"/>
<input type="text"/>	Postcode	<input type="text" value="Postcode"/>
<input type="text"/>	Asnaf Category	<input type="text" value="Not Asnaf"/>

+

Back to List

Online

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

Additional Member Details(Optional) +

Additional Member Info

Member ID	<input type="text" value="Member ID"/>	Batch	<input type="text" value="Batch"/>
Date Join	<input type="text"/>	Date Leave	<input type="text"/>
Income Group	<input type="text" value="NA"/>		
Company Name	<input type="text" value="Company Name"/>	Company Address	<input type="text" value="Company Address"/>
Company State	<input type="text" value="Company State"/>	Company Position	<input type="text" value="Company Position"/>
Work History	<input type="text" value="Work History"/>	Remarks	<input type="text" value="Remarks"/>

PIBG/School Info

Year	<input type="text" value="Year"/>	Class	<input type="text" value="Class"/>
PIBG Group	<input type="text" value="N/A"/>	School History	<input type="text" value="School History"/>

Alumni Info

Year	<input type="text" value="Year"/>	Alumni Class	<input type="text" value="Alumni Class"/>
-------------	-----------------------------------	---------------------	---

Online

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

PIBG/School Info

Year	<input type="text" value="Year"/>	Class	<input type="text" value="Class"/>
PIBG Group	<input type="text" value="N/A"/>	School History	<input type="text" value="School History"/>

Alumni Info

Year	<input type="text" value="Year"/>	Alumni Class	<input type="text" value="Alumni Class"/>
Date Join	<input type="text"/>	Date Leave	<input type="text"/>
School History	<input type="text" value="School History"/>		

[Save](#)

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

Alumni Class

Date Leave

[Back to List](#)

Online ¹

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

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

Members

Note: This is a list of Masjid Alum (Demo)'s Member details

+ Add New Member

Show 10 entries Search:

No.	Name	Role	AJK / Position	Phone Number	Action
1	Hazwan Hamzah	Jemaah	Pengerusi	0146794611	Edit
2	Borhan Talib	Jemaah	Naib Pengerusi	0121221456	Edit
3	Alif	AJK	Bendahari	0193041292	Edit
4	Haziq Hizal	Role has not been set yet	Setiausaha	0109717471	Edit
5	Mohd Afieq	Amil	AJK Kebajikan	0192553524	Edit
6	Aisya Aziz	Jemaah	AJK Food And Beverage	0132294556	Edit
7	Hafiz Ahmad	AJK	AJK Pembangunan	1356791234	Edit
8	Muhammad Shafiq Bin Azhar	Siak	-	0133662625	Edit
9	Nazmi Ibrahim	Jemaah	-	0192437668	Edit
10	Fariez Abdullah	Jemaah	-	0133226214	Edit

Showing 1 to 10 of 18 entries (filtered from 0 total entries)

Previous 1 2 Next

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

First click "Masjid Members/Contacts".

Wizard

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

Masjid AJK / Position

Users Management

Configurations

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

12. Then click "Other/Payment Contacts"

2	Borhan Talib	Jemaah
3	Alif	AJK
4	Haziq Hizal	Role has no
5	Mohd Afieq	Amil
6	Aisya Aziz	Jemaah
7	Hafiz Ahmad	AJK
8	Muhammad Shafiq Bin Azhar	Siak
9	Nazmi Ibrahim	Jemaah
10	Fariez Abdullah	Jemaah

Showing 1 to 10 of 18 entries (filtered from 0 total entries)

13. Click "Add New Member"

<div> Qariah Portal Masjid Info Change Masjid Log Out </div> <div> <div>Select Language</div> <div>Powered by Google Translate</div> </div>		
<div> <div>+ Add New Member</div> </div>		
<div>Search: <input type="text"/></div>		
Phone Number	Action	
rs 0125765494	Edit	
rs 0183756392	Edit	
rs 0102798498	Edit	
rs 0389412341	Edit	

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.

Qariah Portal Masjid Info Change Masjid Log Out Select Language
Powered by Google Translate

Add New Other Contact

Profile Picture No file chosen

Salutation Name

Role Identification Number

Phone Number Asnaf Category

Email Address Status

Address Street 1 Address Street 2

City Postcode

State

Additional Member Details(Optional)

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

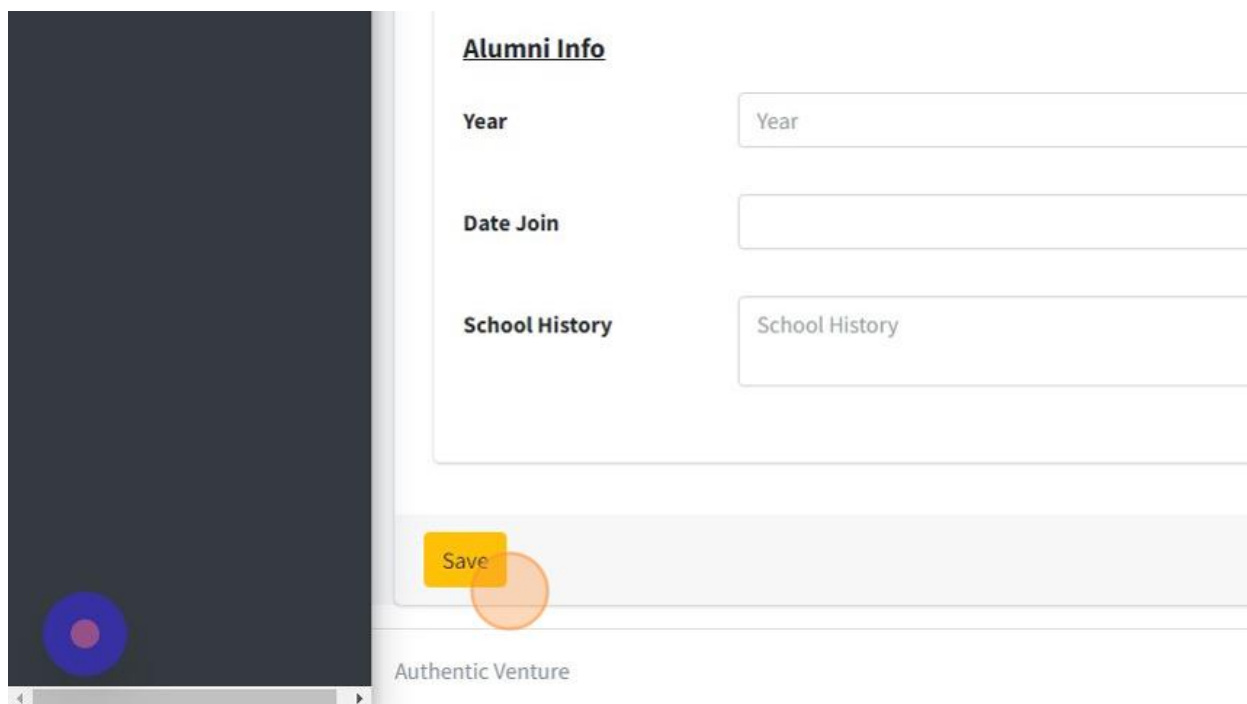
Address Street 2

Postcode

Back to List

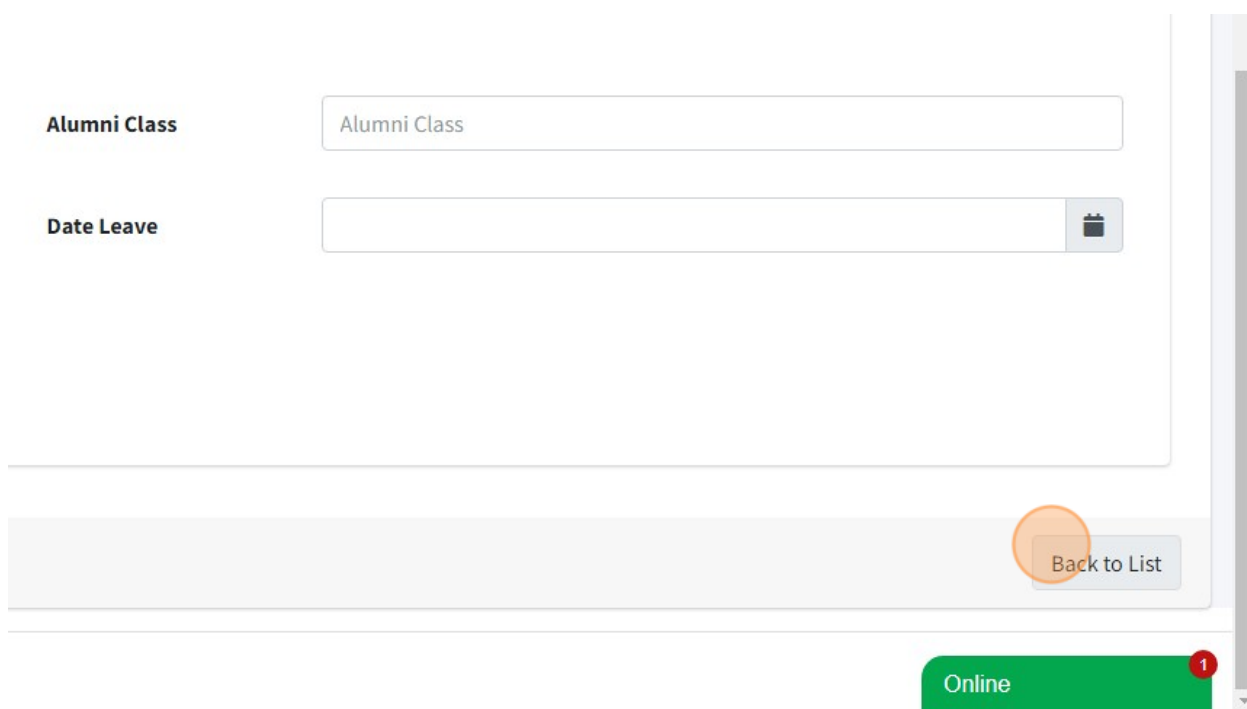
Online 1

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



The screenshot shows a web form titled "Alumni Info". It contains three input fields: "Year" with the placeholder text "Year", "Date Join", and "School History" with the placeholder text "School History". A yellow "Save" button is highlighted with an orange circle. On the left side of the form, there is a dark grey sidebar with a blue circular icon at the bottom. The text "Authentic Venture" is visible at the bottom of the form area.

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



The screenshot shows a web form with two input fields: "Alumni Class" with the placeholder text "Alumni Class", and "Date Leave" with a calendar icon on the right. A "Back to List" button is highlighted with an orange circle. At the bottom right, there is a green button labeled "Online" with a red notification bubble containing the number "1".

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)

entries

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".

Wizard

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

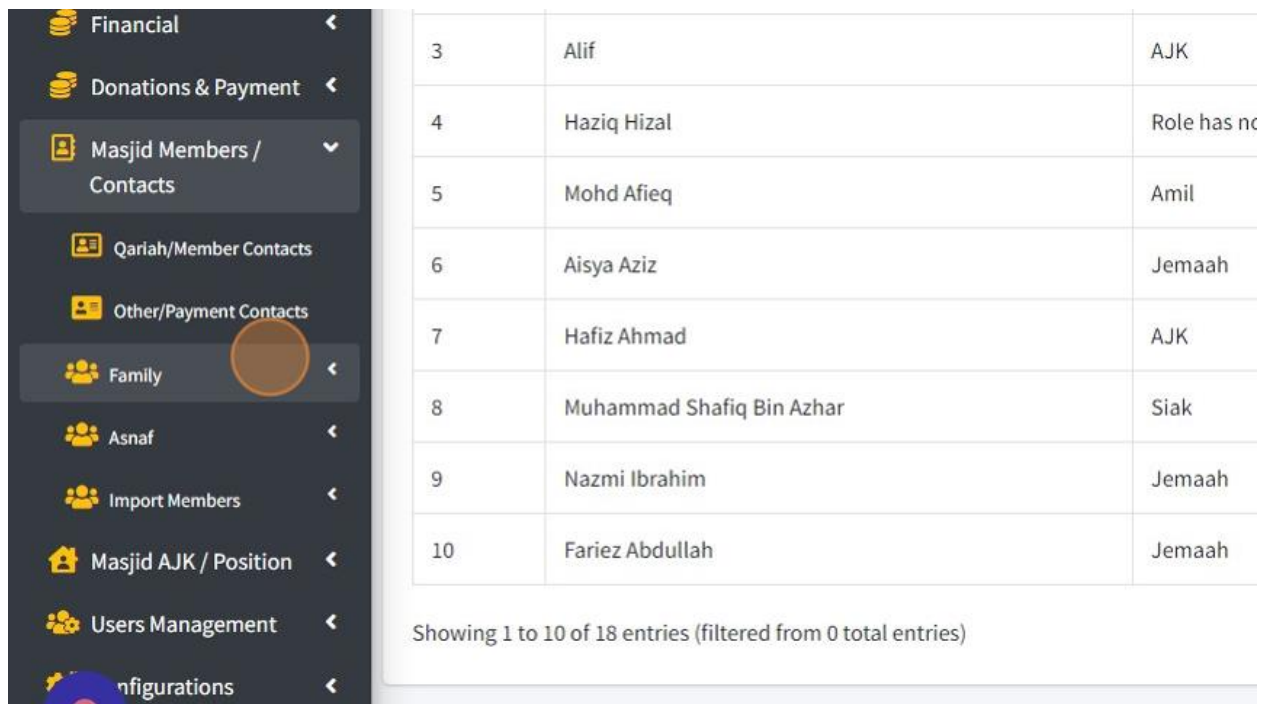
Masjid AJK / Position

Users Management

Configurations

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

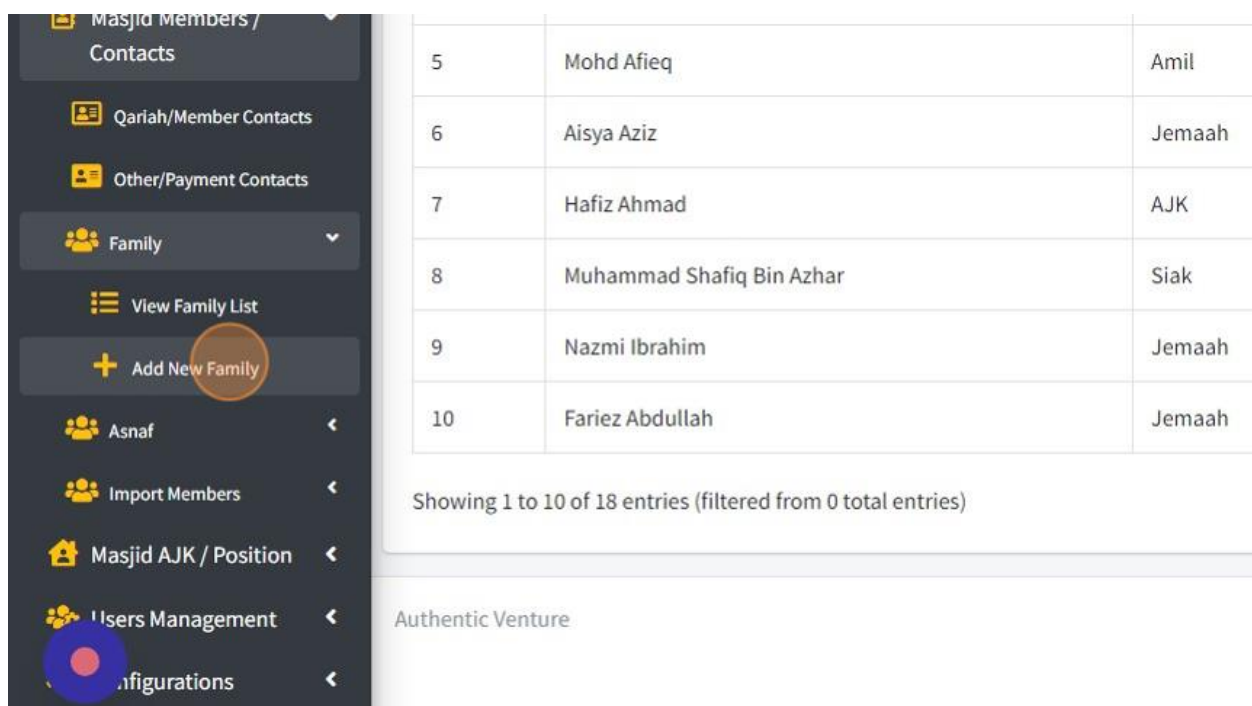
20. Then click "Family".



3	Alif	AJK
4	Haziq Hizal	Role has no
5	Mohd Afieq	Amil
6	Aisya Aziz	Jemaah
7	Hafiz Ahmad	AJK
8	Muhammad Shafiq Bin Azhar	Siak
9	Nazmi Ibrahim	Jemaah
10	Fariez Abdullah	Jemaah

Showing 1 to 10 of 18 entries (filtered from 0 total entries)

21. Click "Add New Family"

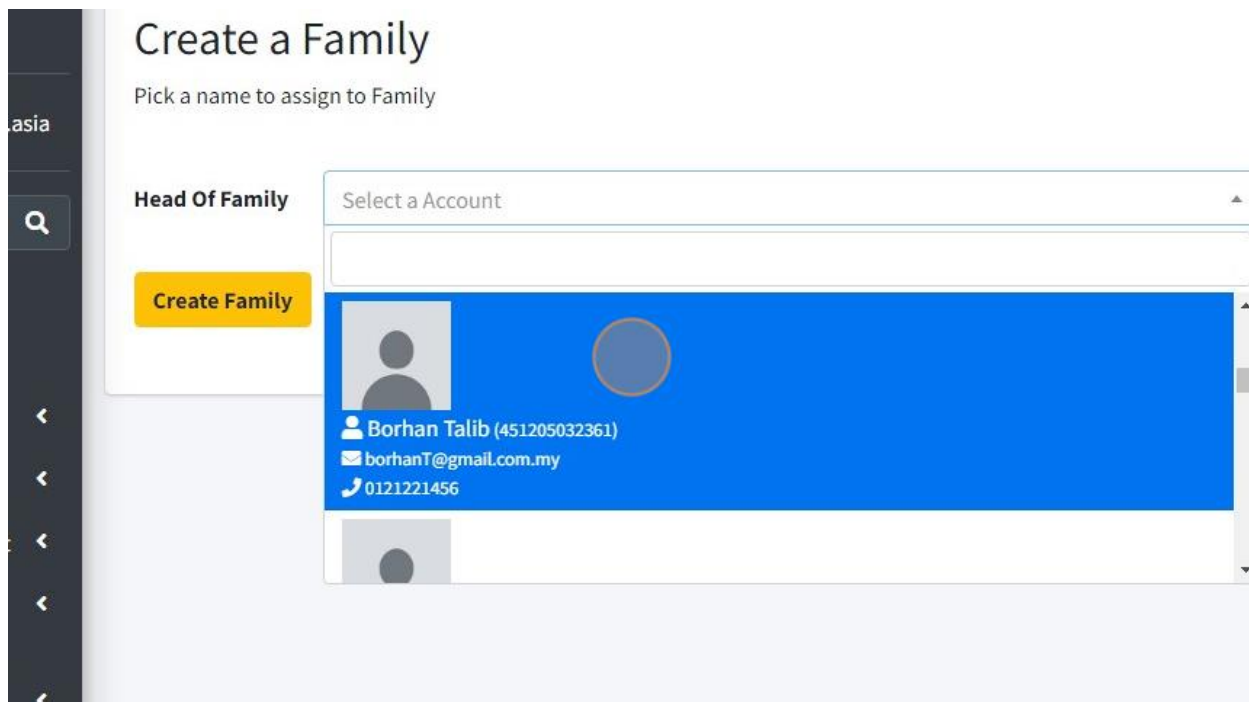


5	Mohd Afieq	Amil
6	Aisya Aziz	Jemaah
7	Hafiz Ahmad	AJK
8	Muhammad Shafiq Bin Azhar	Siak
9	Nazmi Ibrahim	Jemaah
10	Fariez Abdullah	Jemaah

Showing 1 to 10 of 18 entries (filtered from 0 total entries)

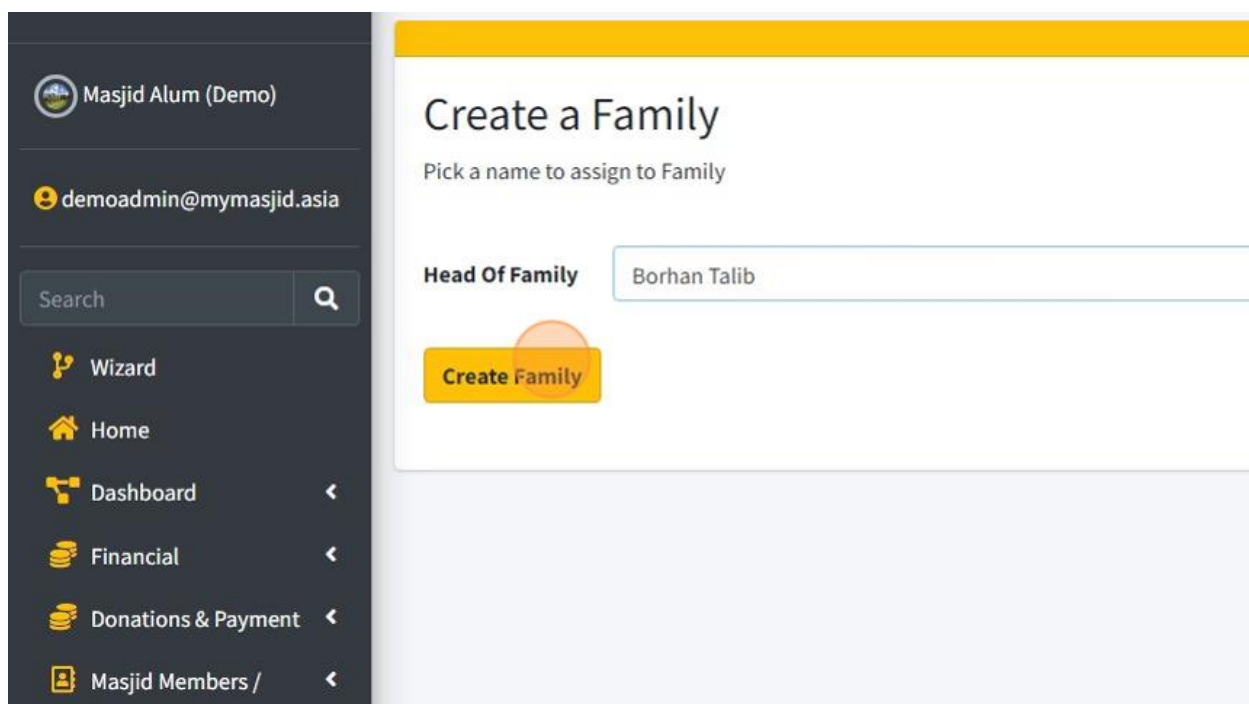
Authentic Venture

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).



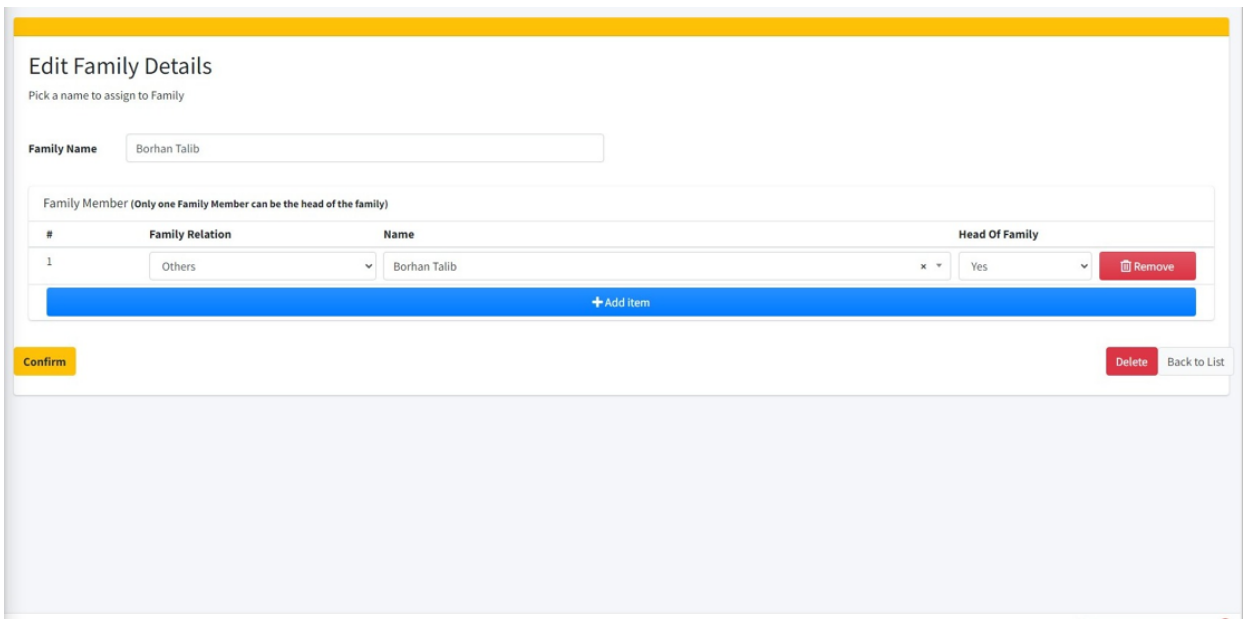
The screenshot shows a web interface for creating a family. On the left is a dark sidebar with a search icon and several back arrows. The main content area has a header 'Create a Family' and a subtitle 'Pick a name to assign to Family'. Below this is a 'Head Of Family' section. A dropdown menu is open, showing a list of accounts. The first account is highlighted in blue and contains the following information: a person icon, the name 'Borhan Talib (451205032361)', an email address 'borhanT@gmail.com.my', and a phone number '01212221456'. A yellow 'Create Family' button is visible to the left of the dropdown.

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



This screenshot shows the same 'Create a Family' form, but the dropdown menu is now closed. The 'Head Of Family' text input field now contains the name 'Borhan Talib'. The yellow 'Create Family' button is still present and is highlighted with a red circle. The sidebar on the left is more detailed, showing the 'Masjid Alum (Demo)' logo, the user email 'demoadmin@mymasjid.asia', a search bar, and a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, and Masjid Members /.

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



Edit Family Details
Pick a name to assign to Family

Family Name: Borhan Talib

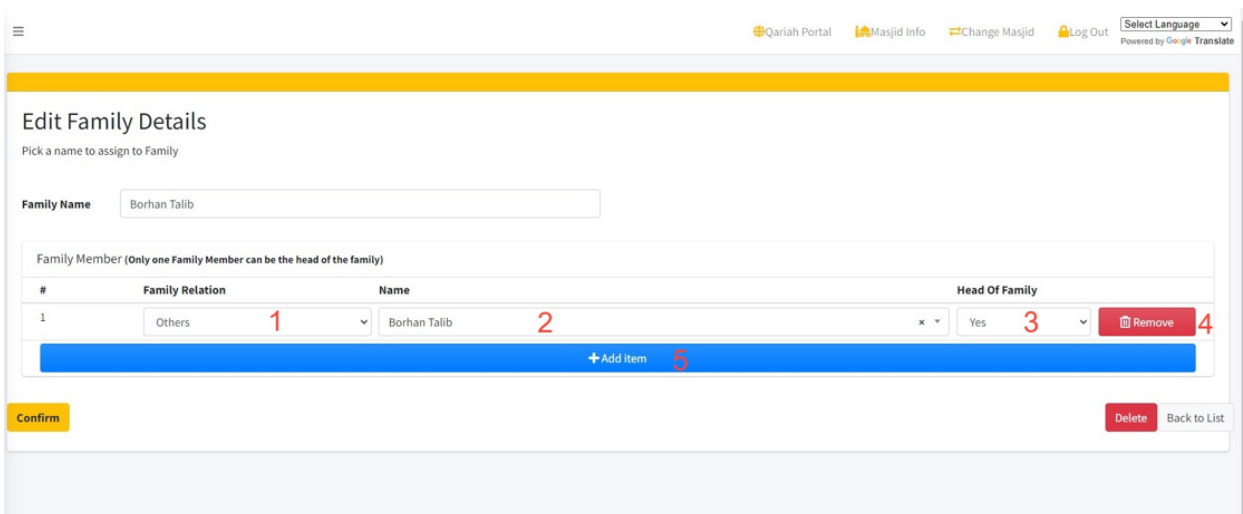
Family Member (Only one Family Member can be the head of the family)

#	Family Relation	Name	Head Of Family
1	Others	Borhan Talib	Yes

+ Add Item

Confirm Delete Back to List

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.



