COMPUTERSED INSURANCE OPERATIONS (A CASE STUDY OF LEADWAY ASSURANCE COMPANY LIMITED, ABUJA OFFICE)

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DEDICATION

This project work is dedicated to the course of the Almighty GOD whose mercies have been my source of inspiration to attain greater heights and to him alone, all glory is due.

Also dedicated to my parents, wife and little Ibrahim for their constant support. You have been so wonderful. Glory be to the Almighty God.

CERTIFICATE

This project work has been read and certified by the undersigned as meeting the requirements of the Department of Mathematics/Computer Science, Federal University of Technology, Minna.

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ACKNOWLEDGEMENT

The popular Yoruba adage says, "The starter is not the main worker but those who despite odds of life faces it to the end shall be praised"

With strong determination and the will power of GOD to succeed, one can joyfully praise the Almighty GOD for his guidance, protection and care over me during and after the program.

Indeed, certain individuals are worth being recognized in this program. The first of such great persons is my project supervisor-prince R.O. Badmus. A personality of this century. Indeed prince Badmus, to say "Thank You" seems rather too little to express my innermost concern to you over your special care and love showered on me. You were the architect to the great success we all attained to be a member of the computer world. What else can one say but always to pray to God to continue to shower his love, guidance and protection in all your undertakings. Prince keep up your goodness. The sky is your limit.

The former Head of Department and now the Dean of the school. I salute your efforts and hardwork. To the current Head of Department, I wish to say thank you.

To my lecturers in all courses, you been very wonderful and superb.

To my coursemates, I wish to thank you all particular the class Rep. Mr. Aliyu N. Musa for his support, care and concern. Bravo to all of us.

To my wife and little kid, I thank you also for being there always

My employer – Leadway Assurance Co. Ltd. Thanks for giving me the support and encouragement to rise to this level in the face of plenty

To my friends and foes, I salute the courage infuse in me for being there always to cheer me up.

ABSTRACT

The project focuses on the automation of Insurance Operation System. Most insurance companies carry out their operation manually thereby resulting into delays, irregular payment as at when due and lack of sufficient and required information as at when needed.

Based on these problems, the need for automation cannot be over emphasized. This could be carried out by using Database Management System IV language to achieve the desired results.

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CHAPTER ONE

1.1 INSURANCE OVERVIEW

Introduction

Some life occurrences are detrimental to progress in human existence and such occurrences could be natural and the only measure to take against them is to play safe.

It is these compensatory measures that brought about the rise of the insurance policies, and hence, insurance companies, thus, these occurrences are referred to as risks whose occurrence could lead to family or organizational downfall.

Various practices in underwriting, documentation and claims handling becomes relatively standardizes. Thus insurance in a broad term is said to be pool of risk that provides relieve in certain occurrences from the basis of insurance contract. The matter of contract is the name given to the formal interest which a person has in the subject matter of the insurance. This concept is at the root doctrine of insurance interest.

1.2 CONCEPT OF INSURANCE OPERATIONS

Under a modern insurance system, payment to those who suffer losses are made from the accumulated control of all those who participate in the insurance program.

In all classes of insurance, each member of insurance group is known as INSURED. The ASSURED or policy holder pays a relatively small sum of money into a common pool administered and controlled by the insurer who is usually an incorporated insurance company risk limited liability. In return for the payment which is called PREMIUM. The insurer agrees to pay the insured for losses arising from specified periods.

The term or the insurance agreement are embodied in a document which is called the POLICY. When the insured suffers a loss that is insured against, the loss is resorted as the insurance company.

1.3 WHY COMPUTERIZATION?

Computerization is becoming increasingly important in business. Insurance companies in this country have been slow to take advantage of the immense benefits which computer offers.

The primary purpose for computerization should not be objective of reducing costs over a short period of time but rather to improve efficiency and service to their vast clients.

Indeed, the potential uses of the computer are so vast. The accuracy, speed and reliability of computers in processing lists of instructions in the most efficient manner has also increased the zeal of individuals and corporate bodies to engage the use of computers in their respective day to day business activities.

The information needs of the present day organization continue to increase considerably and such information are required to be generated within a reasonable time and also with high speed.

When designing any computer based procedure channeling the design in such a way as to achieve maximum benefit in terms of speed of execution, complete or total automation of procedure and maximum eradication of possible errors from the use of computers.

The new system will provide benefits which include: -

a) Increase in processing speed and generation of useful report within a short period of time

b) Better and more satisfactory reports are generated. This will help the customers to understand better how the various balances are arrived at and the reconciliation of accounts are made easier.

c) The integrity of data is maintained.

d) Providing solutions to the problems of the existing system.

e) Better control is achieved on the security of the information on both the part of the organization as well as the customers.

1.4 ESSENCE OF COMPUTERIZING THE SYSTEM

The following are the criteria by which to judge an application possible suitability for the use of computers: -

a) Volume – The computer is particularly suited to handle large amount of data at a relatively low cost than manual system.

b) Accuracy – computerization of insurance operation will provide accurate and precise premium calculation for different policies.

c) Speed – computer work at phenomenal speed. This is combined with the ability to access records directly and from remote locations, enable them to respond very quickly to a given situation and from different department.

d) Security - Only authorized person(s) should have access to the files and this can only be done by the use of PASSWORD. Without having the correct password nobody will be able to access the files.

e) Error free - the new system is expected to be error free in all its operation. If a mistake is identified in the information produced, it might be as a result of incorrect data entry fed into the system. The popular adage says, " *Garbage in Garbage out*" (GIGO).

1.5 OBJECTIVES OF THE STUDY

The researcher have been motivated to study the activities of insurance companies and understand how the company operates their business effectively in view of the high competitions and demand and to offer useful suggestions.

The main objectives include thus: -

1. To advance meaningful suggestions on how to solve problems emanating from the administration of policies to assured.
2. To study the efficiency of the manual strategies used in the determination and allocation of premium.
3. To determine the effect of large portfolio system in the size of risk bearing.
4. To determine the benefits and importance of computerization of part or whole of the insurance system.

1.6 DEFINITION OF TERMS

1. INSURANCE – The business of transferring risk by means of contract.
2 COVER – Insurance policy covering a wide variety of possible loss
3 GRACE – Additional insurance cover provided after the expiry date of the preceding policy.
4 INSURED – Persons or organization purchasing insurance.
5 INSURER – Body or organization authorized to sell insurance
6 AGENT – An intermediary who helps to sell insurance policy for an insurer.
7 LAPSE – The termination of life insurance cover following failure to pay premium and the exhaustion of the surrender value in premium payments.
8 CERTIFICATE OF INSURANCE – Proof of purchase of various compulsory insurance claims demand by the insured for pay under comprehensive insurance policy.

9 PREMIUM – The money paid by the insured to the insurer for the insurance cover provided in the policy.

10 REINSURANCE – An insurance effected by an insurer against claims incurred under contract of insurance or reinsurance written by that insurer.

11 SUBJECT MATTER OF INSURANCE – The subject matter of insurance is not the property, thing, person or liability covered by an insurance policy but the interest on those properties.

12 UNDERWRITTEN – A person who make decision whether or not to accept insurance business.

13 POLICY – A document which contains the terms of the contract.

CHAPTER TWO

2.1 INSURANCE OPERATIONS

2.2 MY RETIREMENT PLAN

An annuity is a method a method by which a person can receive a yearly sum, an annuity, in return for the payment to an insurance company of sum of money.

When a person has a reasonable large sum of money and wants to provide an income for himself after he retires or at some other time he can approach a life assurance company and purchase an annuity. The annuity may start at once or an immediate annuity or may start at some date in future a differed annuity.

Regardless of when or starts, it can take various form or may provide an annuity for the life of the person. The annuity and or it may be payable irrespective of death for certain period as in the case of the annuity

Procedures - This policy is designed in such a way that it may be effected in return for yearly premium of some amount payable each year at a fixed rate. Securing a predetermined amount of basic premium pension. Alternatively, it may be effected by a series of single premiums, which may be varied in amount from time to time and paid as sometime as the policyholder may decide

2.3 TYPES OF POLICIES

(1) *YEARLY PREMIUM*: - Under this, the benefits are fully guaranteed and the policy holder known from the onset the exact amount of persons that he can look forward to receiving in return for the payment of the fixed level amount each year.

(2) ***SINGLE PREMIUM*:** - Unlike the yearly premiums policy under which the total pension is known from onset, single premium policies Secure a given amount of person for each premium paid. As age advances the rate of single premium vary from time to time, and are closely geared to the financial condition prevailing or the time of each payment so that it is not possible to determine in advance the amount to be purchased for future payments, although the amount of pension purchased for each premium is itself fully guaranteed.

(3) ***NORMAL PENSION*:-** the normal pension age is selected, however, the policyholder may select to have his pension from any age between fifty (50) and sixty-five (65) years.

The amount of pensions from whatever date is taken, the premium continues to be paid up to the active date of retirement.

The normal pension will be payable by monthly instatement commencing with the first payment one month after the date in which it is finally decided that the pension shall commence.

INVESTMENT LINKED

The plan was designed primarily as an investment vehicle, a small proportion of the contribution is used to provide a measure of life assurance cover in addition.

BENEFICIARY

The plan is open to everybody under the age of 50. The young individual who wants to build up funds for the future, also the old individual who wants to argument his/ her pension for special purposes.

CONTRIBUTIONS

The money paid is called contribution unlike in other plans where it is termed premium. The contributions may be monthly; quarterly, half-yearly or annually.

As the contribution is made, it will be credited into funds skillfully managed by investment experts.

LIFE COVER

If death should cover while the policy is in force. He is bound to receive the greater of: -

(i) An amount equal to the total contribution from inception to maturity date (guaranteed death benefit)

(ii) The accrued balance in one's account plus an amount equal to remaining contributions which would otherwise have been made after death.

However, the guaranteed death benefit is based on the level of your contributions. If death is caused by accidents, the sum payable is doubled.

MATURITY OPTIONS

One may opt to continue contributions after maturity and leave his money invested so as to increase benefits or on the other hand he may claim the maturity value.

COUPLE ACCORD PLAN

A couple accord plan is basically a simple policy which is issued on the life or both (couple) spouses and simultaneously covers the risk on their lives for the same sum assured. The sum assured became payable on death of the first to due or on the maturity date which ever happens first.

DISABILITY WAIVERS

Sickness or accident can lead to disability, and of course, disability will lead to serious loss of income. Should one therefore suffers a long period of disability as a result of sickness or accident, one may face difficulties of meeting one normal over going which including the payment of renewal premium under the couple accord plan. The only answer to this problem is to add a waiver or premium benefit to ones couple accord therefore, by paying a small additional premium, the premium in respect of the plan will be waived during the period of disability.

2.4 BRIEF HISTORY OF THE COMPANY

Leadway Assurance Company limited is one of Nigeria's foremost insurance service companies, with a reputation for service efficiency and customer reliability.

For over 28 years, LEADWAY has honoured its underwriting commitments and has earned its reputation of excellence in claims handling. The evolution of LEADWAY since 1970 has mirrored the dramatic expansion of indigenous insurance service providers, with LEADWAY remaining in the forefront as an insurer of repute.

The company has no loan stock and relies solely on its shareholders fund for capital projects backed by a carefully planned investment portfolio. The company is also an active player in the money market, having over the years invested in secured instruments, both government bills and private acceptances. This investment focus contributes significantly to the company ability to carry out a number of capital intensive projects, aimed at improving the quality of service delivery, without recourse to shareholders or loan.

2.5 COMPANY BUSINESS INFORMATION

LEADWAY is a private company with 26 shareholders, 4 of which are corporate investors and a Trust corporation.

PRODUCTS AND SERVICES

Since its incorporation in 1970, LEADWAY has been re-registered under the 1997 insurance decree to underwrite life, pensions and general insurance businesses, inchidirey special risks as oil and Gas.

LEADWAY offers a fully integrated service covering the full spectrum of insurance products and allied financial services, some of which are as follows: -

(1) LIFE ASSURANCE AND PENSIONS

- Life and Annuity contracts
- Pension find management
- Individual deposit Administration
- Mortgage protection

(2) GENERAL INSURANCE

- General accident
- Personal accident / workmen compensation
- Fire and allied perils
- Property all risks
- General liability
- Motor
- Engineering
- Goods in transit

- Oil and Gas
- Electronic Equipment

(3) FINANCIAL SERVICE

- Bond
- Seconded credit
- Miscellaneous financial loss.