Edit Family Details
Pick a name to assign to Family

Family Name: Borhan Talib

Family Member (Only one Family Member can be the head of the family)

#	Family Relation	Name	Head Of Family
1	Others	Borhan Talib	Yes

+ Add Item

Confirm Delete Back to List

26. Click "Confirm" to save the information.

Home

Dashboard

Financial

Donations & Payment

Masjid Members / Contacts

Masjid AJK / Position

Users Management

Configurations

Family Member (Only one Family Member can be the head of the family)

#	Family Relation	Name
1	Father	Borhan Talib

Confirm

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

Head Of Family

Yes

Remove

Add item

Delete

Back to List

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

Head Of Family

×

▼

Yes

▼

🗑️

Remove

Add item

29. Here is the page of Family Members.

Edit Family Members

Family

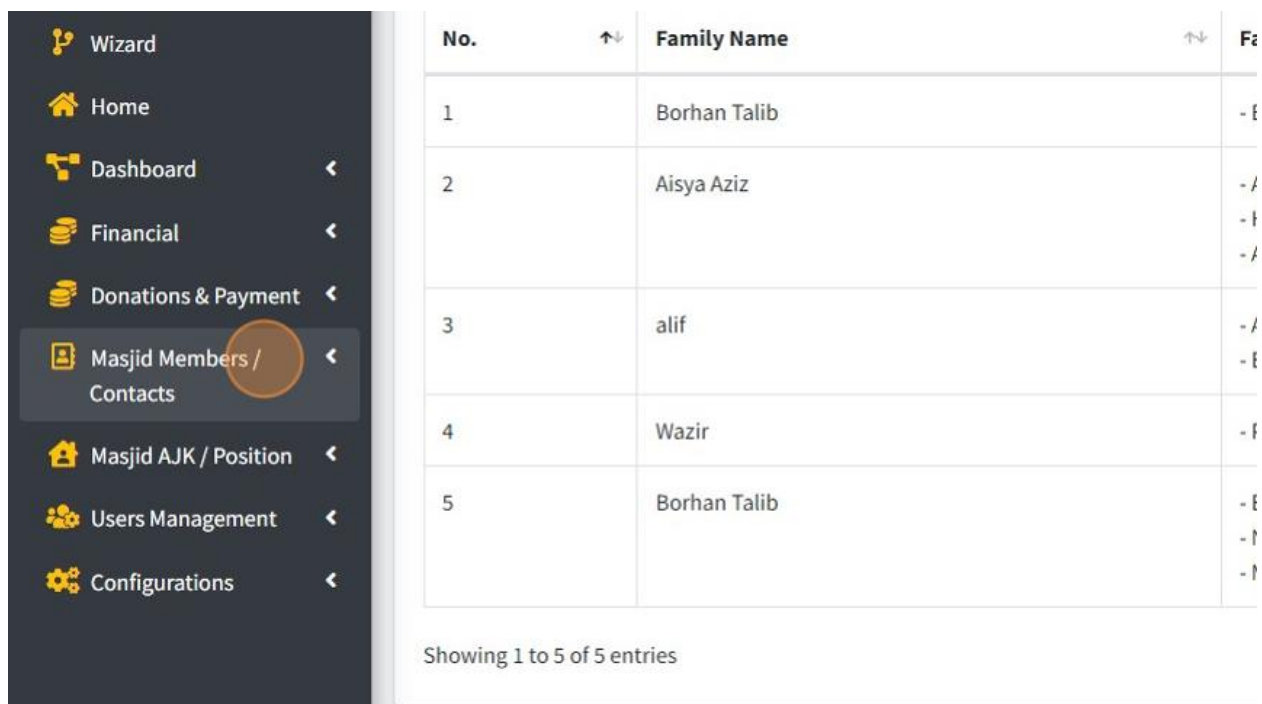
Note: This is a list of Families [+ Add New](#)

Show entries Search:

No.	Family Name	Family Members	Action
1	Borhan Talib	- Borhan Talib	✎ Edit Family
2	Aisya Aziz	- Aisya Aziz - Hafiz Ahmad - Alif	✎ Edit Family
3	alif	- Aisya Aziz - Borhan Talib	✎ Edit Family
4	Wazir	- Papua	✎ Edit Family
5	Borhan Talib	- Borhan Talib - Nazmi Ibrahim - Muhammad Shafiq Bin Azhar	✎ Edit Family

Showing 1 to 5 of 5 entries Previous **1** Next

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

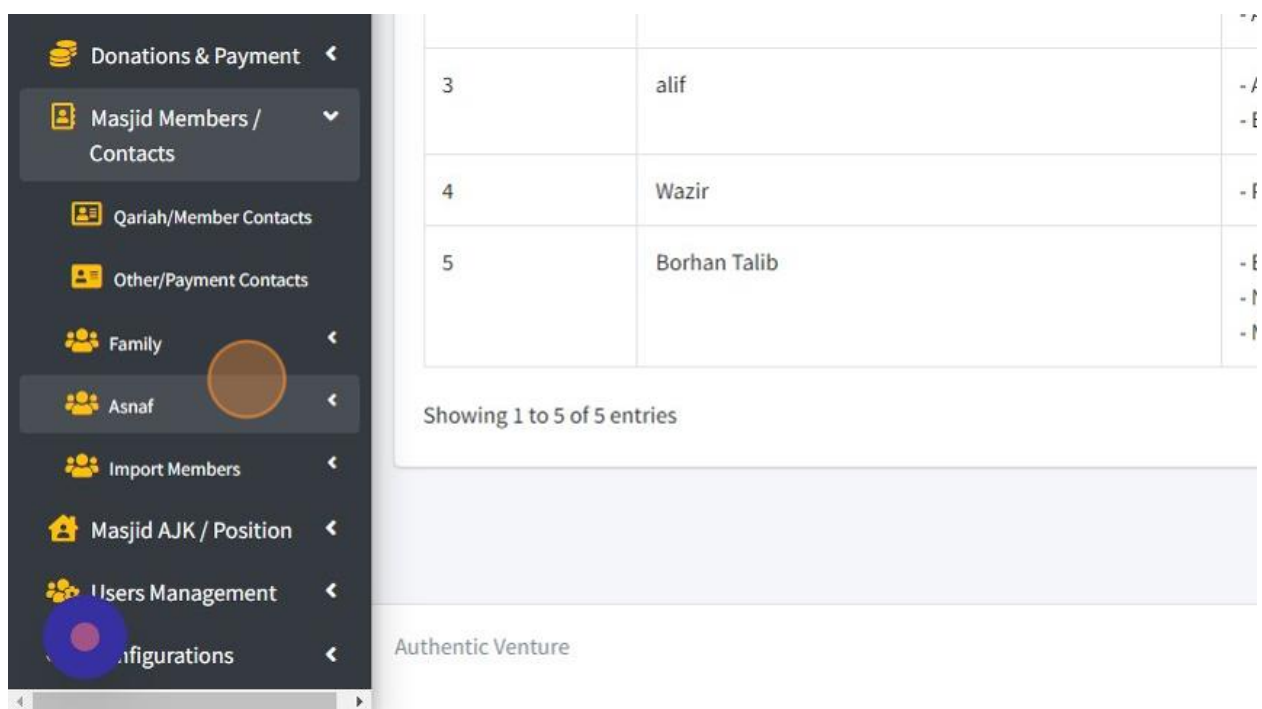


The sidebar on the left contains the following menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts (highlighted with a red circle), Masjid AJK / Position, Users Management, and Configurations. The main content area shows a table with the following data:

No.	Family Name	Fa
1	Borhan Talib	- E
2	Aisya Aziz	- / - f - /
3	alif	- / - E
4	Wazir	- f
5	Borhan Talib	- E - f - f

Showing 1 to 5 of 5 entries

31. Then click "Asnaf".



The sidebar on the left contains the following menu items: Donations & Payment, Masjid Members / Contacts (expanded), Qariah/Member Contacts, Other/Payment Contacts, Family, Asnaf (highlighted with a red circle), Import Members, Masjid AJK / Position, Users Management, and Configurations. The main content area shows a table with the following data:

3	alif	- / - E
4	Wazir	- f
5	Borhan Talib	- E - f - f

Showing 1 to 5 of 5 entries

Authentic Venture

32. Click "Add New Asnaf"

Contacts

Qariah/Member Contacts

Other/Payment Contacts

Family

Asnaf

View Asnaf List

Add New Asnaf

Import Members

Masjid AJK / Position

Users Management

Configurations

4	Wazir	- f
5	Borhan Talib	- f - f - f

Showing 1 to 5 of 5 entries

Authentic Venture

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

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

Create Asnaf Member Details

Asnaf Member

Select a Account

Asnaf Category

Amil

Asnaf Difficulties

Asnaf Difficulties

Help Required

Help Required

Save

Back to List

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

The screenshot shows a web application interface for managing Asnaf members. On the left is a dark sidebar with the user email 'demoadmin@mymasjid.asia' at the top. Below it is a search bar and a list of menu items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, and Users Management. The main content area has a light blue background. It contains two form fields: 'Asnaf Member' with a dropdown menu showing 'Select a Account', and 'Asnaf Difficulties' with a text input field containing 'Asnaf Difficulties'. A yellow 'Save' button is positioned below the 'Asnaf Member' field.

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

This screenshot shows a form with two sections. The first section, 'Asnaf Category', features a dropdown menu currently set to 'Amil'. The second section, 'Help Required', has a text input field with 'Help Required' entered. A 'Back to List' button is located at the bottom right of the form area.

36. Here is page List of Asnaf.

Filter

Asnaf Members

Note: This is a list of Organization Asnaf Member

+ Add New

Show 10 entries

Search:

No.	Name	Asnaf Category	Role	Difficulties	Help Needed	Actions
1	Alif	Miskin	AJK			Edit Asnaf Details
2	Latifah Koya	Miskin	Jemaah			Edit Asnaf Details
3	Borhan Talib	Fisabilillah	Jemaah			Edit Asnaf Details
4	Mohd Afieq	Amil	Amil			Edit Asnaf Details
5	Fariez Abdullah	Muallaf	Jemaah			Edit Asnaf Details

Showing 1 to 5 of 5 entries

Previous 1 Next

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

First you can click "Masjid Members /Contacts".

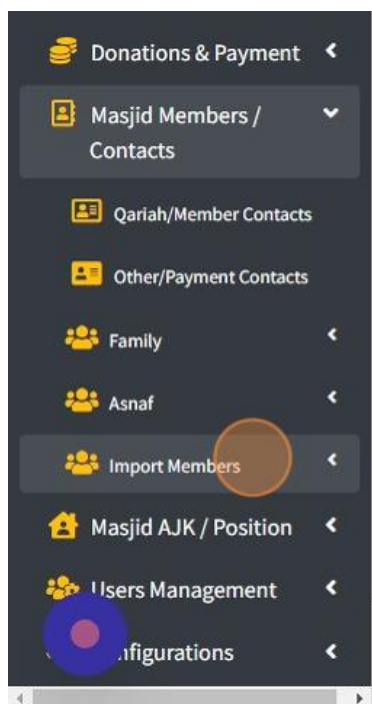
Wizard

- Home
- Dashboard
- Financial
- Donations & Payment
- Masjid Members / Contacts**
- Masjid AJK / Position
- Users Management
- Configurations

No.	Name	Asnaf Category
1	Alif	Miskin
2	Latifah Koya	Miskin
3	Borhan Talib	Fisabilillah
4	Mohd Afieq	Amil
5	Fariez Abdullah	Muallaf

Showing 1 to 5 of 5 entries

38. Then click "Import Members".



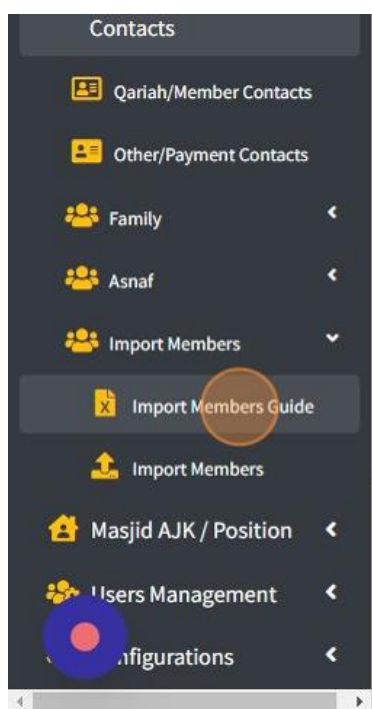
The screenshot shows a dark sidebar menu on the left with various options. The 'Import Members' option, represented by a group of people icon, is highlighted with a brown circle. To the right of the sidebar, a table displays member data. Below the table, the text 'Showing 1 to 5 of 5 entries' is visible. At the bottom of the page, the text 'Authentic Venture' is present.

3	Bornan Ialib	Fisabilillah
4	Mohd Afieq	Amil
5	Fariez Abdullah	Muallaf

Showing 1 to 5 of 5 entries

Authentic Venture

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



The screenshot shows the same sidebar menu as in the previous image, but now the 'Import Members Guide' option, represented by a document icon, is highlighted with a brown circle. The table on the right still shows the same member data, and the text 'Showing 1 to 5 of 5 entries' and 'Authentic Venture' are also present.

5	Fariez Abdullah	Muallaf
---	-----------------	---------

Showing 1 to 5 of 5 entries

Authentic Venture

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

Guidance for Members Import

Add Members Form

- You can download template for MyMasjid Import form by clicking this [Link](#)
- Below is the example of excel format

For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddress section are **compulsory**.

For other columns other than mention above are not compulsory (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,

For Column **AsnafCategory** please insert this number inside the cell.

- NA = 0,
- Fakir = 2,
- Miskin = 4,
- Aamil = 8,
- Muallaf = 16,
- Riqab = 32,
- Fisabilillah = 64,
- Gharimin = 128,
- IbnuSabil = 256

For Column **IncomeGroup** please insert this number inside the cell.

- NA = 0,
- B40 = 2,
- B40-Asnaf = 4,
- M40 = 8,
- T20 = 16,

41. Click "Link" to download Excel file.

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

for Members Import

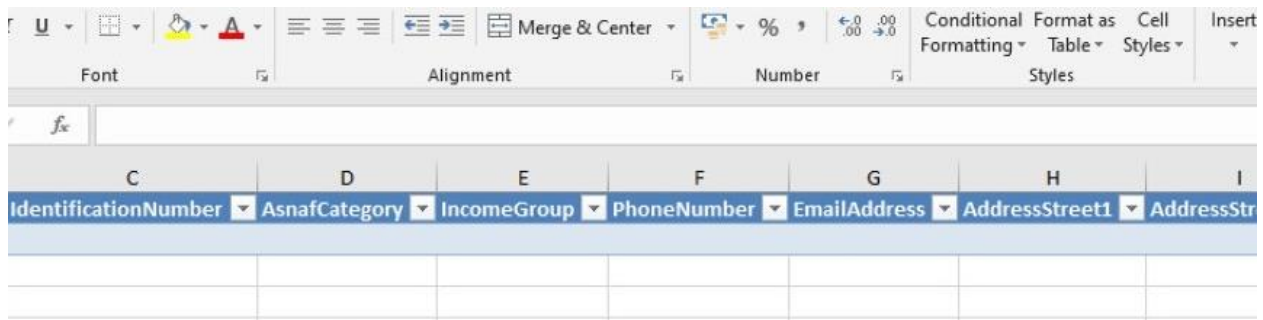
Members Form

You can download template for MyMasjid Import form by clicking this [Link](#)
Below is the example of excel format

Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddress section are **compulsory**.

For other columns other than mention above are not compulsory (Optional).

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).

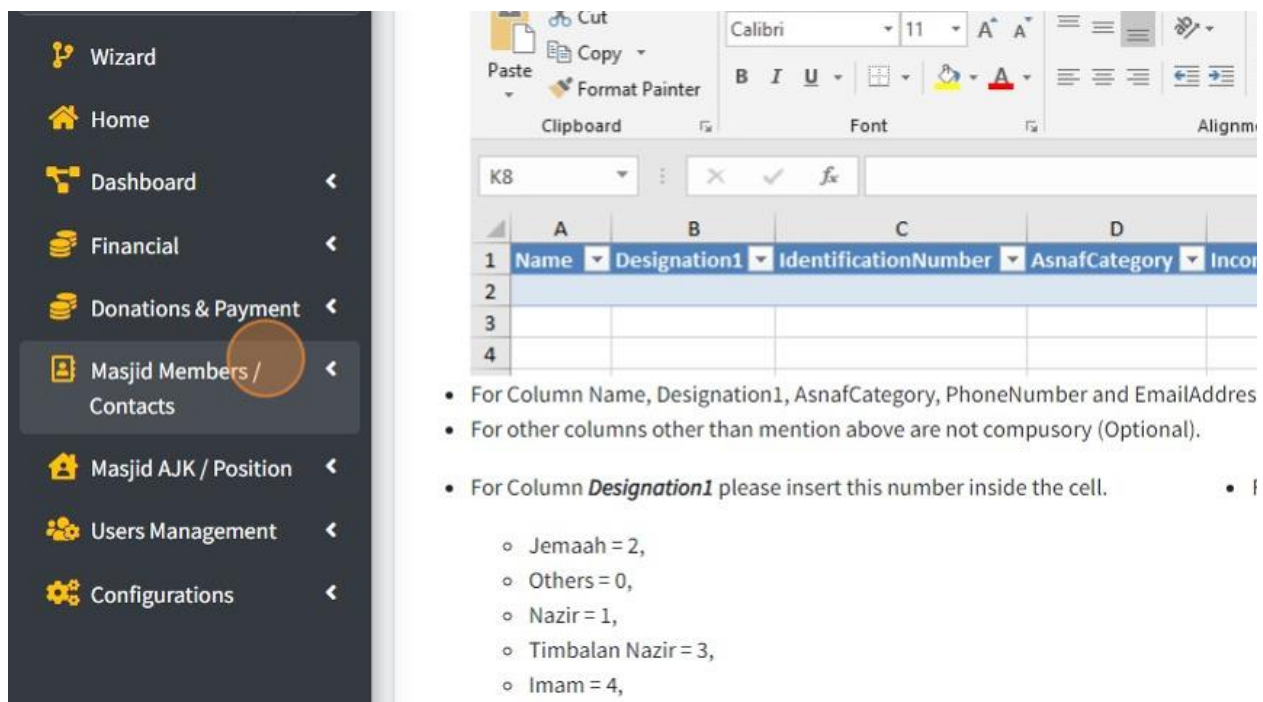
insert this number inside the cell.

- For Column **AsnafCategory** please insert this number inside the cell.

- NA = 0,
- Fakir = 2,
- Miskin = 4,
- Amil = 8,
- Muallaf = 16,
- Riqab = 32,
- Bina Bina = 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".

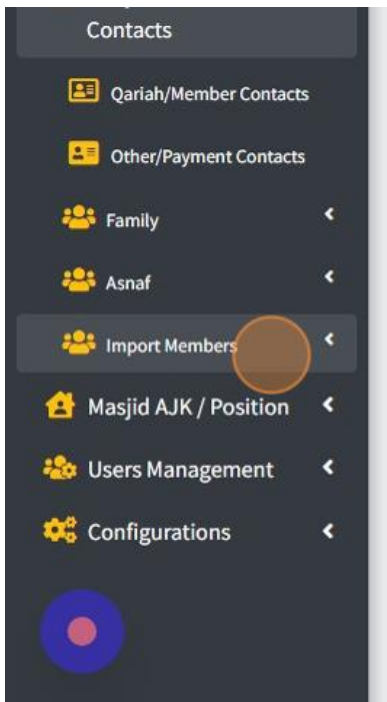


- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddresses
- For other columns other than mention above are not compusory (Optional).

- For Column **Designation1** please insert this number inside the cell.

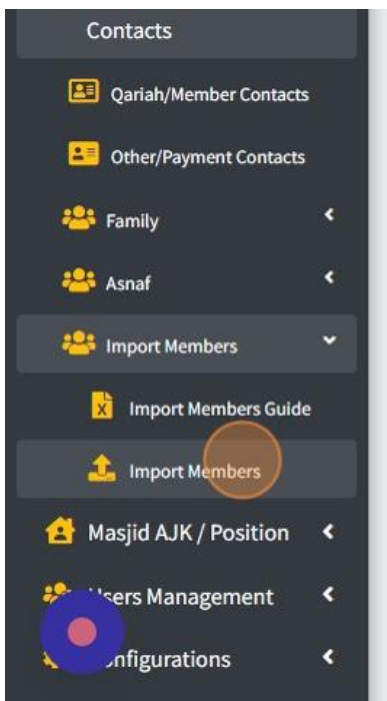
- Jemaah = 2,
- Others = 0,
- Nazir = 1,
- Timbalan Nazir = 3,
- Imam = 4,

44. Then click "Import Members".



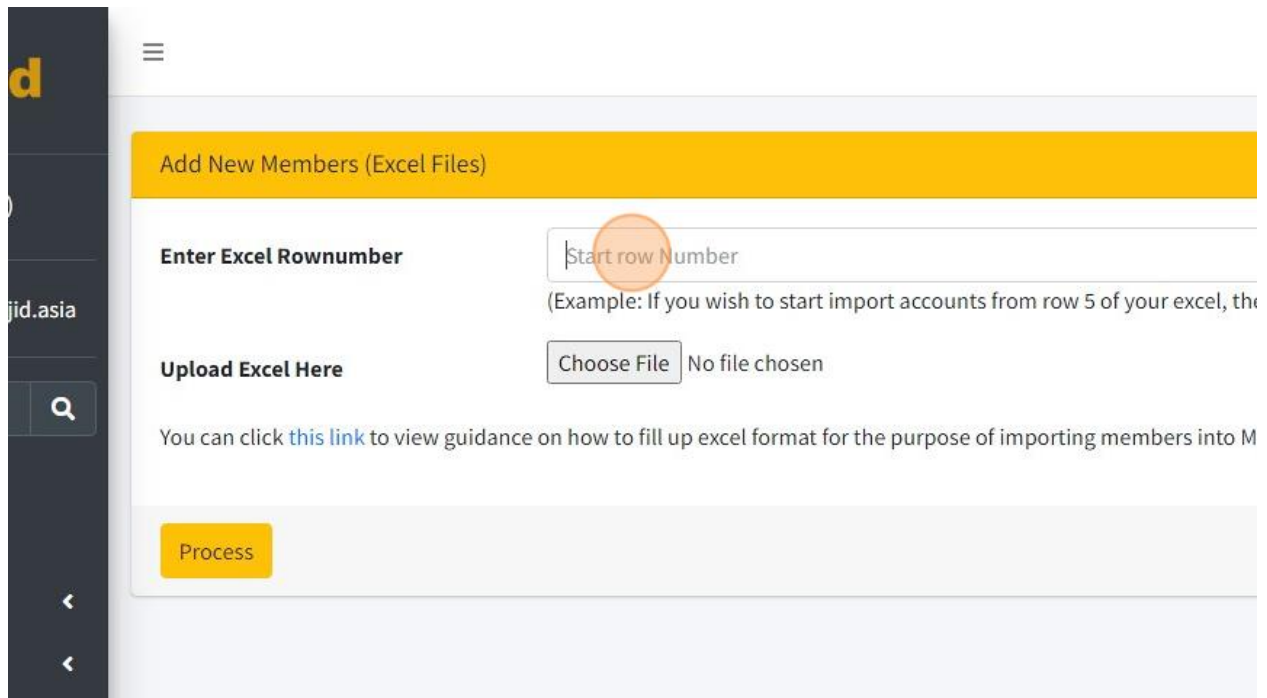
- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddres
- For other columns other than mention above are not compusory (Optional).
- For Column **Designation1** please insert this number inside the cell.
 - Jemaah = 2,
 - Others = 0,
 - Nazir = 1,
 - Timbalan Nazir = 3,
 - Imam =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



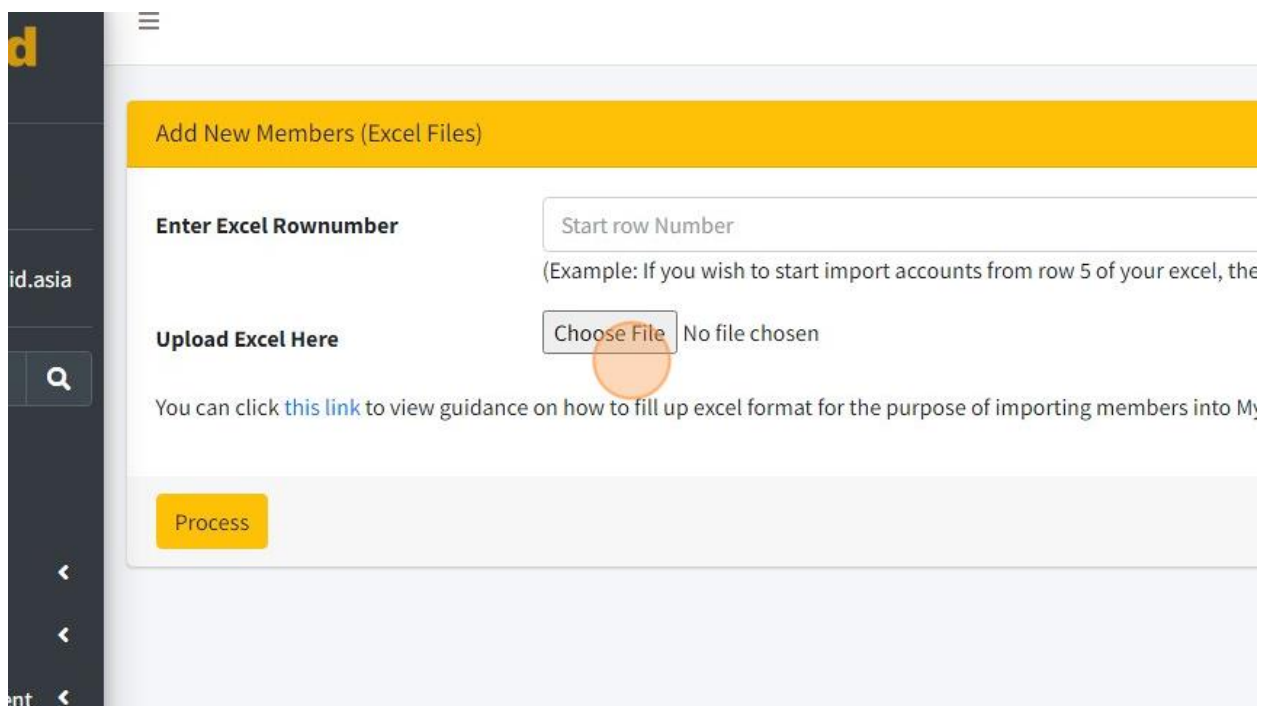
- For Column Name, Designation1, AsnafCategory, PhoneNumber and EmailAddres
- For other columns other than mention above are not compusory (Optional).
- For Column **Designation1** please insert this number inside the cell.
 - Jemaah = 2,
 - Others = 0,
 - Nazir = 1,
 - Timbalan Nazir = 3,
 - Imam =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



The screenshot shows a web interface for adding new members via Excel files. A yellow header bar contains the text "Add New Members (Excel Files)". Below this, there is a section titled "Enter Excel Rownumber" with a text input field containing "Start row Number". An orange circle highlights this input field. Below the input field is a note: "(Example: If you wish to start import accounts from row 5 of your excel, the". Further down, there is a section titled "Upload Excel Here" with a "Choose File" button and the text "No file chosen". Below this is a link: "You can click [this link](#) to view guidance on how to fill up excel format for the purpose of importing members into M". At the bottom of the form is a yellow "Process" button.

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



This screenshot is identical to the one above, showing the "Add New Members (Excel Files)" form. However, in this image, an orange circle highlights the "Choose File" button in the "Upload Excel Here" section, indicating the next step in the process.

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

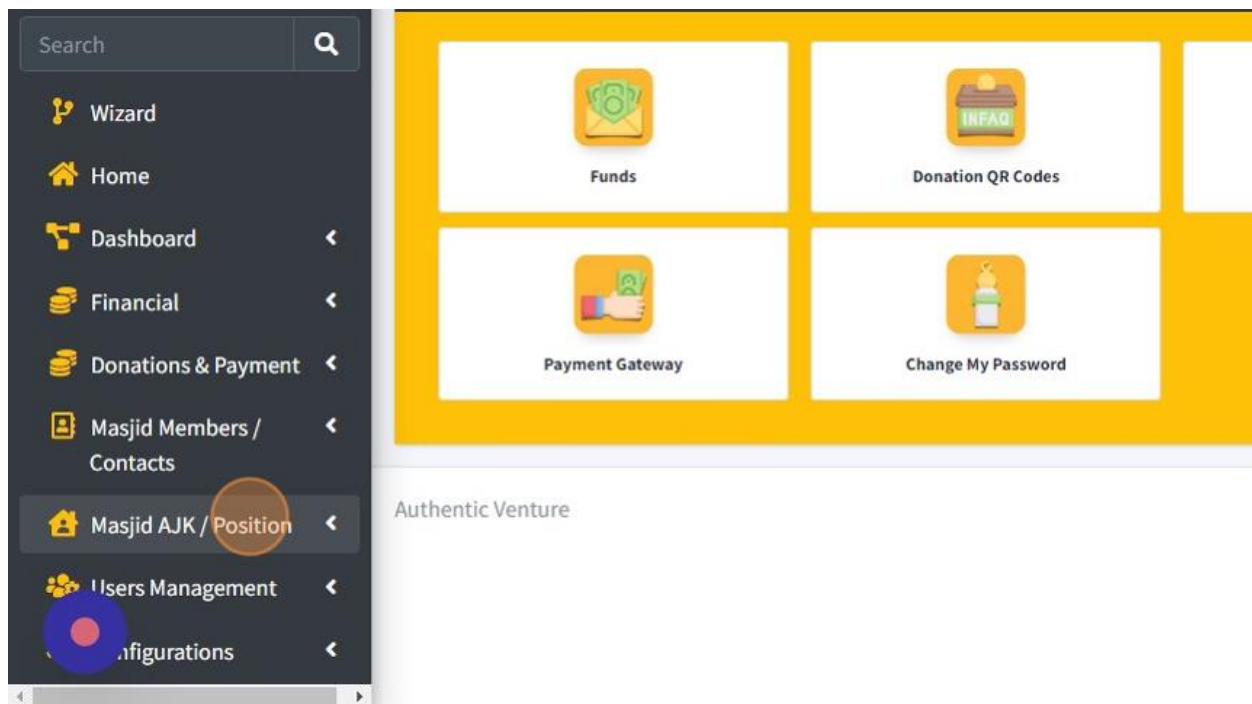
The screenshot shows a web application interface. On the left is a dark sidebar with a user profile 'demoadmin@mymasjid.asia' and a search bar. Below the search bar are navigation links: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, and Masjid AJK / Position. The main content area has a light blue background. At the top, there's a section titled 'Enter Excel Rownumber' with a text input field labeled 'Start row Number' and a note '(Example: If you wish to start import accounts)'. Below this is an 'Upload Excel Here' section with a 'Choose File' button and the text 'No file chosen'. A note below the upload section says 'You can click [this link](#) to view guidance on how to fill up excel format for the purpose of'. At the bottom of the main content area, there's a yellow button labeled 'Process' which is highlighted with a red circle.

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

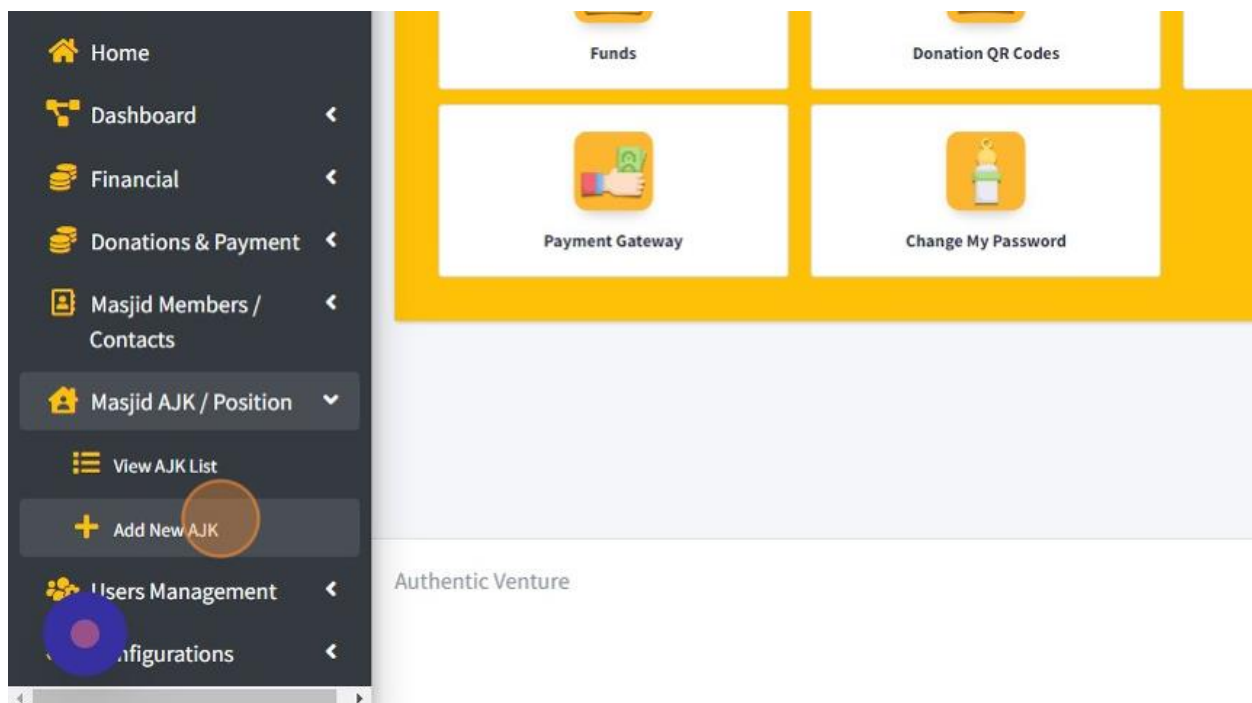
2.7 HOW TO ADD AJK OR POSITION IN YOUR ORGANIZATION

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.

Qariah Portal Masjid Info Change Masjid Log Out Select Language
Powered by Google Translate

Create New Committee / Position

Pick member to assign ajk details

Member **Active**
[Add New Member*](#)

Date Start **Date End**

Position **Ranking**
*Number 1 is the highest

[Create Committee](#)

Hai, boleh saya bantu?
Customer Support just now
[Back to List](#)
Online 1

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

Masjid Ajk (Demo)

demoadmin@mymasjid.asia

Search

- Wizard
- Home
- Dashboard
- Financial
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position

Create New Committee / Position

Pick member to assign ajk details

Member **Active**
[Add New Member*](#)

Date Start **Date End**

Position **Ranking**
*Number 1 is the highest

[Create Committee](#)

<input type="text" value="Count"/>	Active	<input type="text" value="Active"/>
<input type="text"/>	Date End	<input type="text"/>
<input type="text"/>	Ranking	<input type="text" value="10"/>

*Number 1 is the highest ranking for Committee.

[Back to List](#)

Powered by Google Translate

Filter +

AJK / Position

Note: This is a list of member AJK Positions + Add New

Show entries Search:

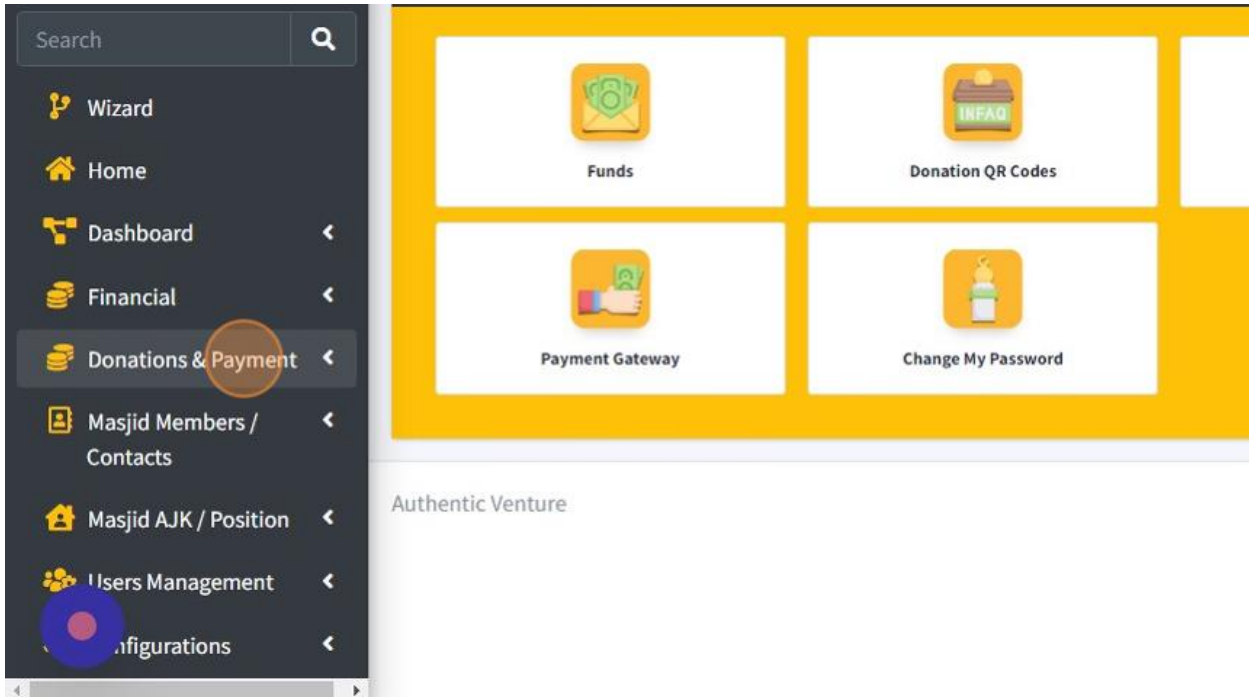
No. ↑↓	Name ↑↓	AJK Position ↑↓	Date Start ↑↓	Date End ↑↓	Active ↑↓	Action ↑↓
1	Hazwan Hamzah	Pengerusi	1/1/2023 4:40:00 PM	-	Active	Edit
2	Borhan Talib	Naib Pengerusi	1/1/2023 4:41:00 AM	-	Active	Edit
3	Alif	Bendahari	1/1/2023 12:00:00 PM	-	Active	Edit
4	Haziq Hizal	Setiausaha	1/1/2023 4:41:00 PM	-	Active	Edit
5	Mohd Afieq	AJK Kebajikan	1/1/2023 4:42:00 PM	-	Active	Edit

Online 1

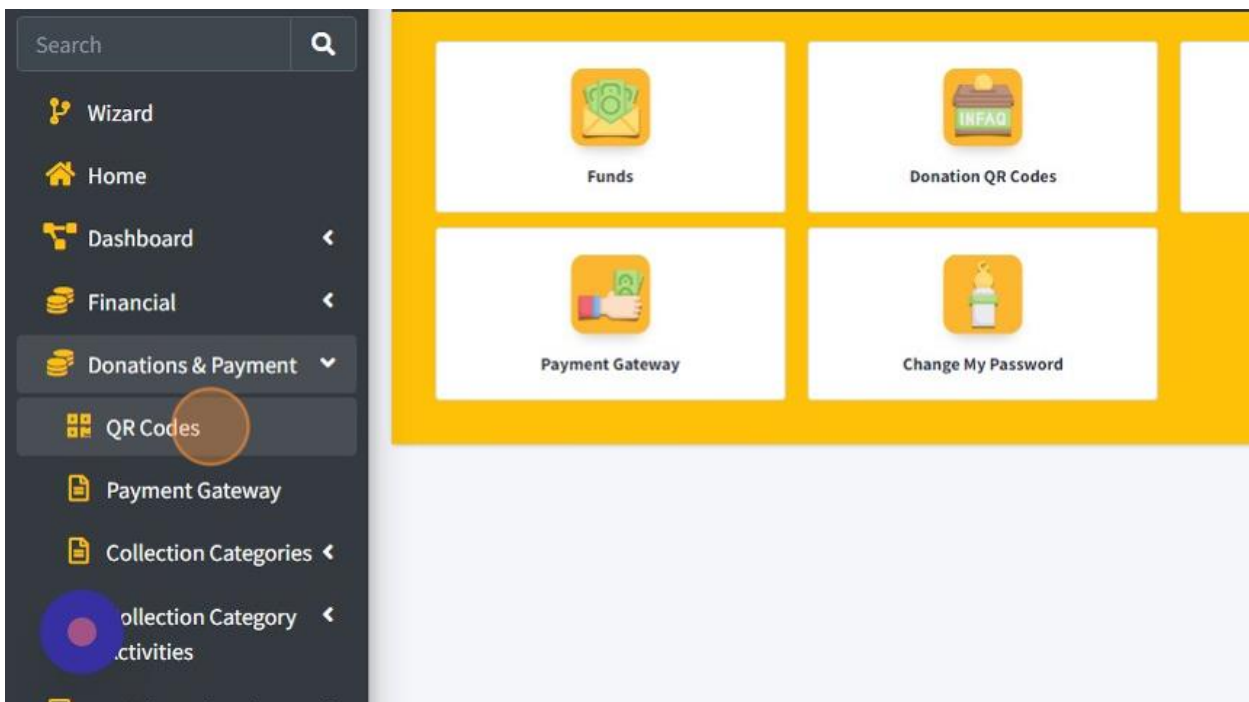
2.8 HOW TO GENERATE QR CODE FOR DONATION

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

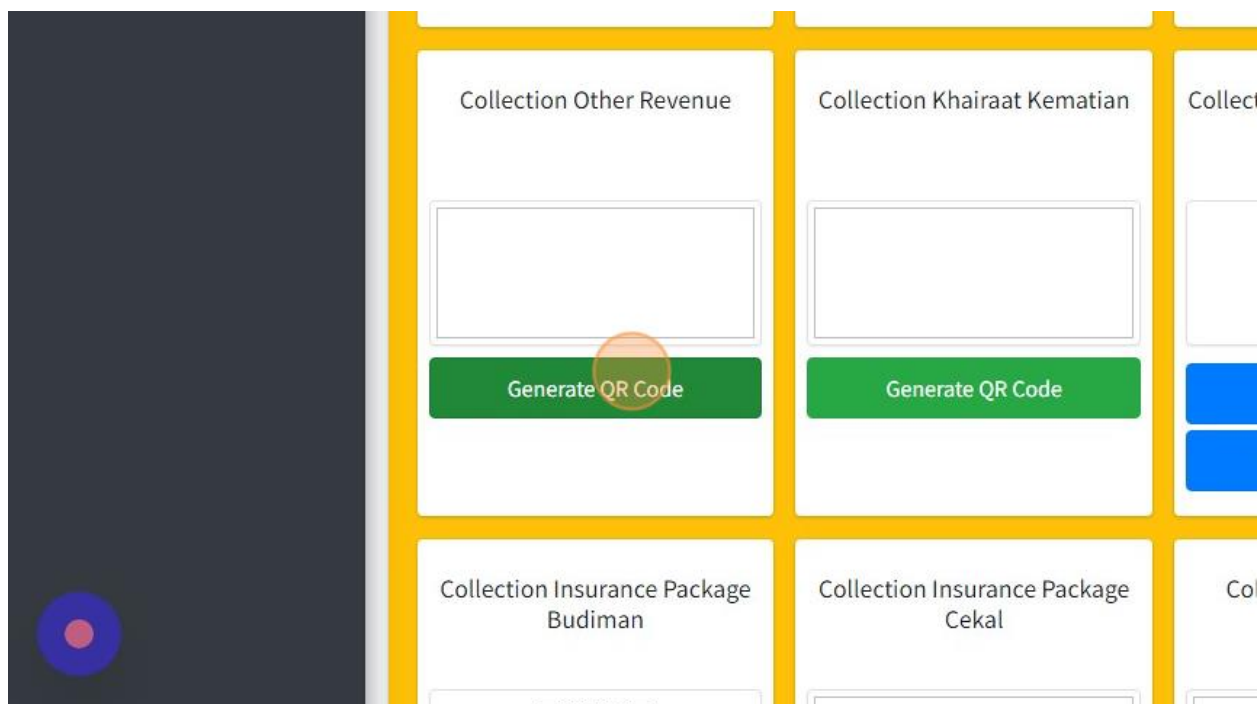
First, you can go to "Donations & Payment".



2. Then click "QR Codes".

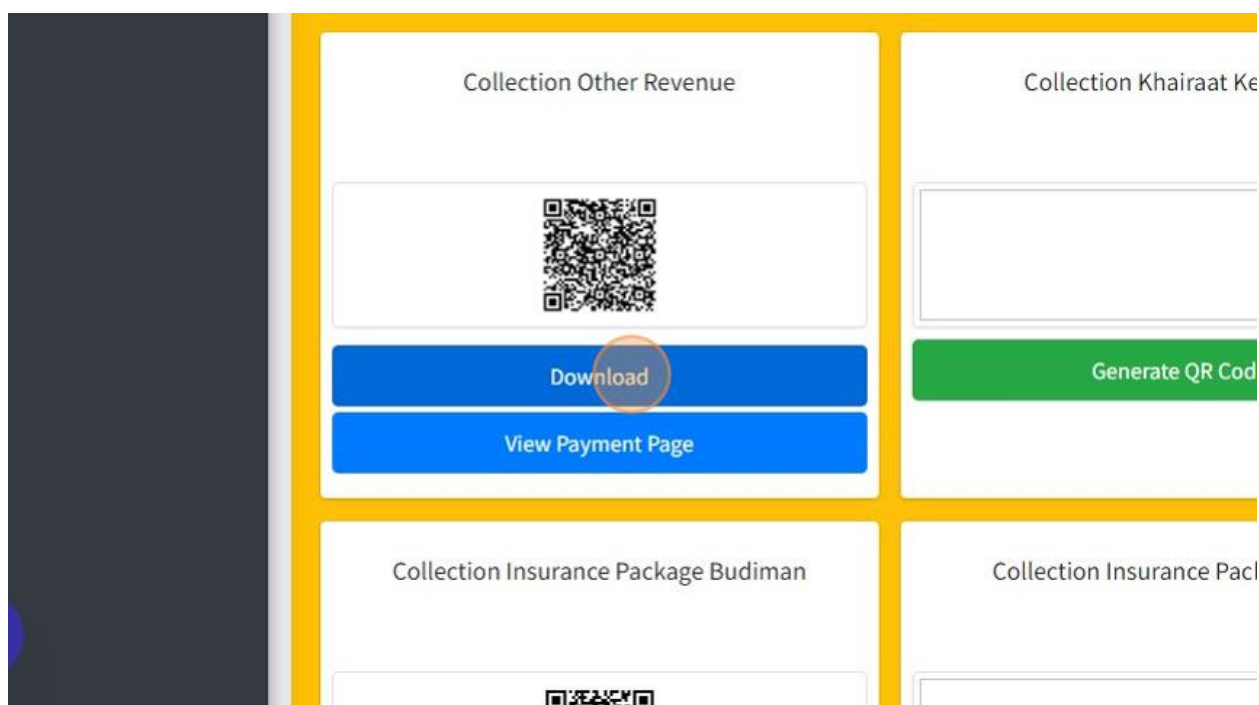


3. To generate QR code, you just can click button "Generate QR Code" for each Collection Category.



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.

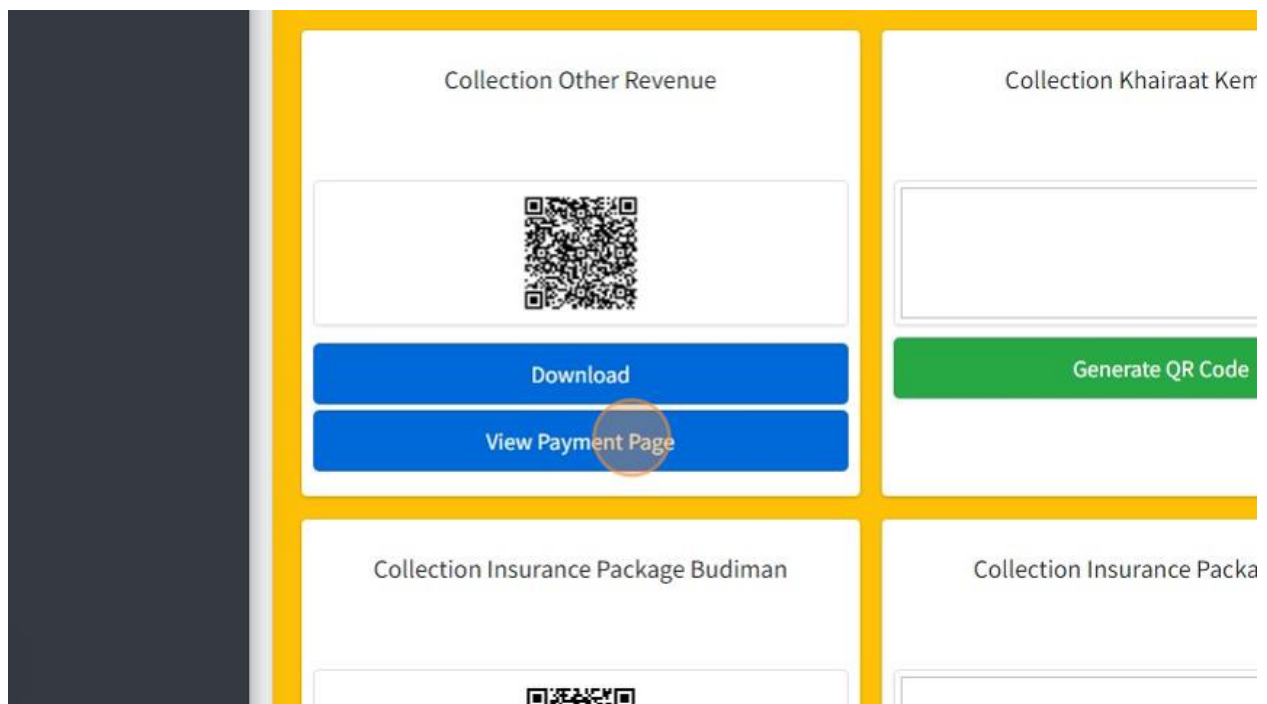
Then you can click "Download" to print out or share your QR code for this collection category.



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.

Let's Donate with MyMasjid!



[Share](#) [Tweet](#) [Email](#) [WhatsApp](#) [Telegram](#)



MASJID ALUM (DEMO)
B2 diamond complex , Bangi
43650 ,
Bangi, Selangor

*Country:

*Name:

*Email:




*Phone Number:

*Amount:

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

Qariah Portal Masjid Info Change Masjid Log Out Select Language
Powered by Google Translate

[+ Add Collection](#)

Collection Zakat Collection	Collection Ramadhan Collection	Collection Project Bantuan Kecemasan Family Ahmed
		
Download	Download	Download
View Payment Page	View Payment Page	View Payment Page

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

Add New Collection Category

Banner Picture

Choose File No file chosen

Category Name

Name

Description

Description

Category Type

NA

Video URL Description

Video URL

Fund

Select a Fund

Country

Select a Country

Start Date
(if applicable)

mm/dd/yyyy

Default Qurban Fund

No

Insurance Collection

No

Financial Goal (RM)

0

Status

Active

Show To
Public

Inactive

Terms and Conditions

Select a Terms and Conditions

Save

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

NA

Show To
Public

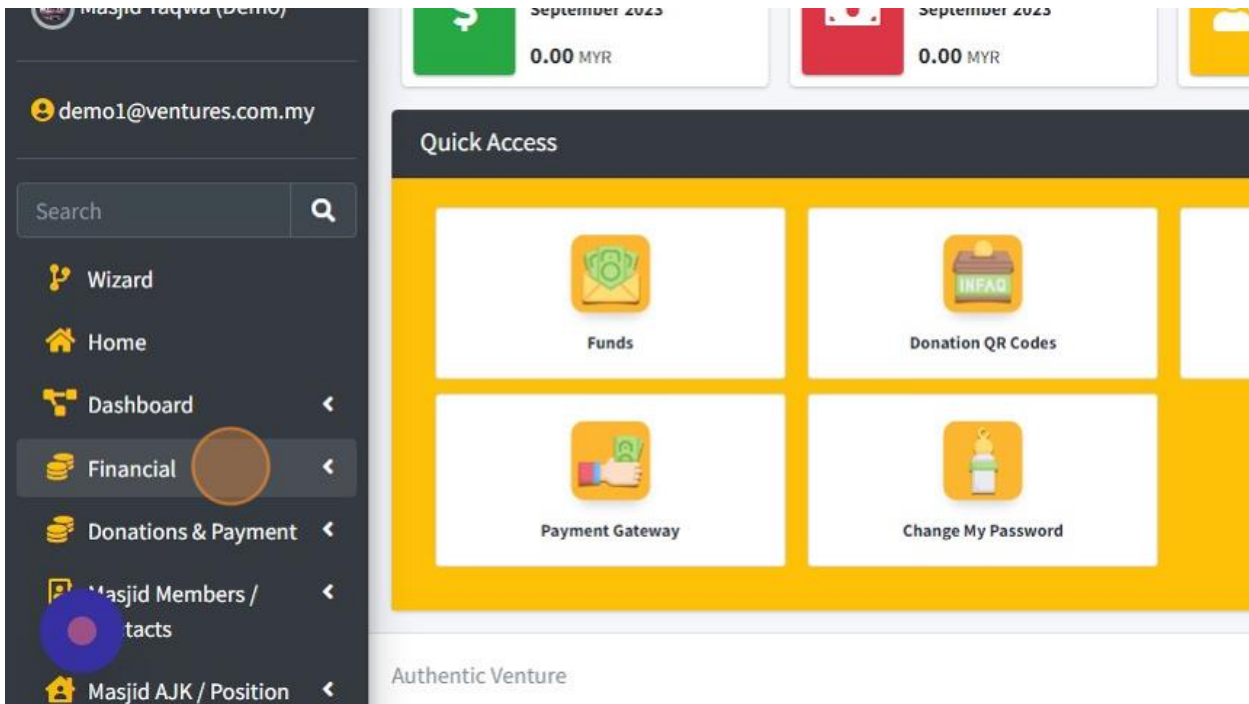
Inactive

Save

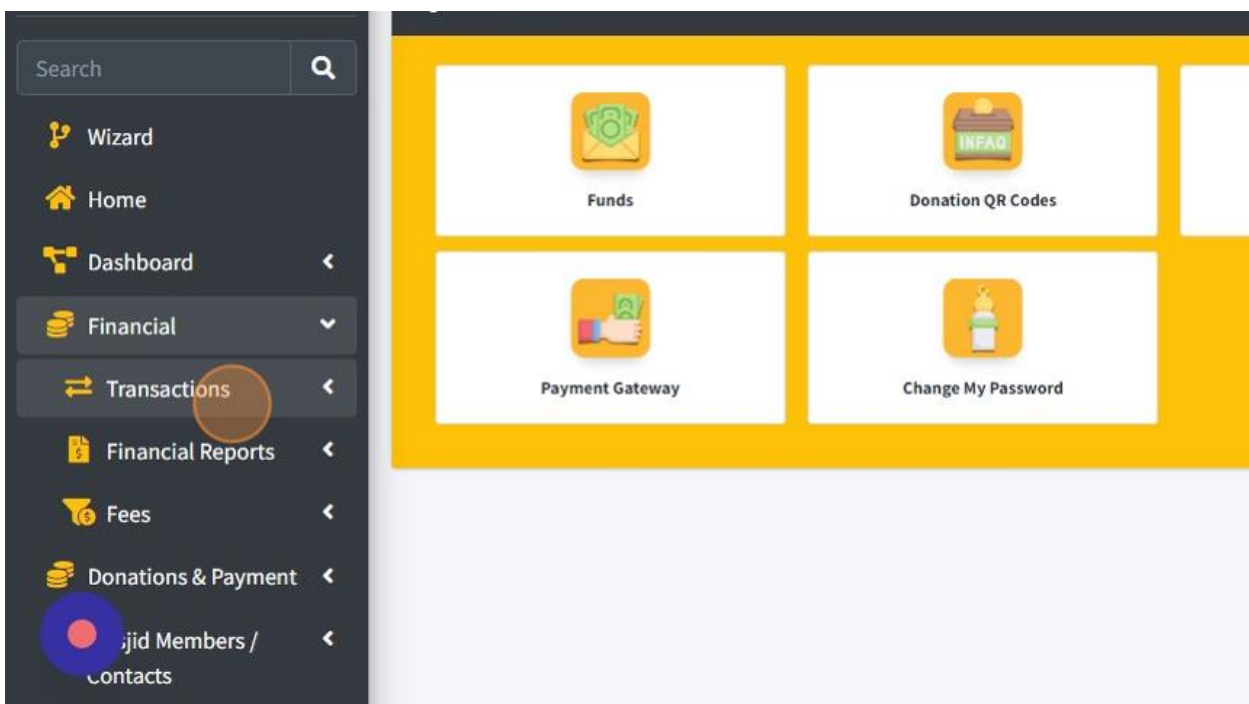
Online

2.9 MANAGE FINANCIAL TRANSACTION

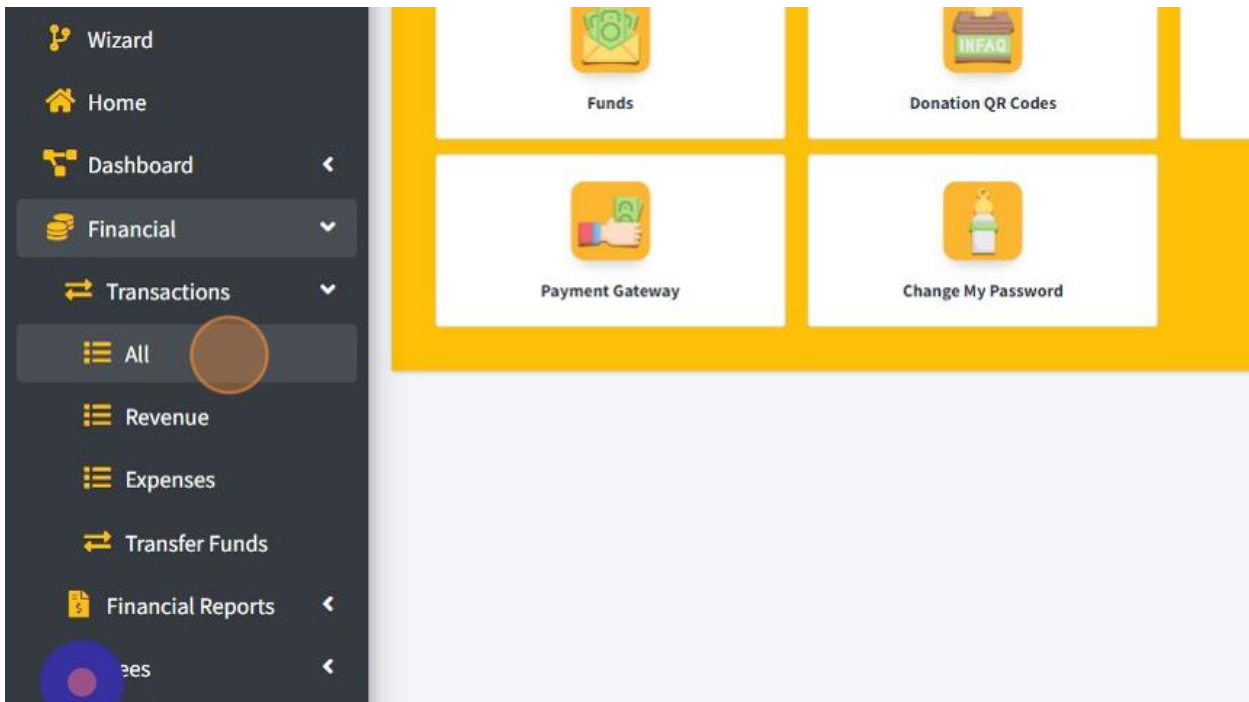
1. Next you can manage your transaction by click "Financial".