2.6 ORGANOGRAM OF THE COMPANY

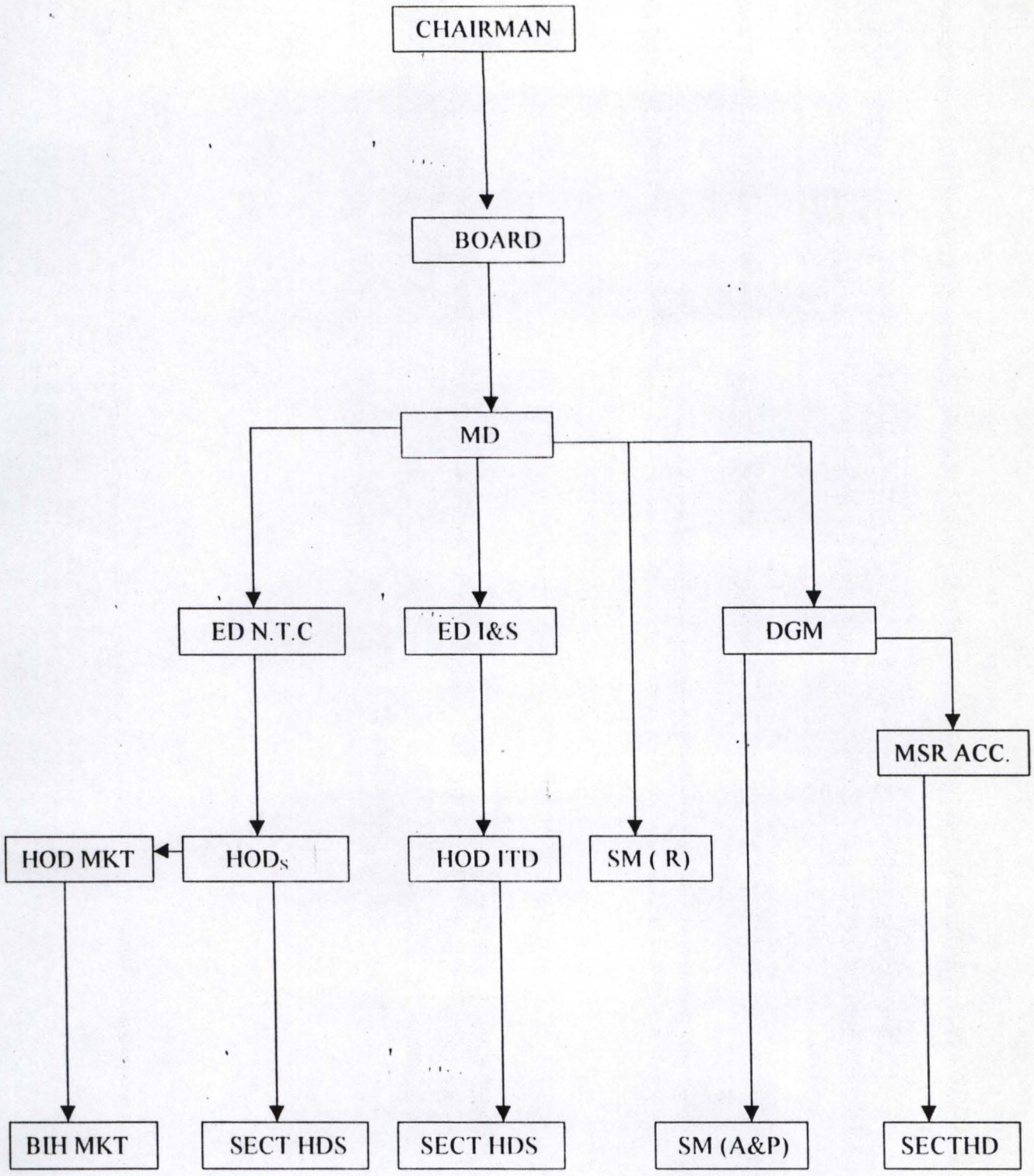
(1) ***CHAIRMAN*** – The overall head of the company. He is the chairman of the Board of Directors. His duty includes seeing to the rapid growth of company. He accountable to the shareholders of the company.

(2) ***MANAGING DIRECTOR*** – He reports directly to the chairman of the company. He acts as the link between the management and the chairman. He oversees all the activities of the company.

(3) ***EXECUTIVE DIRECTOR***- Act on behalf of the Managing Director in his absence. Responsibilities are varied but all tailored towards the growth of the company.

(4) ***DEPUTY GENERAL MANAGER*** – He is in charge of all the area managers, branch managers and other senior members of the management. Coordinates all the activities of the company.

See attached organogram overleaf.


CHAIRMAN
BOARD
MD
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ED I&S
DGM
MSR ACC.
HOD MKT
HODs
HOD ITD
SM (R)
BIH MKT
SECT HDS
SECT HDS
SM (A&P)
SECTHD

2.7 RELATIOSHIP OF SECTION TO EACH OTHER

(1) PENSIONS

This section deals with group life policies, group life, and group endowment. They maintain claims and renewed on group business. The department has a large number of staff compared to other sections.

(2) MARKETING

This section is the root and the source of the organization. They deal directly and indirectly with the clients to secure more business for the organization. They liased with brokerage firm and ensure that payment in made or each branch office before it gets is the Head office.

(3) ACCOUNTS

This section is responsible for staff affairs, ledger control and updating company's account.

(4) *CLAIMS/SERVICING SECTION*

Claims concerned with repayment of withdrawal contracts when no longer interested in the business. The servicing is the renewal section which maintains the continuity of existence of a business which had been, possibly, abandoned for minimum of six months period.

(5) ***UNDERWRITING SECTION***

This section is known as new business section. It is involved in the handling of all life assurance proposal received until is put on the book of the company.

The prompt acceptance of a proposal and issue of the policy contribute much to the positive image of the company and the satisfied field force. Each business is critically analyzed and rejection or acceptance of policy is based on the authenticity of various standard assessment criteria.

(6) ***FOLLOW–UP REMINDER***

The underwriting section issued a follow-up slip following the acceptance letter sent to the client, if the payment is not received on time, a reminder is sent.

(7) ***POLICY ISSUING PROCEDURE***

The underwriting section finally issued the policy of the declaration of declaration of continuous good heath is cleared.

2.8 CALCULATION OF PREMIUMS

Not all policies will be used here for calculation, since their premium calculations will be computerized.

(1) ***COUPLE ACCORD***

This is a plan which is basically issued on the lives of both couples and simultaneously covers the risk on their lives for the same sum issued.

Example to illustrate: -

Sum assured – ₦ 50,00.00

Husband age – 45 years

Wife's age – 38 years

Difference in age – 7 years

Duration - 25 years

Rate (table value) – 50.07 / 1000

Premium = $\frac{\text{rate x Benefits}}{1000}$ + policy fees.

Premium / annum = $\frac{50.07 \times 50000}{1000}$ + 40

(2) ***ANNUITY PLAN (RETIREMENT PLAN).***

Unlike couple accord plan which involves the lives of the couple, the annuity plan is an individual arrangement designed to meet individual

requirement to make adequate provision for a comfortable retirement. It ensures one to receive the full benefits of all various advantages.

The process is thus: -

Sum assured (S/A) – ₦ 20,000

Selected retirement age – 60 yr.

Current age - 35 yr.

Annuity duration – 25yrs.

Rate (table value) – 298

$$\text{Premium} = \frac{\text{Rate x Benefit (S/A)}}{1000} + \text{policy fee}$$

$$= \frac{298 \times 20{,}000}{1000} + 20$$

Therefore

the annual premium = ₦5, 980.00

The amount calculated represents annual premium for an annuity payable every year to an insurer at an agreed price for a policy covered for the next five years.

However, the common fractional value may be applied to arrive at monthly, quarterly, and half yearly premium, thus we have

a) 0.0875 for monthly percentages

b) 0.02571 for quarterly percentages

c) 0.51 for half yearly percentages.

(3) ***CHILDREN ENDOWMENT***

This policy was designed for children welfare and being. This is a special arrangement meant to cater for the children education career, economic and social well being in case of untimely death of the parents.

The premium is obtained directly based on the age next birthday of parent. The parent age is applied directly:

Example to illustrate

Sum assured – ₦ 20,000

Parent age – 20 years

Duration - 45 years

Rate – 52.20

$$\text{Premium} = \frac{\text{Rate x benefits}}{1000} + \text{policy fee}$$

$$= \frac{52.20 \times 20000}{1000} + 20$$

Premium = ₦1383.20

The premium payable yearly for the period sated above represents the amount of insurance covered on the life of the child as defined in the contract.

However, certain percentages may be applied to allow for monthly, quarterly, and half-yearly premium depending on the capability of the assured parent(s).

(4) INVESTMENT LINKED POLICY

This plan was designed primarily as an investment vehicle where a small portion of the contribution is used to provide a reassure of life assurance cover in addition to investment. The investment plan plough only 5% of the contribution made to vehicle as insurance cover and the remaining 95% on investment.

Unlike other insurance plan, this plan has age limit, it does not accommodate prospective assured who is 55 years and above. The duration of the policy is strictly determined by evaluation of the difference between the assured age and maximum age allowed which is 35 years.

Example

Sum assured – ₦13200

Assured age – 34 years

Maximum age allowed – 55 years

Duration – 11 years

Premium = $\frac{13200}{11}$

= ₦1,200 premium payable per month.

2.9 COLLECTION OF POLICY PROCEEDS AND CLAIMS

Maturity claims is paid to the life assured who owns the policy or his assign if any. On the other hand, a death claim is payable to his estate or to assign or any beneficial specified by the assured.

However, where a named beneficial is elected absolutely at any time within the accuracy of the policy without a withholding condition, the policy proceeds shall be paid to such beneficial under any circumstances. The election permits the organization to settle death claims promptly without requiring a grant of separation.

CHAPTER THREE

3.0 SYSTEM ANALYSIS AND DESIGN

3.1 INTRODUCTION

The system analysis and design stage involves analyzing the existing system in order to aid the designing of the proposed system. The analysis is considered important because the design of the new system is dependent on whatever information gathered during the analysis stage.

In recognition of the above, the problems associated with the existing system as well as the objectives guiding the investigation are also outlined so that the new system that will be designed will be able to meet the expected benefits.

3.2 PROBLEM IDENTIFICATION AND DEFINITION

The introduction of computer in the present day world is expected to replace manual operations. This is necessary due to increased activities in our present day life. However, in areas where manual system is still in place, there exist various problems such as loss of vital information, insecurity of data, late retrieval of necessary details and host of others which will lead to inefficiency in the general operations of the system.

The net effect is that the organization that faces such problems would not be able to meet up the set objectives.

3.3 ANALYSIS OF THE PROPOSED SYSTEM

The proposed system is the computerization of insurance operations system. The computerization is to be done in such a way that only relevant information is contained in the scheme. Since computer is suited for handling large amount of data at relatively lower cost than the manual system. It is highly recommended as this will eliminate the problems of tediousness because the system will perform the necessary computations and display the result. The computer is known to provide error-free solutions hence the accuracy in the calculations of premium for the different policies is guaranteed.

In the calculation of the premium, the strong point that makes for easy computerization lies in the fact that virtually the same formula is used in the calculation only that the rate differs with age and the type of policy being taken.

3.4 PROBLEMS OF THE EXISTING SYSTEM

1. **INSECURITY** – This becomes relevant in cases of fire outbreaks in which all the existing record is burnt.

2. **STORAGE** – Large volume of data is involved and the storage of such data is different when one consider the number of files to be consulted.

3. **NATURE OF INSURANCE BUSINESS** – By its nature, it involves payments of small amount of money by a large number of people. Accounting for such transactions is tedious if it is done on manual basis.

4. **ERROR** – Just like any manual calculation, the premium to be paid is liable to error.

5. **DELAY** – There is a lot of delay being encountered owing to the fact that there are a lot of forms to be filled and this takes much time and it is energy sapping.

3.5 COST AND BENEFIT ANALYSIS

In order to determine the cost of operating the proposed system, it is necessary to see the various ways in which costs may be incurred.

(a) DEVELOPMENT COST

i) Computer hardware – 31 BM computer with the following configurations; Pentium 133MHZ, 16MB RAM, 2.1GB Hard-disk, CDROM Drive of 32Max, Microsoft mouse, SVGA Monitor at ₦ 250,000

ii) UPS (3) 250 volts – ₦ 150,000

iii) 1 laser jet (6L) – ₦ 50,000

iv) 1 Epson printer (LQ2170) - ₦ 65,000

v) installation – ₦ 20,000

vi) training (5 operators for three months) - ₦ 40,000

vii) Miscellaneous expenses – ₦ 20,000

Total ₦ 595,000.00

(b) **OPERATING COST**

i) Program maintenance (I year) – ₦ 60,000

ii) 2 air conditioner (2 ½ HP) - ₦ 55,000

iii) stationary - ₦ 25,000

iv) utilities – ₦ 20,000

v) Miscellaneous expenses – ₦ 20,000

Total ₦ 180,000.00

Grand total ₦ 775,000.00

3.6 BENEFITS OF THE PROPOSED SYSTEM

1. Enhance the efficient operation of the computerized insurance operation system.
2. Creation of speedy premium processing of transaction and generation of necessary reports.
3. Avoidance of constant problem as being experienced from the manually used method
4. Maintenance of data security and integrity.
5. Better, faster, precise and satisfactory reports are generated when required.

3.7 CLASSES OF INSURANCE

1. ***TERM INSURANCE*** – Under this, the sum insured is payable on the death of the life insured if this occurred during the selected time. The corporation makes no payment if the life insured survives the end of the term. This provides for cheapest form of life insurance cover and is particularly ideal to cover a short-term loan; a business trip and all short-term risks.
2. ***MORTGAGE PROTECTION INSURANCE*** – This provides for a payment sufficient to clear the amount outstanding under a mortgage redeemable over the term of the policy by level installments of capital and interest. Although no payment is made on survival to the end of the term chosen. Nevertheless, valuable protection would have been secured for the dependent during the term.
3. ***ORDINARY ENDOWMENT INSURANCE*** – Here the sum insured is payable on the survival of the life insured to the end of the term of the policy or on his earlier death. The term may be selected as a specified period of years. This is highly popular scheme for making provision may be limited to expire before maturity date.
4. ***SELECTOR*** – This contract provides very generous insurance benefits such as cash at retirement, adequate life insurance as well as future insurability. It is a flexible policy that allows the policyholder to increase his insurance coverage from time to time to reflect changes in his financial status as well as to provide adequate protection against inflation. The policy is insured with profits.

5. ***WHOLE LIFE INSURANCE*** – this provides protection for the whole life the amount insured is payable only on the death of the life insured whatever might happen. Premiums are payable as long as the life insured is alive. Policies are issued with or without profit.

6. ***EDUCATION ENDOWMENT*** – This provides an income of $1/5^{th}$ of the sum insured payable at intervals of four(4) months for a period of year commencing from the end of the selected term. Premium payments, however, ceases on the death of the insured within the selected term. Policies are issued only without profits. They are basically tailored towards the children education.

6. ***PROPERTY PLAN*** – A property plan policy provides for the installmental payment of capital sum insured over the period of insurance. Unlike the ordinary endowment policy where the sum insured is payable at maturity or earlier death. This is usually designed specifically for those who would need cash at regular interval. Policies are issued with profits.

7. ***FAMILY INCOME BENEFITS*** – This type of policy provides quarterly income payments of one quarter of the annual income insured commencing on the death of the life insured. If this occurs during the selected term and ceasing at the end of the term.

8. ***LIMITED –PAYMENT WHOLE LIFE INSURANCE*** – This is the same as whole life insurance except that premiums cease at the end of a specified number of years or on the attainment of a certain predetermined age. In the

latter case the maximum numbers of years for which premiums are payable is equal to the difference between the selected age and the age attained on the birthday following the commencement of the policy.