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.

Transactions

[+ Add Collection](#)
[+ Add Expense](#)

Show entries Search:

Date	Reference No.	Name	Amount	Category Name	Transaction Type	Status	Action
18 Apr 2023		Abu Ahmad	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023		Abu Ahmad	21.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023		Balqis (Public Donation)	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023	789875698769	SYABAS	2,999.00 MYR	General Funds	Expense	Successful Cancel Transaction	Edit
18 Apr 2023		Balqis (Public Donation)	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Aisya Aziz	100.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Asyraf (Public Donation)	6.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023	7578694457	Nurin	1,000.00 MYR	Derma Anak2 Yatim	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Asyraf (Public Donation)	101.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
16 Apr 2023	RFC1234	Azam	150.00 MYR	General Funds	Collection	Successful	

Online 1

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

First go to "Financial".

demo1@ventures.com.my

Search

- Wizard
- Home
- Dashboard
- Financial**
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position
- Users Management

mm/dd/yyyy

Transaction Type

Not Available

Transactions

Show 10 entries

Date	Reference No.	Name
18 Apr 2023		Abu Ahmad

6. Then click "Transactions".

Search

- Wizard
- Home
- Dashboard
- Financial
- Transactions**
- Financial Reports
- Fees
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position

Transaction Type

Not Available

Transactions

Show 10 entries

Date	Reference No.	Name
18 Apr 2023		Abu Ahmad

7. And then click "Revenue".

Home

Dashboard

Financial

Transactions

All

Revenue

Expenses

Transfer Funds

Financial Reports

Fees

Donations & Payment

Transactions

Show 10 entries

Date	Reference No.	Name
18 Apr 2023		Abu Ahmad
18 Apr 2023		Abu Ahmad
18 Apr 2023		Balais (Public Donation)

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

+ Add Collection

+ Add Expense

Search:

Category Name	Transaction Type	Status	Action
General Funds	Collection	Successful Cancel Transaction	Edit
General Funds	Collection	Successful Cancel Transaction	Edit
General Funds	Collection	Successful Cancel Transaction	Edit

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

MyMasjid

Masjid Taqwa (Demo)

demo1@ventures.com.my

Search

Wizard

Home

Dashboard

Financial

Add New Collection Transaction

☒ Receive from member

☐ Receive from other

Receive From Member *
[Add New Member](#)

Select a Account

Collection Category*
[Add New Collection Categories](#)

Select a Category

Amount *

Transaction Date 09/21/2023 03:22:01 PM

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.

MyMasjid

Masjid Taqwa (Demo)

demo1@ventures.com.my

Search

Wizard

Home

Dashboard

Financial

Add New Collection Transaction

☒ Receive from member

☐ Receive from other

Receive From Member *
[Add New Member](#)

Select a Account

Collection Category*
[Add New Collection Categories](#)

Select a Category

Amount *

Transaction Date 09/21/2023 03:22:01 PM

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

MyMasjid

Masjid Taqwa (Demo)

demo1@ventures.com.my

Search

Wizard

Home

Dashboard

Financial

Donations & Payment

Add New Collection Transaction

☒ Receive from member
☐ Receive from other

Receive From Member *
[Add New Member](#)

Collection Category *
[Add New Collection Categories](#)

Amount *

Transaction Date

Select a Account

Ahmad (780501135588)
test@gmail.com
0145875694

Ahmad Albab (IC is Not Set)

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

Qariah Portal Masjid Info Change Masjid Log Out Select Language

Add New Members

Profile Picture Choose File No file chosen

Salutation Salutation Name *

Role * AJK Identification Number Identification Number

Phone Number * Phone Number

Email Address * Email Status Active

Address Street 1 Address Street 1 Address Street 2 Address Street 2

City City Postcode Postcode

State State Asnaf Category Not Asnaf

Additional Member Details(Optional) +

Save Back to List

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

Add New Collection Transaction

☒ Receive from member
☐ Receive from other

Receive From Member * Select a Account
[Add New Member](#)

Collection Category* Select a Category
[Add New Collection Categories](#)

Amount * Searching...

Transaction Date 09/21/2023 03:22:01 PM

Payment Method * Not Available

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

Masjid Taqwa (Demo)
demo1@ventures.com.my

Search

Wizard
Home
Dashboard
Financial
Donations & Payment
Masjid Members / Contacts

Add New Collection Transaction

☒ Receive from member
☐ Receive from other

Receive From Member * Select a Account
[Add New Member](#)

Collection Category* Select a Category
[Add New Collection Categories](#)

Amount *

Transaction Date 09/21/2023 03:22:01 PM

Payment Method * Not Available

To Bank Mavhank

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.

Add New Collection Category

Banner Picture

Choose File

No file chosen

Category Name

Name

Description

Description

Category Type

NA

Video URL Description

Video URL

Fund

Select a Fund

Country

Select a Country

Start Date
(if applicable)

mm/dd/yyyy

Default Qurban Fund

No

Insurance Collection

No

Financial Goal (RM)

0

NA

Status

Active

Show To Public

Inactive

Terms and Conditions

Select a Terms and Conditions

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

Receive from member

Receive from other

Receive From Member *

Add New Member

Collection Category *

Add New Collection Categories

Amount *

Transaction Date

Payment Method *

To Bank

Add Bank

Payment Ref.

Select a Account

Select a Category

09/21/2023 03:22:01 PM

Not Available

Maybank

RC2023092100001

116

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

Add New Collection Transaction

☒ Receive from member

☐ Receive from other

Receive From Member *

Add New Member

Collection Category*

Add New Collection Categories

Amount *

Transaction Date

09/21/2023 03:22:01 PM

Payment Method *

Not Available

To Bank

Add Bank

Payment Ref.

RC2023092100001

Remarks

Enter ...

Save

18. Choose "Payment Method" for this transaction.

Add New Member

Collection Category*

Add New Collection Categories

Amount *

Transaction Date

09/21/2023 03:22:01 PM

Payment Method *

Not Available

To Bank

Add Bank

Payment Ref.

RC2023092100001

Remarks

Enter ...

19. Choose "Bank" for this transaction.

Collection Category* Add New Collection Categories	Select a Category
Amount *	
Transaction Date	09/21/2023 03:22:01 PM
Payment Method *	Not Available
To Bank Add Bank	Maybank
Payment Ref.	Bank Islam
Remarks	Bank Rakyat CASH Maybank
<div>Save</div>	

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

Payment Method *	Not Available
To Bank Add Bank	Maybank
Payment Ref.	RC2023092100001
Remarks	Enter ...
<div>Save</div>	

Authentic Venture

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

Donations & Payment <

Masjid Members / Contacts <

Masjid AJK / Position <

Users Management <

Configurations <

Payment Method *

Not Available

To Bank

Add Bank

Maybank

Payment Ref.

RC2023092100001

Remarks

Enter ...

Save

Authentic Venture

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

Payment Method *

Not Available

To Bank

Add Bank

Maybank

Payment Ref.

RC2023092100001

Remarks

Enter ...

Save

Authentic Venture

23. Here is page list of Revenue Transaction.

Transactions

+ Add Collection
+ Add Expense

Show 10 entries

Search:

Date	Reference No.	Name	Amount	Category Name	Transaction Type	Status	Action
18 Apr 2023		Abu Ahmad	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023		Abu Ahmad	21.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023		Balqis (Public Donation)	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
18 Apr 2023		Balqis (Public Donation)	11.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Aisyah Aziz	100.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Asyraf (Public Donation)	6.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
17 Apr 2023	7578694457	Nurin	1,000.00 MYR	Derma Anak2 Yatim	Collection	Successful Cancel Transaction	Edit
17 Apr 2023		Asyraf (Public Donation)	101.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit
16 Apr 2023	REC1234	Azam	150.00 MYR	General Funds	Collection	Successful Cancel Transaction	Edit

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

First go to "Financial".

demo@ventures.com.my

Search

Wizard
Home
Dashboard
Financial
Donations & Payment
Masjid Members / Contacts
Masjid AJK / Position
Users Management

Show 10 entries

AMOUNT	CATEGORY TYPE
10.00	Derma Mangsa Banjir (Collection)
20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)

25. Click "Transactions".

The screenshot shows a sidebar on the left with a search bar and a list of menu items: Wizard, Home, Dashboard, Financial, Transactions (highlighted with a red circle), Financial Reports, Fees, Donations & Payment, and Masjid Members / Contacts. The main area displays a table of transactions with a 'Show 10 entries' control at the top.

AMOUNT	CATEGORY TYPE
10.00	Derma Mangsa Banjir (Collection)
20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)
10.00	Tabung Jumaat (Collection)

26. Then click "Expenses".

The screenshot shows the sidebar with the 'Transactions' menu item expanded, revealing sub-items: All, Revenue, Expenses (highlighted with a red circle), and Transfer Funds. The main area displays a table of expenses.

10.00	Derma Mangsa Banjir (Collection)
20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)
10.00	Tabung Jumaat (Collection)
99.00	Tabung Jumaat (Collection)
5.00	Tabung Mangsa Banjir (Collection)

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

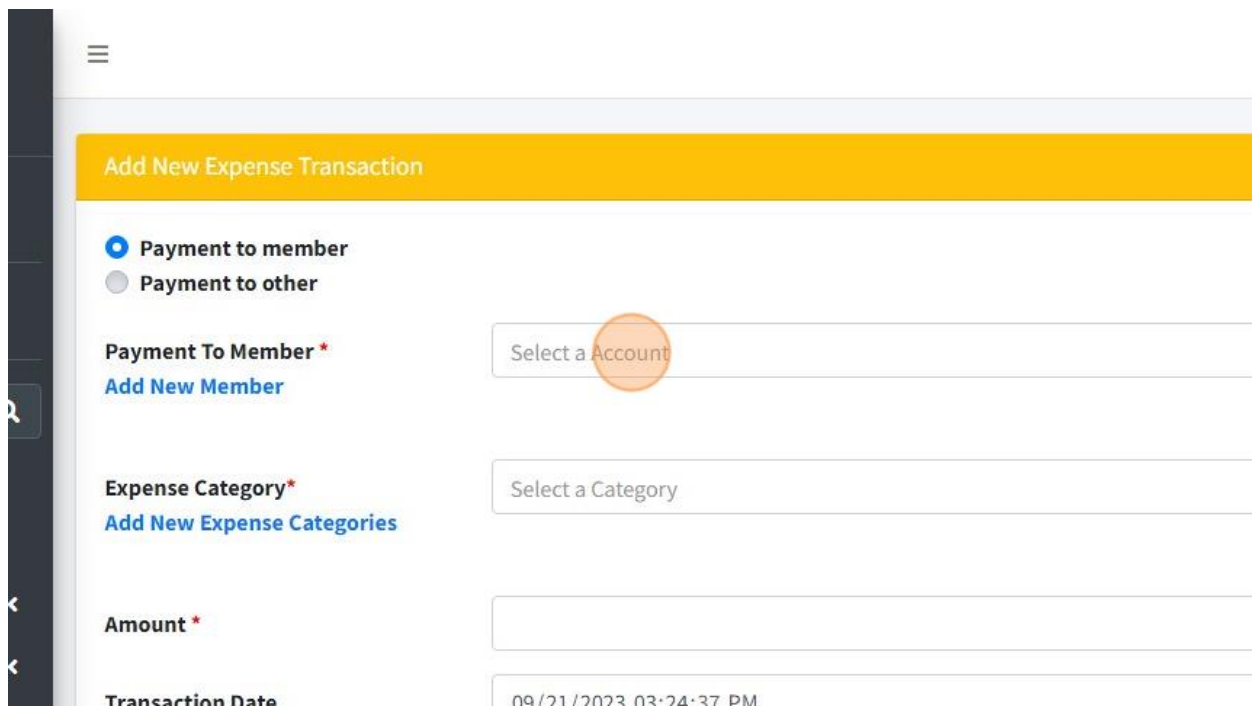
This screenshot shows a web application interface. At the top right, there is a yellow 'Search' button. Below it, on the right side, are two yellow buttons: '+ Add Collection' and '+ Add Expense'. The '+ Add Expense' button is highlighted with an orange circle. Below these buttons is a search input field with the placeholder text 'Search:'. At the bottom, there is a table with four columns: 'Category Name', 'Transaction Type', 'Status', and 'Action'. Each column has a small up/down arrow icon next to its header.

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

This screenshot shows the 'Add New Expense Transaction' form in a web application. The form has a yellow header bar with the title 'Add New Expense Transaction'. Below the header, there are two radio buttons: 'Payment to member' (selected) and 'Payment to other'. An orange circle highlights the 'Payment to member' radio button. Below the radio buttons, there are three main sections: 'Payment To Member *' with a link 'Add New Member' and a 'Select a Account' dropdown; 'Expense Category *' with a link 'Add New Expense Categories' and a 'Select a Category' dropdown; and 'Amount *' with an empty input field. At the bottom, there is a 'Transaction Date' field showing '09/21/2023 03:24:37 PM'. On the left side, there is a dark sidebar with the 'MyMasjid' logo and a list of menu items: 'Masjid Taqwa (Demo)', 'demo1@ventures.com.my', 'search', 'Wizard', 'Home', 'Dashboard', and 'Financial'.

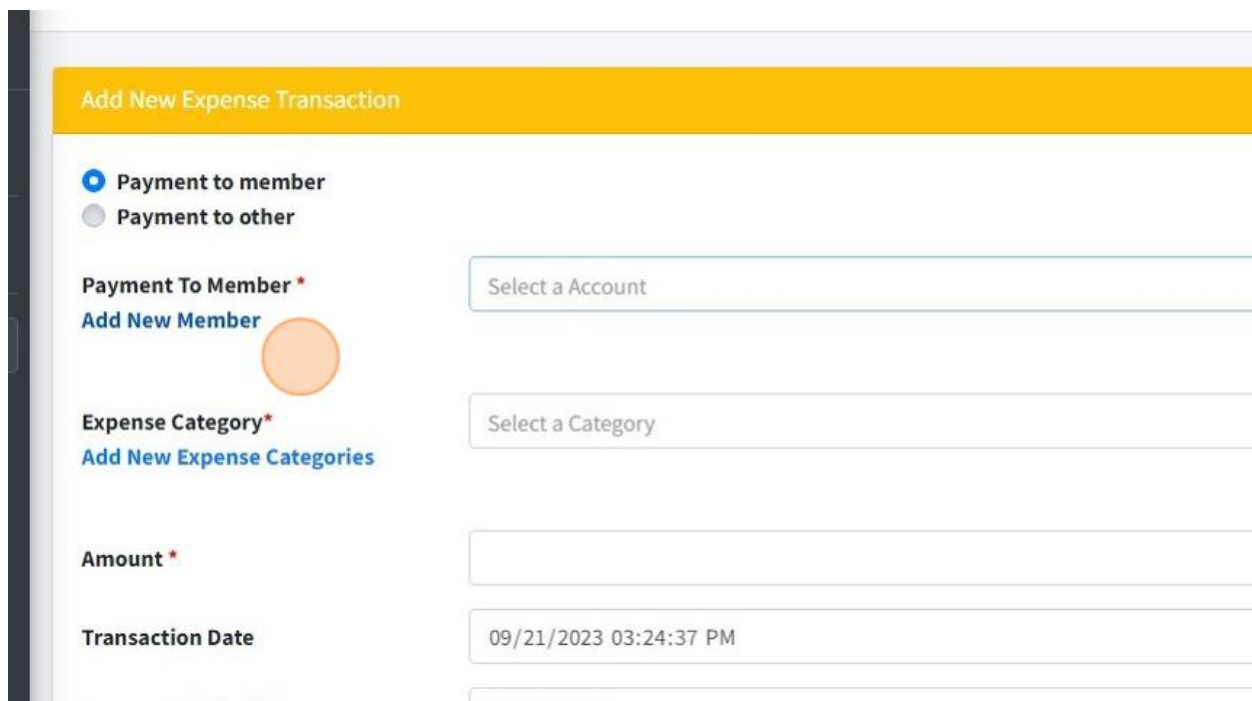
29. Click "Select a Account" to choose Account.

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.



The screenshot shows the 'Add New Expense Transaction' form. At the top, there is a yellow header bar with the title 'Add New Expense Transaction'. Below the header, there are two radio buttons: 'Payment to member' (selected) and 'Payment to other'. Under 'Payment to member', there is a red asterisk next to the label 'Payment To Member', a blue link 'Add New Member', and a text input field with the placeholder 'Select a Account'. An orange circle highlights the 'Select a Account' text. Below this, there is a red asterisk next to the label 'Expense Category', a blue link 'Add New Expense Categories', and a text input field with the placeholder 'Select a Category'. Further down, there is a red asterisk next to the label 'Amount' and an empty text input field. At the bottom, there is a label 'Transaction Date' and a text input field containing the date and time '09/21/2023 03:24:37 PM'.

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



This screenshot is identical to the one above, showing the 'Add New Expense Transaction' form. In this version, an orange circle highlights the blue link 'Add New Member' located below the 'Payment To Member' label and above the 'Select a Account' text input field.

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

The screenshot shows the 'Add New Members' form in the Qariah Portal. The form is titled 'Add New Members' in a yellow header bar. It contains several input fields for member information: Profile Picture (with a 'Choose File' button and 'No file chosen' text), Salutation (dropdown), Name (text input), Role (dropdown with 'AJK' selected), Identification Number (text input), Phone Number (text input), Email Address (text input), Status (dropdown with 'Active' selected), Address Street 1 (text input), Address Street 2 (text input), City (text input), Postcode (text input), State (text input), and Asnaf Category (dropdown with 'Not Asnaf' selected). Below these fields is a yellow bar for 'Additional Member Details(Optional)' with a '+' icon. At the bottom, there is a 'Save' button and a 'Back to List' button.

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

The screenshot shows the 'Add New Expense Transaction' form. It has a yellow header bar with the title 'Add New Expense Transaction'. The form includes two radio buttons for 'Payment to member' (selected) and 'Payment to other'. Below these are several input fields: 'Payment To Member' (with a red asterisk and a link 'Add New Member'), 'Expense Category' (with a red asterisk and a link 'Add New Expense Categories'), 'Amount' (with a red asterisk), 'Transaction Date' (showing '09/21/2023 03:24:37 PM'), and 'Payment Method' (with a red asterisk and the value 'Not Available'). A red circle highlights the 'Select a Category' dropdown menu in the 'Expense Category' field.

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

The screenshot shows the Masjid Taqwa (Demo) dashboard. On the left is a dark sidebar with a search bar and navigation links: Wizard, Home, Dashboard, Financial, Donations & Payment, and Masjid Members / Contacts. The main content area has a yellow header. Below the header, there are two radio buttons: "Payment to member" (selected) and "Payment to other". Below these are several form fields: "Payment To Member" with a red asterisk and a blue link "Add New Member"; "Expense Category" with a red asterisk and a blue link "Add New Expense Categories" (highlighted with an orange circle); "Amount" with a red asterisk; "Transaction Date" with the value "09/21/2023 03:24:37 PM"; "Payment Method" with a red asterisk and the value "Not Available"; and "From Bank" with the value "Select a Bank".

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.

The screenshot shows the "Add New Expense Category" form. It has a yellow header with the title "Add New Expense Category". Below the header are four form fields: "Category" with a text input labeled "Name"; "Description" with a text input labeled "Description"; "Fund" with a dropdown menu labeled "Select a Fund"; and "Status" with a dropdown menu labeled "Active". At the bottom of the form are two buttons: "Save" (yellow) and "Back to List" (grey).

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

☐ Payment to other

Payment To Member *
[Add New Member](#)

Select a Account

Expense Category *
[Add New Expense Categories](#)

Select a Category

Amount *

09/21/2023 03:24:37 PM

Transaction Date

Payment Method *

Not Available

From Bank
[Add Bank](#)

Select a Bank

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

☒ Payment to member
☐ Payment to other

Payment To Member *
[Add New Member](#)

Select a Account

Expense Category *
[Add New Expense Categories](#)

Select a Category

Amount *

09/21/2023 03:24:37 PM

Transaction Date

Payment Method *

Not Available

From Bank
[Add Bank](#)

Select a Bank

Payment Ref.

PV2023092100001

Remarks

Enter ...

37. Choose "Payment Method" for this transaction.

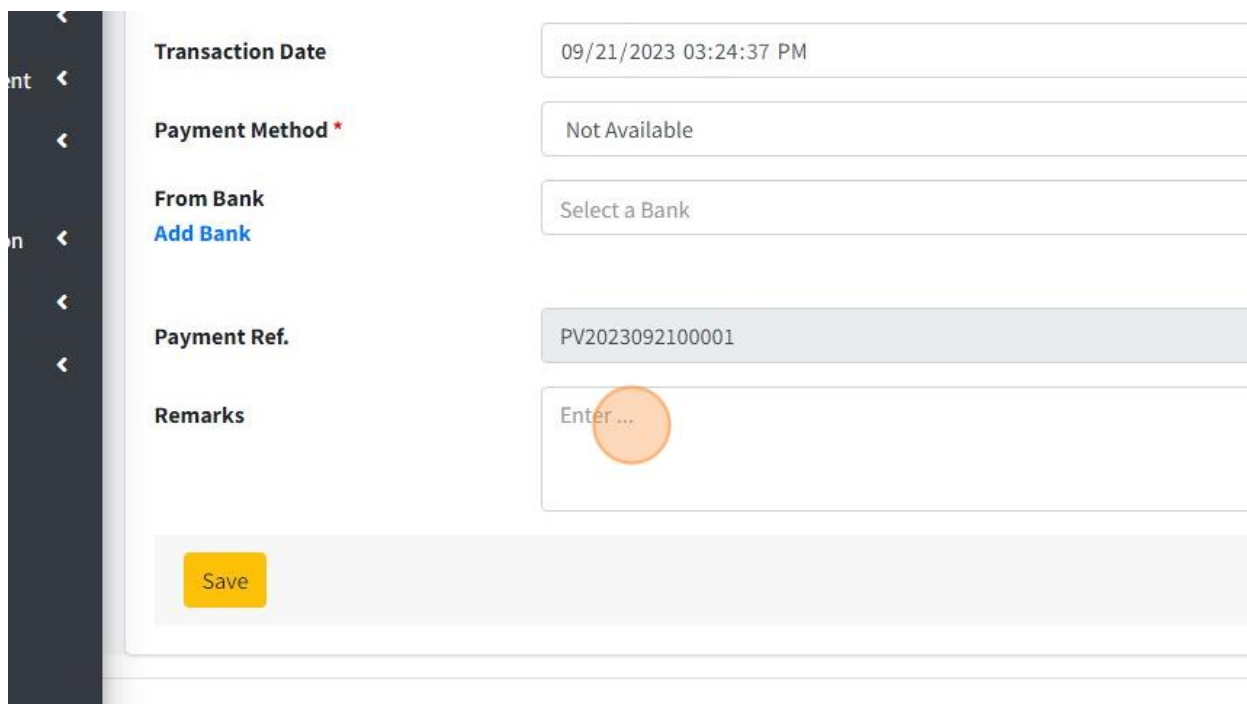
Expense Category * Add New Expense Categories	Select a Category
Amount *	
Transaction Date	09/21/2023 03:24:37 PM
Payment Method *	Not Available
From Bank Add Bank	Select a Bank
Payment Ref.	PV2023092100001
Remarks	Enter ...

38. Choose "Bank" for this transaction.

Expense Category * Add New Expense Categories	Select a Category
Amount *	
Transaction Date	09/21/2023 03:24:37 PM
Payment Method *	Not Available
From Bank Add Bank	Select a Bank
Payment Ref.	Bank Islam
Remarks	Bank Rakyat CASH Maybank

Save

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

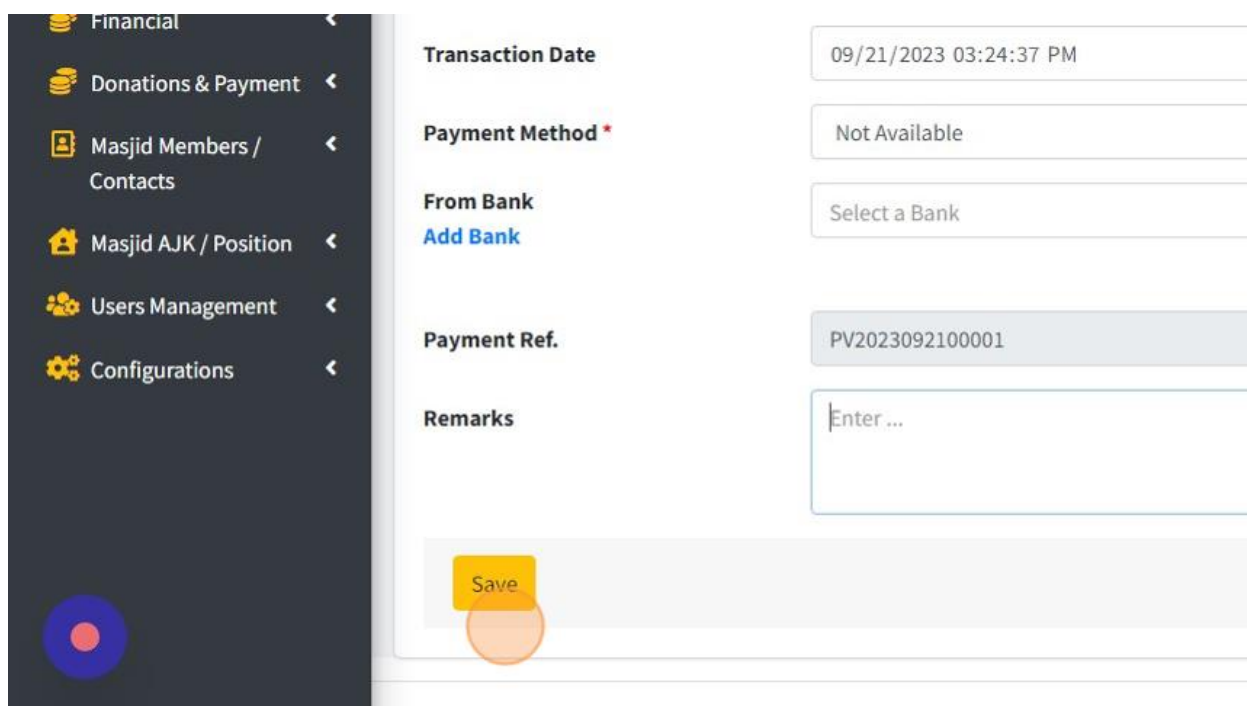


This screenshot shows a transaction form with the following fields and values:

- Transaction Date:** 09/21/2023 03:24:37 PM
- Payment Method ***: Not Available
- From Bank:** Select a Bank (with a link to [Add Bank](#))
- Payment Ref.:** PV2023092100001
- Remarks:** Enter ... (with an orange circle highlighting the text input area)

A yellow **Save** button is located at the bottom left of the form.

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



This screenshot shows the same transaction form as above, but with a sidebar menu on the left. The sidebar contains the following items:

- Financial
- Donations & Payment
- Masjid Members / Contacts
- Masjid AJK / Position
- Users Management
- Configurations

The transaction form fields and values are identical to the previous screenshot. The **Save** button is highlighted with an orange circle.

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

[illegible]

42. Here is page list of Expenses Transaction.

Transactions

+ Add Collection

+ Add Expense

Show

10

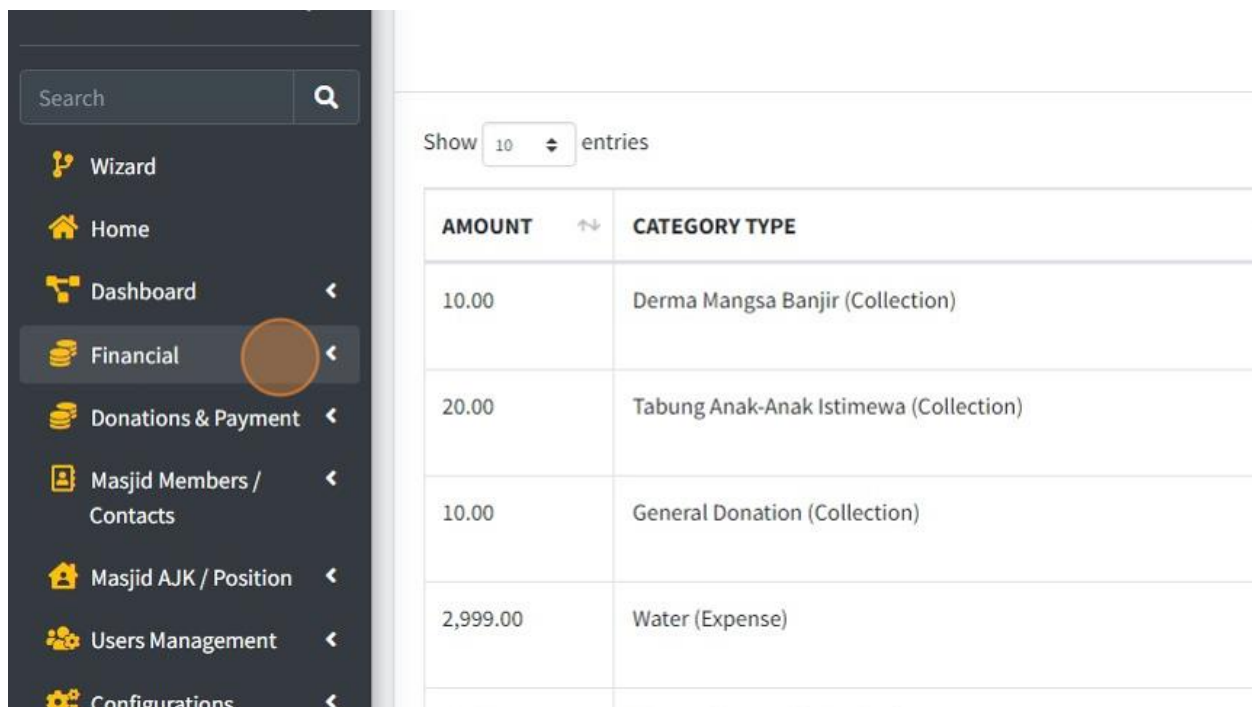
entries

Search:

Date	Reference No.	Name	Amount	Category Name	Transaction Type	Status	Action
20 Sep 2023	PV2023092100001	TENAGA NASIONAL BERHAD	449.00 MYR	General	Expense	Successful Cancel Transaction	Edit
17 Aug 2023	PV2023081700001	TENAGA NASIONAL BERHAD	280.00 MYR	General	Expense	Successful Cancel Transaction	Edit
31 Jul 2023	PV2023073100002	Zubaldi Azman	10.00 MYR	General	Expense	Successful Cancel Transaction	Edit
31 Jul 2023	PV2023073100001	al	10.00 MYR	General	Expense	Cancelled Unreject Transaction	Edit
20 Jul 2023	PV2023072000001	TENAGA NASIONAL BERHAD	350.00 MYR	General	Expense	Cancelled Unreject Transaction	Edit
18 Oct 2022	-	TENAGA NASIONAL BERHAD	250.00 MYR	General	Expense	Successful Cancel Transaction	Edit
18 Oct 2022	-	syarikat abc	150.00 MYR	General	Expense	Successful Cancel Transaction	Edit
18 Oct 2022	-	air selangor	100.00 MYR	General	Expense	Successful Cancel Transaction	Edit
3 Sep 2022	-	telekom	300.00 MYR	Khairat Kematian	Expense	Successful Cancel Transaction	Edit

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

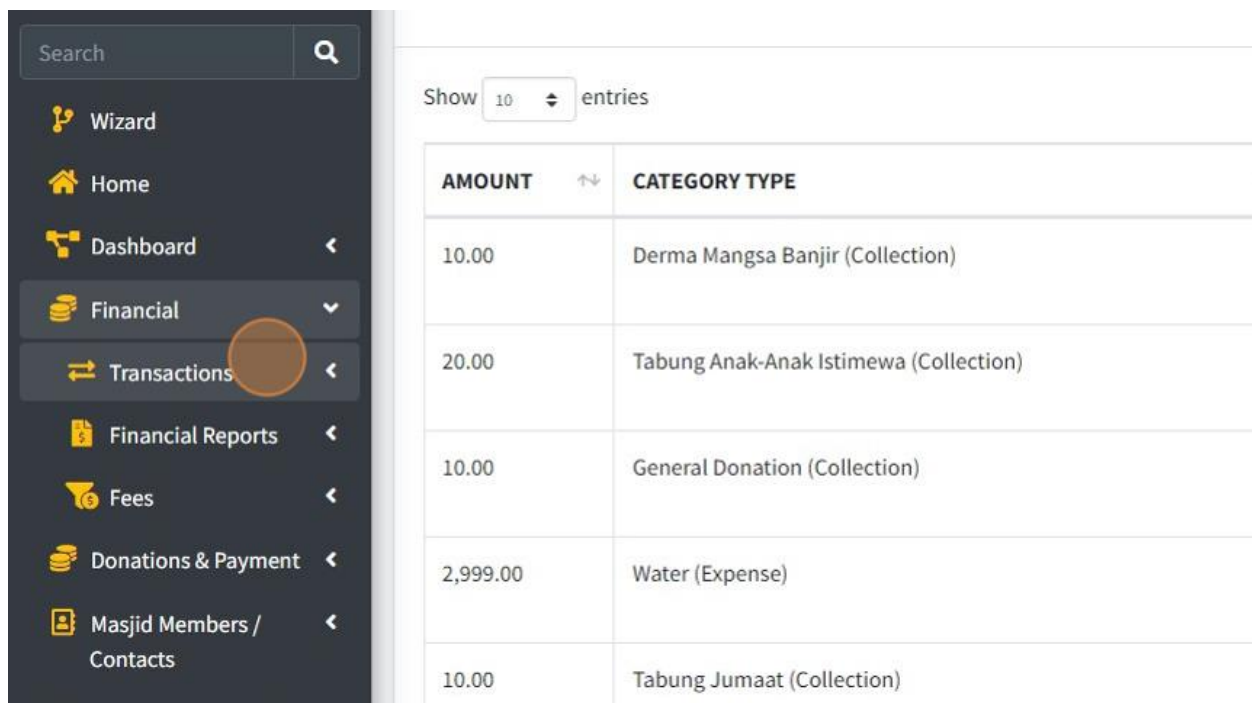
First, click "Financial".



The screenshot shows a dark sidebar menu on the left with a search bar at the top. The 'Financial' menu item is highlighted with a brown circle. To the right, a table displays transaction data. Above the table, there is a 'Show 10 entries' control. The table has two columns: 'AMOUNT' and 'CATEGORY TYPE'.

AMOUNT	CATEGORY TYPE
10.00	Derma Mangsa Banjir (Collection)
20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)

44. Then click "Transactions".



The screenshot shows the same sidebar menu, but now the 'Transactions' menu item is highlighted with a brown circle. The table on the right displays a different set of transaction data, with the same 'Show 10 entries' control and column headers.

AMOUNT	CATEGORY TYPE
10.00	Derma Mangsa Banjir (Collection)
20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)
10.00	Tabung Jumaat (Collection)

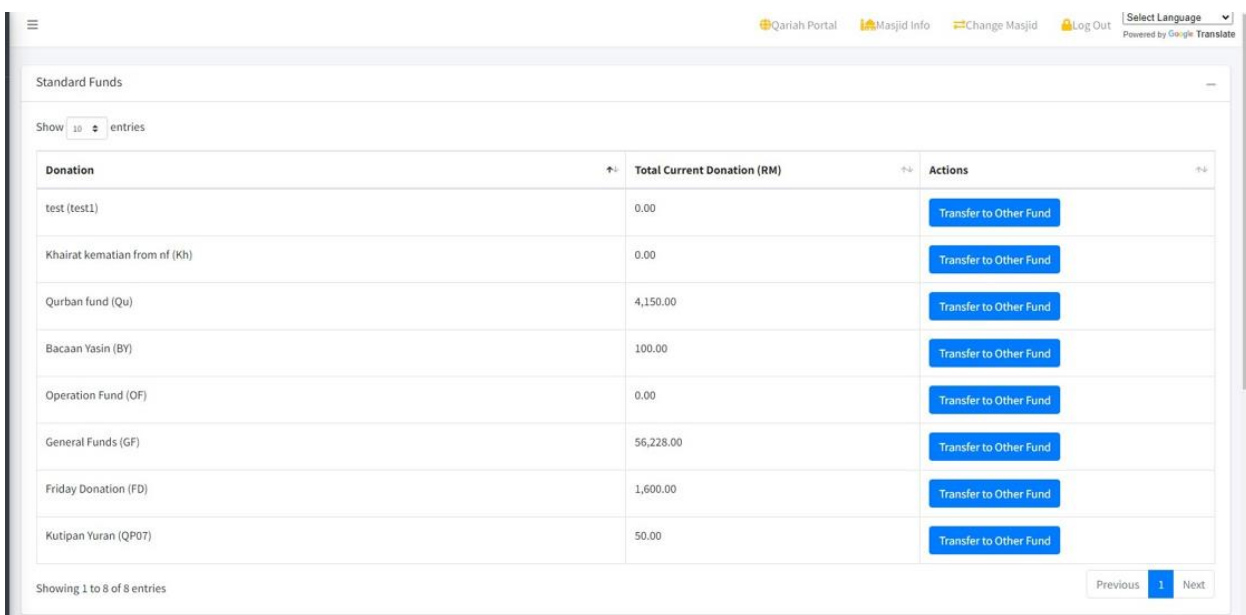
45. Then click "Transfer Funds".



The screenshot shows a sidebar menu on the left with the following items: Financial, Transactions, All, Revenue, Expenses, Transfer Funds (highlighted with an orange circle), Financial Reports, Fees, Donations & Payment, Masjid Members / Contacts, and Masjid A / K / Position. To the right of the sidebar is a table with two columns: an amount and a description.

20.00	Tabung Anak-Anak Istimewa (Collection)
10.00	General Donation (Collection)
2,999.00	Water (Expense)
10.00	Tabung Jumaat (Collection)
99.00	Tabung Jumaat (Collection)
5.00	Tabung Mangsa Banjir (Collection)

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



The screenshot shows the 'Standard Funds' page. At the top, there are navigation links: Qariah Portal, Masjid Info, Change Masjid, Log Out, and a language selector. Below the header, there is a 'Show 10 entries' filter. The main table has three columns: Donation, Total Current Donation (RM), and Actions. The table lists 8 entries, each with a 'Transfer to Other Fund' button. At the bottom, there is a pagination bar showing 'Showing 1 to 8 of 8 entries' and 'Previous 1 Next'.

Donation	Total Current Donation (RM)	Actions
test (test1)	0.00	Transfer to Other Fund
Khairat kematian from nf (Kh)	0.00	Transfer to Other Fund
Qurban fund (Qu)	4,150.00	Transfer to Other Fund
Bacaan Yasin (BY)	100.00	Transfer to Other Fund
Operation Fund (OF)	0.00	Transfer to Other Fund
General Funds (GF)	56,228.00	Transfer to Other Fund
Friday Donation (FD)	1,600.00	Transfer to Other Fund
Kutipan Yuran (QP07)	50.00	Transfer to Other Fund

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

You can click "Transfer to Other Fund"

Total Current Donation (RM)	Actions
0.00	Transfer to Other Fund
0.00	Transfer to Other Fund
4,150.00	Transfer to Other Fund
100.00	Transfer to Other Fund
0.00	Transfer to Other Fund
56,228.00	Transfer to Other Fund

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

First choose Fund "Transfer From".

ard Fun

10

ation

test1)

rat kema

an fund

an Yasin (B)

Interfund Transfer

Select Fund to Transfer

Transfer From *

Transfer To *

Amount *

Select a fund

Asnaf

Asnaf

Bacaan Yasin

Dana Untuk Anak-Anak Yatim

Derma Anak2 Yatim

Friday Donation

Close

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

Interfund Transfer

Select Fund to Transfer

Transfer From *

Transfer To *

Amount *

Close

- Asnaf
- Bacaan Yasin
- Dana Untuk Anak-Anak Yatim
- Derma Anak2 Yatim

50. Then enter Amount that you want to Transfer.

Select Fund to Transfer

Transfer From *

Transfer To *

Amount *

Close

Standard Fun

Show 10

Donation

test (test1)

Khairat kema

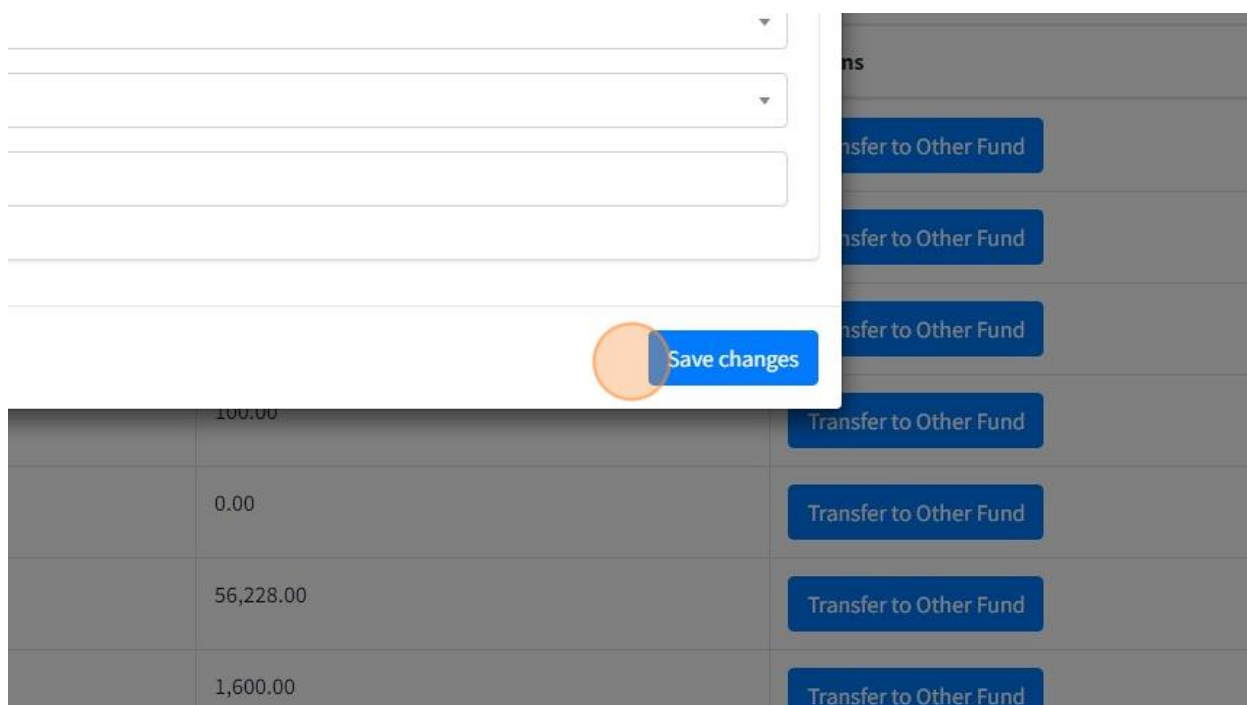
Qurban fund

Bacaan Yasin (Br)

Operation Fund (OF)

Bacaan Yasin (Br)	100.00
Operation Fund (OF)	0.00

51. Then click "Save changes" once done.



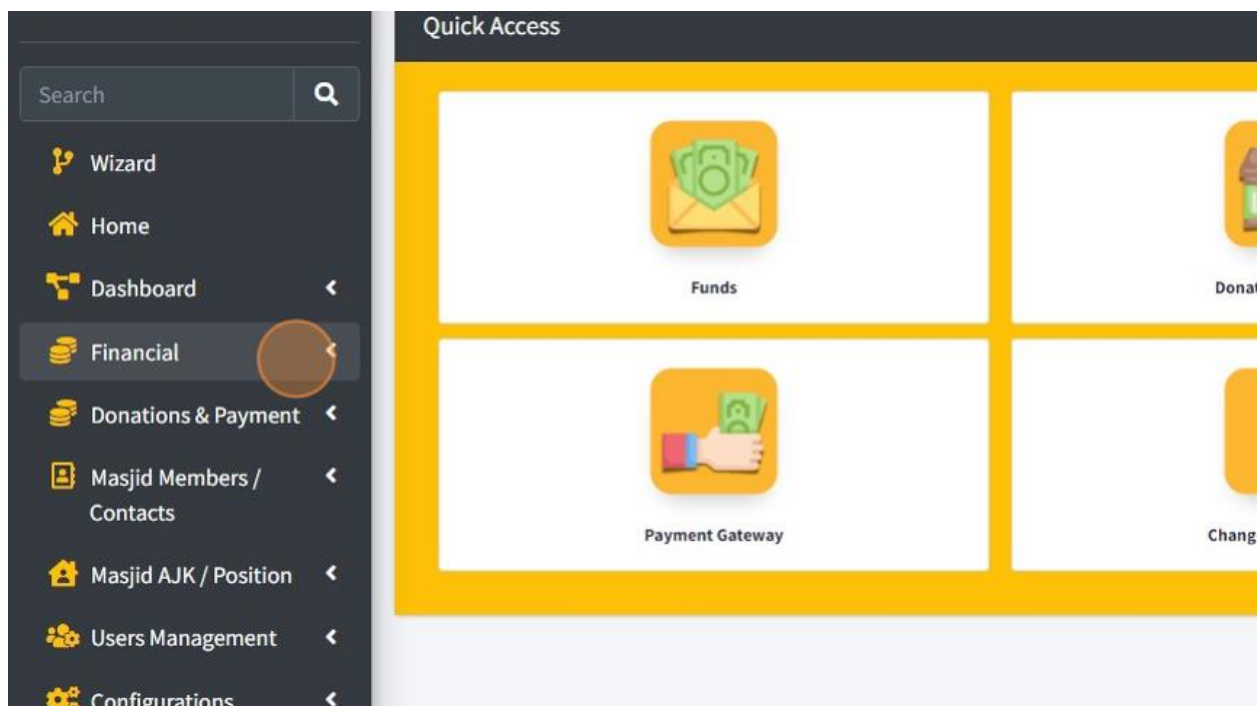
The image shows a web interface with a form on the left and a table on the right. The form has several input fields and a blue button labeled "Save changes" which is highlighted with an orange circle. The table on the right has four rows, each with a numerical value and a blue button labeled "Transfer to Other Fund".

100.00	Transfer to Other Fund
0.00	Transfer to Other Fund
56,228.00	Transfer to Other Fund
1,600.00	Transfer to Other Fund

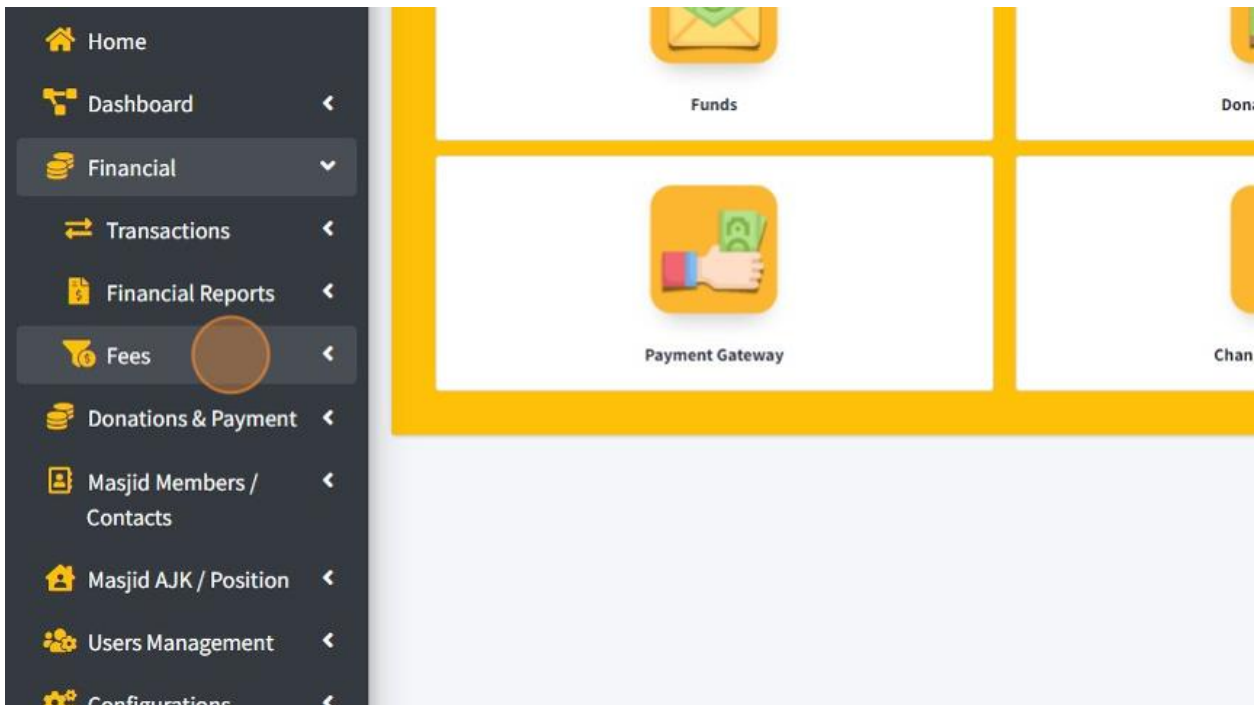
2.10 MANAGE FEES

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

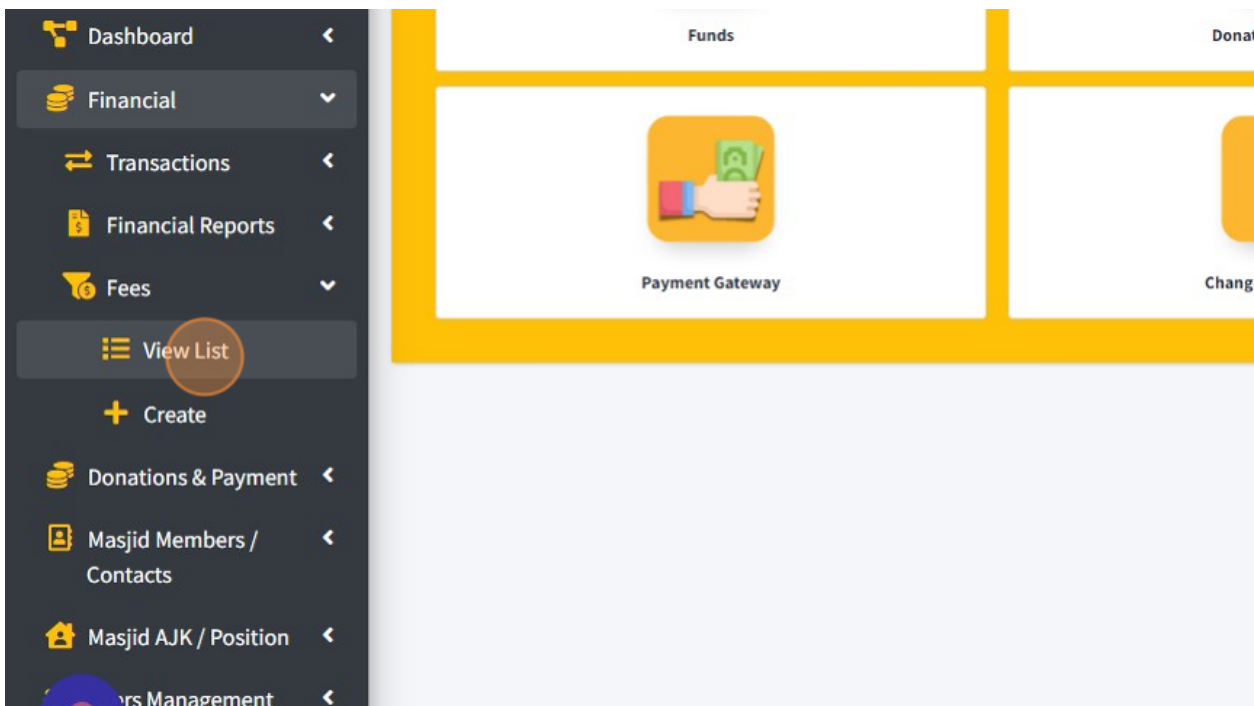
First, click "Financial".



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".