3.8 INPUT SPECIFICATION

The term input is the process of entering data into a system. The input specification will serve as an interaction between the systems users and the system. Input design should

i. User friendly

ii. Accept only validated data entry

iii. The data entries should not be too ambiguous

iv. The data entries should be cost effective.

3.9 OUTPUT SPECIFICATION.

This is the total calculation of Premiums on monthly , quarterly, half-yearly basis and annually.

CHAPTER FOUR

4.0 PROGRAM / SOFTWARE DEVELOPMENT AND IMPLEMENTATION.

4.1 INTRODUCTION

This chapter focuses more at providing the users with the necessary information needed on how to install and run the system effectively and efficiently. Indeed, all aspect of the system were operationally tested prior to their use. This, thereby allows the software designed to be accepted.

4.2 CHOICE OF LANGUAGE

In developing this system, Dbase IV programming language was used. it is a software which is accessible to authorized managers and other personnel for various purposes and in decision making process.

Dbase is so powerful and flexible such that it is being used in finance, business and accounting applications.

4.3 FEATURES OF LANGUAGE CHOSEN

1. Data redundancy, is eliminated – This occurs in file processing system when the data cannot be arranged to suit all the options program accessing the data. This results in the same data appearing in more than one file.

2. Data sharability is increased – The sharing of compatible data by different application allows the user to gain valuable information by picking data from right across the organization. The data are no longer "owned" by particular application but instead they are shared by all the users.

3. Easier Logical Access to Data – The increasing use of telecommunication by many organization and the conversion of many data processing mode meant that users have better access to the computer.

4. Facilities to add, delete and amend record – When new sets of data are added. It is often found that some of the required data are already stored for other purposes. The data items in Dbase are linked or chained to each so that any required relationship can be changed and new relationship can be established hence saving a great deal time.

5. Data are centrally controlled – In a Dbase environment, data and operations are centrally controlled and this can lead to better management of data by enforcing standard for all the users.

4.4 SYSTEM TESTING

System testing is a key stage in system implementation. It involves the use of test data on the new system in order to ensure that the system work accurately and efficiently before live operation commences. At this stage, the logical design and the physical design are thoroughly examined to ensure its

workability. Therefore, the system testing stage serves as a confirmation that all is correct and an opportunity to show the users that the system works as required.

4.5 STAFF TRAINING

Training is very essential for the computer staff. The amount of training required for various categories of personnel will depend upon the complexity of the system and the skills presently available.

The software package is easy to understand and as such the period of training should not be more than four (4) weeks.

Within the specified period of training the staff should be given proper access to the new system. Possible problems that are likely to arise should be resolved within this period. Training should involve the use of test data.

4.6 SYSTEM IMPLEMENTATION REVIEW

Implementation follows on from the details design stage. This involves the coordination of the effort of the user department and the data processing department in getting the system into operation, the system analyst is an important member in participation due to his thorough knowledge of the system.

Indeed, the main aims of the system implementation are as follows: -

a) To check whether the system goal and objectives have been achieved or not.

b) Determining whether user service requirement have been met, while simultaneously reducing errors and costs.

c) Determine whether personal procedures, operating activities and other control have been confirmed.

d) To check whether known and unexpected limitations of the system need attention.

4.7 WORKSTATION REQUIREMENTS

The system is designed to run on the personal computer.

1. HARDWARE REQUIREMENTS

- IBM-PC OR COMPACTABLE
- 16MB RAM
- 2.1MB HARD DISK
- SVGA COLOUR MONITOR
- FLOPPY DISK DRIVE (3.5 OR 5.25)
- PRINTER- LASERJET 5L OR DOT MATRIX
- CDROM DRIVE OF 32
- STABILIZER OR UPS

2. SOFTWARE REQUIREMENTS

- DBASE IV MS-DOS
- WORDPERFECT 6.1 FOR WINDOWS
- WINDOWS 97 OPERATING SYSTEM

4.7 SYSTEM CONVERSION/CHANGEOVER

File conversion is a vital activity which is sometimes underestimated. It involves the conversion of the old file data into the form required by the new system and is usually a very expensive stage in the whole project.

The changeover may be achieved in a number of ways. The most common methods are – DIRECT, PARALLEL, and PILOT.

1. Direct Changeover – This method is the complete replacement of the old system by the new, in one move. For security reasons, the old system may be held in abeyance, including people and equipment. In the event of a major failure of the new system the organization would revert to the system.
2. Parallel Method – This means processing current data by the old and new systems to cross- check the result. Here the old system is kept alive and

operational until the new system has been proved for at least one system cycle, using full live data.

3. Pilot method – This is in a piece meal like. Until result results are obtained and satisfactory, nothing much would be done to other section of the organization.

Generally, the parallel method is recommended for the organization. This method allows the results of the new system to be compared with the old system before acceptance by the user, thereby promoting users confidence.

4.9 FILE DESIGN

The file design shows the structure of the data base file used for the design of the system. This however, includes the descriptions of the content of the data base file: -

i) THE PROPOSAL. DBF

This data base file is used to store all client proposals. It has so many fields such as data file, numeric and others are characters that is alpha/numeric. Below is the structure of the Proposal.DBF

FIELD NAME	TYPE	WIDTH
REGDATE	D	8
REGTIME	C	8

CLIENT CODE	C	7
CLIENT NAME	C	30
POLICY CODE	C	7
POLICY NAME	C	32
SEX	C	1
DOB	D	8
OCCUPATION	C	20
M STATUS	C	1
NKIN- NAME	C	25
NKIN – ADD	C	25
BLOOD – G	C	2
PREMIUM	N	12,2
CHARGE	N	12,2
SUM-INSURE	N	12
DURATION	N	5

ii) POLICY.DBF

This database file is used to store all registered and accredited policies into the policy database, file.

FIELDNAME	TYPE	WIDTH
REGDATE	D	8
REGTIME	C	8
POLICY CODE	C	7
POLICY NAME	C	30

iii) PAYMENT.DBF

This database file is also used to all the payment being made by each client.

FIELDNAME	TYPE	WIDTH
REGDATE	D	8
REDTIME	C	8
CLIENT CODE	C	30
POLICY CODE	C	7
POLICY NAME	C	30
SEX	C	1
DOB	D	8
SUM-INSURED	N	12,2
PREMIUM	N	12,2
CHARGE	N	12,2

MODE- PAY	C	1
DURATION	N	3
VOUCHER	N	4
PAY-DATE	D	8
AMT-PAID	N	12,2

iv) RENEWAL.DBF

This database file is used to all renewed client proposal into the renewal database file. The structure of the database file is the same as that of proposal database.

4.10 GENERAL OPERATION OF THE PROPOSED SYSTEM

The proposed system has a pop-up main menu system. It contains the following options: -

i. TRANSACTION

ii. FILE MANAGEMENT

iii. REPORT GENERATION

iv. UTILITY

The user will be required to use the UP and DOWN arrow keys to highlight the desired option and press the ENTER key to execute the needed option.

1. TRANSACTION

This is the first option of the main menu. It consists of other submenus. This submenus allows the user to determine whether he wants to either enter new proposal, renewal of proposal, claim processing, premium payment and quit to DOS.

2. FILE MANAGEMENT

File management as the name implies is used to predefine records which contain records/files which are unlikely to change frequently are used for reference purposes. This option however does have another submenu option which are; create new file, modify file, view file and delete file.

3. REPORT GENERATION

This section is used to generate all necessary reports required for the company management decision-making. This includes; Proposal list, Renewal list, Renewal notice, Monthly transaction, Yearly transaction, Premium payment, Voucher report, Debtors list and Yearly claim.

4. QUIT

This option is used to first close all activated database file, clear the screen and end the execution of the software package and return to DOS prompt.

CHAPTER FIVE

5.0 CONCLUSION AND RECOMMENDATION

The continued substitution of computer based system for manual procedures has in modern days become a worldwide affairs. This is due to its relevance in virtually all aspect of human endeavor. This interest is intensified by the capability of computer in performing a given set of procedures with all the necessary accuracy.

It would be agreed upon that a computer based procedure needed to be designed in a way to achieve the benefit of computer usage in terms of speed, full automation of procedures, avoidance of constant problems, ensure data security.

It is in recognition of these facts that newly designed computerized insurance operation system is recommended.

Indeed, the benefits of the new system clearly outweigh those of the existing system. Therefore, the new system should be installed within the shortest possible time to cater for the immediate needs and future needs of the company. It is also recommended that the new system will aid in good maintenance of data security. There is also the avoidance of constant problems as being experience from the manually used method.