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

+ Add New

	Action
tian	Edit
JK/Officer	Edit
age Amanah	Edit
age A	Edit
	Edit

5. Then you will redirect to this page.

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

masjid

emo)

ymasjid.asia

Q

<

<

Add New Fee

Fee Name

Name

Collection Category

Select a Category

Frequency

Monthly

Start Date

09/22/2023

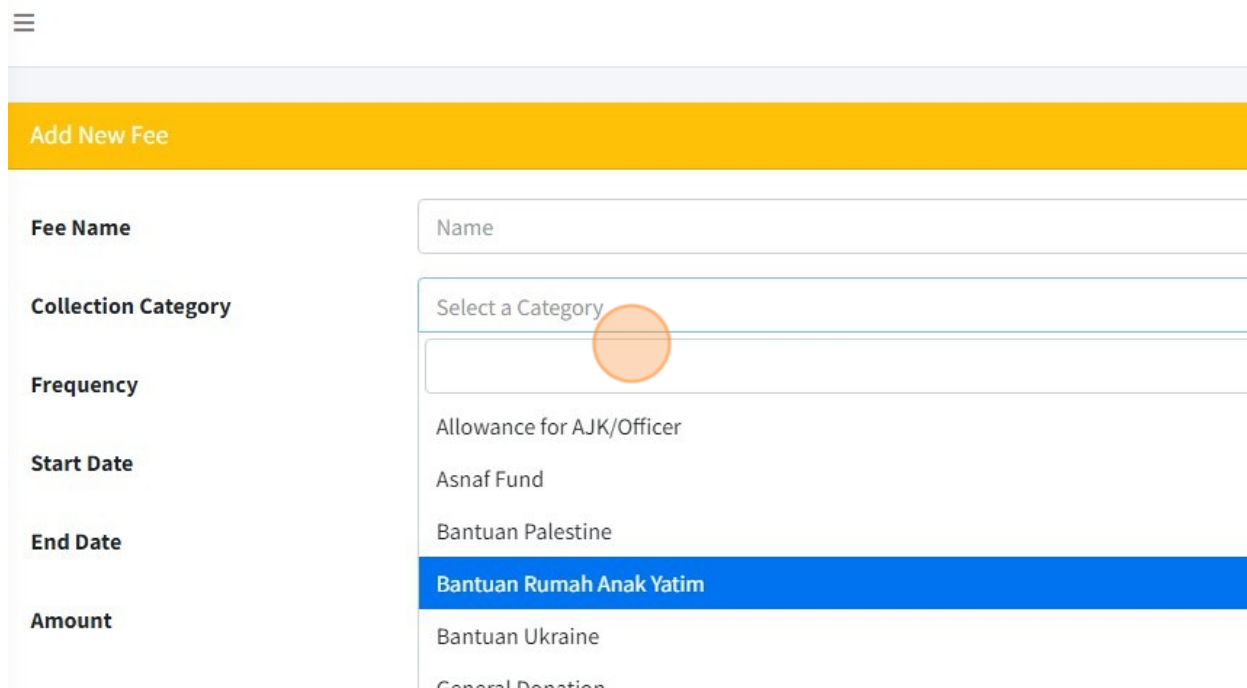
End Date

09/22/2024

Amount

0

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



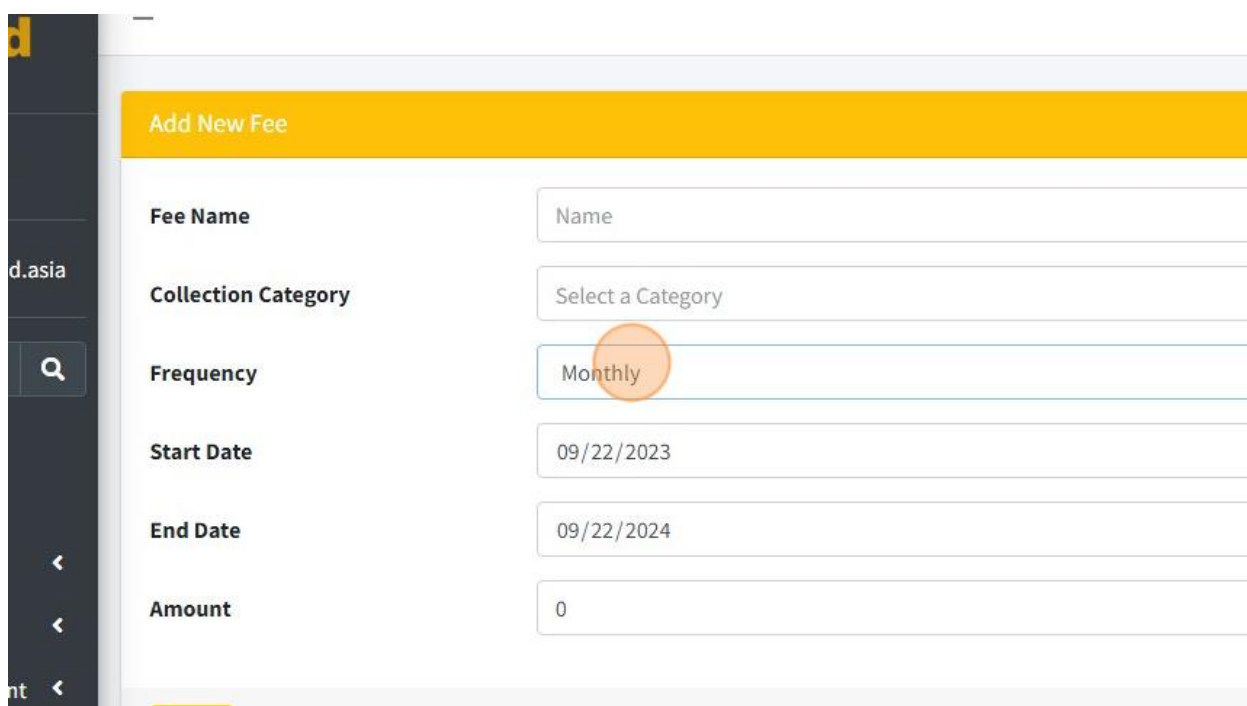
The screenshot shows the 'Add New Fee' form with the following fields and values:

Field	Value
Fee Name	Name
Collection Category	Select a Category (dropdown menu open)
Frequency	
Start Date	
End Date	
Amount	

The dropdown menu for 'Collection Category' is open, showing the following options:

- Allowance for AJK/Officer
- Asnaf Fund
- Bantuan Palestine
- Bantuan Rumah Anak Yatim** (selected)
- Bantuan Ukraine
- General Donation

7. Then choose Frequency for your Fees.



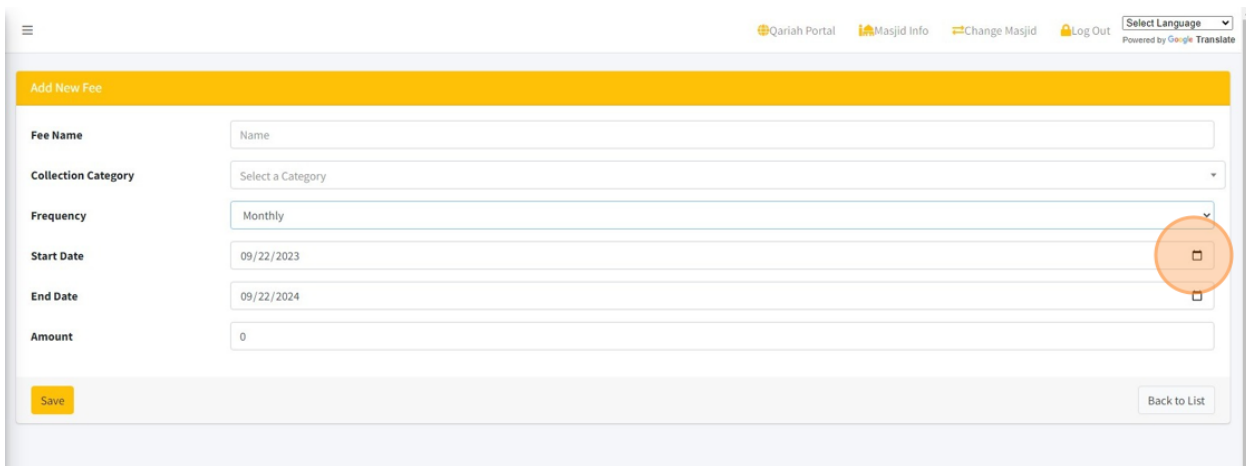
The screenshot shows the 'Add New Fee' form with the following fields and values:

Field	Value
Fee Name	Name
Collection Category	Select a Category
Frequency	Monthly (dropdown menu open)
Start Date	09/22/2023
End Date	09/22/2024
Amount	0

The dropdown menu for 'Frequency' is open, showing the following options:

- Monthly (selected)

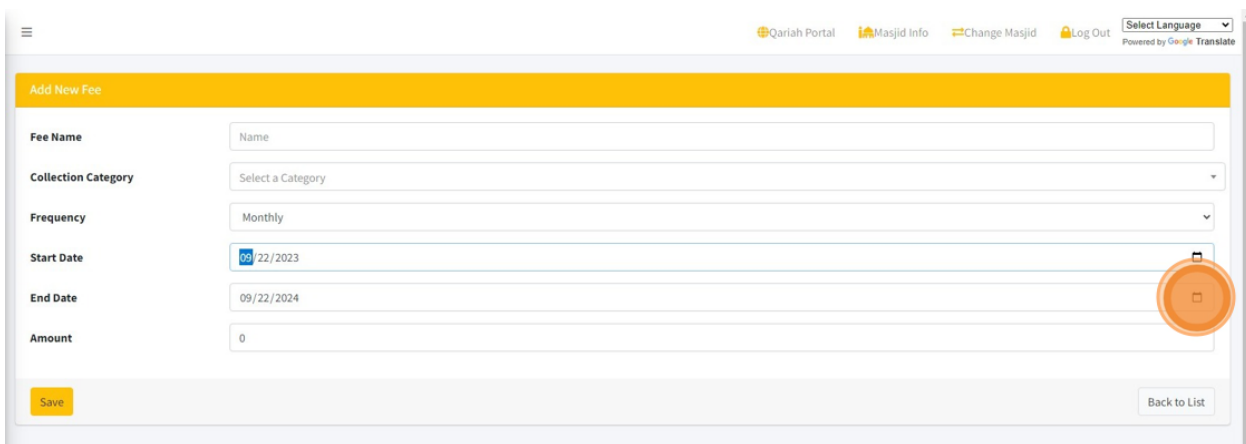
8. Choose Start Date for this Fee. (optional)



The screenshot shows the 'Add New Fee' form in a web application. The form has a yellow header bar with the text 'Add New Fee'. Below the header, there are several input fields: 'Fee Name' (text input), 'Collection Category' (dropdown menu), 'Frequency' (dropdown menu), 'Start Date' (date input), 'End Date' (date input), and 'Amount' (text input). The 'Start Date' field is highlighted with an orange circle. The 'Save' button is at the bottom left, and the 'Back to List' button is at the bottom right. The top navigation bar includes links for 'Qariah Portal', 'Masjid Info', 'Change Masjid', 'Log Out', and a 'Select Language' dropdown.

Field	Value
Fee Name	Name
Collection Category	Select a Category
Frequency	Monthly
Start Date	09/22/2023
End Date	09/22/2024
Amount	0

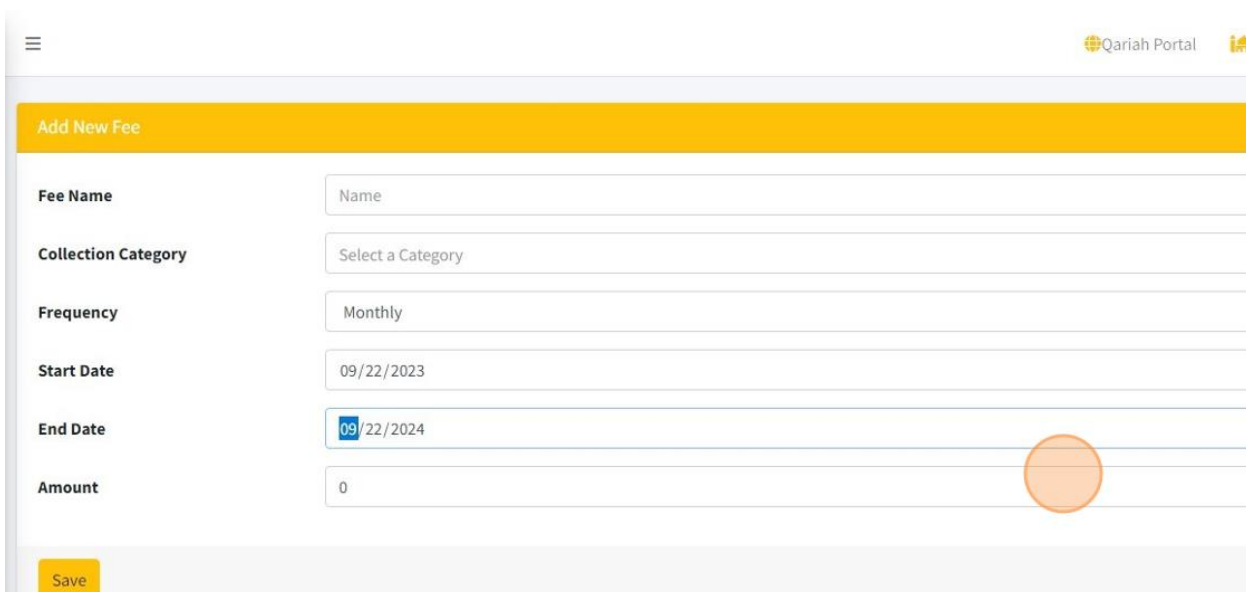
9. Choose End Date for this Fee. (optional)



The screenshot shows the 'Add New Fee' form in a web application. The form has a yellow header bar with the text 'Add New Fee'. Below the header, there are several input fields: 'Fee Name' (text input), 'Collection Category' (dropdown menu), 'Frequency' (dropdown menu), 'Start Date' (date input), 'End Date' (date input), and 'Amount' (text input). The 'End Date' field is highlighted with an orange circle. The 'Save' button is at the bottom left, and the 'Back to List' button is at the bottom right. The top navigation bar includes links for 'Qariah Portal', 'Masjid Info', 'Change Masjid', 'Log Out', and a 'Select Language' dropdown.

Field	Value
Fee Name	Name
Collection Category	Select a Category
Frequency	Monthly
Start Date	09/22/2023
End Date	09/22/2024
Amount	0

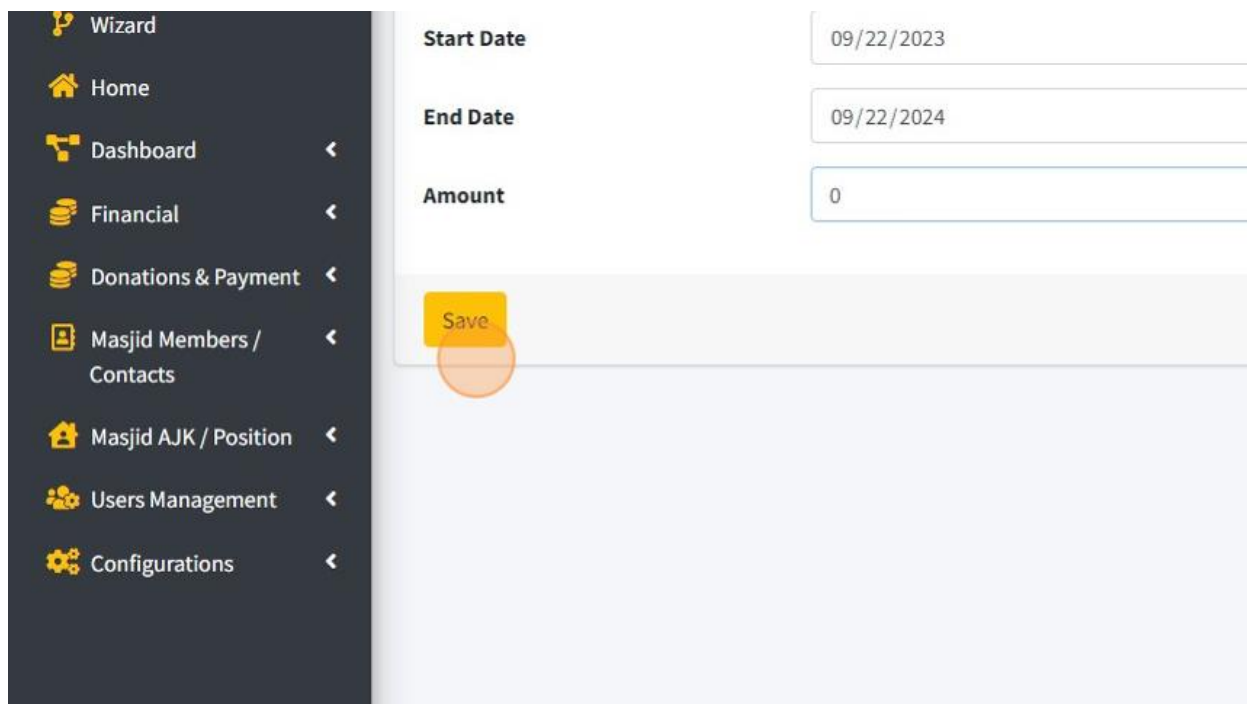
10. Enter amount for the Fee by fill-in in "Amount" field.



The screenshot shows the 'Add New Fee' form in a web application. The form has a yellow header bar with the text 'Add New Fee'. Below the header, there are several input fields: 'Fee Name' (text input), 'Collection Category' (dropdown menu), 'Frequency' (dropdown menu), 'Start Date' (date input), 'End Date' (date input), and 'Amount' (text input). The 'Amount' field is highlighted with an orange circle. The 'Save' button is at the bottom left. The top navigation bar includes links for 'Qariah Portal' and 'Masjid Info'.

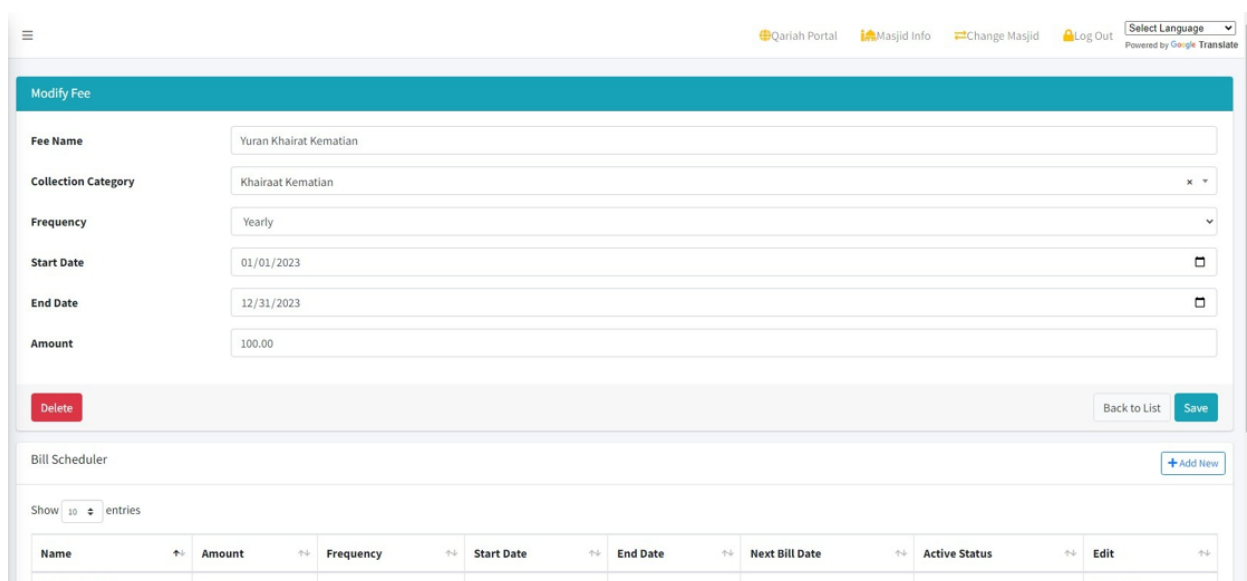
Field	Value
Fee Name	Name
Collection Category	Select a Category
Frequency	Monthly
Start Date	09/22/2023
End Date	09/22/2024
Amount	0

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



The screenshot shows a sidebar menu on the left with the following items: Wizard, Home, Dashboard, Financial, Donations & Payment, Masjid Members / Contacts, Masjid AJK / Position, Users Management, and Configurations. The main content area contains a form with three fields: 'Start Date' with the value '09/22/2023', 'End Date' with the value '09/22/2024', and 'Amount' with the value '0'. Below these fields is a yellow 'Save' button, which is highlighted by a red circle.

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



The screenshot shows the 'Modify Fee' page. At the top, there is a header with navigation links: Qariah Portal, Masjid Info, Change Masjid, Log Out, and a language selector. The main form contains the following fields: 'Fee Name' (Yuran Khairat Kematian), 'Collection Category' (Khairaat Kematian), 'Frequency' (Yearly), 'Start Date' (01/01/2023), 'End Date' (12/31/2023), and 'Amount' (100.00). Below the form are three buttons: 'Delete', 'Back to List', and 'Save'. Below the form is a 'Bill Scheduler' section with a '+ Add New' button. At the bottom, there is a table with the following columns: Name, Amount, Frequency, Start Date, End Date, Next Bill Date, Active Status, and Edit. The table is currently empty.

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

Back to List

Save

+ Add New

End Date	Next Bill Date	Active Status	Edit
3 Jan 2024	22 Sep 2024	Active	Edit / Delete
2 Jan 2024	22 Sep 2024	Active	Edit / Delete

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

Show 10 entries

<input type="checkbox"/>	Name	Role	AJK / Position	Ph
<input type="checkbox"/>	Aisya Aziz	Jemaah	AJK Food And Beverage	01:
<input type="checkbox"/>	al	AJK	-	03:
<input checked="" type="checkbox"/>	Alif	AJK	Bendahari	01:
<input checked="" type="checkbox"/>	Asyraf	AJK	-	03:
<input checked="" type="checkbox"/>	Borhan Talib	Jemaah	Naib Pengerusi	01:
<input type="checkbox"/>	Demo 01 MyMasjid	Jemaah	-	01:
<input type="checkbox"/>	Fariez Abdullah	Jemaah	-	01:
<input type="checkbox"/>	Hafiz Ahmad	AJK	AJK Pembangunan	13:
<input type="checkbox"/>	Haziq Hizal	Role has not been set yet	Setiausaha	01:
<input type="checkbox"/>	Hazwan Hamzah	Jemaah	Pengerusi	01:

15. Click "Save" once done.

-	0193109559
-	0133226214
AJK Pembangunan	1356791234
Setiausaha	0109717471
Pengerusi	0146794611

[Previous](#) [1](#) [2](#) [Next](#)

Save

Online

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

2 Jan 2024	22 Sep 2024	Active	Edit / Delete
1 Jan 2024	22 Sep 2024	Active	Edit / Delete
31 Dec 2023	22 Sep 2024	Active	Edit / Delete

[Previous](#) [1](#) [Next](#)

+ Generate Pending Fees

Amount	Payment Status
100.00	PendingPayment
100.00	PendingPayment

17. [Click here.](#)

00	Yearly	1 Jan 2023	31 Dec 2023	22 Sep 2024
----	--------	------------	-------------	-------------

↑↓	Date Issued	↑↓	Amount	↑↓
	22 Sep 2023		100.00	
	22 Sep 2023		100.00	
	22 Sep 2023		100.00	

18. Click "Back to List"

[illegible]

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

Back to List

Save

Search:

↕	AJK / Position	↕	Phone Number	↕
	AJK Food And Beverage		0132294556	

20. Here is Page List Of Fee.

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

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

Fees

Show 10 entries

Name	Type	Action
Yuran Khairat Kematian	Khairaat Kematian	Edit
Monthly Fees For AJK Masjid	Allowance for AJK/Officer	Edit
Insurance Package Amanah	Insurance Package Amanah	Edit
Insurance Package A	Insurance Package A	Edit
Sewaan Dewan Masjid	Rental Income	Edit
Yuran Ahli	Fees	Edit

Showing 1 to 6 of 6 entries

Previous

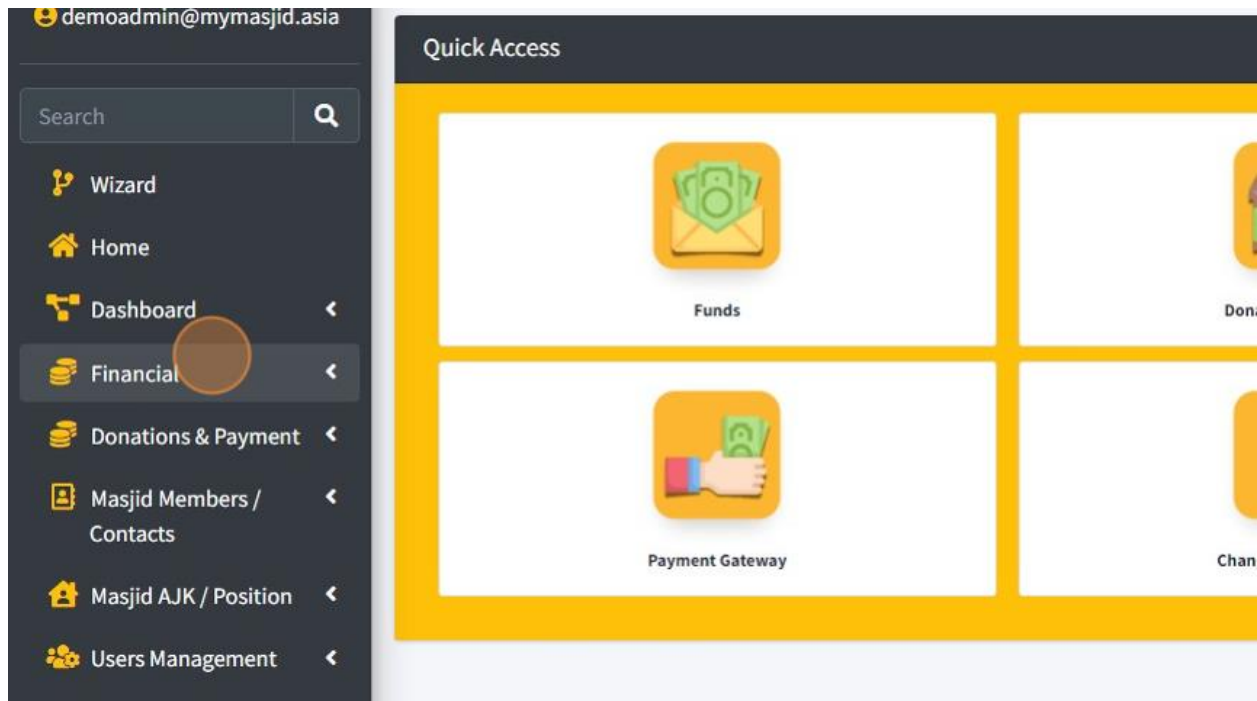
1

Next

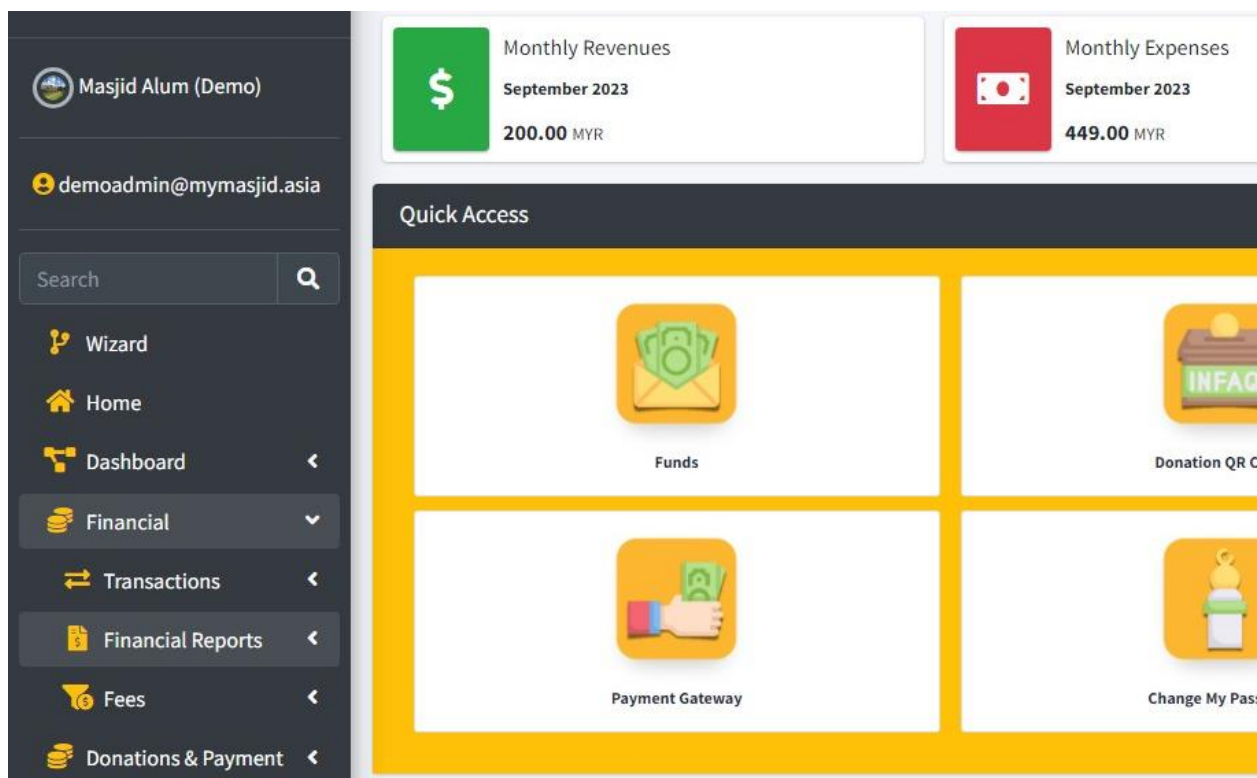
2.11 GENERATE REPORTS

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.

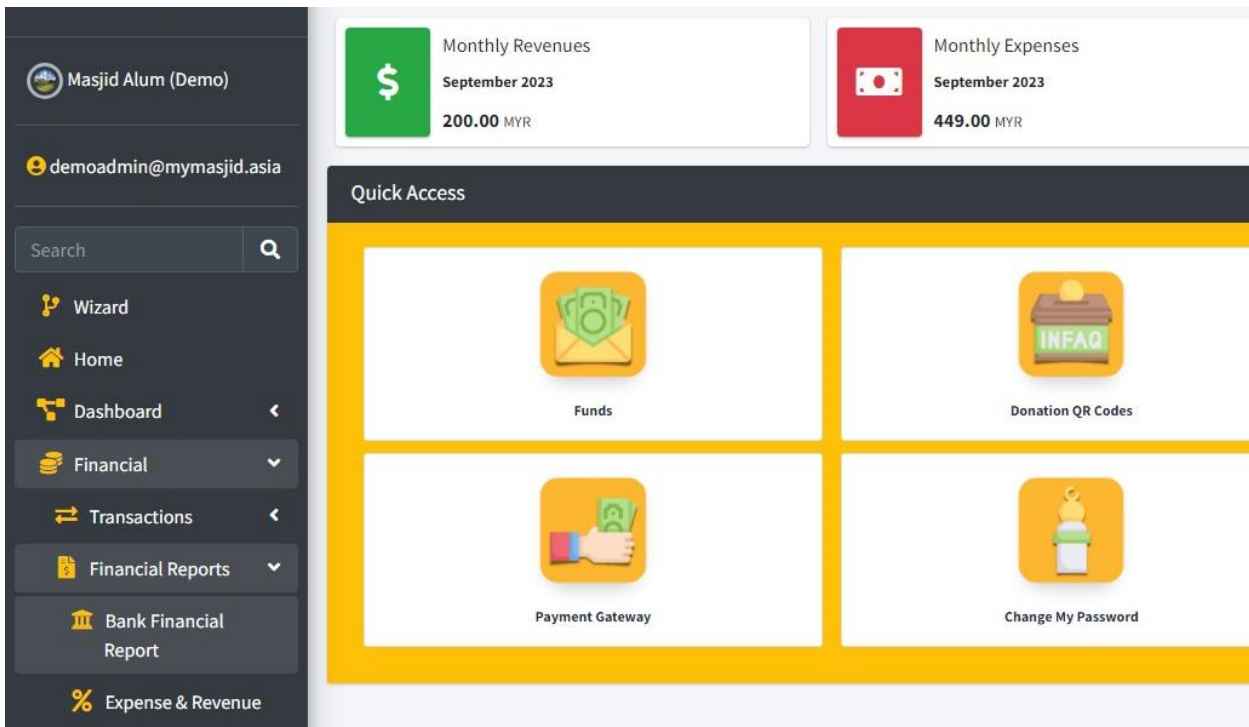
2. First, click "Financial".



3. Then click "Financial Reports".



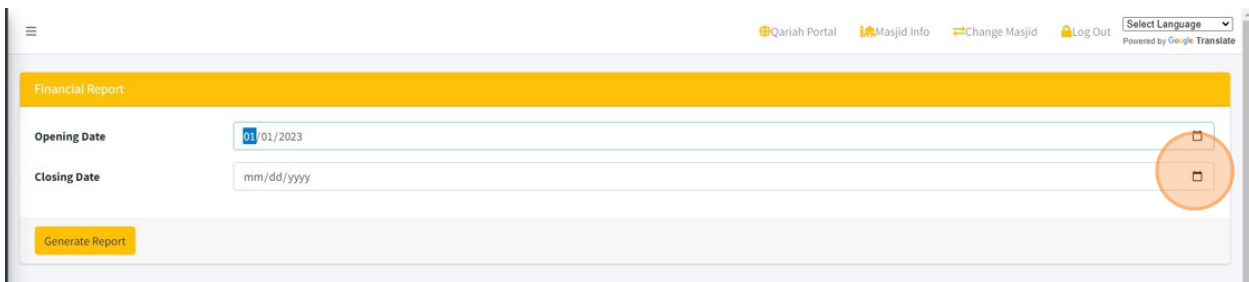
4. Then click "Bank Financial Report"




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".

 Masjid Alum (Demo)

 demoadmin@mymasjid.asia

 Search

 Wizard

 Home

 Dashboard

 Financial

 Donations & Payment

 Masjid Members /

Financial Report

Opening Date
01/01/2023

Closing Date
09/30/2023

Generate Report

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



Masjid Alum (Demo) (123456)

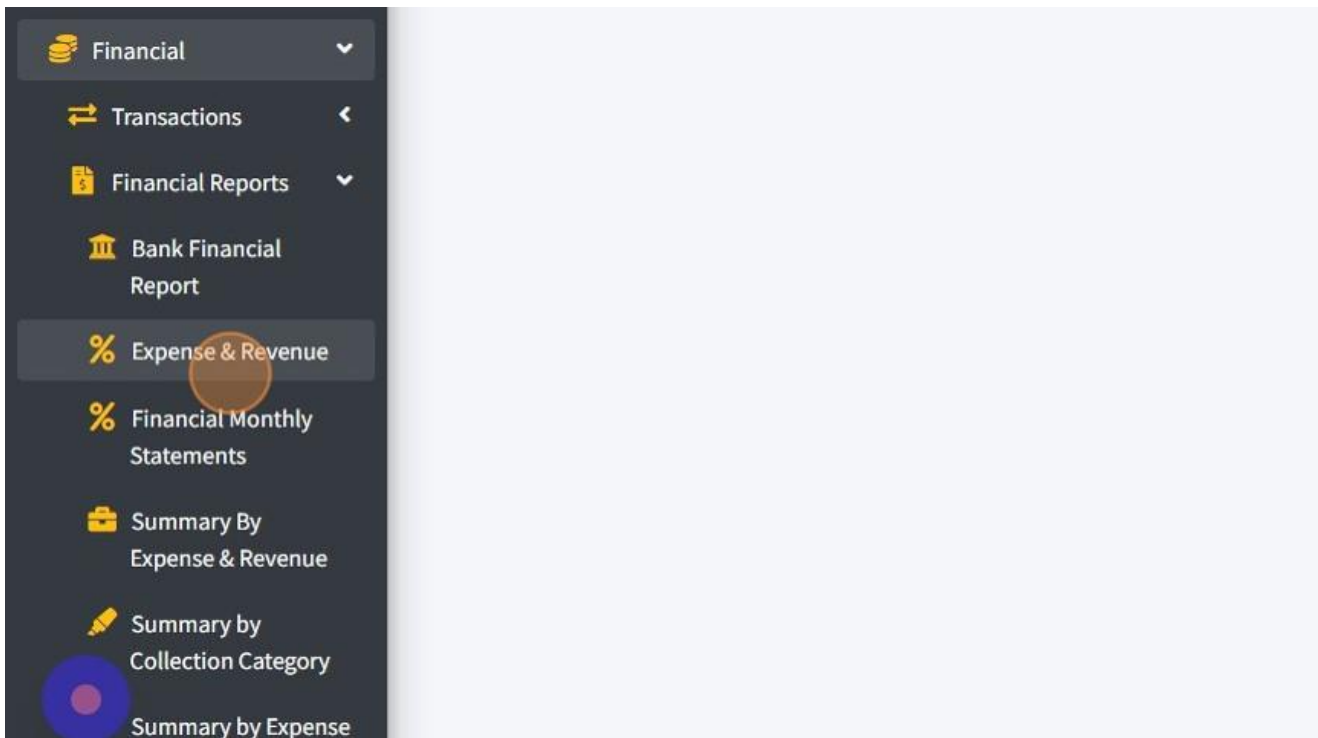
Official Financial Report for the Year 2023

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.

Qariah Portal

Masjid Info

Change Masjid

Log Out

Select Language

Powered by Google Translate

Month		2023	Filter	Export
Expense	Nett			
739.00	14,715.00			
0.00	324.00			
0.00	0.00			
0.00	12.00			
0.00	0.00			
739.00	15,051.00			

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

[Qariah Portal](#) [Masjid Info](#) [Change Masjid](#) [Log Out](#)

Select Language

Powered by [Google Translate](#)

Expense	Nett
739.00	14,715.00
0.00	324.00
0.00	0.00
0.00	12.00
0.00	0.00
739.00	15,051.00

12. Then click "Filter".

[Qariah Portal](#) [Masjid Info](#) [Change Masjid](#) [Log Out](#)

Select Language

Powered by [Google Translate](#)

Expense	Nett
739.00	14,715.00
0.00	324.00
0.00	0.00
0.00	12.00
0.00	0.00
739.00	15,051.00

13. Click "Export" to download the report.

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

Powered by Google Translate

Month

2023

Filter

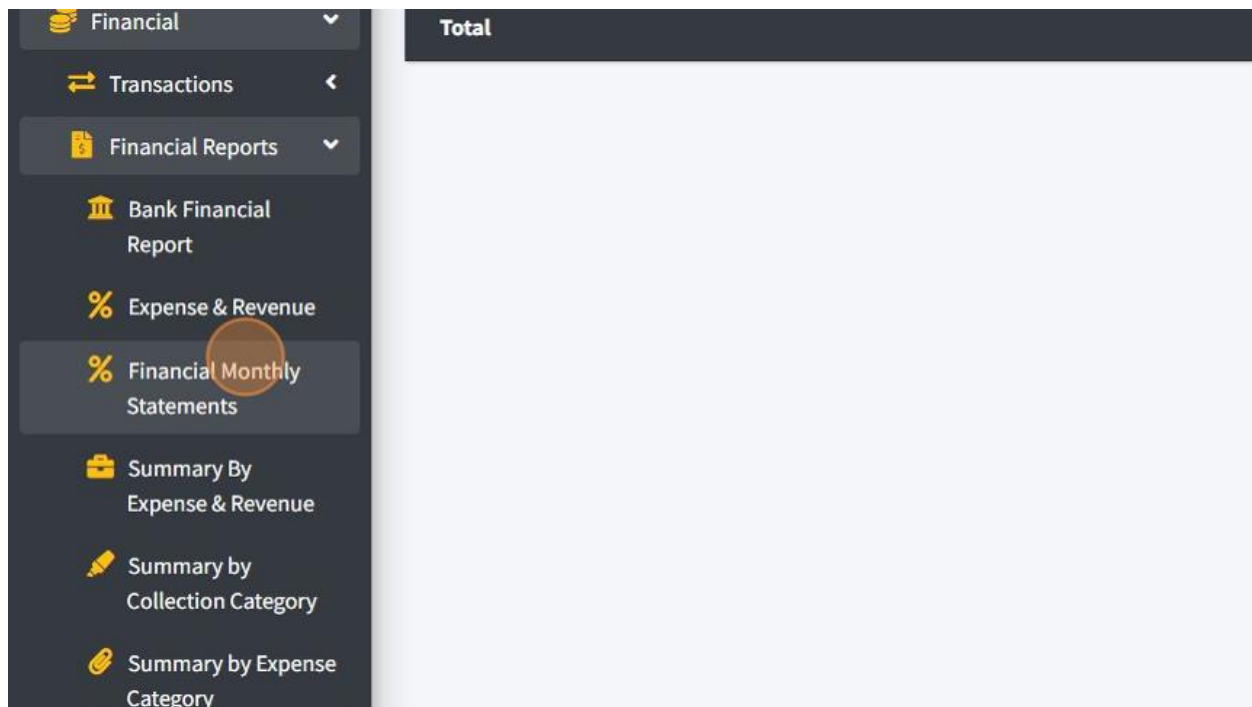
Export

Expense	Nett
739.00	14,715.00
0.00	324.00
0.00	0.00
0.00	12.00
0.00	0.00
739.00	15,051.00

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	September	October	November	December	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 Elektrik	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.

Qariah Portal Masjid Info Change Masjid

Monthly Report

Date: Month - Month 2023 Filter Export

Category	Notes	Total
	-	500.00
AJK/Officer	-	723.00
Donation	-	1,122.00
Organ Pembesar Suara	-	608.00
Donation	-	224.00
Tabung - besarkan surau	-	12.00
	-	100.00
Stipend	-	10,000.00
Shahid Anak Yatim	-	2,301.00
Shahid Anak-anak Yatim	-	200.00

Category	Notes	Total
----------	-------	-------

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

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

 Powered by Google Translate

Date :

January

 -

September

2023

Filter

Export

PDF File

Notes	Total
-	500.00
-	723.00
-	1,122.00
-	608.00
-	224.00
-	12.00

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

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

 Powered by Google Tr

Date :

January

 -

September

2023

Filter

Export

PDF File

Notes	Total
-	500.00
-	723.00
-	1,122.00
-	608.00
-	224.00
-	12.00
-	100.00
-	10,000.00

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 Alam (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.

Financial Reports

Bank Financial Report

Expense & Revenue

Financial Monthly Statements

Summary By Expense & Revenue

Summary by Collection Category

Summary by Expense Category

Fees

Donations & Payment

Bantuan Palestine

Bantuan Rumah Anak Yatim

Tabung Kebajikan Anak-anak Yatim

Expense Category

Bill

Electricity

Bil Elektrik Masjid

Total

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

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

Powered by Google Translate

Date From: 2023

 Filter
 Export
 PDF 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	224.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00

23. Then click "Filter".

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

Powered by Google Translate

Date From: 2023

 Filter
 Export
 PDF 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	224.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00

Date From:

2023

Filter


Export

PDF File

January	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

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	0	223	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
Biil 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 Alam (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.

Report

% Expense & Revenue

% Financial Monthly Statements

Summary By Expense & Revenue

Summary by Collection Category

Summary by Expense Category

Fees

Donations & Payment

Bantuan Rumah Anak Yatim	0.00	0.00	0.00
Tabung Kebajikan Anak-anak Yatim	0.00	0.00	0.00
Expense Category	January	February	March
Bill	0.00	0.00	0.00
Electricity	0.00	0.00	0.00
Bil Elektrik Masjid	0.00	0.00	0.00
Total	2,000.00	0.00	6.00

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

[Qariah Portal](#) [Masjid Info](#) [Change Masjid](#) [Log Out](#)

Select Language

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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".

[Qariah Portal](#) [Masjid Info](#) [Change Masjid](#) [Log Out](#)

Select Language

Powered by Google Translate

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.

2023 Filter Export

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.

Expense & Revenue	Bantuan Palestine	0.00	0.00	0.00
Financial Monthly Statements	Bantuan Rumah Anak Yatim	0.00	0.00	0.00
Summary By Expense & Revenue	Tabung Kebajikan Anak-anak Yatim	0.00	0.00	0.00
Summary by Collection Category	Total	2,000.00	0.00	27.00
Summary by Expense Category				
Fees				
Donations & Payment				
Masjid Members /				

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

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

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2023

Filter

Export

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

34. Then click "Filter".

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language

Powered by Google Translate

2023

Filter

Export

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

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

Qariah Portal
 Masjid Info
 Change Masjid
 Log Out

Select Language ▾

Powered by Google Translate

2023 ▾

Filter

Export

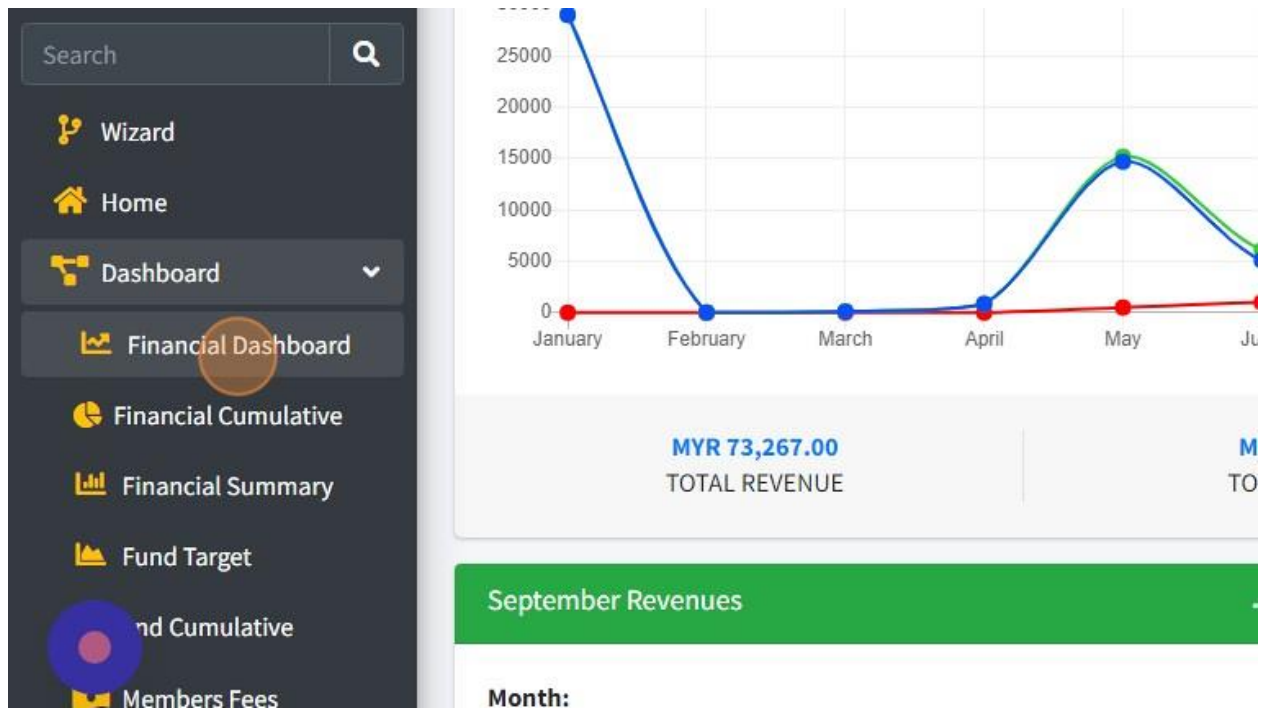
July	August	September	October	November	December	Total
10.00	0.00	0.00	0.00	0.00	0.00	10.00
0.00	280.00	0.00	0.00	0.00	0.00	280.00
0.00	0.00	449.00	0.00	0.00	0.00	449.00
10.00	280.00	449.00	0.00	0.00	0.00	739.00

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

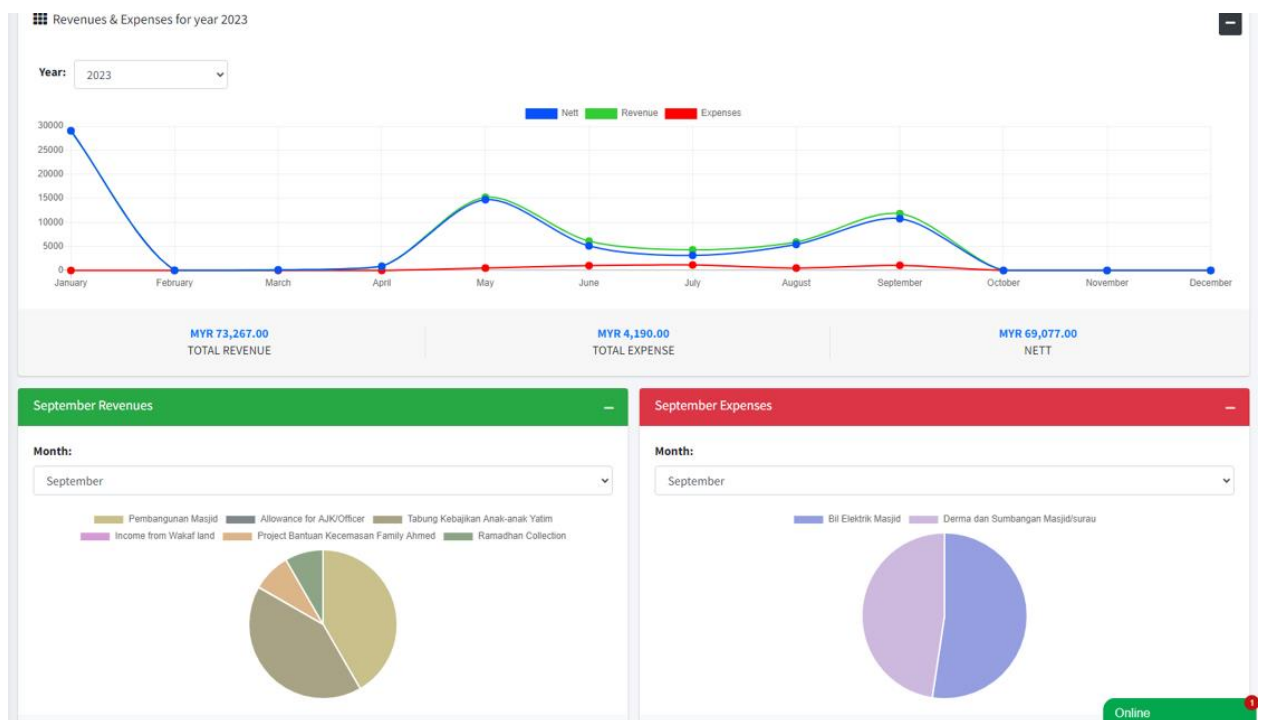
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
2	Jamuan/Keraian	150	0	0	0	0	0	0	0	0	0	0	0	150
3	Payment To Asnaf Members	500	0	0	0	0	0	0	0	0	0	0	0	500
4	Bill	1,500.00	123	1,000.00	0	0	0	0	0	3,000.00	150	0	0	5,773.00
5	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

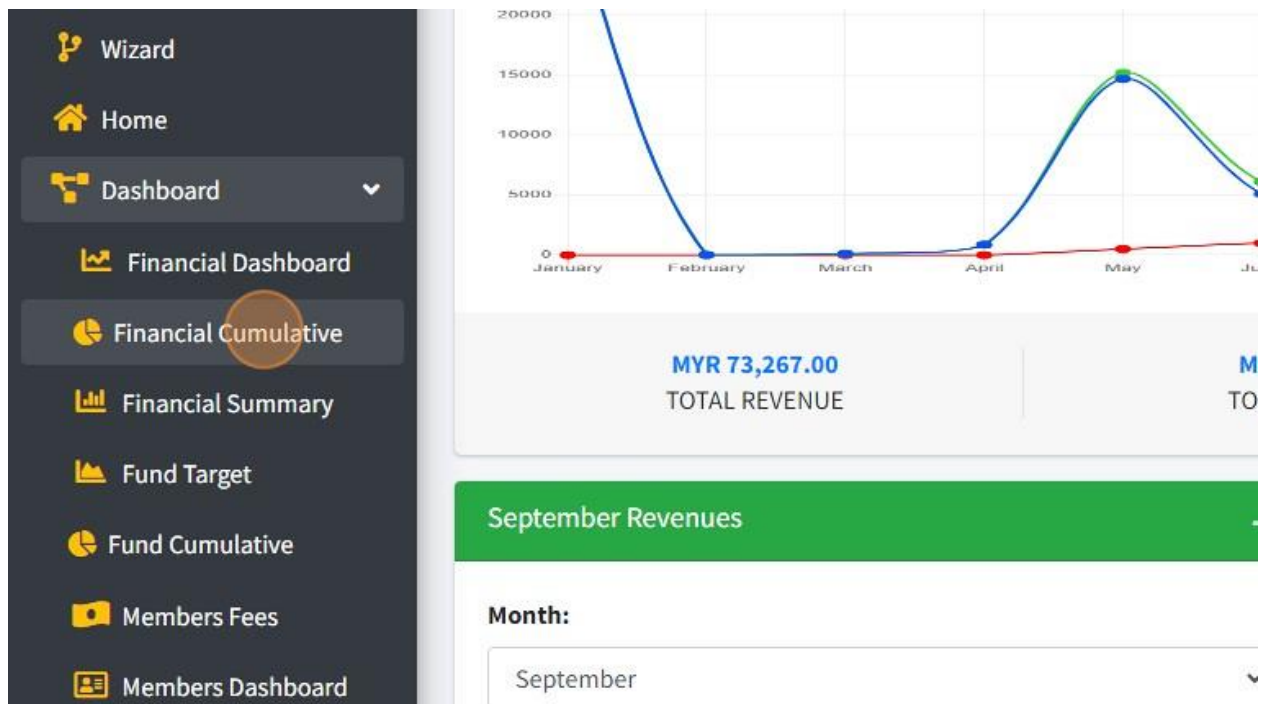
1. First click "Dashboard then click "Financial Dashboard".