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PROGRAM LISTING

COMIS.PRG

```
SET TALK OFF
SET ECHO OFF
SET STAT OFF
SET CONF OFF
SET SCOR OFF
SET SAFE OFF
SET BELL OFF
SET ESCA Off
SET DECI TO 2
CLEAR
@ 2,0 to 23,79
@ 0,0 to 2,79 DOUB color W+/R
SET COLOR TO W+/B
public SCREENER

*Do While .t.
DEFINE MENU MAIN
DEFINE PAD A OF MAIN PROMPT "TRANSACTION" AT 1,1
DEFINE PAD B OF MAIN PROMPT "FILE MANAGEMENT" AT 1,20
DEFINE PAD C OF MAIN PROMPT "REPORT GENERATION"   AT 1,40
DEFINE PAD D OF MAIN PROMPT "UTILITY"  AT 1,65

ON PAD A OF MAIN ACTIVATE POPUP NEWX
ON PAD B OF MAIN ACTIVATE POPUP TRANSX
ON PAD C OF MAIN ACTIVATE POPUP REPORTX
ON PAD D OF MAIN ACTIVATE POPUP UTILITYX

 SET BORDER TO DOUBLE
 DEFINE POPUP NEWX FROM 3,1 TO 13,22 message "This section allow
Input For Processing of Transaction Only."
DEFINE BAR 01 OF NEWX PROMPT " NEW PROPOSAL ENTRY."
DEFINE BAR 03 OF NEWX PROMPT " RENEWAL OF PROPOSAL"
DEFINE BAR 05 OF NEWX PROMPT " CLAIM PROCESSING..."
DEFINE BAR 07 OF NEWX PROMPT " PREMIUM PAYMENT...."
DEFINE BAR 09 OF NEWX PROMPT " QUIT TO DOS......."

 DEFINE POPUP TRANSX FROM 3,20 MESSAGE "This section allow Input For
Reference File Only."
DEFINE BAR 1 OF TRANSX PROMPT " CREATE NEW FILE..."
DEFINE BAR 3 OF TRANSX PROMPT " MODIFY FILE......."
DEFINE BAR 5 OF TRANSX PROMPT " VIEW FILE........."
DEFINE BAR 7 OF TRANSX PROMPT " DELETE FILE......."

 DEFINE POPUP REPORTX FROM 3,40 MESSAGE "This section Generate all
necessary Reports Only."
DEFINE BAR 01 OF REPORTX PROMPT " PROPOSAL LIST....."
DEFINE BAR 03 OF REPORTX PROMPT " RENEWAL LIST......"
DEFINE BAR 05 OF REPORTX PROMPT " RENEWAL NOTICE...."
DEFINE BAR 07 OF REPORTX PROMPT " MONTHLY TRANSACTION"
DEFINE BAR 09 OF REPORTX PROMPT " YEARLY TRANSACTION."
DEFINE BAR 11 OF REPORTX PROMPT " PREMIUM PAYMENT..."
DEFINE BAR 13 OF REPORTX PROMPT " VOUCHER REPORT...."
DEFINE BAR 15 OF REPORTX PROMPT " DEBTORS LIST......"
DEFINE BAR 17 OF REPORTX PROMPT " YEARLY CLAIM......"

 DEFINE POPUP UTILITYX FROM 3,51 MESSAGE "This section allow you to
Setup your System"
DEFINE BAR 1 OF UTILITYX PROMPT " SYSTEM SETUP....."
DEFINE BAR 3 OF UTILITYX PROMPT " NEW PASS WORD....."
DEFINE BAR 5 OF UTILITYX PROMPT " EDIT PASS WORD...."


DO WHILE .T.
ON SELECTION POPUP NEWX       DO NEWXX
ON SELECTION POPUP TRANSX     DO TRANSXX
ON SELECTION POPUP REPORTX    DO REPORTXX
```

```
ON SELECTION POPUP UTILITYX  DO UTILITYXX
ACTIVATE MENU MAIN
ENDDO

PROCEDURE NEWXX
Save Screen To SCREENER
DO CASE
     CASE BAR() = 1
          DEFINE POPUP PROPSUB FROM 5,23 MESSAGE "This section
allow you to Create, Modify, View & Delete Only."
          DEFINE BAR 1 OF PROPSUB PROMPT " CREATE NEW FILE..."
          DEFINE BAR 3 OF PROPSUB PROMPT " MODIFY FILE......."
          DEFINE BAR 5 OF PROPSUB PROMPT " VIEW FILE........."
          DEFINE BAR 7 OF PROPSUB PROMPT " DELETE FILE......."
          ON SELECTION POPUP PROPSUB DO PROPOSAL
          ACTIVATE POPUP PROPSUB
     CASE BAR() = 3
          DEFINE POPUP RENSUB FROM 7,23 MESSAGE "This section
allow you to Create, Modify, View & Delete Only."
          DEFINE BAR 1 OF RENSUB PROMPT " CREATE NEW FILE..."
          DEFINE BAR 3 OF RENSUB PROMPT " MODIFY FILE......."
          DEFINE BAR 5 OF RENSUB PROMPT " VIEW FILE........."
          DEFINE BAR 7 OF RENSUB PROMPT " DELETE FILE......."
          ON SELECTION POPUP RENSUB DO RENEWAL
          ACTIVATE POPUP RENSUB
     CASE BAR() = 5
          DEFINE POPUP CLAMSUB FROM 9,23 MESSAGE "This section
allow you to Create, Modify, View & Delete Only."
          DEFINE BAR 1 OF CLAMSUB PROMPT " CREATE NEW FILE..."
          DEFINE BAR 3 OF CLAMSUB PROMPT " MODIFY FILE......."
          DEFINE BAR 5 OF CLAMSUB PROMPT " VIEW FILE........."
          DEFINE BAR 7 OF CLAMSUB PROMPT " DELETE FILE......."
          ON SELECTION POPUP CLAMSUB DO CLAIM
          ACTIVATE POPUP CLAMSUB

     CASE BAR() = 7
          DEFINE POPUP PREMSUB FROM 11,23 MESSAGE "This section
allow you to Create, Modify, View & Delete Only."
          DEFINE BAR 1 OF PREMSUB PROMPT " CREATE NEW FILE..."
          DEFINE BAR 3 OF PREMSUB PROMPT " MODIFY FILE......."
          DEFINE BAR 5 OF PREMSUB PROMPT " VIEW FILE........."
          DEFINE BAR 7 OF PREMSUB PROMPT " DELETE FILE......."
          ON SELECTION POPUP PREMSUB DO PREMIUM
          ACTIVATE POPUP PREMSUB
     CASE BAR() = 9
     CANCEL
 ENDCASE
 Release popup PROPSUB
 Release popup RENSUB
 Release popup CLAMSUB
 Release popup PREMSUB
 Restore screen from SCREENER
 RETURN

 PROCEDURE TRANSXX
 Save Screen To SCREENER
 DO CASE
     CASE BAR() = 1
     DO ADDER
     CASE BAR() = 3
     DO EDITOR
     CASE BAR() = 5
     DO VIEWER
     CASE BAR() = 7
     DO DELETOR
 ENDCASE
 clear
 Restore screen from SCREENER
 RETURN

 PROCEDURE REPORTXX
```

```
Save Screen To SCREENER
DO CASE
      CASE BAR() = 1
      DO PROP
      CASE BAR() = 3
      DO RENEW
      CASE BAR() = 5
      DO NOTICE
      CASE BAR() = 7
      DO M_TRANS
      CASE BAR() = 9
      DO Y_TRANS
      CASE BAR() = 11
      DO P_PAY
      CASE BAR() = 13
      DO VOUCHER
      CASE BAR() = 15
      DO DEBTORS
      CASE BAR() = 17
      DO Y_CLAIM
ENDCASE
Clear
restore screen from SCREENER
RETURN

PROCEDURE UTILITYXX
Save Screen To SCREENER
DO CASE
      CASE BAR() = 1
      DO SETUP
      CLEAR
      CASE BAR() = 3
      DO PASSWORD
      CLEAR
      CASE BAR() = 5
      DO CPASS
      CLEAR
 ENDCASE
 Clear
 restore screen from SCREENER
 RETURN
PROCEDURE proposal
DO CASE
      CASE BAR() = 1
      DO ad_prop
      CASE BAR() = 3
      DO ed_prop
      CASE BAR() = 5
      DO vi_prop
      CASE BAR() = 7
      DO de_prop
 ENDCASE
 clear
 Restore screen from SCREENER
RETURN
PROCEDURE renewal
DO CASE
      CASE BAR() = 1
      DO ad_ren
      CASE BAR() = 3
      DO ed_ren
      CASE BAR() = 5
      DO vi_ren
      CASE BAR() = 7
      DO de_ren
 ENDCASE
 clear
 Restore screen from SCREENER
RETURN
PROCEDURE claim
DO CASE
```

```
      CASE BAR() = 1
      DO ad_claim
      CASE BAR() = 3
      DO ed_claim
      CASE BAR() = 5
      DO vi_claim
      CASE BAR() = 7
      DO de_claim
 ENDCASE
 clear
 Restore screen from SCREENER
RETURN
PROCEDURE premium
DO CASE
      CASE BAR() = 1
      DO ad_prem
      CASE BAR() = 3
      DO ed_prem
      CASE BAR() = 5
      DO vi_prem
      CASE BAR() = 7
      DO de_prem
 ENDCASE
 clear
 Restore screen from SCREENER
RETURN
*-----------------------------------EOP-------------------------------
-----------


VI_PROP.PRG

clear
set cursor off
@05,09 fill to 17,70 color n/n
@04,10 fill to 16,71 color w+/r
entry1 = "VIEWING OF PROPOSAL DATA ENTRY SCREEN"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
select 1
use policy
index on policy_no to police.ndx
select 2
use proposal
index on prop_no to prop.ndx
public xprop_no, xpolicy_no
do while .t. &&--------------------Main Loop-----------------------

     xprop_no = 00 &&---------DISPLAY EXITISTING DATA FOR EDITING
 PROCESS
     @07,02 say "Proposal Number "
     @07,19 get xprop_no pict "99999"
     do while .t.
          xpolicy_no = 0
          @23, 02 clea to 23,77
```

```
         outer = "ENTER (0) ON PROPOSAL NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
        read
      if xprop_no <> 0
         exit
        else
         close all
         clear
         return &&------------exit program------------

      endif
   enddo
      select 2
      seek xprop_no
if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID CLIENT PROPOSAL NUMBER, Press any Key to
Retry"
         @23,(80-len(put1))/2 say put1
         set cons off
         wait " "
         @23, 02 clea to 23,77
         loop
else
         xpolicy_no    = policy no
         xcommence_d   = commence d
         xclient_n     = client n
         xaddress      = address
         xoccupation   = occupation
         xage          = age
         xcar_number   = car number
         xcapacity     = capacity
         xyear_make    = year make
         xpurchase_d   = purchase d
         xvalue_car    = value car
         xmake         = make
         xexpire_d     = expire d
         xagent_code   = agent code
         xagent_name   = agent name
         xcommission   = commission
         xfinancier    = financier
         xpre_insur    = pre insur
         xuse_motor    = use motor
         xpremium      = premium
         xdiscount     = discount

         @07,25 say "Cover Policy Number :"
         @07,46 say ltrim(str(xpolicy no)) pict "99999" color n/gb
         @07,54 say "Commence Date :"
         @07,69 say (xcommence d) pict "99 99/99"  color n/gb
         @09,02 say "Client Name : "
         @09,17 say ltrim(xclient n) pict "@!S25" color n/gb
         @09,44 say "Address :"
         @09,53 say ltrim(xaddress) pict "@!S25" color n/gb
         @11,02 say "Occupation  : "
         @11,17 say ltrim(occupation) pict "@!S25" color n/gb
         @11,44 say "Age : "
         @11,51 say ltrim(str(xage)) pict "99" color n/gb
         @11,54 say "Car Number : "
         @11,68 say ltrim(xcar number) pict "@!" color n/gb
         @13,02 say "Capacity    : "
         @13,17 say ltrim(str(xcapacity)) pict "9999999" color n/gb
         @13,23 say "Year of Make  : "
         @13,40 say ltrim(str(xyear make)) pict "99" color n/gb
         @13,44 say "Date of Purchase     : "
         @13,68 say (xpurchase d) pict "99/99/99" color n/gb
         @15,02 say "Car Value    : "
         @15,17 say ltrim(str(xvalue car)) pict "###,###,###.##"
color n/gb
         @15,32 say "Car Make : "
         @15,44 say ltrim(xmake) pict "@!S10" color n/gb
```

```
        @19,68 say xbalance pict "99,999.99"  color n/gb

      do while .t.
         option = " "
         @23, 02 clea to 23,77
         @23,28 say "(R)epeat  or  (C)ancel " get option pict "!"
         read
        if option $ "RC"
          exit
         endif
       enddo
        if option = "R"
         @07, 02 clea to 21,78
         @23, 02 clea to 23,77
         loop
        endif
        if option = "C"
           clear
           close all
           return
        endif
endif
enddo
*-----------------------END OF DATA FOR DISPLAYING ---------------


ED_ITOR.PRG

*---------------------Main Editing Program-------------------------
use proposal
index on prop_no to prop.ndx
do while .t.
      @07,02 say "Proposal Number :"
      @07,19 say ltrim(str(xprop_no)) pict "99999" color n/gb
      @07,25 say "Cover Policy Number :"
      @07,46 say ltrim(str(xpolicy_no)) pict "99999" color n/gb
      do while .t.
         xcommence_d = ctod("  /  /  ")
         @07,54 say "Commence Date :" get xcommence_d pict "99/99/99"
         read
         if (dtoc(xcommence_d)) = ("  /  /  ")
            @23, 02 clea to 23,77
            put2 = "INVALID DATE, Press any Key to Retry"
            @23,(80-len(put2))/2 say put2
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
         exit
         endif
        enddo
        do while .t.
           @23, 02 clea to 23,77
           xclient_n = space(30)
           @09,02 say "Client Name : " get xclient_n pict "@!S25"
           read
          if xclient_n = space(30)
            @23, 02 clea to 23,77
            put3 = "INVALID NAME, Press any Key to Retry"
            @23,(80-len(put3))/2 say put3
             set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
           else
            exit
          endif
         enddo
         do while .t.
            xaddress = space(30)
```

```
          @15,55 say "Expired Date : "
          @15,71 say (xexpire_d) pict "99/99/99" color n/gb
          @17,02 say "Agent Code   :"
          @17,16 say ltrim(str(xagent_code)) pict "99999" color n/gb
          @17,22 say "Agent Name : "
          @17,36 say ltrim(xagent_name) pict "@!S17" color n/gb
          @17,54 say "Commission   "
          @17,68 say ltrim(str(xcommission)) pict "999,999.99" color
n/gb
          @19,02 say "Financier   :"
          @19,15 say ltrim(xfinancier) pict "@!S20" color n/gb
          @19,36 say "Previous Insurance :"
          @19,56 say ltrim(xpre_insur) pict "@!S20" color n/gb
          @21,02 say "Use Of Motor : "
          @21,18 say ltrim(xuse_motor) pict "@!" color n/gb
          @21,31 say "Premium Charge :"
          @21,48 say ltrim(str(xpremium)) pict "999,999.99" color
n/gb
          @21,60 say "DISCOUNT :"
          @21,71 say ltrim(str(xdiscount)) pict "9,999.99" color n/gb
          @23, 02 clea to 23,77
*----------------------Advance to Next Page
Rountine---------------------
          put22 = "PRESS ANY KEY - To advance to next Page of data
entry !!!"
          @23,(80-len(put22))/2 say put22
          set cons off
          wait " "
          set cons on
          @07, 02 clea to 21,78
          @23, 02 clea to 23,77
          @07,02 say "Proposal Number :"
          @07,19 say ltrim(str(xprop_no)) color n/gb
          @07,25 say "Cover Policy Number :"
          @07,46 say ltrim(str(xpolicy_no)) color n/gb
          @07,54 say "Commence Date :"
          @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
      *----------------------------Page 2 of
2----------------------------
      do cool
          xprem1_D = prem1_d
          xprem1_R = prem1_r
          xprem1_A = prem1_a
          xbal1_A  = balance

          xprem2_D = prem2_d
          xprem2_R = prem2_r
          xprem2_A = prem2_a
          xbal2_A  = 0.00

          xprem3_D = prem3_d
          xprem3_R = prem3_r
          xprem3_A = prem3_a
          xbal3_A  = 0.00
          @13,31 say xprem1_D pict "99/99/99"    color n/gb
          @13,46 say xprem1_R pict "99999"       color n/gb
          @13,56 say xprem1_A pict "999,999.99" color n/gb
          @13,68 say xbal1_A  pict "99,999.99"  color n/gb
          @15,31 say xprem2_D pict "99/99/99"    color n/gb
          @15,46 say xprem2_R pict "99999"       color n/gb
          @15,56 say xprem2_A pict "999,999.99" color n/gb

          @15,68 say xbal2_A  pict "99,999.99"  color n/gb
          @17,31 say xprem3_D pict "99/99/99"    color n/gb
          @17,46 say xprem3_R pict "99999"       color n/gb
          @17,56 say xprem3_A pict "999,999.99" color n/gb

          @17,68 say xbal3_A  pict "99,999.99"  color n/gb
          xamount  =  amount
          xbalance = balance
          @19,56 say xamount  pict "999,999.99" color n/gb
```

```
          @09,44 say "Address  : " get xaddress pict "@!S25"
          read
          if xaddress = space(30)
            @23, 02 clea to 23,77
            put4 = "CLIENT ADDRESS CANNOT BE EMPTY, Press any Key to
Retry"
            @23,(80-len(put4))/2 say put4
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo

        do while .t.
          xoccupation = space(30)
          @11,02 say "Occupation   : " get xoccupation pict "@!S25"
          read
          if xoccupation = space(30)
            @23, 02 clea to 23,77
            put5 = "OCCUPATION CANNOT BE EMPTY, Press any Key to
Retry"
            @23,(80-len(put5))/2 say put5
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo
        do while .t.
          xage = 0
          @11,44 say "Age  : " get xage pict "99"
          read
          if xage = 0
            @23, 02 clea to 23,77
            put6 = "CLIENT AGE CANNOT BE EMPTY, Press any Key to
Retry"
            @23,(80-len(put6))/2 say put6
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo
        do while .t.
          xcar_number = space(11)
          @11,54 say "Car Number  : " get xcar_number pict "@!"
          read
          if xcar_number = space(10)
            @23, 02 clea to 23,77
            put7 = "CAR NUMBER CANNOT BE EMPTY, Press any Key to
Retry"
            @23,(80-len(put7))/2 say put7
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo
        do while .t.
          xcapacity = 0
          @13,02 say "Capacity     : " get xcapacity pict "9999999"
          read
```

```
          if xcapacity = 0 .or. xcapacity <= 99
            @23, 02 clea to 23,77
            put8 = "CUBIC CAPACITY CANNOT BE EMPTY or LESS THAN 100,
Press any Key to Retry"
            @23,(80-len(put8))/2 say put8
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo
        do while .t.
           xyear_make = 0
           @13,23 say "Year of Make   : " get xyear_make pict "99"
           read
           if xyear_make = 0
             @23, 02 clea to 23,77
             put9 = "YEAR OF MAKE CANNOT BE EMPTY, Press any Key to
Retry"
             @23,(80-len(put9))/2 say put9
             set cons off
             wait " "
             @23, 02 clea to 23,77
             loop
           else
            exit
           endif
        enddo
        do while .t.
           xpurchase_d = ctod("  /  /  ")
           @13,44 say "Date of Purchase      : " get xpurchase_d pict
"99/99/99"
           read
           if (dtoc(xpurchase_d)) = ("  /  /  ")
             @23, 02 clea to 23,77
             put10 = "PURCHASE DATE CANNOT BE EMPTY, Press any Key to
Retry"
             @23,(80-len(put10))/2 say put10
             set cons off
             wait " "
             @23, 02 clea to 23,77
             loop
           else
            exit
           endif
        enddo
        do while .t.
           xvalue_car = 0
           @15,02 say "Car Value     : " get xvalue_car pict
"999,999,999.99"
           read
           if xvalue_car = 0
             @23, 02 clea to 23,77
             put11 = "CAR VALUE CANNOT BE EMPTY, Press any Key to
Retry"
             @23,(80-len(put11))/2 say put11
             set cons off
             wait " "
             @23, 02 clea to 23,77
             loop
           else
            exit
           endif
        enddo
        do while .t.
           xmake = space(15)
           @15,32 say "Car Make : "get xmake pict "@!S10"
           read
           if xmake = space(15)
```

```
   enddo
      do while .t.
         xfinancier = space(30)
         @19,02 say "Financier  :"get xfinancier pict "@!S20"
         read
         if xfinancier = space(30)
           @23,02 clea to 23,77
           put17 = "FINANCIER NAME CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put17))/2 say put17
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xpre_insur = space(30)
         @19,36 say "Previous Insurance :"get xpre_insur pict
"@!S20"
         read
         if xpre_insur = space(30)
           @23,02 clea to 23,77
           put18 = "PREVIOUS INSURANCE NAME CANNOT BE EMPTY, Press
any Key to Retry"
           @23,(80-len(put18))/2 say put18
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xuse_motor = space(12)
         @21,02 say "Use Of Motor : "get xuse_motor pict "@!"
         read
         if xuse_motor = space(12)
           @23,02 clea to 23,77
           put19 = "USE OF MOTOR CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put19))/2 say put19
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xpremium = 0
         @21,31 say "Premium Charge :"get xpremium pict "999,999.99"
         read
         if xpremium = 0
           @23,02 clea to 23,77
           put20 = "PREMIUM CHARGE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put20))/2 say put20
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
         xdiscount = 0
```

```
to Retry"
          @23,(80-len(put25))/2 say put25
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
       exit
      endif
     enddo
    if xprem1_A >= xpremium
       xbal1_A  = 0.00
       xprem2_D = ctod("01/01/01")
       xprem2_R = 0
       xprem2_A = 0.00
       xbal2_A  = 0.00
       xprem3_D = ctod("01/01/01")
       xprem3_R = 0
       xprem3_A = 0.00
       xbal3_A  = 0.00
   else
       xbal1_A  = (xpremium - xprem1_A)
       xprem2_D = ctod("01/01/01")
       xprem2_R = 0
       xprem2_A = 0.00
       xbal2_A  = 0.00
       xprem3_D = ctod("01/01/01")
       xprem3_R = 0
       xprem3_A = 0.00
       xbal3_A  = 0.00
   endif
        @13,68 say xbal1_A  pict "99,999.99"  color n/gb
        @15,31 say xprem2_D pict "99/99/99"   color n/gb
        @15,46 say xprem2_R pict "99999"      color n/gb
        @15,56 say xprem2_A pict "999,999.99" color n/gb

        @15,68 say xbal2_A  pict "99,999.99" color n/gb
        @17,31 say xprem3_D pict "99/99/99"   color n/gb
        @17,46 say xprem3_R pict "99999"      color n/gb
        @17,56 say xprem3_A pict "999,999.99" color n/gb

        @17,68 say xbal3_A  pict "99,999.99" color n/gb
       xamount =  0.00
       xbalance = 0.00
       xbalance = (xbal1_a+xbal2_a+xbal3_a)
       xamount =  (xprem1_a+xprem2_a+xprem3_a)
        @19,56 say xamount  pict "999,999.99" color n/gb
        @19,68 say xbalance pict "99,999.99"  color n/gb

         option = " "
    do while .t.
      @23, 02 clea to 23,77
      @23,20 say " [S]ave,   [R]epeat   or  [C]ancel " get option
pict "!"
      read
      if option $ "SRC"
        exit
      endif
    enddo
    if option = "R"
       @08, 02 clea to 21,78
       @23, 02 clea to 23,77

       loop
    endif

    if option = "C"
      exit
    endif
   if option = "S" &&-----do house keeping----------
    go top
```

```
        @21,60 say "Discount :"get xdiscount pict "9,999.99"
        read
        if xdiscount = 0
          @23,02 clea to 23,77
          put21 = "NO DISCOUNT FOR PREMIUM CHARGE, Press any Key to
Continue"
          @23,(80-len(put21))/2 say put21
          set cons off
          wait " "
          @23, 02 clea to 23,77
        endif
      set cons off
      @23, 02 clea to 23,77
      put22 = "PRESS ANY KEY - To advance to next Page of data entry
!!!"
      @23,(80-len(put22))/2 say put22
      wait " "
      set cons on
      @07, 02 clea to 21,78
      @23, 02 clea to 23,77
      @07,02 say "Proposal Number :"
      @07,19 say ltrim(str(xprop no)) color n/gb
      @07,25 say "Cover Policy Number :"
      @07,46 say ltrim(str(xpolicy no)) color n/gb
      @07,54 say "Commence Date :"
      @07,70 say ltrim(dtoc(xcommence d)) color n gb
      *---------------------------Page 2 of
2---------------------------
      do cool
      do while .t.
         xprem1_D = ctod("  /  /  ")
         @13,31 get xprem1_D pict "99/99/99"
         read
         if (dtoc(xprem1_D)) = ("  /  /  ")
           @23,02 clea to 23,77
           put23 = "1st INSTALLEMENT DATE CANNOT BE EMPTY, Press any
Key to Retry"
           @23,(80-len(put23))/2 say put23
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
        endif
       enddo
       do while .t.
          xprem1_R = 0
          @13,46 get xprem1_R pict "99999" color n/gb
          read
          if xprem1_R = 0
            @23,02 clea to 23,77
            put24 = "1st INSTALLEMENT RECEIPT CANNOT BE EMPTY, Press
 any Key to Retry"
            @23,(80-len(put24))/2 say put24
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
         exit
         endif
      enddo
      do while .t.
          xprem1_A = 0
          xbalance = 0
          @13,56 get xprem1_A pict "999,999.99"
          read
          if xprem1_A = 0
            @23,02 clea to 23,77
            put25 = "1st INSTALLEMENT CANNOT BE EMPTY, Press any Key
```

```
to Retry"
          @23,(80-len(put25))/2 say put25
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
       exit
      endif
     enddo
    if xprem1_A >= xpremium
       xbal1_A  = 0.00
       xprem2_D = ctod("01/01/01")
       xprem2_R = 0
       xprem2_A = 0.00
       xbal2_A  = 0.00
       xprem3_D = ctod("01/01/01")
       xprem3_R = 0
       xprem3_A = 0.00
       xbal3_A  = 0.00
   else
       xbal1_A  = (xpremium - xprem1_A)
       xprem2_D = ctod("01/01/01")
       xprem2_R = 0
       xprem2_A = 0.00
       xbal2_A  = 0.00
       xprem3_D = ctod("01/01/01")
       xprem3_R = 0
       xprem3_A = 0.00
       xbal3_A  = 0.00
    endif
        @13,68 say xbal1_A  pict "99,999.99"  color n/gb
        @15,31 say xprem2_D pict "99/99/99"   color n/gb
        @15,46 say xprem2_R pict "99999"      color n/gb
        @15,56 say xprem2_A pict "999,999.99" color n/gb

        @15,68 say xbal2_A  pict "99,999.99" color n/gb
        @17,31 say xprem3_D pict "99/99/99"   color n/gb
        @17,46 say xprem3_R pict "99999"      color n/gb
        @17,56 say xprem3_A pict "999,999.99" color n/gb

        @17,68 say xbal3_A  pict "99,999.99" color n/gb
       xamount =  0.00
       xbalance = 0.00
       xbalance = (xbal1_a+xbal2_a+xbal3_a)
       xamount =  (xprem1_a+xprem2_a+xprem3_a)
        @19,56 say xamount  pict "999,999.99" color n/gb
        @19,68 say xbalance pict "99,999.99"  color n/gb

         option = " "
     do while .t.
       @23, 02 clea to 23,77
       @23,20 say " [S]ave,   [R]epeat   or  [C]ancel " get option
pict "!"
       read
       if option $ "SRC"
         exit
       endif
     enddo
     if option = "R"
        @08, 02 clea to 21,78
        @23, 02 clea to 23,77

        loop
     endif

     if option = "C"
       exit
     endif
    if option = "S" &&-----do house keeping----------
     go top
```

```
     seek xprop_no
     if found()
       Repl reg_date with date (),prop no with xprop_no, policy_no
with xpolicy_no
       Repl client_n  with xclient n, address with xaddress, age
with xage
       Repl occupation with xoccupation, car number with xcar_number
       Repl capacity with xcapacity,year make with xyear make
       Repl purchase_d with xpurchase date, value_car with
xvalue_car, make with xmake
       Repl commence_d with xcommence d, expire_d with xexpire_d,
agent_code with xagent_code
       Repl agent_name with xagent name, commission with
xcommission, financier with xfinancier
       Repl pre_insur with xpre insur, use motor with xuse motor,
premium with xpremium, discount with xdiscount
       Repl prem1_a with xprem1 a, prem1_r with xprem1_r, prem1_d
with xprem1_d
       Repl prem2_a with xprem2_a, prem2_r with xprem2_r, prem2_d
with xprem2_d
       Repl prem3_a with xprem3_a, prem3_r with xprem3_r, prem3_d
with xprem3_d
       Repl balance with xbalance, amount with xamount
     endif
    endif
    @07,02 clea to 21,78
    @23,02 clea to 23,77
exit
enddo
return


AD_CLAIM.PRG

clear
set cursor off
@05,09 fill to 17,70 color n/n
@04,10 fill to 16,71 color w+/r
entry1 = "NEW PROPOSAL DATA ENTRY SCREEN"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
use proposal
index on prop_no to prop.ndx
do while .t. &&--------------------Main Loop-----------------------
      @07, 02 clea to 21,78
      @23, 02 clea to 23,77
      @07,02 say "Proposal Number :"
    do while .t.
      xprop_no = 0
      @07,19 get xprop_no pict "99999"
         @23, 02 clea to 23,77
         outer = "ENTER (0) ON PROPOSAL NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
        read
      if xprop_no <> 0
```

```
         exit
        else
         close all
         clear
         return &&------------exit program------------

      endif
   enddo

      seek xprop_no
   if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID CLIENT PROPOSAL NUMBER, Press any Key to
Retry"
         @23,(80-len(put1))/2 say put1
         set cons off
         wait " "
         @23, 02 clea to 23,77
         loop
   else &&--------------- Transfer of Existing Data
-----------------
         xpolicy_no    = policy_no
         xclient_n     = client_n
         xcommence_d   = commence_d
    endif
      @07,25 say "Cover Policy Number :"
      @07,46 say ltrim(str(xpolicy_no)) color n/gb
      @07,54 say "Commence Date :"
      @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
      *----------------------------Page 2 of
2---------------------------
      do cool
      do while .t.
         xprem1_D = ctod("  /  /  ")
         @13,31 get xprem1_D pict "99/99/99"
         read
         if (dtoc(xprem1_D)) = ("  /  /  ")
           @23,02 clea to 23,77
           put23 = "1st INSTALLEMENT DATE CANNOT BE EMPTY, Press any
 Key to Retry"
           @23,(80-len(put23))/2 say put23
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xprem1_R = 0
         @13,46 get xprem1_R pict "99999" color n/gb
         read
         if xprem1_R = 0
           @23,02 clea to 23,77
           put24 = "1st INSTALLEMENT RECEIPT CANNOT BE EMPTY, Press
 any Key to Retry"
           @23,(80-len(put24))/2 say put24
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
          xprem1_A = 0
          xbalance = 0
          @13,56 get xprem1_A pict "999,999.99"
          read
```

```
        if xprem1_A = 0
          @23,02 clea to 23,77
          put25 = "1st INSTALLEMENT CANNOT BE EMPTY, Press any Key
to Retry"
          @23,(80-len(put25))/2 say put25
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
         exit
        endif
       enddo
      if xprem1_A >= xpremium
         xbal1_A  = 0.00
         xprem2_D = ctod("01/01/01")
         xprem2_R = 0
         xprem2_A = 0.00
         xbal2_A  = 0.00
         xprem3_D = ctod("01/01/01")
         xprem3_R = 0
         xprem3_A = 0.00
         xbal3_A  = 0.00
     else
         xbal1_A  = (xpremium - xprem1_A)
         xprem2_D = ctod("01/01/01")
         xprem2_R = 0
         xprem2_A = 0.00
         xbal2_A  = 0.00
         xprem3_D = ctod("01/01/01")
         xprem3_R = 0
         xprem3_A = 0.00
         xbal3_A  = 0.00
     endif
          @13,68 say xbal1_A  pict "99,999.99"  color n/gb
          @15,31 say xprem2_D pict "99/99/99"   color n/gb
          @15,46 say xprem2_R pict "99999"      color n/gb
          @15,56 say xprem2_A pict "999,999.99" color n/gb

          @15,68 say xbal2_A  pict "99,999.99" color n/gb
          @17,31 say xprem3_D pict "99/99/99"   color n/gb
          @17,46 say xprem3_R pict "99999"      color n/gb
          @17,56 say xprem3_A pict "999,999.99" color n/gb

          @17,68 say xbal3_A  pict "99,999.99" color n/gb
         xamount =  0.00
         xbalance = 0.00
         xbalance = (xbal1_a+xbal2_a+xbal3_a)
         xamount =  (xprem1_a+xprem2_a+xprem3_a)
          @19,56 say xamount  pict "999,999.99" color n/gb
          @19,68 say xbalance pict "99,999.99"  color n/gb

          option = " "
     do while .t.
       @23, 02 clea to 23,77
       @23,28 say " [S]ave   or  [C]ancel " get option pict "!"
       read
       if option $ "SCR"
         exit
       endif
     enddo
     if option = "C"
        clear
        close all
        return
     endif
    *if option = "R"
     *@07, 02 clea to 21,78
      *@23, 02 clea to 23,77
      *loop
     *endif
```

```
    if option = "S" &&-----do house keeping----------
       select 2
       appen blan
       Repl reg_date with date (),prop_no with xprop_no, policy_no
with xpolicy_no
       Repl client_n  with xclient_n, address with xaddress, age
with xage
       Repl occupation with xoccupation, car_number with xcar_number
       Repl capacity with xcapacity,year_make with xyear_make, cover
with xname
       Repl purchase_d with xpurchase_date, value_car with
xvalue_car, make with xmake
       Repl commence_d with xcommence_d, expire_d with xexpire_d,
agent_code with xagent_code
       Repl agent_name with xagent_name, commission with
xcommission, financier with xfinancier
       Repl pre_insur with xpre_insur, use_motor with xuse_motor,
premium with xpremium, discount with xdiscount
       Repl prem1_a with xprem1_a, prem1_r with xprem1_r, prem1_d
with xprem1_d
       Repl prem2_a with xprem2_a, prem2_r with xprem2_r, prem2_d
with xprem2_d
       Repl prem3_a with xprem3_a, prem3_r with xprem3_r, prem3_d
with xprem3_d
       Repl balance with xbalance, amount with xamount
    endif
    @07, 02 clea to 21,78
    @23, 02 clea to 23,77
enddo
return
```

COOL.PRG

```
@08,28 to 10,55
@09,30 say "PREMIUM PAYEMENT HISTORY"
@10,05 to 20,77
@12,06 to 12,76
@11,10 say "DESCRIPTION"
@10,28 to 19,28
@11,31 say "D A T E"
@11,42 to 19,42
@11,44 say "RECEIPT NO"
@10,55 to 19,55
@11,58 say "AMOUNT"
@11,66 to 19,66
@11,68 say "BALANCE"

@13,08 say "First Installement"
@15,08 say "Second Installement"
@17,08 say "Third Installement"
@19,08 say "Total Payment"
```

AD_REN.PRG

```
clear
set cursor off
@05,09 fill to 17,70 color n/n
@04,10 fill to 16,71 color w+/r
entry1 = "RENEWAL OF PROPOSAL DATA ENTRY SCREEN"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
```

```
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
select 1
use policy
index on policy_no to police.ndx
select 2
use proposal
index on prop_no to prop.ndx
select 3
use renew

do while .t. &&--------------------Main Loop-----------------------
    xprop_no = 0
    @07,02 say "Proposal Number "
    do while .t.
     @07,19 get xprop_no pict "99999"
         @23, 02 clea to 23,77
         outer = "ENTER {0} ON PROPOSAL NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
        read
      if xprop_no <> 0
         exit
        else
         close all
         clear
         return &&------------exit program-------------

      endif
   enddo

      select 2
      seek xprop_no
   if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID CLIENT PROPOSAL NUMBER, Press any Key to
Retry"
         @23,(80-len(put1))/2 say put1
         set cons off
         wait " "
         @23, 02 clea to 23,77
         loop
   else &&---------------- Transfer of Existing Data
------------------
         xpolicy_no   = policy_no
         xclient_n    = client_n
         xaddress     = address
         xoccupation  = occupation
         xage         = age
         xcar_number  = car_number
         xcapacity    = capacity
         xyear_make   = year_make
         xpurchase_d  = purchase_d
         xvalue_car   = value_car
         xmake        = make
         xpre_insur   = "LEAD-WAY INSURANCE"
         xuse_motor   = use_motor
         xpremium     = premium
         xdiscount    = discount
      endif
         @07,25 say "Cover Policy Number :"
         @07,46 say ltrim(str(xpolicy_no)) pict "99999" color n/gb

       do while .t.
         xcommence_d = ctod("  /  /  ")
         @07,54 say "Commence Date :" get xcommence_d pict "99/99/99"
```

```
        read
        if (dtoc(xcommence_d)) = ("  /  /  ")
           @23, 02 clea to 23,77
           put2 = "INVALID DATE, Press any Key to Retry"
           @23,(80-len(put2))/2 say put2
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
        endif
       enddo
          @09,02 say "Client Name : "
          @09,17 say ltrim(xclient_n) pict "@!S25" color n/gb
          @09,44 say "Address :"
          @09,53 say ltrim(xaddress) pict "@!S25" color n/gb
          @11,02 say "Occupation  : "
          @11,17 say ltrim(occupation) pict "@!S25" color n/gb
          @11,44 say "Age : "
          @11,51 say ltrim(str(xage)) pict "99" color n/gb
          @11,54 say "Car Number : "
          @11,68 say ltrim(xcar_number) pict "@!" color n/gb
          @13,02 say "Capacity    : "
          @13,17 say ltrim(str(xcapacity)) pict "9999999" color n/gb
          @13,23 say "Year of Make  : "
          @13,40 say ltrim(str(xyear_make)) pict "99" color n/gb
          @13,44 say "Date of Purchase      : "
          @13,68 say (xpurchase_d) pict "99/99/99" color n/gb
          @15,02 say "Car Value   : "
          @15,17 say ltrim(str(xvalue_car)) pict "###,###,###.##"
color n/gb
          @15,32 say "Car Make : "
          @15,44 say ltrim(xmake) pict "@!S10" color n/gb
       do while .t.
          xexpire_d = ctod("  /  /  ")
          @15,55 say "Expired Date : "get xexpire_d pict "99/99/99"
          read
          if (dtoc(xexpire_d)) = ("  /  /  ")
            @23, 02 clea to 23,77
            put13 = "POLICY EXPIRED DATE CANNOT BE EMPTY, Press any
Key to Retry"
            @23,(80-len(put13))/2 say put13
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
         exit
         endif
        enddo
     do while .t.
          xagent_code = 0
          @17,02 say "Agent Code  :"get xagent_code pict "99999"
          read
       if xagent_code = 0
            @23, 02 clea to 23,77
            put14 = "NO AGENT WAS INVOLVE, Press any Key to Continue"
            @23,(80-len(put14))/2 say put14
            set cons off
            wait " "
            @23, 02 clea to 23,77
            xagent_name = space(30)
            xcommission = 0
            exit
       else
            xagent_name = space(30)
            @17,22 say "Agent Name : "get xagent_name pict "@!S17"
            read
          if xagent_name = space(30)
             @23, 02 clea to 23,77
```

```
            put15 = "AGENT NAME CANNOT BE EMPTY, Press any Key to
Retry"
            @23,(80-len(put15))/2 say put15
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
           endif
            xcommission = 0
            @17,54 say "Commission : "get xcommission pict
"999,999.99"
            read
          if xcommission = 0
            @23,02 clea to 23,77
            put16 = "AGENT COMMISSION CANNOT BE EMPTY, Press any Key
to Retry"
            @23,(80-len(put16))/2 say put16
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
           endif
          exit
         endif
   enddo
      do while .t.
         xfinancier = space(30)
         @19,02 say "Financier  :"get xfinancier pict "@!S20"
         read
         if xfinancier = space(30)
           @23,02 clea to 23,77
           put17 = "FINANCIER NAME CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put17))/2 say put17
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
          exit
         endif
        enddo
         @19,36 say "Previous Insurance :"
         @19,56 say ltrim(xpre_insur) pict "@!S20" color n/gb
         @21,02 say "Use Of Motor : "
         @21,18 say ltrim(xuse_motor) pict "@!" color n/gb
         @21,31 say "Premium Charge :"
         @21,48 say ltrim(str(xpremium)) pict "999,999.99" color
n/gb
         @21,60 say "DISCOUNT :"
         @21,71 say ltrim(str(xdiscount)) pict "9,999.99" color n/gb
       set cons off
       @23, 02 clea to 23,77
       put22 = "PRESS ANY KEY - To advance to next Page of data entry
!!!"
       @23,(80-len(put22))/2 say put22
       wait " "
       set cons on
       @07, 02 clea to 21,78
       @23, 02 clea to 23,77
       @07,02 say "Proposal Number :"
       @07,19 say ltrim(str(xprop_no)) color n/gb
       @07,25 say "Cover Policy Number :"
       @07,46 say ltrim(str(xpolicy_no)) color n/gb
       @07,54 say "Commence Date :"
       @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
       *---------------------------Page 2 of
2---------------------------
       do cool
       do while .t.
          xprem1_D = ctod("  /  /  ")
```

```
        @13,31 get xprem1_D pict "99/99/99"
        read
        if (dtoc(xprem1_D)) = ("  /  /  ")
          @23,02 clea to 23,77
          put23 = "1st INSTALLEMENT DATE CANNOT BE EMPTY, Press any
Key to Retry"
          @23,(80-len(put23))/2 say put23
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
         exit
        endif
       enddo
       do while .t.
          xprem1_R = 0
          @13,46 get xprem1_R pict "99999" color n/gb
          read
          if xprem1_R = 0
            @23,02 clea to 23,77
            put24 = "1st INSTALLEMENT RECEIPT CANNOT BE EMPTY, Press
any Key to Retry"
            @23,(80-len(put24))/2 say put24
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
      enddo
      do while .t.
          xprem1_A = 0
          xbalance = 0
          @13,56 get xprem1_A pict "999,999.99"
          read
          if xprem1_A = 0
            @23,02 clea to 23,77
            put25 = "1st INSTALLEMENT CANNOT BE EMPTY, Press any Key
to Retry"
            @23,(80-len(put25))/2 say put25
            set cons off
            wait " "
            @23, 02 clea to 23,77
            loop
          else
           exit
          endif
        enddo
      if xprem1_A >= xpremium
          xbal1_A  = 0.00
          xprem2_D = ctod("01/01/01")
          xprem2_R = 0
          xprem2_A = 0.00
          xbal2_A  = 0.00
          xprem3_D = ctod("01/01/01")
          xprem3_R = 0
          xprem3_A = 0.00
          xbal3_A  = 0.00
      else
          xbal1_A  = (xpremium - xprem1_A)
          xprem2_D = ctod("01/01/01")
          xprem2_R = 0
          xprem2_A = 0.00
          xbal2_A  = 0.00
          xprem3_D = ctod("01/01/01")
          xprem3_R = 0
          xprem3_A = 0.00
          xbal3_A  = 0.00
      endif
```

```
        @13,68 say xbal1_A  pict "99,999.99"  color n/gb
        @15,31 say xprem2_D pict "99/99/99"   color n/gb
        @15,46 say xprem2_R pict "99999"      color n/gb
        @15,56 say xprem2_A pict "999,999.99" color n/gb

        @15,68 say xbal2_A  pict "99,999.99" color n/gb
        @17,31 say xprem3_D pict "99/99/99"   color n/gb
        @17,46 say xprem3_R pict "99999"      color n/gb
        @17,56 say xprem3_A pict "999,999.99" color n/gb

        @17,68 say xbal3_A  pict "99,999.99" color n/gb
       xamount =  0.00
       xbalance = 0.00
       xbalance = (xbal1_a+xbal2_a+xbal3_a)
       xamount =  (xprem1_a+xprem2_a+xprem3_a)
        @19,56 say xamount  pict "999,999.99" color n/gb
        @19,68 say xbalance pict "99,999.99"  color n/gb

         option = " "
     do while .t.
       @23, 02 clea to 23,77
       @23,20 say " [S]ave   [R]epeat    or  [C]ancel " get option
pict "!"
       read
       if option $ "SCR"
         exit
       endif
     enddo
     if option = "C"
        clear
        close all
        return
     endif
     if option = "R"
       @07, 02 clea to 21,78
       @23, 02 clea to 23,77
        loop
     endif
    if option = "S" &&-----do house keeping----------
       select 3
       appen blan
       Repl ren_date with date (),prop_no with xprop_no
       Repl commence_d with xcommence_d, expire_d with xexpire_d,
agent_code with xagent_code
       Repl agent_name with xagent_name, commission with
xcommission, financier with xfinancier
       Repl premium with xpremium, discount with xdiscount
       Repl prem1_a with xprem1_a, prem1_r with xprem1_r, prem1_d
with xprem1_d
       Repl prem2_a with xprem2_a, prem2_r with xprem2_r, prem2_d
with xprem2_d
       Repl prem3_a with xprem3_a, prem3_r with xprem3_r, prem3_d
with xprem3_d
       Repl balance with xbalance, amount with xamount
    endif
    @07, 02 clea to 21,78
    @23, 02 clea to 23,77
enddo
return


DE_PROP.PRG

clear
set cursor off
@05,09 fill to 17,70 color n/n
@04,10 fill to 16,71 color w+/r
entry1 = "DELETION OF UNWANTED PROPOSAL DATA"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
```

```
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
select 1
use policy
index on policy_no to police.ndx
select 2
use proposal
index on prop_no to prop.ndx
public xprop_no, xpolicy_no
do while .t. &&--------------------Main Loop-------------------------

    xprop_no = 00 &&---------DISPLAY EXITISTING DATA FOR EDITING
PROCESS
    @07,02 say "Proposal Number "
    @07,19 get xprop_no pict "99999"
    do while .t.
         xpolicy_no = 0
         @23, 02 clea to 23,77
         outer = "ENTER {0} ON PROPOSAL NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
        read
      if xprop_no <> 0
         exit
        else
         close all
         clear
         return &&------------exit program-------------

      endif
   enddo
      select 2
      seek xprop_no
if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID CLIENT PROPOSAL NUMBER, Press any Key to
Retry"
         @23,(80-len(put1))/2 say put1
         set cons off
         wait " "
         @23, 02 clea to 23,77
         loop
else
         xpolicy_no   = policy_no
         xcommence_d  = commence_d
         xclient_n    = client_n
         xaddress     = address
         xoccupation  = occupation
         xage         = age
         xcar_number  = car_number
         xcapacity    = capacity
         xyear_make   = year_make
         xpurchase_d  = purchase_d
         xvalue_car   = value_car
         xmake        = make
         xexpire_d    = expire_d
         xagent_code  = agent_code
         xagent_name  = agent_name
         xcommission  = commission
```

```
        xfinancier    = financier
        xpre_insur    = pre_insur
        xuse_motor    = use_motor
        xpremium      = premium
        xdiscount     = discount

        @07,25 say "Cover Policy Number :"
        @07,46 say ltrim(str(xpolicy_no)) pict "99999" color n/gb
        @07,54 say "Commence Date :"
        @07,69 say (xcommence_d) pict "99/99/99"  color n/gb
        @09,02 say "Client Name : "
        @09,17 say ltrim(xclient_n) pict "@!S25" color n/gb
        @09,44 say "Address :"
        @09,53 say ltrim(xaddress) pict "@!S25" color n/gb
        @11,02 say "Occupation  : "
        @11,17 say ltrim(occupation) pict "@!S25" color n/gb
        @11,44 say "Age : "
        @11,51 say ltrim(str(xage)) pict "99" color n/gb
        @11,54 say "Car Number : "
        @11,68 say ltrim(xcar_number) pict "@!" color n/gb
        @13,02 say "Capacity    : "
        @13,17 say ltrim(str(xcapacity)) pict "9999999" color n/gb
        @13,23 say "Year of Make  : "
        @13,40 say ltrim(str(xyear_make)) pict "99" color n/gb
        @13,44 say "Date of Purchase     : "
        @13,68 say (xpurchase_d) pict "99/99/99" color n/gb
        @15,02 say "Car Value   : "
        @15,17 say ltrim(str(xvalue_car)) pict "###,###,###.##"
color n/gb
        @15,32 say "Car Make : "
        @15,44 say ltrim(xmake) pict "@!S10" color n/gb
        @15,55 say "Expired Date : "
        @15,71 say (xexpire_d) pict "99/99/99" color n/gb
        @17,02 say "Agent Code  :"
        @17,16 say ltrim(str(xagent_code)) pict "99999" color n/gb
        @17,22 say "Agent Name : "
        @17,36 say ltrim(xagent_name) pict "@!S17" color n/gb
        @17,54 say "Commission : "
        @17,68 say ltrim(str(xcommission)) pict "999,999.99" color
n/gb
        @19,02 say "Financier  :"
        @19,15 say ltrim(xfinancier) pict "@!S20" color n/gb
        @19,36 say "Previous Insurance :"
        @19,56 say ltrim(xpre_insur) pict "@!S20" color n/gb
        @21,02 say "Use Of Motor : "
        @21,18 say ltrim(xuse_motor) pict "@!" color n/gb
        @21,31 say "Premium Charge :"
        @21,48 say ltrim(str(xpremium)) pict "999,999.99" color
n/gb
        @21,60 say "DISCOUNT :"
        @21,71 say ltrim(str(xdiscount)) pict "9,999.99" color n/gb
        @23, 02 clea to 23,77
*----------------------Advance to Next Page
Rountine---------------------
        put22 = "PRESS ANY KEY - To advance to next Page of data
entry !!!"
        @23,(80-len(put22))/2 say put22
        set cons off
        wait " "
        set cons on
        @07, 02 clea to 21,78
        @23, 02 clea to 23,77
        @07,02 say "Proposal Number :"
        @07,19 say ltrim(str(xprop_no)) color n/gb
        @07,25 say "Cover Policy Number :"
        @07,46 say ltrim(str(xpolicy_no)) color n/gb
        @07,54 say "Commence Date :"
        @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
      *---------------------------Page 2 of
2-------------------------
      do cool
```

```
         xprem1_D = prem1_d
         xprem1_R = prem1_r
         xprem1_A = prem1_a
         xbal1_A  = balance

         xprem2_D = prem2_d
         xprem2_R = prem2_r
         xprem2_A = prem2_a
         xbal2_A  = 0.00

         xprem3_D = prem3_d
         xprem3_R = prem3_r
         xprem3_A = prem3_a
         xbal3_A  = 0.00
         @13,31 say xprem1_D pict "99/99/99"    color n/gb
         @13,46 say xprem1_R pict "99999"       color n/gb
         @13,56 say xprem1_A pict "999,999.99" color n/gb
         @13,68 say xbal1_A  pict "99,999.99"  color n/gb
         @15,31 say xprem2_D pict "99/99/99"    color n/gb
         @15,46 say xprem2_R pict "99999"       color n/gb
         @15,56 say xprem2_A pict "999,999.99" color n/gb

         @15,68 say xbal2_A  pict "99,999.99"  color n/gb
         @17,31 say xprem3_D pict "99/99/99"    color n/gb
         @17,46 say xprem3_R pict "99999"       color n/gb
         @17,56 say xprem3_A pict "999,999.99" color n/gb

         @17,68 say xbal3_A  pict "99,999.99"  color n/gb
         xamount  =  amount
         xbalance = balance
         @19,56 say xamount  pict "999,999.99" color n/gb
         @19,68 say xbalance pict "99,999.99"  color n/gb

      do while .t.
         option = " "
         @23,. 02 clea to 23,77
         @23,20 say "[D]eleate,   [R}epeat  or  [C]ancel " get
option pict "!"
         read
        if option $ "DRC"
          exit
         endif
      enddo
       if option = "R"
        @07, 02 clea to 21,78
        @23, 02 clea to 23,77
        loop
       endif
       if option = "C"
          clear
          close all
          return
       endif
       if option = "D"
          delete
          pack
          @07, 02 clea to 21,78
          @23, 02 clea to 23,77
          loop
       endif

endif
enddo
*-----------------------END OF DATA FOR DISPLAYING ---------------


AD_PROP.PRG

clear
set cursor off
@05,09 fill to 17,70 color n/n
```

```
@04,10 fill to 16,71 color w+/r
entry1 = "NEW PROPOSAL DATA ENTRY SCREEN"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
select 1
use policy
index on policy_no to police.ndx
select 2
use proposal
index on prop_no to prop.ndx
select 3
use p_pay
index on reg_date to propy.ndx

do while .t. &&--------------------Main Loop-------------------------
   selec 2
   go bottom
   xprop_no = 1000
       if prop_no  = 0
       xprop_no = xprop_no+1
    else
      xprop_no = prop_no+1
    endif
    @07,02 say "Proposal Number :"
    @07,19 say ltrim(str(xprop_no)) color n/gb
    do while .t.
         xpolicy_no = 0
         @23, 02 clea to 23,77
         outer = "ENTER {0} ON COVER POLICY NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
      @07,25 say "Cover Policy Number :"get xpolicy_no pict "99999"
      read
     if xpolicy_no <> 0
         exit
      else
         close all
         clear
         return &&------------exit program------------

     endif
    enddo
      select 1
      seek xpolicy_no
      if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID COVER POLICY NUMBER, Press any Key to
 Retry"
         @23,(80-len(put1))/2 say put1
         set cons off
         wait " "
         @23, 02 clea to 23,77
         loop
      else
         xname = name
         gabo = "Cover Policy Name is : "+ltrim(xname)
```

```
        n1    = len(gabo)
        n2    = int((80-n1)/2)
        @23,n2 say gabo
      endif
      do while .t.
        xcommence_d = ctod("  /  /  ")
        @07,54 say "Commence Date :" get xcommence_d pict "99/99/99"
        read
        if (dtoc(xcommence_d)) = ("  /  /  ")
           @23, 02 clea to 23,77
           put2 = "INVALID DATE, Press any Key to Retry"
           @23,(80-len(put2))/2 say put2
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
        else
       exit
       endif
      enddo
      do while .t.
         @23, 02 clea to 23,77
         xclient_n = space(30)
         @09,02 say "Client Name : " get xclient_n pict "@!S25"
         read
        if xclient_n = space(30)
           @23, 02 clea to 23,77
           put3 = "INVALID NAME, Press any Key to Retry"
           @23,(80-len(put3))/2 say put3
            set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
          else
           exit
        endif
      enddo
      do while .t.
         xaddress = space(30)
         @09,44 say "Address :" get xaddress pict "@!S25"
         read
         if xaddress = space(30)
           @23, 02 clea to 23,77
           put4 = "CLIENT ADDRESS CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put4))/2 say put4
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo

      do while .t.
         xoccupation = space(30)
         @11,02 say "Occupation  : " get xoccupation pict "@!S25"
         read
         if xoccupation = space(30)
           @23, 02 clea to 23,77
           put5 = "OCCUPATION CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put5))/2 say put5
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
```

```
      enddo
      do while .t.
         xage = 0
         @11,44 say "Age : " get xage pict "99"
         read
         if xage = 0
           @23, 02 clea to 23,77
           put6 = "CLIENT AGE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put6))/2 say put6
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xcar_number = space(11)
         @11,54 say "Car Number : " get xcar_number pict "@!"
         read
         if xcar_number = space(10)
           @23, 02 clea to 23,77
           put7 = "CAR NUMBER CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put7))/2 say put7
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xcapacity = 0
         @13,02 say "Capacity     : " get xcapacity pict "9999999"
         read
         if xcapacity = 0 .or. xcapacity <= 99
           @23, 02 clea to 23,77
           put8 = "CUBIC CAPACITY CANNOT BE EMPTY or LESS THAN 100,
Press any Key to Retry"
           @23,(80-len(put8))/2 say put8
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xyear_make = 0
         @13,23 say "Year of Make  : " get xyear_make pict "99"
         read
         if xyear_make = 0
           @23, 02 clea to 23,77
           put9 = "YEAR OF MAKE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put9))/2 say put9
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xpurchase_d = ctod("  /  /  ")
```

```
         @13,44 say "Date of Purchase      : " get xpurchase_d pict
"99/99/99"
         read
         if (dtoc(xpurchase_d)) = ("  /  /  ")
           @23, 02 clea to 23,77
           put10 = "PURCHASE DATE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put10))/2 say put10
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xvalue_car = 0
         @15,02 say "Car Value    : " get xvalue_car pict
"999,999,999.99"
         read
         if xvalue_car = 0
           @23, 02 clea to 23,77
           put11 = "CAR VALUE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put11))/2 say put11
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xmake = space(15)
         @15,32 say "Car Make : "get xmake pict "@!S10"
         read
         if xmake = space(15)
           @23, 02 clea to 23,77
           put12 = "CAR MAKE CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put12))/2 say put12
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xexpire_d = ctod("  /  /  ")
         @15,55 say "Expired Date : "get xexpire_d pict "99/99/99"
         read
         if (dtoc(xexpire_d)) = ("  /  /  ")
           @23, 02 clea to 23,77
           put13 = "POLICY EXPIRED DATE CANNOT BE EMPTY, Press any
Key to Retry"
           @23,(80-len(put13))/2 say put13
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
   do while .t.
         xagent_code = 0
         @17,02 say "Agent Code  :"get xagent_code pict "99999"
```

```
        read
    if xagent_code = 0
        @23, 02 clea to 23,77
        put14 = "NO AGENT WAS INVOLVE, Press any Key to Continue"
        @23,(80-len(put14))/2 say put14
        set cons off
        wait " "
        @23, 02 clea to 23,77
        xagent_name = space(30)
        xcommission = 0
        exit
     else
        xagent_name = space(30)
        @17,22 say "Agent Name : "get xagent_name pict "@!S17"
        read
       if xagent_name = space(30)
          @23, 02 clea to 23,77
          put15 = "AGENT NAME CANNOT BE EMPTY, Press any Key to
Retry"
          @23,(80-len(put15))/2 say put15
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        endif
         xcommission = 0
         @17,54 say "Commission : "get xcommission pict
"999,999.99"
          read
        if xcommission = 0
          @23,02 clea to 23,77
          put16 = "AGENT COMMISSION CANNOT BE EMPTY, Press any Key
to Retry"
          @23,(80-len(put16))/2 say put16
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
         endif
        exit
       endif
   enddo
      do while .t.
         xfinancier = space(30)
         @19,02 say "Financier  :"get xfinancier pict "@!S20"
         read
         if xfinancier = space(30)
           @23,02 clea to 23,77
           put17 = "FINANCIER NAME CANNOT BE EMPTY, Press any Key to
Retry"
           @23,(80-len(put17))/2 say put17
           set cons off
           wait " "
           @23, 02 clea to 23,77
           loop
         else
        exit
       endif
      enddo
      do while .t.
         xpre_insur = space(30)
         @19,36 say "Previous Insurance :"get xpre_insur pict
"@!S20"
         read
         if xpre_insur = space(30)
           @23,02 clea to 23,77
           put18 = "PREVIOUS INSURANCE NAME CANNOT BE EMPTY, Press
any Key to Retry"
           @23,(80-len(put18))/2 say put18
           set cons off
           wait " "
```

```
          @23, 02 clea to 23,77
          loop
        else
       exit
      endif
     enddo
     do while .t.
        xuse_motor = space(12)
        @21,02 say "Use Of Motor : "get xuse_motor pict "@!"
        read
        if xuse_motor = space(12)
          @23,02 clea to 23,77
          put19 = "USE OF MOTOR CANNOT BE EMPTY, Press any Key to
Retry"
          @23,(80-len(put19))/2 say put19
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
       exit
      endif
     enddo
     do while .t.
        xpremium = 0
        @21,31 say "Premium Charge :"get xpremium pict "999,999.99"
        read
        if xpremium = 0
          @23,02 clea to 23,77
          put20 = "PREMIUM CHARGE CANNOT BE EMPTY, Press any Key to
Retry"
          @23,(80-len(put20))/2 say put20
          set cons off
          wait " "
          @23, 02 clea to 23,77
          loop
        else
       exit
      endif
     enddo
        xdiscount = 0
        @21,60 say "Discount :"get xdiscount pict "9,999.99"
        read
        if xdiscount = 0
          @23,02 clea to 23,77
          put21 = "NO DISCOUNT FOR PREMIUM CHARGE, Press any Key to
Continue"
          @23,(80-len(put21))/2 say put21
          set cons off
          wait " "
          @23, 02 clea to 23,77
        endif
      set cons off
      @23, 02 clea to 23,77
      put22 = "PRESS ANY KEY - To advance to next Page of data entry
!!!"
      @23,(80-len(put22))/2 say put22
      wait " "
      set cons on
      @07, 02 clea to 21,78
      @23, 02 clea to 23,77
      @07,02 say "Proposal Number :"
      @07,19 say ltrim(str(xprop_no)) color n/gb
      @07,25 say "Cover Policy Number :"
      @07,46 say ltrim(str(xpolicy_no)) color n/gb
      @07,54 say "Commence Date :"
      @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
      *----------------------------Page 2 of
2----------------------------
      do cool
      do while .t.
```

```
   endif
        @13,68 say xbal1_A  pict "99,999.99"  color n/gb
        @15,31 say xprem2_D pict "99/99/99"   color n/gb
        @15,46 say xprem2_R pict "99999"      color n/gb
        @15,56 say xprem2_A pict "999,999.99" color n/gb

        @15,68 say xbal2_A  pict "99,999.99" color n/gb
        @17,31 say xprem3_D pict "99/99/99"   color n/gb
        @17,46 say xprem3_R pict "99999"      color n/gb
        @17,56 say xprem3_A pict "999,999.99" color n/gb

        @17,68 say xbal3_A  pict "99,999.99" color n/gb
       xamount =  0.00
       xbalance = 0.00
       xbalance = (xbal1_a+xbal2_a+xbal3_a)
       xamount =  (xprem1_a+xprem2_a+xprem3_a)
        @19,56 say xamount  pict "999,999.99" color n/gb
        @19,68 say xbalance pict "99,999.99"  color n/gb

         option = " "
    do while .t.
      @23, 02 clea to 23,77
      @23,20 say " [S]ave   [R]epeat  or  [C]ancel " get option
pict "!"
      read
      if option $ "SCR"
        exit
      endif
    enddo
    if option = "C"
       clear
       close all
       return
    endif
   if option = "R"
     @07, 02 clea to 21,78
     @23, 02 clea to 23,77
     loop
   endif
   if option = "S" &&-----do house keeping----------
      select 2
      appen blan
      Repl reg_date with date (),prop_no with xprop_no, policy_no
with xpolicy_no
      Repl client_n  with xclient_n, address with xaddress, age
with xage
      Repl occupation with xoccupation, car_number with xcar_number
      Repl capacity with xcapacity,year_make with xyear_make, cover
with xname
      Repl purchase_d with xpurchase_date, value_car with
xvalue_car, make with xmake
      Repl commence_d with xcommence_d, expire_d with xexpire_d,
agent_code with xagent_code
      Repl agent_name with xagent_name, commission with
xcommission, financier with xfinancier
      Repl pre_insur with xpre_insur, use_motor with xuse_motor,
premium with xpremium, discount with xdiscount
      Repl prem1_a with xprem1_a, prem1_r with xprem1_r, prem1_d
with xprem1_d
      Repl prem2_a with xprem2_a, prem2_r with xprem2_r, prem2_d
with xprem2_d
      Repl prem3_a with xprem3_a, prem3_r with xprem3_r, prem3_d
with xprem3_d
      Repl balance with xbalance, amount with xamount
      select 3
      appen blan
      Repl Reg_date with date ()
      Repl prop_no with xprop_no, premium with xpremium, discount
with xdiscount
      Repl prem1_a with xprem1_a, prem1_r with xprem1_r, prem1_d
with xprem1_d
```

```
      Repl prem2_a with xprem2_a, prem2_r with xprem2_r, prem2_d
with xprem2_d
      Repl prem3_a with xprem3_a, prem3_r with xprem3_r, prem3_d
with xprem3_d
      Repl balance with xbalance, amount with xamount
    endif
    @07, 02 clea to 21,78
    @23, 02 clea to 23,77
enddo
return


ED_PROP.PRG

clear
set cursor off
@05,09 fill to 17,70 color n/n
@04,10 fill to 16,71 color w+/r
entry1 = "MODIFICATION OF CLIENT PROPOSAL DATA ENTRY SCREEN"
entry2 = "Press any to Continue !!!"
@09,(80-len(entry1))/2 say entry1 color w+/r
@11,(80-len(entry2))/2 say entry2 color w+/r*
wait " "
set cursor on
clea
@00,00 to 02,79 doub
@02,00 to 24,79 doub
@22,01 to 22,78 doub
@01,03 say "C  O  M  I  S"
@00,00 to 02,19 doub
@01,62 SAY "Date : " + dtoc(date())
@00,60 to 02,79 doub
comis = "Computerised Insurance Operations"
@03,19 to 05,60 doub
gate  = "LEADWAY INSURANCE PLC, ABUJA OFFICE"
@01,(80-len(comis))/2 say comis
@04,(80-len(gate))/2 say gate
select 1
use policy
index on policy_no to police.ndx
select 2
use proposal
index on prop_no to prop.ndx
public xprop_no, xpolicy_no
do while .t. &&--------------------Main Loop-----------------------

    xprop_no = 00 &&---------DISPLAY EXITISTING DATA FOR EDITING
PROCESS
    @07,02 say "Proposal Number "
    @07,19 get xprop_no pict "99999"
    do while .t.
         xpolicy_no = 0
         @23, 02 clea to 23,77
         outer = "ENTER {0} ON PROPOSAL NUMBER TO EXIT"
         @23,(80-len(outer))/2 say outer
        read
      if xprop_no <> 0
         exit
        else
         close all
         clear
         return &&------------exit program-------------

      endif
   enddo
      select 2
      seek xprop_no
if .not. found()
         @23, 02 clea to 23,77
         put1 = "INVALID CLIENT PROPOSAL NUMBER, Press any Key to
Retry"
```

```
        @23,(80-len(put1))/2 say put1
        set cons off
        wait " "
        @23, 02 clea to 23,77
        loop
else
        xpolicy_no    = policy_no
        xcommence_d   = commence_d
        xclient_n     = client_n
        xaddress      = address
        xoccupation   = occupation
        xage          = age
        xcar_number   = car_number
        xcapacity     = capacity
        xyear_make    = year_make
        xpurchase_d   = purchase_d
        xvalue_car    = value_car
        xmake         = make
        xexpire_d     = expire_d
        xagent_code   = agent_code
        xagent_name   = agent_name
        xcommission   = commission
        xfinancier    = financier
        xpre_insur    = pre_insur
        xuse_motor    = use_motor
        xpremium      = premium
        xdiscount     = discount

        @07,25 say "Cover Policy Number :"
        @07,46 get xpolicy_no pict "99999"
        @07,54 say "Commence Date :"
        @07,69 get xcommence_d pict "99/99/99"
        @09,02 say "Client Name : "
        @09,17 get xclient_n pict "@!S25"
        @09,44 say "Address :"
        @09,53 get xaddress pict "@!S25"
        @11,02 say "Occupation  : "
        @11,17 get occupation pict "@!S25"
        @11,44 say "Age : "
        @11,51 get xage pict "99"
        clea gets
        @11,54 say "Car Number : "
        @11,68 get xcar_number
        @13,02 say "Capacity    : "
        @13,17 get xcapacity pict "9999999"
        @13,23 say "Year of Make  : "
        @13,40 get xyear_make pict "99"
        @13,44 say "Date of Purchase     : "
        @13,68 get xpurchase_d pict "99/99/99"
        @15,02 say "Car Value   : "
        @15,17 get xvalue_car pict "999,999,999.99"
        @15,32 say "Car Make : "
        @15,44 get xmake pict "@!"
        @15,55 say "Expired Date : "
        @15,71 get xexpire_d pict "99/99/99"
        @17,02 say "Agent Code  :"
        @17,16 get xagent_code pict "99999"
        clea gets
        @17,22 say "Agent Name : "
        @17,36 get xagent_name pict "@!S17"
        @17,54 say "Commission : "
        @17,68 get xcommission pict "999,999.99"
        @19,02 say "Financier  :"
        @19,15 get xfinancier pict "@!S20"
        @19,36 say "Previous Insurance :"
        @19,56 get xpre_insur pict "@!S20"
        @21,02 say "Use Of Motor : "
        @21,18 get xuse_motor pict "@!"
        @21,31 say "Premium Charge :"
        @21,48 get xpremium pict "999,999.99"
        @21,60 say "DISCOUNT :"
```

```
         @21,71 get xdiscount pict "9,999.99"
         clea gets
         @23, 02 clea to 23,77
*----------------------Advance to Next Page
Rountine---------------------
         put22 = "PRESS ANY KEY - To advance to next Page of data
entry !!!"
         @23,(80-len(put22))/2 say put22
         set cons off
         wait " "
         set cons on
         @07, 02 clea to 21,78
         @23, 02 clea to 23,77
         @07,02 say "Proposal Number :"
         @07,19 say ltrim(str(xprop_no)) color n/gb
         @07,25 say "Cover Policy Number :"
         @07,46 say ltrim(str(xpolicy_no)) color n/gb
         @07,54 say "Commence Date :"
         @07,70 say ltrim(dtoc(xcommence_d)) color n/gb
      *----------------------------Page 2 of
2---------------------------
      do cool
         xprem1_D = prem1_d
         xprem1_R = prem1_r
         xprem1_A = prem1_a
         xbal1_A  = balance

         xprem2_D = prem2_d
         xprem2_R = prem2_r
         xprem2_A = prem2_a
         xbal2_A  = 0.00

         xprem3_D = prem3_d
         xprem3_R = prem3_r
         xprem3_A = prem3_a
         xbal3_A  = 0.00
         @13,31 say xprem1_D pict "99/99/99"   color n/gb
         @13,46 say xprem1_R pict "99999"      color n/gb
         @13,56 say xprem1_A pict "999,999.99" color n/gb
         @13,68 say xbal1_A  pict "99,999.99"  color n/gb
         @15,31 say xprem2_D pict "99/99/99"   color n/gb
         @15,46 say xprem2_R pict "99999"      color n/gb
         @15,56 say xprem2_A pict "999,999.99" color n/gb

         @15,68 say xbal2_A  pict "99,999.99"  color n/gb
         @17,31 say xprem3_D pict "99/99/99"   color n/gb
         @17,46 say xprem3_R pict "99999"      color n/gb
         @17,56 say xprem3_A pict "999,999.99" color n/gb

         @17,68 say xbal3_A  pict "99,999.99"  color n/gb
         xamount  =  amount
         xbalance = balance
         @19,56 say xamount  pict "999,999.99" color n/gb
         @19,68 say xbalance pict "99,999.99"  color n/gb

      do while .t.
         option = " "
         @23, 02 clea to 23,77
         @23,20 say " [M]odify,  [R}epeat  or  [C]ancel " get option
pict "!"
         read
        if option $ "MRC"
          exit
         endif
       enddo
        if option = "R"
         @07, 02 clea to 21,78
         @23, 02 clea to 23,77
         loop
        endif
        if option = "C"
```

```
            clear
            close all
            return
        endif
endif
        @07, 02 clea to 21,78
        @23, 02 clea to 23,77
        @07,02 say "Proposal Number :"
        @07,19 say ltrim(str(xprop_no)) color n/gb
        @07,25 say "Cover Policy Number :"
        @07,46 say ltrim(str(xpolicy_no)) color n/gb
        do ed_itor
enddo
*------------------------END OF DATA FOR DISPLAYING ----------------
*---------------------Main Editing Program-------------------------
```

ANSACTION FILE MANAGEMENT REPORT GENERATION UTILITY

NEW PROPOSAL ENTRY.
RENEWAL OF PROPOSAL
CLAIM PROCESSING...
REMIUM PAYMENT....
UIT TO DOS.....

This section allow Input For Processing of Transaction Only.

NSACTION FILE MANAGEMENT REPORT GENERATION UTILITY

EW PROPOSAL ENTRY.
ENEWAL OF PROPOSAL
AIM PROCESSING...
EMIUM PAYMENT....
T TO DOS.....

CREATE NEW FILE...
MODIFY FILE.....
VIEW FILE.....
DELETE FILE.....

This section allow you to Create, Modify, View & Delete Only.

CTION FILE MANAGEMENT REPORT GENERATION UTILITY

PROPOSAL ENTRY.
WAL OF PROPOSAL
M PROCESSING...
UM PAYMENT....
TO DOS.....

CREATE NEW FILE...
MODIFY FILE.....
VIEW FILE.....
DELETE FILE.....

This section allow you to Create, Modify, View & Delete Only.

ANSACTION FILE MANAGEMENT REPORT GENERATION UTILITY

CREATE NEW FILE...
MODIFY FILE.....
VIEW FILE.....
DELETE FILE.....

This section allow Input For Reference File Only.

ISACTION	FILE MANAGEMENT	REPORT GENERATION	UTILITY

- PROPOSAL LIST.....
- RENEWAL LIST.....
- RENEWAL NOTICE.....
- MONTHLY TRANSACTION
- YEARLY TRANSACTION.
- PREMIUM PAYMENT....
- VOUCHER REPORT.....
- DEBTORS LIST.....
- YEARLY CLAIM.....

This section Generate all necessary Reports Only.

CTION FILE MANAGEMENT REPORT GENERATION UTILITY

SYSTEM SETUP.....
NEW PASS WORD.....
EDIT PASS WORD.....

This section allow you to Setup your System

O M I S	Computerised Insurance Operations	Date : 16/12/99

LEADWAY INSURANCE PLC, ABUJA OFFICE

posal Number :1008 Cover Policy Number : 1001 Commence Date : 12/06/99

ent Name : ABDULRAZAK IBRAHIM Address : GARKI, ABUJA

pation : CIVIL SERVANT Age : 37 Car Number : AA 560 ABJ

city : 700Year of Make : 96 Date of Purchase : 05/06/98

alue : 500,000.00 Car Make : PEUGEOT Expired Date : 04/06/9

Code : 123 Agent Name : ADAMU BALA Commission : 5,000.00

ier : ABDULRAZAK IBRAHIM Previous Insurance : NONE

Motor : PERSONAL Premium Charge : 20,000.00 Discount : 0.0

PRESS ANY KEY - To advance to next Page of data entry !!!

O M I S	Computerised Insurance Operations	Date : 16/12/99

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PRESS ANY KEY - To advance to next Page of data entry !!!

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PRESS ANY KEY - To advance to next Page of data entry !!!