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

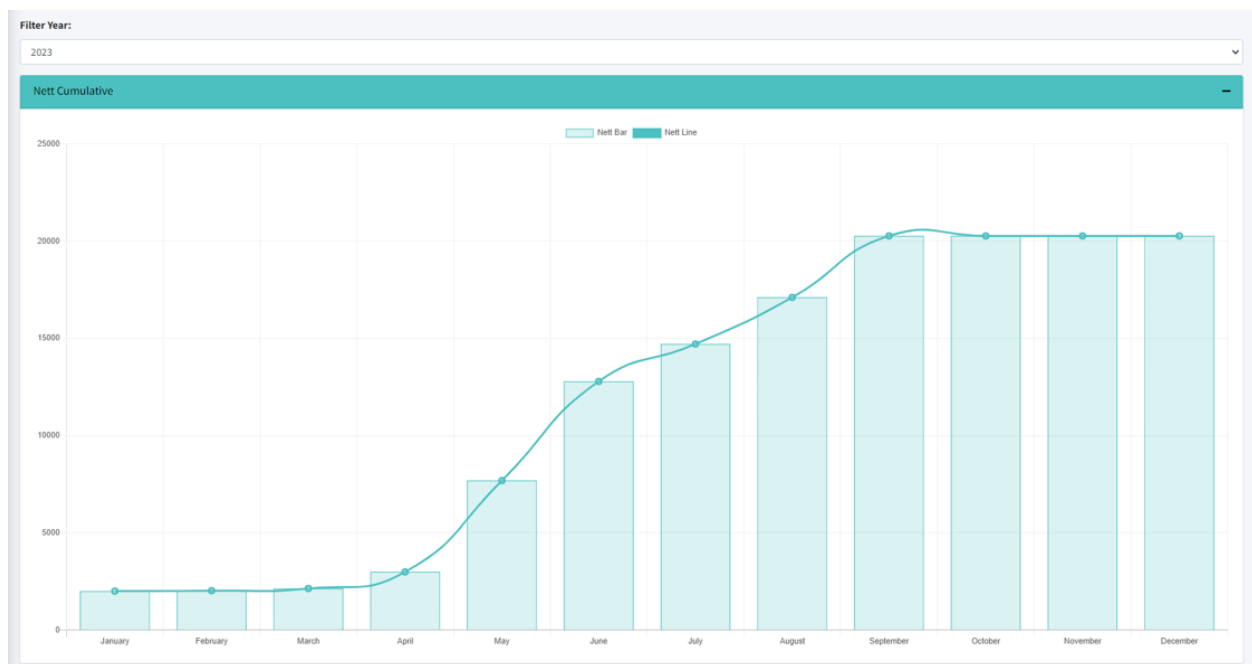


3. Click on "Financial Cumulative"

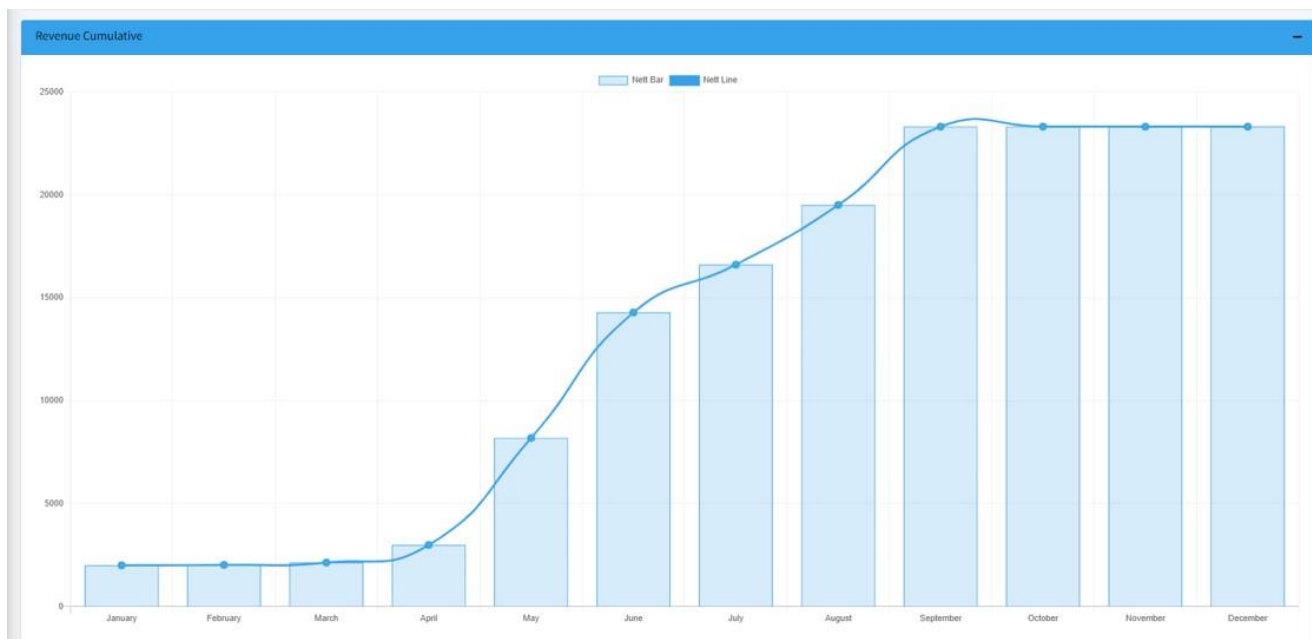


4. Then you will see dashboard as following picture below:

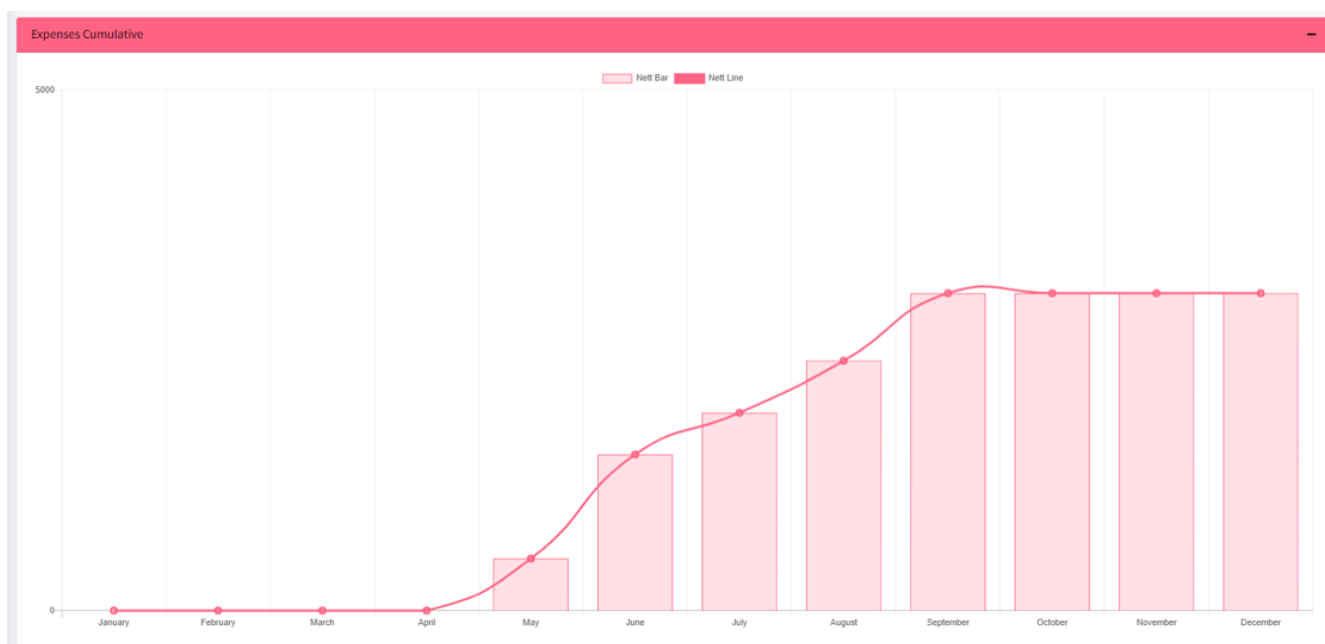
For Nett Cumulative Dashboard:



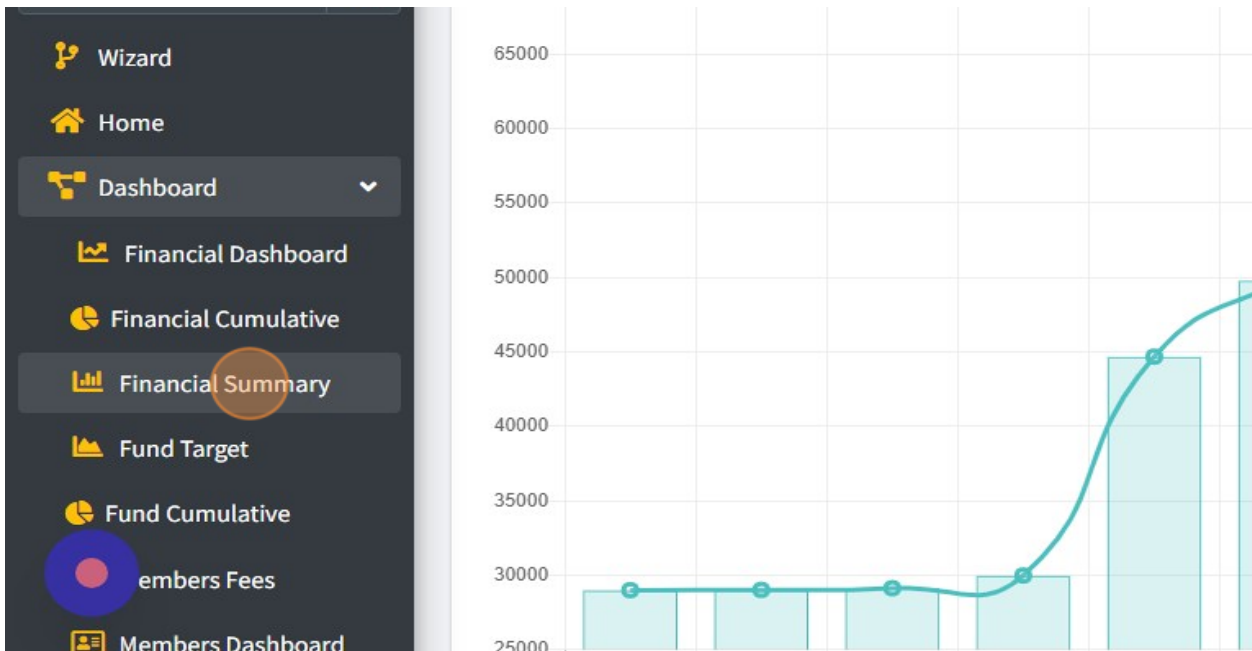
5. For Revenue Cumulative Dashboard:



6. For Expense Cumulative Dashboard:



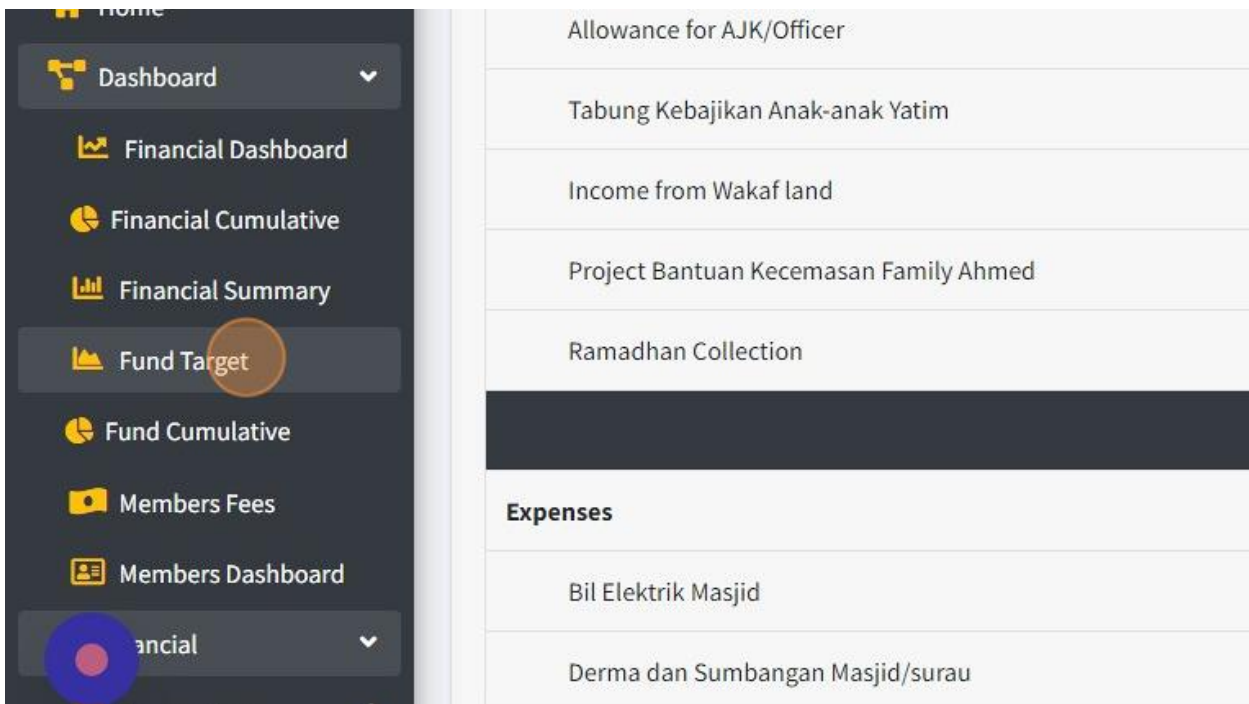
7. Click on "Financial Summary"



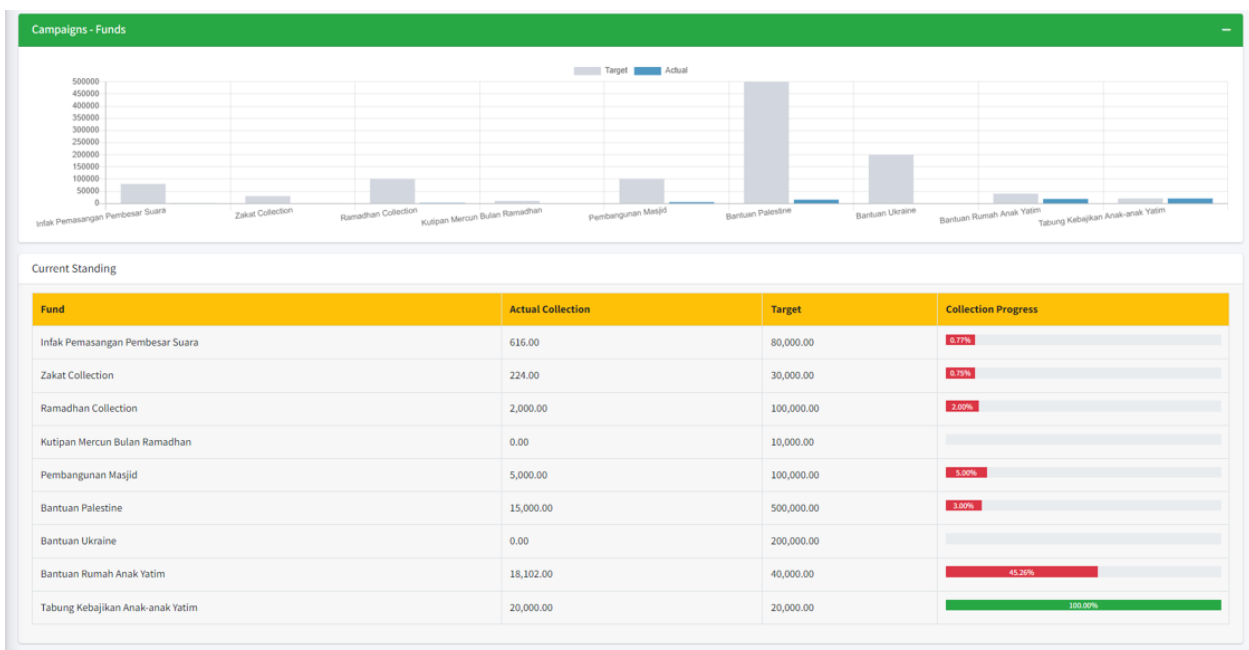
8. You will see the dashboard as following picture below:

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

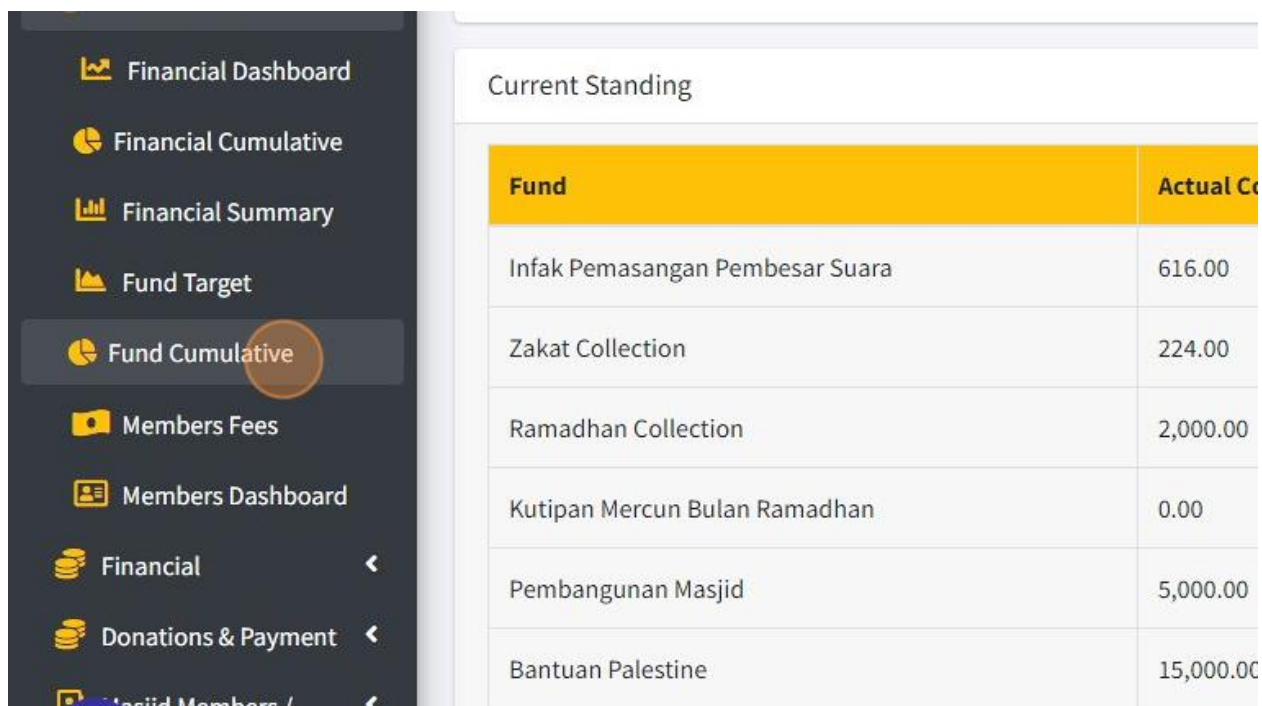
9. Click on "Fund Target".



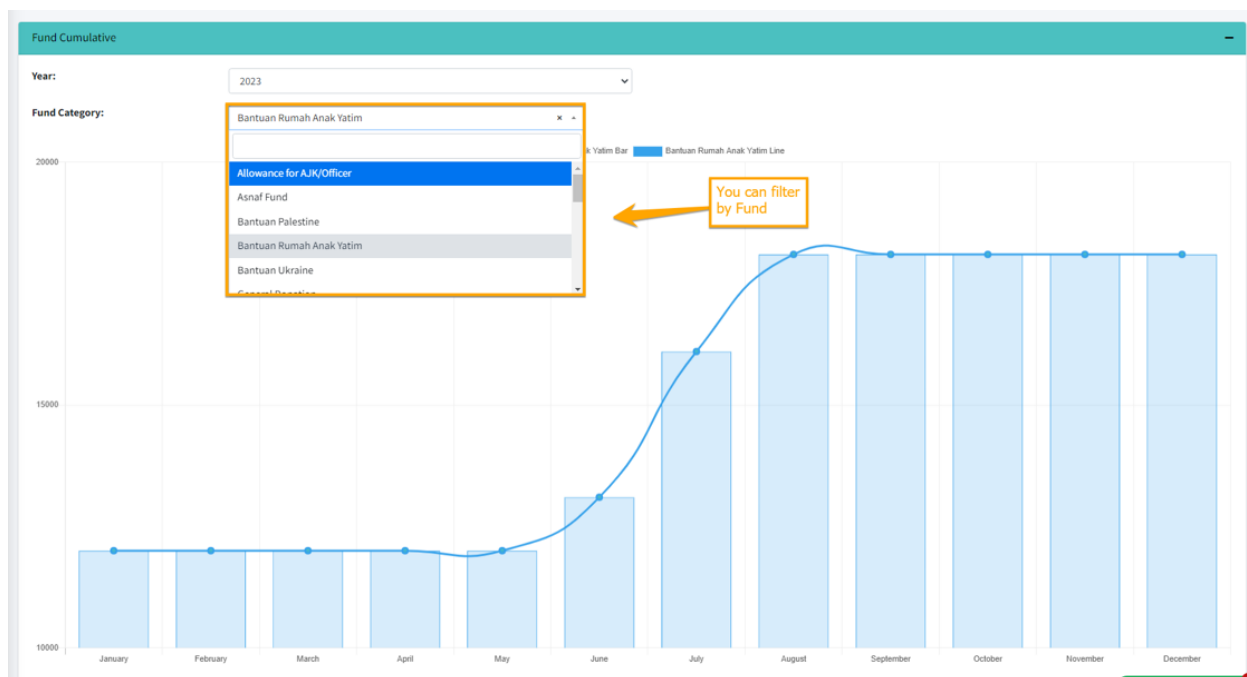
10. You will see the dashboard as following picture below;



11. Click on "Fund Cumulative"



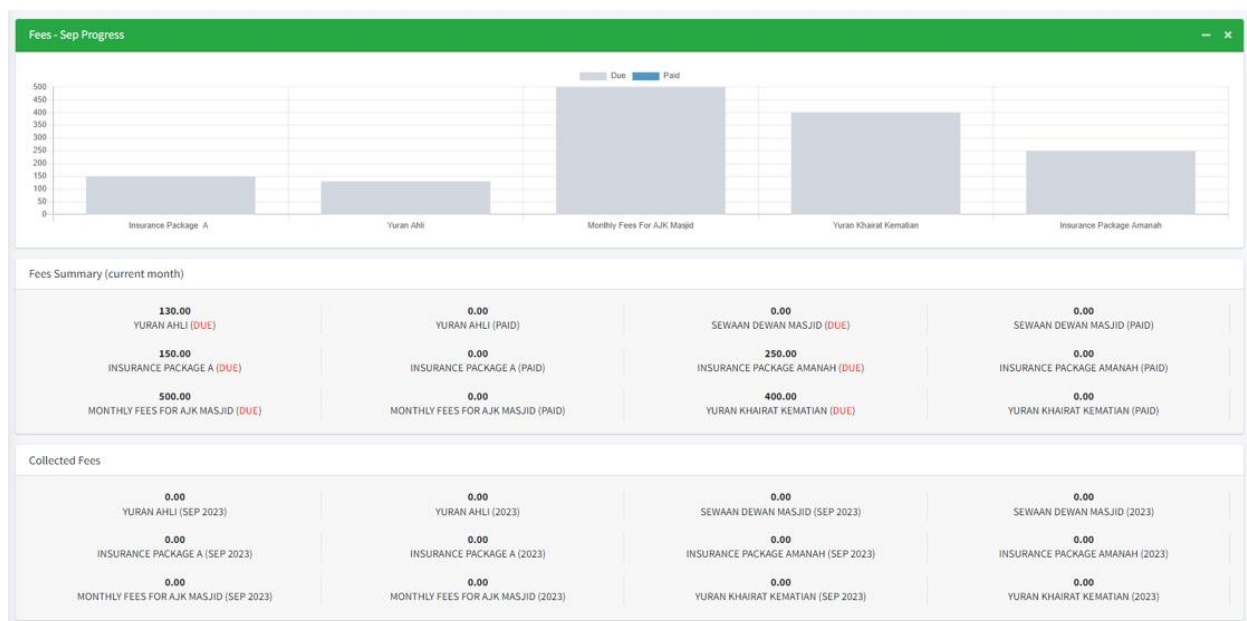
12. You will see the dashboard as following picture below:



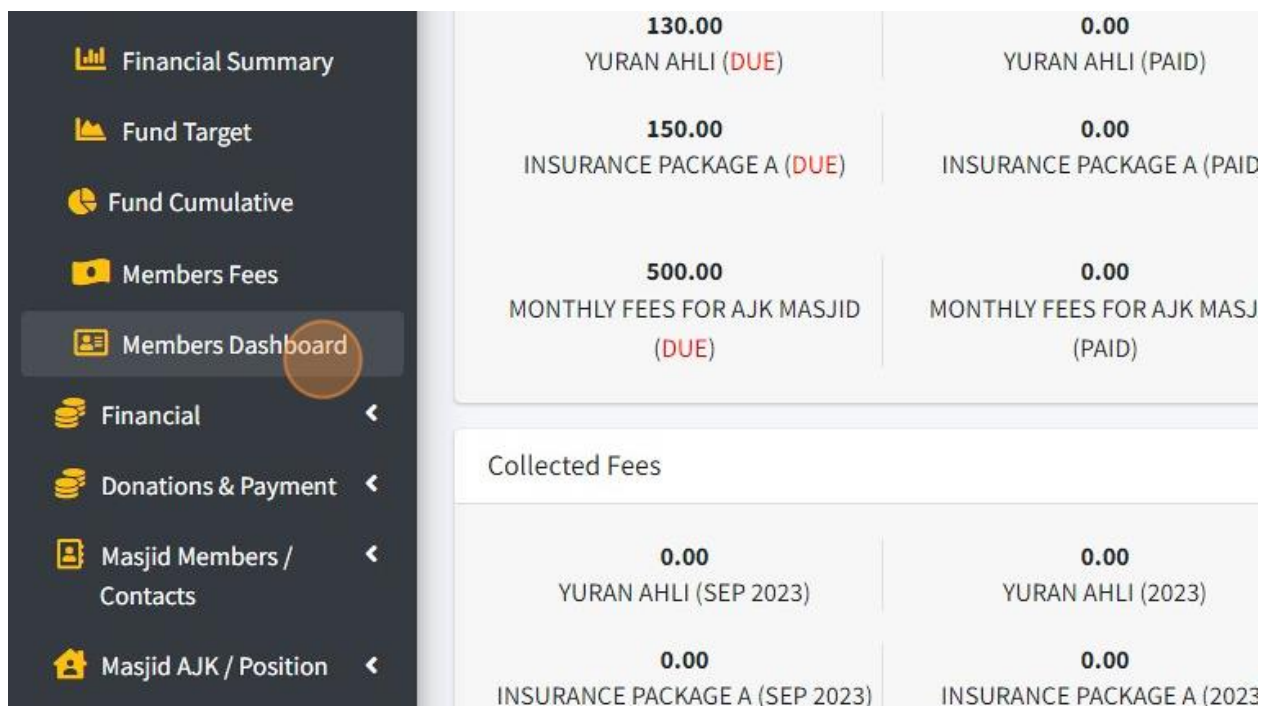
13. Click on "Members Fees".



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

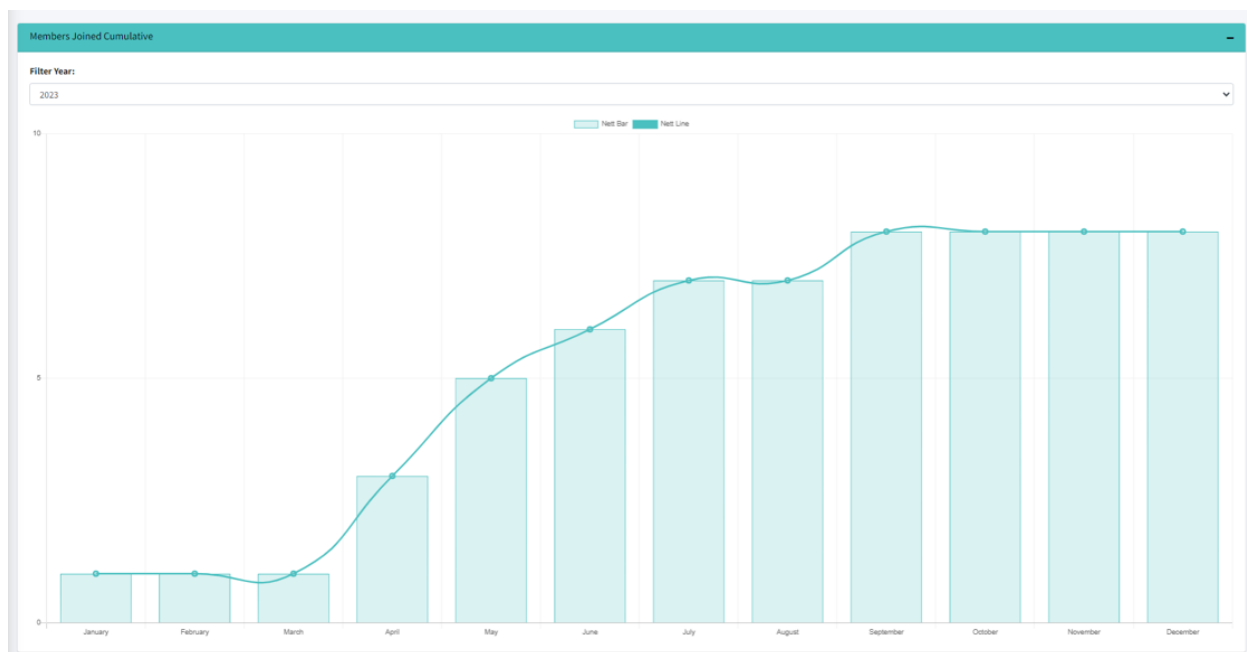


15. Click on "Members Dashboard".

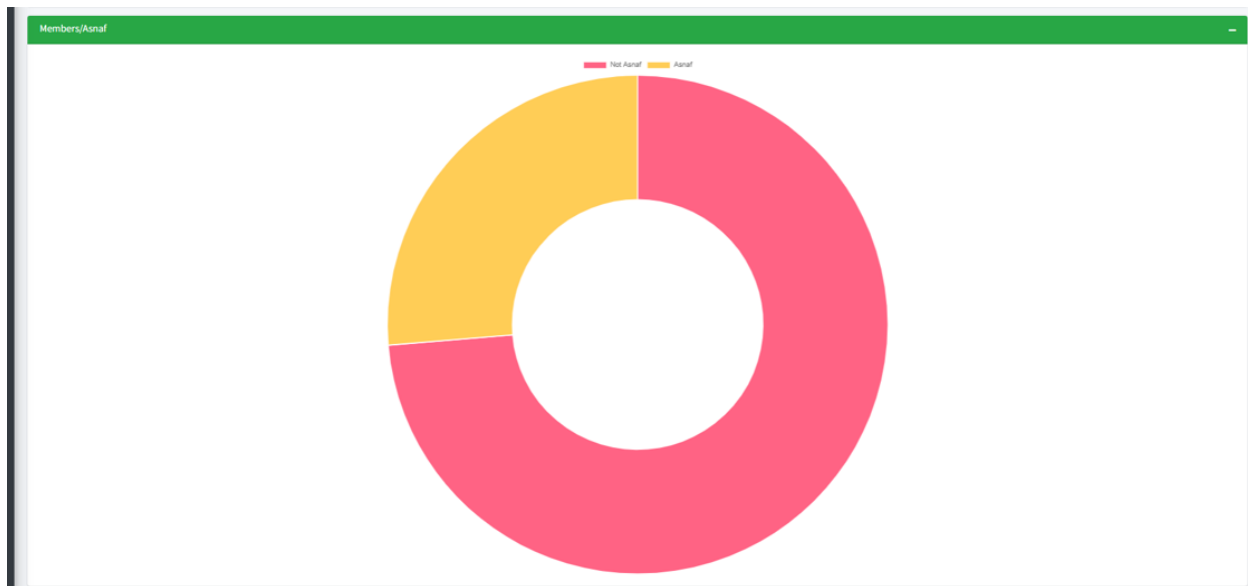


16. You will see the dashboard as following picture below:

Members Joined Cumulative:



17. Members/Asnaf:



18. Asnaf Members by category:

