TITLE PAGE

COMPUTERIZATION OF ACCOUNTING PROCEDURE

"A case study of police pay office, minna"

BY

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CERTIFICATION

This project work has been read through and certified satisfactory for the award of

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DEDICATION

This project work is dedicated to GOD by whose grace and mercy

I live to undertake the research.

ACKNOWLEDGMENT

My most gratitude goes to God Almighty who in His infinite mercy granted me His ever sufficient grace that sustained me throughout the research period.

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ABSTRACT

Accounting process right from ages has remained one of the most important aspect of man's social and economic life. As business activities grow with time, the task of analyzing the periodical transactions becomes more complex. This complexity calls for intensive, comprehensive and detailed record keeping for better policy making and business forecasts.

This project work therefore was a venture undertaken to determine the better accounting technique for the Nigeria police accounting activities for better results.

Presently, the Nigeria police accounting procedure are handled manually with a lot of associated inadequacies and deficiencies. This calls for a more intensive comprehensive and reliable approach for better, quicker and dependable output.

The study therefore demonstrated how the present system of financial analysis in the police pay office could be replaced with the modern automated system which attempts to solve the problem of delay of files, file accumulation, data miss-placement and omission and delay in information retrieval. The programs designed and developed under the study have been debugged and tested for accuracy and flexibility.

CHAPTER ONE

1.0 INTRODUCTION

The practice of accounting began so many centuries ago and its procedure continued to change with the changing time and the general societal financial information needs. In short accounting origin pre dates recorded history. Members of ancient tribes undoubtedly used some fundamental means of accounting to their tribal chiefs. Also, some sorts of accounting procedure were employed to keep track of trading activities between tribes.

As the complexity of the society grew, accounting became imperative for maintaining tax records, answering to wealthy land owners and providing information about caravans, trading voyages and other early business ventures. Shortly before now, most businesses were small and easy to keep track of. The owners of both public and private businesses were usually involved in the daily operation of their businesses and had a good idea of how it was doing. At this time informal records about important events were made in a diary form, sometimes referred to as a day book and as a rule that was sufficient to meet the owners needs for information. However, with the industrial revolution, the increases in cooperate businesses and the advent of income taxation, more sophiscated financial information was called for. As usual accounting concepts and practice were adapted to meet the needs of the times.

Today a more comprehensive and well articulated accounting system or procedure is needed in order to meet the ever changing financial information needs of both the government and the private individuals for sound formulation of policies and decisions.

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1.1   HISTORICAL BACKGROUND OF THE STUDY AREA.

Police Affairs Office (PAO) is an offspring of the "Police Service Commission (PSC) " and "Police Affairs (PAO) both of which were established as separate autonomous bodies in 1975. Not until 1979 when the Second Republic commenced, the two bodies were both run by the serving police personnel. However, the Civilian Personnel were employed into the Police Service Commission and Police Affairs in 1979 to take over the Affairs of the two bodies.

Furthermore, by the change of leadership in 1983, the two bodies were merged to become what was then known as "POLICE AFFAIRS DEPARTMENT" which served as the Secretariat of the Police Council. It was headed by a Permanent Secretary who was reporting to the then Chief of Staff Supreme Headquarters.

Subsequently, Police Affairs Department became what is presently known as Police Affairs Office (PAO) in 1986. The Police Affairs Office (PAO) was later restructured into the following Directorates and Units in 1988.

-     Directorate of Personnel Management (DPM)

-     Directorate of Finance & Supplies   (DFS)

-     Directorate of Police Council   (DPC)

-     Directorate of Planning, Research & Statistics   (DPRS)

-     The Legal Unit

-     The Internal Audit Unit

Later on, a Minister of State was appointed for Police Affairs Office who reports directly to Mr. President. Presently, the Police Affairs Office (PAO) is headed by a Director General who reports directly to the Head of State or Mr. President.

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The Police Affairs Office (PAO) is represented in every State Police Headquarters throughout the Federation by an office named "POLICE PAY OFFICE." The primary duty of this office is to ensure that all matters relating to the finance of the Nigeria Police Force are handled and treated in accordance with the provisions of the Financial regulations of the Federal Republic of Nigeria and the general accounting principles.

1.2 SCOPE AND LIMITATION OF THE STUDY

This study has been limited to the accounting activities of the Police Pay Office, Minna; due to the following reasons:

- Due to the time limit required for this research work it becomes necessary for me to restrict my research to the work area of the office mentioned above.

- More so, as a result of financial constraint, reaching other States becomes a task that is not practically possible.

1.3 ORGANIZATIONAL STRUCTURE

The Police Affairs Office under the present administration has four (4) main Directorates and two (2) Units with a Directorate heading each Directorate and Unit. The Directors report to the Director General who in turn reports to the Head of State who is currently the Chairman of the Police council.

The Directorates and Units include:

- The Directorate Personnel Management (DPM). This Directorate has among other objectives the following main objectives.

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- Appointment, Promotion and Discipline of staff of the Police Affairs office;

- Maintenance of the general welfare of employees on the job, providing medical services and recreational facilities.

- Coordination of personnel functions of all the State Police Pay Offices.

- Directorate of Finance & Supplies (DFS). This Directorate which is the main focus area of this research work has the following as its subdivision:

- Accounts division

- Supplies division and

- Budget division.

The main objectives of this Directorate include:

- To ensure strict observance and full compliance with the checks and balances spelt out in the existing guideline which governs receipts and disbursements of public funds in both The Nigeria Police and the Police Affairs Office.

- To ensure that financial returns both payments and receipts on the transactions of the Nigeria Police Force and the Police Affairs office is rendered as when due to the Accountant and the Auditor Generals of the Federation.

- To ensure prompt payments of claims and judicious disbursement of funds in line with the accountability pasture of the existing administration.

- **POLICE COUNCIL DIRECTORATE**.

This Directorate was established as part of the reorganization of Civil Service by Decree No. 43 of 1988. It has the following as its main functions:

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- To make inputs into matters affecting the policy and administration of the Police.

- To maintain Police Staff records.

- To recruit cadet (ASPs) and professionals in collaboration with the Force Headquarters.

- **INTERNAL AUDIT UNIT**:

  This Directorate or unit was primarily established to provide Continuous Audit of records relating to collections, Receipts, Custody and Disbursement of Government funds in relations to Police Affairs Office and The Nigeria Police Force. Other functions of this unit include:

- To highlight irregularities detected in the system for purposes of early detection.

- To enforce compliance with the provisions of the accounting code and procedure, financial regulations and force orders.

1.4   OBJECTIVES/AIMS OF THE STUDY

The objectives of this study are as follow:

- To enhance the speed of accounting process in the Police Pay Office.

- To minimize to some great extent cases of misplacement of files and loss data which is pronounced under the current manual system.

- To provide for easy access, editing and retrieval of vital information when necessary for policy formulation.

- To reduce to the barest minimum such human errors as omission of figures, data miss-ups and wrong calculation among others in the course of processing accounting

documents in the pay office.

- To provide better security for vital information and data regarding the activities of the pay office.

1.5   JUSTIFICATION OF THE STUDY

This research work is embarked upon for the sake of its importance in respect of fraud minimization, reliability, accuracy, and speed.

- **FRAUD MINIMIZATION** - Effective internal checks system which the new system provides due to its comprehensive data processing techniques will to a great extent help reduce chances of fraud within the set up.

- **RELIABILITY** - The degree of reliability of information under the new system will be much more since cases of data omission or miscalculation will cease to exist.

- **ACCURACY** - Accuracy will be achieved under the new system in terms of figures and information resulting from a processed data.

- **SPEED** - Speed of processing any accounting document is greatly enhanced under the new automated system as it is practically impossible for manual system to be as fast machine oriented system.

CHAPTER TWO

2.0.   CONCEPTUAL FRAMEWORK AND RELATED LITERATURE

Pay Office in its general context refers to a point or place where all matters relating to finance of a set up are handled. It is on the basis of this general objective that Police Pay Offices were established at the headquarters of every State Police Command to handle all accounting issues at the State level on behalf of the Police Affairs office. Basically, it's general duties include the receiving and payment of cash, the keeping of cash and related transactions and the operation of a Bank account on which cheques are drawn and providing vital information on the cash position of the unit. To effectively work toward the objectives of the Pay Office, some activities that constitute its main functions must be carried out. These activities are hereby highlighted according to their divisions:

2:1   -   **CASH OFFICE FUNCTIONS**: Generally, cash office in any pay office is regarded as the main stand of its existence, i.e., where all cash transactions take place. This office among other offices in any pay office has most need for security and maintenance. This explains why the cashier who takes charge of the office is always separated from other staff and people by being made to be in a cage. The importance of this office in a pay office is largely due to its roles or functions of cash office in a pay office.

-   **CASH BOOK MAINTENANCE**: This is the most important of all the functions performed by cash office. As the name implies, a cash book is used to record all cash and related transactions in the pay office. These records are entered into it on daily basis showing the dual

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principle of accounting and the summary drawn therefrom to show the balance standing on either side of the book at the end of each day.

- MAINTENANCE OF CHEQUE SUMMARY REGISTER.

The cheque summary register serves as a useful record for the balancing of bank transactions in the cash book. It contains the record of all cheques issued and all receipts into the bank account, all vouchers raised to cover bank advices, tellers of all payments to bank any other bank transactions as may be recorded in the cash book.

In addition, the cheque summary register is to be balanced every day with balances brought forward (b/f) and carried forward (c/f) agreeing with the cash book balances. For the purpose of internal checking to avoid or detect any possible error or fraud, two different persons handle both the cas book posting and the cheque summary register.

2.2 CHECKING SECTION

This is the Section in the pay office where the genuineness or otherwise of any payment is determined. In this section, payment vouchers from different sections and units and received and verified. In the process of verifying the correctness or otherwise of a payment voucher, the checker must properly consider the following:

- That the proper accounting document is used,

- That the payment is for a job duly done or completed,

- That the person to whom the payment is to be made is legally entitled to it,

- That the payment is supported by all the necessary papers for the amount quoted,

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- That there is money in the vote under which the payment is to be made.

- That all authorized parties to the payment endorse the document.

The function of checking section does not only help in minimizing errors and fraud detection but also in ensuring a strict compliance with the laid down financial rules and regulations. All checked payment vouchers are passed to Audit Section of the Pay Office for further scrutiny.

2.3 SUBSIDIARY ACCOUNTS SECTION

The Subsidiary Accounts Section constitutes a very important arm of any pay office and in particular Police Pay offices. The effectiveness of the accounting process or procedure in the pay office depends largely on the activities of this section since almost all payments have its origin from the section. In short, the section acts as the starting point of the accounting process of the pay office.

The subsidiary accounts section must therefore be seen as a vital service unit which has much to offer for the smooth accounting activities of the pay office. Among other responsibilities, the subsidiary accounts section has the following basic functions:

- Keeping of Deposit accounts

- Keeping of advances records

- Keeping of Remittances/Cash transfer records

- Keeping of vote books

In addition to the above which is still maintained in total as a measure of control, subsidiary accounts section also maintains a number of accounts which cannot be decentralized. It is the responsibility of the subsidiary accounts section to open and maintain proper control ledger and subsidiary ledger accounts for proper recording of transactions.

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2.4 VARIATION CONTROL SECTION.

This section performs one of the most relevant functions in the police pay office in particular and other pay offices in general. Fundamentally, an employee's financial entitlement changes or varies according to time and duties performed. This variation in employees pay needs to be checked and certified hence the establishment of the variation Control Section.

Primarily, this section of the pay office is to ensure that any change in respect of an employee pay especially personal emolument is backed up with or supported by a genuinely certified document. This, it does to forestall fraud unnecessary or over payment, under payment and most important of all to ensure that the laid down accounting procedures and financial regulations are not violated but strictly followed. In any pay office as it has been the practice, the function of this section has to do mainly with employee's salaries or wages and such other payments that are indirectly part of an employee's personal emolument.

2.5 FINAL ACCOUNT SECTION:

This is the office that collates and analyses all data used within an accounting period. This function is primarily meant for the purpose of ascertaining the correctness or otherwise of the periodical financial transactions of the pay office.

Also, this office handles the preparation of the monthly transcript which is one of the major functions of a self accounting government ministry. Transcripts in this regard is the means by which information on cash transactions are transferred to the treasury.

Final accounts office in addition to other functions maintains certain records and furnishes a number of returns such as revenue, loan repayments and loan as part of the compilation of the final accounts indicating the position of the accounts for the month.

2.6 BANK RECONCILIATION SECTION

Every organization or establishment is duty bound to keep a close watch on its bank account to guard against fraud or infiltration of extraneous elements. This is made possible through the preparation of a bank reconciliation statement at the end of a given period usually a month.

More so, owing to the fast and smart bank deals in our time the importance of having a workable bank reconciliation section cannot be overemphasized, since failure to do this may not only result in heavy loss of funds but sometimes in financial embarrassment to the organization. It is due to the facts scatted above that this section in the Police Pay Office cannot be relegated to the background or assigned to an officer who is not knowledgeable and dedicated.

Furthermore, a bank reconciliation statement is prepared to reconcile the bank column of the cash book with the statement of the bank Account received from the bank at the end of a month. The documents required for bank reconciliation are:

- Cheque summary register

- The Cheque stubs

- The monthly bank statement

The preparation of bank reconciliation statement starts with the balance in the Cash book to which are added cheques issued but not yet presented and money paid into a bank but not yet entered

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into the cash book while payment in a bank but not in the cash book and receipts or money debited

in the cash book but not in bank are deducted. The resultant balance should agree with the balance

in the bank statement else there is an error and the process reversed once more.

CHAPTER THREE - SYSTEM ANALYSIS

3.0   SYSTEM ANALYSIS.

This chapter covers the detail description of accounting process or procedures as practiced in the Police pay office, Minna. It is aimed at revealing the effectiveness or otherwise of the present accounting system. All the sectional accounting procedures will be discussed in detail with a view to understanding what is being currently and what could be done if possible to achieve better results.

3.1   FEASIBILITY STUDY.

Primarily, this is an investigative approach used by researchers to determine the possibility or otherwise of a solution to a problem. This involves exploring all he possible alternative design options and determining which of the alternative options is most realistic with respect to the objectives of the study.

3.2   METHODOLOGY;

Researchers use different investigative techniques to gather the data needed for their research work. These vary according to the nature of the research to be carried out and how it is to be carried out. This step by step technique cannot be ignored by any researcher hence my choice of the following fact finding techniques to gather data for my work.

3.3   PRELIMINARY INTERVIEW:

Series of interviews were held with both the head of the Police Pay Office (that is the Chief Accountant) and other Senior Officers who are heads of various sections and departments. I also had

discussions with some staff of the sections concerned and their views since documented and used in the course of my analysis.

3.4   PERSONAL OBSERVATION:

As an insider in the system, the operation of the existing accounting procedure has been watched and monitored for some time. From the personal observation of the current system, some of the inadequacies and hitches that militate against the total accomplishment of the set objectives of the set up were discovered. It then became a concerned issue on personal basis as to how some of these problems ranging from loss of data in transit, file misplacement and figures miss-ups which have to a great extent caused delays and wastage could be simplified.

3.5   THE EXISTING SYSTEM:

The present accounting procedure or system encompasses the activities of various sections that make up the accounting circle of the pay office; The existing system has some distinct characteristics which will be seen from the detail analysis of each section's activities.

The sections that make up the pay offices' accounting circle include:

- Subsidiary accounts section,

- Checking section,

- Cash office section,

- Variation control Section,

- Bank reconciliation section, and

- final accounts section.

(a)   **THE SUBSIDIARY ACCOUNTS SECTION:**

All the accounting processes of the pay office starts from this section. Here, all payment and receipt vouchers including payrolls are received from various divisions and departments. Separate registers and vote books are kept for the recording of these vouchers and payrolls.

For instance, payrolls are recorded in a register called payroll control register which has the information headlines below:

* Date,

* Control number,

* Payees' name & address,

* A gross amount payable,

* Total deduction,

* A net amount payable,

* Pay point/division,

For other payment vouchers, the Control register has the following information headlines;

* Date,

* Control Serial number,

* Departmental number,

* Payees' name,

* Type of payment,

* Amount

For advance's voucher such as touring, rent and salary, separate ledger accounts are kept for them with the general ledger having the summary record of the individual ledger accounts. The format of both individual and general ledger account register is as shown below;

* Date * Control Number * Payees * Type of advance * Amount *

x   x   x   x   x   x   x   x   x   x   x

Also, a vote book is maintained to record all incoming payment vouchers regardless of the type and source so as to give a general view of the pay office's financial transactions at any point in time.

The vote book is divided to take care of payments from different divisions and departments according to the type of payment. Also, any money sent n for any purpose is recorded in the vote book as "balance in blue" from which any payment is made and deducted accordingly. This means that as payment vouchers come in and are recorded into the vote book.

The blue balance continues to decrease with the increase of the amount paid out. This is what brought about the system of daily balancing of the vote book which as at present is not followed due to the volume of work done in the section.

The note book therefore contains the following necessary information headline in each of it's subdivisions.

* Vote book Control number,

* Date,

* Departmental PV number

* The payee,

* The value or amount of an individual voucher,

* The total cumulative amount, and

* The Final balance left in the vote.

* The A.I.E number.

From this section, all the processed payrolls are scheduled and forwarded to variation

Control Section while other payment vouchers are forwarded in a like manner to checking section

for further processing.

(b) **CHECKING SECTION**

Here, further processing of both payment and receipt vouchers continues. These vouchers are

received with the schedule copies certified by the receiving officer.

The section's primary function is to check the authenticity of payment vouchers. This is done

by strict assessment of the documents supporting the payment and the correctness of the voucher

prepared. Since different payments are supported by different documents, it always a brain storming

task to ensure that the supporting documents are in order and also that the voucher carries an

amount that agrees with what those documents cover.

In this section too, various deduction percentages as worked and recorded in the payment

voucher copies are worked and certified correct or else queried and returned to source for

correction and repreparation.

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A register is maintained in this section to contain the record of various payment's vouchers with control serial numbers. All duplicate copies of voucher schedules accompanying payment vouchers from various departments and div isions are separated and filed accordingly for record and information purposes.

However, the master control register maintained to have the record of all the incoming payment vouchers have the following information headlines;

* control serial number

* departmental/divisional number

* payment point/station

* departmental schedule number

* date

* Payees name

* payment classification code

* a gross amount payable

* deduction amounts payable

* net amounts payable

* the AIE number

* remark

From this section all payment vouchers checked and cleared are scheduled and forwarded to audit unit for processing. A file is maintained for the copies of the schedule that control these vouchers to audit for a reference purpose.

(C) VARIATION CONTROL SECTION

In this section, payrolls received and recorded in the subsidiary account section are scheduled and forwarded to variation control office for detail checking. Like in checking section, the officer in charge receives the payroll vouchers by endorsing the control register or schedule after comparing the amount in the payroll vouchers with what has been recorded in the control register or schedule.

This section keeps or uses the form named "TREASURY FORM 208" to control any variation that occurs in respect of any salary payment. This form contains all the columns as contained in the payroll sheet with separate columns for the amount of variation for the period under review.

For effective variation control, files are maintained for divisions/departments to file copies of variation advice of change known as "AOC." For any change to be effected either in respect of basic salary or any of the allowances for various reasons, the advice of change must be filled, processed and copies distributed to all the checking offices among which the variation control section is the main.

When the processed advice of change copies are received, entries are made in the form 208 as appropriate awaiting the arrival of the payroll voucher for the particular division. Due to the fact that the payroll section also keep copies for the processed AOC, it is expected that after a thorough checking for the payroll voucher and the amount of variation extracted and entered into the form 208, the final balance of the form 208 under basic salary and other allowances must agree to make it valid for further processing.

Therefore, any disagreement between the balance in form208 and the payroll voucher must

be investigated and corrected else the payroll voucher is rendered invalid for further processing. The following reasons are responsible for variation in payment of salary in the police pay ,minna; promotion, deaths while in service, change from private to government quarters, dismissal and transfer.

(d) CASH OFFICE SECTION

This section in any pay office needs the most security since cheques and liquid cash are handled and kept here. This section receives payment vouchers including payroll vouchers that have passed through all the checking process and certified valid for conversion to cash that is (payment). These vouchers are forwarded from the Audit unit also with a schedule or register to the cashier (the head of cash office).

All payment and payroll vouchers sent to this section are further scrutinized and figures verified . Any payment or payroll voucher verified and certified all right is posted into the form known as "Treasury form 153A" which is also commonly known as " CASH BOOK." The cash book contains the following information column.

* cash book serial control number

* departmental number

* Payees name

* description of payment

* classification code

* cheque number

* cross amount payable

* deduction , if any

* net amount payable.

Above information column constitute the right hand or credit side of the cash which concerns payment alone.

The debit or left-hand side of the cash book which concern receipt alone has the following information column;

* voucher number

* from whom received or the payer

* description of receipts

* treasury receipts number

* classification code

* bank column

* cash column

* total

The daily total figure of receipts and payments are extracted into a register and at the end of the particular month, the total receipt is added to the balance brought forward and the total payment figure for the same month taken from it to obtain the closing balance as at the end of that month.

While investigating, it was discovered that the daily balancing is not practiced neither can somebody known at a glance the amount paid out under particular classification code on a daily, weekly nor monthly basis. The manual casting of all the figures entered for a month poses a serious problem and consequently making the balancing of the cash book an up hill task.

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The cash office section maintains a register called "CHEQUE SUMMARY REGISTER" which contains the summary of the information contained in the cash book which is used in reconciling the cash book transactions with that of the bank at the end of each month.

In addition, cash office section keeps another register that controls the movement of cheques. For effective recording and control, these registers have the following structures;

Cheque summary register:

 * date

 * Payees name

 * cheque number

 * amount due for payment

Cheque movement register:

 * Serial number

 * Receivers name

 * net amount of the cheque

 * date

 * a receivers' signature

 * remark

Also the section maintains a vote book that controls the incoming money that constitutes revenue for the government at the state level and it is periodically rendered to the headquarters. The register's format is as shown;

 * serial number

 * date

* from whom received

* to whom paid

* classification code

* cash

* cheque

* cheque number

* balance.

In the final analysis, all the duplicate copies of payment and receipt vouchers processed through the cash book are gathered and serially arranged and forwarded to final accounts section for further analysis of both expenditure and receipt for the month.

(e)   **FINAL ACCOUNTS SECTION:**

This is one of the most vital sections of any pay office. In this section the copies of both the paid and receipt vouchers including payroll schedules processed and forwarded from cash office are received, classified and analyzed in this section.

In the first instance, the amount contained in the copies of paid and receipt vouchers are compared with the entries and the serial numbers in the cash book to ascertain the correctness of the transaction within the period.

However, the voucher copies are further separated and classified according to the various classification codes. In the course of reviewing this procedure it was discovered that the problem of paid voucher copies not seen from cash office always disrupts and delays the job in the final accounts.

The classification for per listing to obtain the totals for each code which should be done on daily basis is always delayed due to non availability of the voucher copies from cash office.

The daily totals are posted into the analysis book with a column for each classsification.this is done for each day of the month.the totals for each classification for the month and the overall totals of the transactions for the months are given on the last day of the month.

The daily pre-listed voucher copies are summed together according to the various classification codes and scheduled. The schedule summary for both payment and receipts must carry totals that agree with the cash book receipt and payment total balances. On the final analysis, the analysis book totals necessary must agree with the cash book balances took.

The daily analysis book has the following format:

*serial number

* date

* classification code

* amount.

(f)   **BANK RECONCILIATION SECTION**:

This section checks the bank and the cash book transactions to determine the financial position of the office by comparing the two books` entries.

At the end of each month a bank statement showing the detail cash transactions in the bank on behalf of the office is received. This statement has a credit side for the recording of all payments made and a debit side for all money paid into the bank on behalf of the office. In addition to the bank statement, the cheque summary register, cheque stubs and the copies of the bank tellers are also

received from cash office to be used to reconcile the month's financial transactions.

To reconcile the bank and the cash book transactions within given period usually a month, the entries on the credit side of the bank statement are compared with the entries on the debit side of the cash book. Those entries in the bank statement that are not in the cash book are listed out as "credit in bank not in cash book" while those in the cash book not in bank are listed as " receipts I bank not I cash book. On the other hand, those entries on the credit side of the cash book are compared with the entries on the debit side of the bank statement to give the list cacaos issued but not yet presented and the outstanding debit in bank not in cash book.

From my assessment, it was gathered that pay ments in bank not in cash book usually provide a sanctuary for large fraud and should therefore be closely watched and timely investigated if the arises.

The present manual system is defective in terms of time saving since each payment has to be verified by going through each of the documents mentioned earlier. This therefore calls for the use of a computer which has proved to be faster, more accurate and cost less.

The bank reconciliation statement if prepared at the end of a financial period looks as below:

cash book balance as at ------------------

                                      #

                                      ****

                     #

add cacaos issued but not yet presented   *******

add credit in bank not in cash book   *******

                                            ****

                     #

less debit in a cash book not in bank   *******

less debit in the bank not in cash book   *******

                                            ****

Bank balance as   at --------------   ********.

If   the above analysis gives a   balance   different from the bank final balance, then the difference be investigated immediately.

3.5   PROBLEM   IDENTIFICATION.

In the course of assessing the existing   system, numerous problems   were identified which are highlighted below:

* In view of the   volume of work done in the subsidiary account section especially, it is difficult to balance the vote book at the end of each day as supposed but instead left till month ends. This in most cases brings about a problem of omission and miscalculation   of figures   which makes it very difficult for timely detection of errors that are capable of affecting the final balance of the vote book.

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* As it could be seen from the analysis of the sectional accounting activities, copying of the information from one register to another often leads mis-up of data that are vital to the pay office.

* The volume of voucher copies both payment, receipt and payroll constitute a space problem since they are processed in four copies.

* Due to the large volume of files maintained for one purpose or the other across the sections, file tracing and information retrieval is always difficult and time consuming.

* There is no provision for a separate record in respect of classification code which makes it difficult to get a precise and authentic information about payment or receipts under a particular code within a period of time.

* since cash book and cacaos summary registers are handle by different individuals and the .later contains a transfer information from the former, it is difficult to detect any error committed or simple mistake made while posting the cash book.

* There is also this problem of not being able to gather all the copies of either payment or receipt vouchers for final amounts' analysis.

* The current system of paying any money (revenue) received to the bank account is not effective and can lead to a great fraud since there is no provision at present to show where bank receives either cheque or cash as received and recorded the cash book.

* In drawing the bank reconciliation for a month the process of pre-listing and addition is cumbersome and tasking,time consuming and error prone.

3.6   **THE   PROPOSED SYSTEM**

The proposed new system to work in place of the present manual system is the use of " COMPUTER " which is capable of reducing to the barest minimum some of the problems that

are inherent in the present system.

The new system (COMPUTER) is designed such that the bulk accumulation of voucher copies, file tracing, data retrieval and arithmetical calculations could be lessened and made simple for effectiveness and efficiency.

In summary therefore, the new computer system is intended to take care of the numerous problems mentioned above that constitute a great set back to the smooth accounting activities of the pay office and consequently hinder the accomplishment of the objectives of the organization.

CHAPTER FOUR : SYSTEM DESIGN

4.1.0 SYSTEM DESIGN

The design of an alternative system in this project work forms the most important work area since the success or otherwise of the project work depends on its effectiveness. The objectives of this research can only be accomplished if the new system design meets the standard required of it.

The alternative system design is therefore expected to accomplish the following objectives;

(a) Reliability. For its output to be used for further accounting and economic analysis purposes, it must have a consistent and accurate operating procedure.

The new system is therefore designed in such a way that reliability and consistency are its most watch words.

(b) Flexibility. The new system is designed to operate in a highly dynamic environment. This makes it possible to take care of any possible change in either the working system or accounting policies of the present system.

(c) The new system is also designed to have all the data needed in the work station centralized so as to reduce or eliminate data redundancy.

(d) Time usage under the new system is quite considered important. In view of this

therefore, the new system is designed to use less time in data processing, enquiry making and informal retrieval.

(e) The new system is simply designed to provide opportunity for easy usage. Not much training is needed before using the new system.

4.1.2 THE IMPORTANCE OF DATABASE

The concept of a database has greatly brought better changes to the use and management of data in most organization today. It is in view of this importance of a database that most people choose to use it when it comes to collection, arranging and keeping of data. Below are some of the relevance of a database;

It provides easy access to the data pool. This makes it easier for users to add, delete, or modify data there in.

Database also provides an opportunity for multi-file usage at the same time. This too makes it quite easy for data transfer between files.

Database makes it easier to generate an accurate and more authentic report since data are centralized.

Also, data centralization provides data security to a great extent.

4.1.3 MODULAR PROGRAM STRUCTURES OF THE NEW SYSTEM

To provide solution(s) to the identified problems inherent in the existing system by the proposed system in the accounting process of the police pay office, the need for developing

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several programs arises. These programs when developed must be carefully linked to one another to form the overall proposed system.

This structured program design is what is referred to as modular program structure. The integration of these programs forms the desired data base management system. It makes it very easy and convenient to identify what task to be performed to accomplish what objectives by showing and relating all the task options available.

4.1.4 ALGORITHM DEVELOPMENT

This is a step by step instructions used to provide specific solutions to a specific problem. These instructions are arranged in a finite sequence which simplifies its ambiguity to be carried in a fixed order to provide the desired result.

Therefore, flow a chart algorithm, is used here to determine the order in which instructions are executed to produce the desired output.

FLOW CHART

This shows the use of lines in its diverse forms or shapes to how each action in a system is linked with or dependent on one another.

4.1.5 DATABASE FIELD DESCRIPTION

A new database file creation is done by using create command in the control center of dBASE application package. All the rules guiding the use of field -types and size must be obeyed.

A database file must contain net more than eight characters, the first of which must be a letter of an alphabet. The field type is determined by the data to be stored under the field name. The

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database field types include:

(a) Character (c) - contains characters for printing

(b) Numeric (n) - contains digit values used for calculations

(c) Logical (l) - this is for either false or true

(d) Memo (m) - this is free from character data

(e) Date (d) - this is for dates only.

Furthermore, the field size is also determined by the data to be stored in the field name since it is simply the width of the data. There is also a limit to which a database file can contain records. It has a maximum field of 128, a record size of baits and a maximum record number of one billion.

However, the following database files were created for the purpose of achieving the objectives of this research work. These include:

COS.DBF ---- This lists all the transactions taking place in the cash office section.

Field number	Field name	Type	Width	Dec.	Index
1.	Tsno	C	4	-	N
2.	Date	D	8	-	N
3.	Npyee	C	15	-	N
4.	Tpamt	C	4	-	N
5.	Trpt	C	4	-	N
6.	Source	C	14	-	N
7.	Amtin	N	10	2	N
8.	Amount	N	10	2	N
9.	Cheqno	C	7	-	N

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Where:

TSNO = treasury serial number

DATE = date of transaction

NPYEE = the name of the person to whom the payment is made

TPAMT = type of payment made

TRPT = type of receipt received

SOURCE = the source of the receipt

AMTIN = the amount received in

Amtout = the amount paid out

CHQNO = the cheque number for the amount paid out or received in.

FAS.DBF ----- This concerns the transactions of final accounts section. The file structure is as below:

Field number	Field name	Type	Width	Dec.	Index
I.	Tpvsno	C	4	_	N
2.	Class	C	5	_	N
3.	Date	D	8	_	N
4.	Amt	N	10	2	N
5.	Trptsno	C	4	_	N

Where:

TPVSNO = treasury payment voucher serial number

TRPTSNO = treasury receipt serial number

DATE = date of the transaction

AMT = amount paid out or received in.

CSO.DBF ------- This takes care of the transactions within the checking section. The details are as follows:

Field number	Field name	Type	Width	Dec.	Index
1.	Scno	C	5	_	N
2.	Dpvno	C	5	_	N
3.	Dpt	C	7	_	N
4.	Tpymt	C	5	_	N
5.	Date	C	8	_	N
6.	Amt	N	10	2	N
7.	Pssd	L	1	_	N
8.	Cld	L	1	_	N
9.	Dshno	C	3	_	N
10.	Qry	L	1	_	N

Where:

SCNO = serial control number

DPVNO = departmental payment voucher number

DPT = department from which the voucher originates

TPYMT = the type of payment

DATE = date of transaction

AMT = the amount of transaction

PSSD = passed

CLD = cleared

DSHNO = departmental schedule number

QRY = query.

SAS.DBF___ this is the subsidiary accounts database file

Field number	Field name	Type	Width	Dec.	Index
1.	Vcsno	C	5	_	N
2.	Date	D	8	_	N
3.	Amount	N	10	2	N
4.	Pclass	C	5	_	N
5.	Dpvsno	C	6	_	N
6.	Advclass	C	6	_	N
7.	Aieno	C	6	_	N
8.	Pname	C	9	_	N
9.	Paddr	C	13	_	N

Where;

VCSNO = vote control serial number

DATE = date of transaction

AMOUNT = amount of transaction

PCLASS = payment   classification

DPVSNO = departmental payment voucher serial number

ADVCLASS = advance classification

AIENO = authority to incur expenditure number

PNAME = payees` name

PADDR = payees` address.

BARES.DBF ----- This is a bank reconciliation database file

Field number	Field name	Type	Width	Dec.	Index
1.	Date	D	8	_	N
2.	Par	C	30	2	N
3.	Bcredit	N	10	2	N
4.	Cbcredit	N	10	2	N
5.	Bdebit	N	10	2	N
6.	Cbdebit	N	10	2	N
7.	Bbal	N	10	2	N
8.	Cbbal	N	10	2	N
9.	Chqno	C	7	-	N

Where;

DATE = date of transaction

PAR = particulars

BCREDIT = bank credit

CBCREDIT = cash book credit

BDEBIT = bank debit

CBDEBIT = cash book debit

BBAL = bank balance

CBBAL = cash book balance

CHQNO = cheque number.

4:1:6 PROGRAM DEVELOPMENT

This has to do with the art of writing instructions in a definite sequence to be executed by a computer system to produce a desired output.   In this research work, dBASE program command language has been chosen for writing the program in order to provide the necessary solution(s) for the identified problems.

4:1:7. PROGRAM CODING

This is the process of feeding the computer system with the instructions written in a particular computer programing language.

4:1:8.   PROGRAM TESTING AND DEBUGGING.

Program testing and debugging follow immediately after orogram coding process. Here the program fed into a computer system is first test-run   and to determine its correctness. Whatever error encountered by the computer in the process of executing the instructions is normally shown for the necessary correction to be made. This process of correcting instructions coded into a computer is referred to as debugging.

The testing and debugging process are a sensitive one to ensure that the program   works. The program developed for this research work was therefore test-run and debugged hence it is satisfactorily working to meet the objectives of the research.

4:1:9   THE NEW SYSTEM DOCUMENTATION AND THE OPERATING MANUAL.

After a successful   test running and debugging of the written program, a complete documentation of the new system was done with the operating manuals explained as below;

Not much computer knowledge is required in using the new system since it's design is users' friendly. The new system programs are designed such that every aspect of the new system is self explanatory and directing. Any user of the new system simply needs the   simple understanding of the program directives.

Here under are some of the steps to be taken in a successful use of the new system.

Step i SYSTEM BOOTING-: The computer system   should first be booted by the user either with a bootable diskette or left to boot if the system is self booting.

Step ii The computer system time and date should be   correctly set to keep you update while working.

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Step iii   In drive A insert the new system   diskette   and type in front of the dot prompt PAO   and then press enter key to display the following phase: ENTER YOUR PASSWORD OR "Q" TO QUIT.

For   the user to proceed   from here, the password should be supplied   correctly ,that is PAOMINNA and then press   enter key. This   takes you to the main menu where all the options incorporated in the new system   are displayed or shown for easy selection. Whichever choice the user makes here   takes   the user to the specific work   environment which also has it`s options tagged   sub-menu.

4.2.0   IMPLEMENTATION   OF THE   NEW   SYSTEM

The   new system   implementation is putting into full operation the newly designed system by   creating   data and storing in the desired format to replace the old system. All the data created is therefore transferred and stored in the storage medium of the new system.

For a successful implementation of the new system, the change from the old system should be done in   phases in order to create   opportunity for necessary adjustments   which will   lead eventually to a complete   disengagement   from the old system to the new   system.

In addition, there must be an intensive training of the intended users of the new system.

4.2.1 COST/BENEFIT ANALYSIS OF THE PROPOSED SYSTEM.

Essentially, for any organization to know whether a venture is worthwhile or not to undertake, the cost benefit analysis technique must be employed hence the application of the technique in this research work. The is simply the comparison of the input which is the cost with the

output which is the benefit of a venture to determine its viability or otherwise.

The benefits of the new system are numerous which include;

*Time saving--- time is an asset that cannot be valued in monetary term but if used well has about the highest contribution toward any business success. The new system due to its fastness and articulation saves much time if compared to manual system.

* there is less error which reduces the rate of delay leading to improved productivity.

On the other hand, the new system is relatively expensive owing to the fact that both hard and the softwares required for the new system are of higher grade. But, in comprison with the cost incured by using the present system, the new system is cheaper since it is expected to handled the job done by over fifteen staff under the manual system. Also, due to the high turnover resulting from the speed and accurancy data processing, future cost minimzation is guaranteed under the new system.

4.2.2 HARDWARE REQUIREMETS OF THE PROPOSED WORK STATION POLICE PAY OFFICE.

To handle tasks of the police pay office, a personal computer system with the following hardware components is required.

* Pentium p5   166mmx INTEL

* Hard disk drive with two floppy disk drives

* Hard disk with memory capacity of 1.2 G.B. HDD

* 8MB RAM

* Display color graphic (SVGA) monitor

* Printer - HP LASERJET or DESKJET

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* Stabilizer / UPS with the following   voltages

      - STABILIZER 5000W

      - UPS 1500W

4.2.3   SOFTWARE   REQUIREMENTS

For   a successful   operation of   the new   system   in the work area, the following software are   required:

- Disk operating system; MS DOS

- windows   95

- DBMS   Package (dBASE IV)

CHAPTER FIVE

5.0 SUMMARY, CONCLUSION AND RECOMMENDATION

This chapter encompasses the summary of the entire work done, the conclusion of the research and the possible recommendations made to make the work relevant to an - interesting user.

5.1 SUMMARY AND CONCLUSION

The police accounting procedure started as far back as the time the, Nigeria police force was first established.

It was an activity that was handled by the body known as the " police service commission" which was then an all uniform police affair.

In 1997, the change in the country's leadership brought about change in the management of police finances which brought in the non uniform police staff to handle their financial matters.

The police affair's office as it was later called has under it six main departments to take of both financial and non financial matters of the Nigeria police. These departments which were later renamed directorates include:

* Directorate of finance and supplies (DFS)

* Directorate of personnel management (DPM)

* Directorate of police council (DPC)

* Directorate of planning,research and statistic (DPRS)

* Legal and Audit units

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The Directorate of finance and supplies which has the managerial responsibility of the finance of the Nigeria police has its office in all the police state headquarters where all *accounting* activities regarding the force takes place.

The accounting system in operation has been with a lot of inefficience which led to this research that attempts to provide a more sophiscated, faster and integrated accounting procedure by the use of an automated system.

The new system has been designed to take care of the short comings of the previous manual system. With the development of a software known as "PAOMINNA," the problems of delay, data miss up, omission file accumulation, unreliable data for analysis and so on are greatly minimized or eliminated.

5.2 RECOMMENDATIONS

The following recommendations are therefore made in view of the advanges of the new system over the current manual system in operation.

A comprehensive training exercise should be organized for a few selected staffs that are considered capable to implement the automated system.

The change from the present manual system to new computerized system should be planned in phases so as to allow smooth change over.

The management should provide an enabling environment for the smooth take off of the new system by providing enough fund for the acquisition of right hard and software and such other items like air conditions, spacious office accommodations and improved staff welfare package.

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MODULAR STRUCTURE

```
                        ┌─────────────────┐
                        │  DISPLAY PAO    │
                        │  MAIN MENU      │
                        └─────────────────┘
```

FINAL ACCOUNT SECTION	VARIATION CONTROL SECT.	CASH OFFICE SECTION	SUBSIDIARY ACCOUNT SECT.	CHECKING SECTION	BANK RECONCILIATION SECTION
ADD DELETE MODIFY	ADD DELETE MODIFY	ADD DELETE MODIFY	ADD DELETE MODIFY	ADD DELETE MODIFY	ADD DELETE MODIFY

FIG. 1

1

MAIN MENU FLOWCHART

START

INITIALISE COUNTER

GET PASSWORD

? CORRECT PASSWORD — YES → DISPLAY MAIN MENU

NO

INPUT IN INCREMENT COUNTER

COUNTER ≥ 3 — NO

YES

DISPLAY ERROR MESSAGE

EXIT TO DOS

? OPTION=1 — YES → FINAL ACCOUNT SECTION

NO

? OPTION=2 — YES → VARIATION CONTROL SECTION

NO

? OPTION=3 — YES → CASH OFFICE SECTION

NO

? OPTION=4 — YES → SUBSIDIARY ACCOUNT SECTION

NO

? OPTION=5 — YES → CHECKING SECTION

NO

? OPTION=6 — YES → BANK RECONCILIATION SECTION

NO

? OPTION=7 — YES → QUIT TO DOS

NO

? OPTION=8 — YES → EXIT TO DBASE

NO

STOP

FIG II

FIG III

3

```
                    START

                    CASH
                    OFFICE
                    SECTION

                    DISPLAY
                    SUBMENU

         ?
        CH=1   YES      ADD
                        RECORD
         NO

         ?
        CH=2   YES      MODIFY
                        RECORD
         NO

         ?
        CH=3   YES      DELETE
                        RECORD
         NO

         ?
        CH=4   YES      VIEW
                        REPORT
         NO

         ?
        CH=5   YES      EXIT TO
                        MAIN MENU
         NO

         ?
        CH=6   YES      EXIT TO
                        DOS
         NO

                    STOP
```

FIG IV

4

```
                    ┌─────────┐
                    │  START  │
                    └────┬────┘
                         │
                         ▼
                ┌─────────────────┐
                │ SUBSIDIARY      │
                │ ACCOUNT         │
                │ SECTION         │
                └────────┬────────┘
                         │
                         ▼
                ┌─────────────────┐
                │ DISPLAY         │◄──────────────────────┐
                │ SUBMENU         │                       │
                └────────┬────────┘                       │
                         │                                │
                         ▼                                │
                      ◇ ? ◇      YES    ┌──────────┐      │
                      CH=1  ──────────► │ ADD      │──────┤
                         │              │ RECORD   │      │
                         │ NO           └──────────┘      │
                         ▼                                │
                      ◇ ? ◇      YES    ┌──────────┐      │
                      CH=2  ──────────► │ MODIFY   │──────┤
                         │              │ RECORD   │      │
                         │ NO           └──────────┘      │
                         ▼                                │
                      ◇ ? ◇      YES    ┌──────────┐      │
                      CH=3  ──────────► │ DELETE   │──────┤
                         │              │ RECORD   │      │
                         │ NO           └──────────┘      │
                         ▼                                │
                      ◇ ? ◇      YES    ┌──────────┐      │
                      CH=4  ──────────► │ VIEW     │──────┘
                         │              │ REPORT   │
                         │ NO           └──────────┘
                         ▼
                      ◇ ? ◇      YES    ┌──────────────┐
                      CH=5  ──────────► │ EXIT TO      │
                         │              │ MAIN MENU    │
                         │ NO           └──────────────┘
                         ▼
                      ◇ ? ◇      YES    ┌──────────────┐
                      CH=6  ──────────► │ EXIT TO      │
                         │              │ DOS          │
                         │ NO           └──────────────┘
                         ▼
                    ┌─────────┐
                    │  STOP   │
                    └─────────┘
```
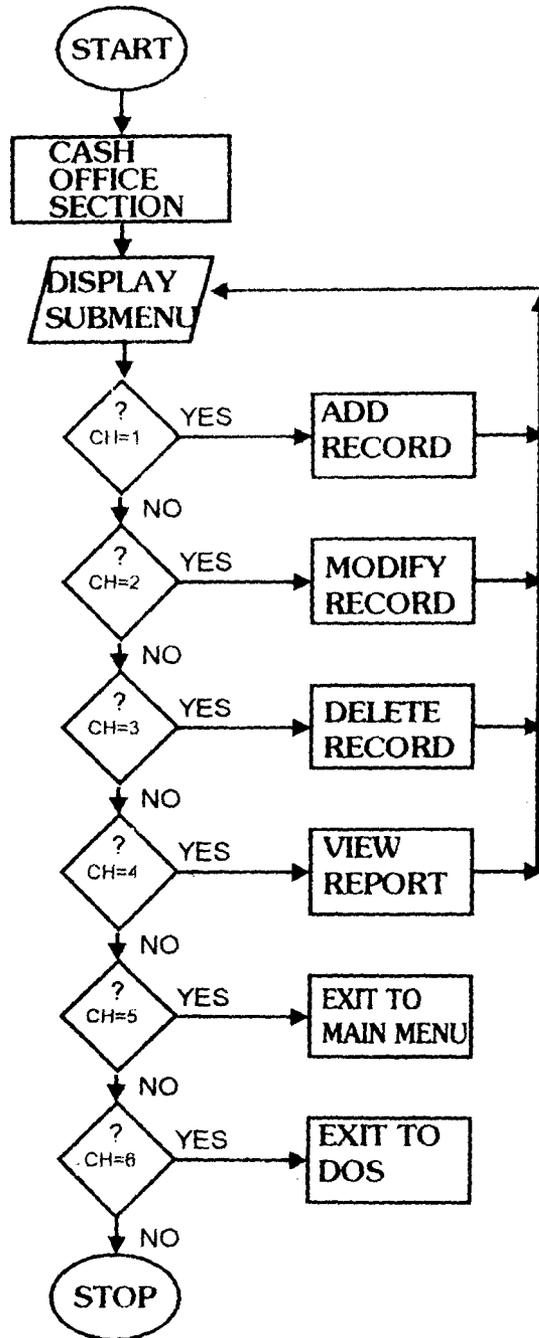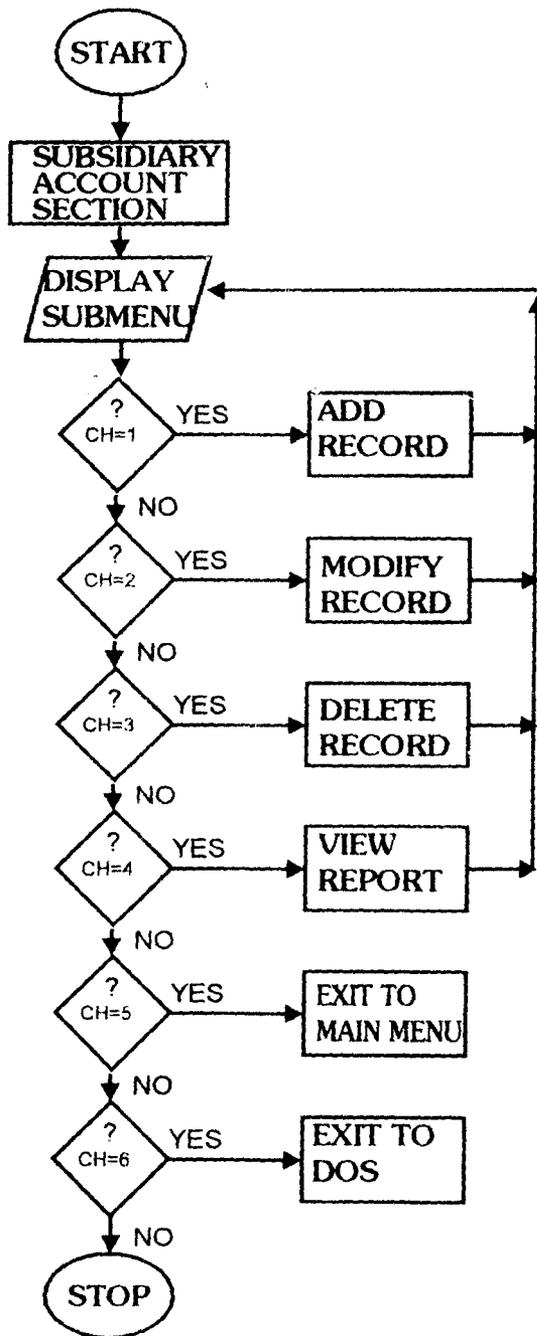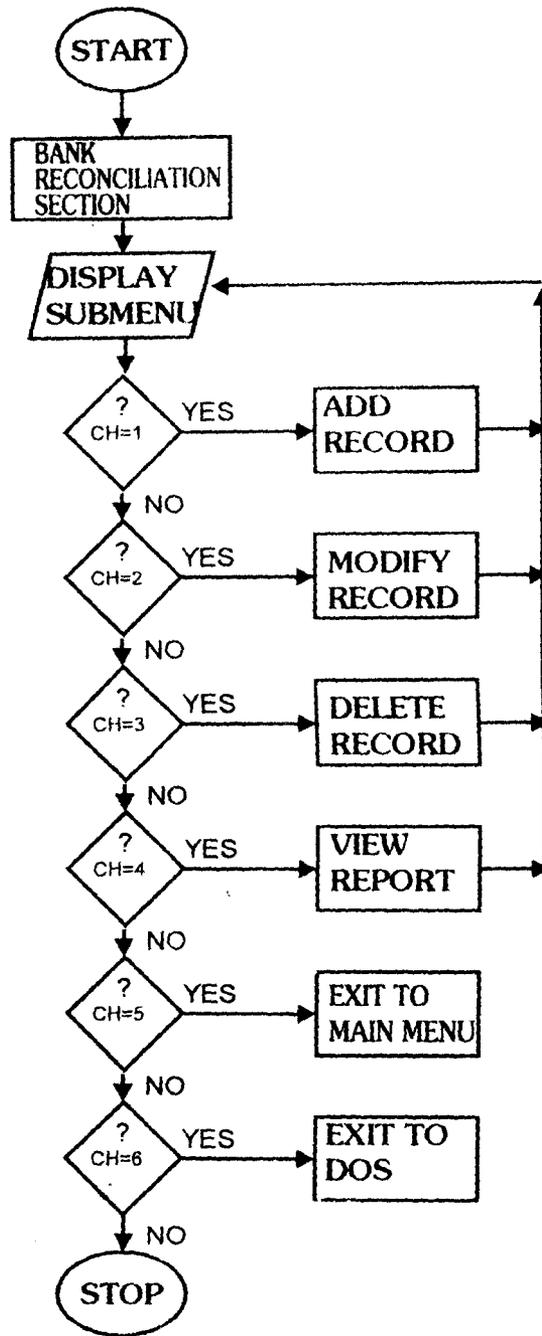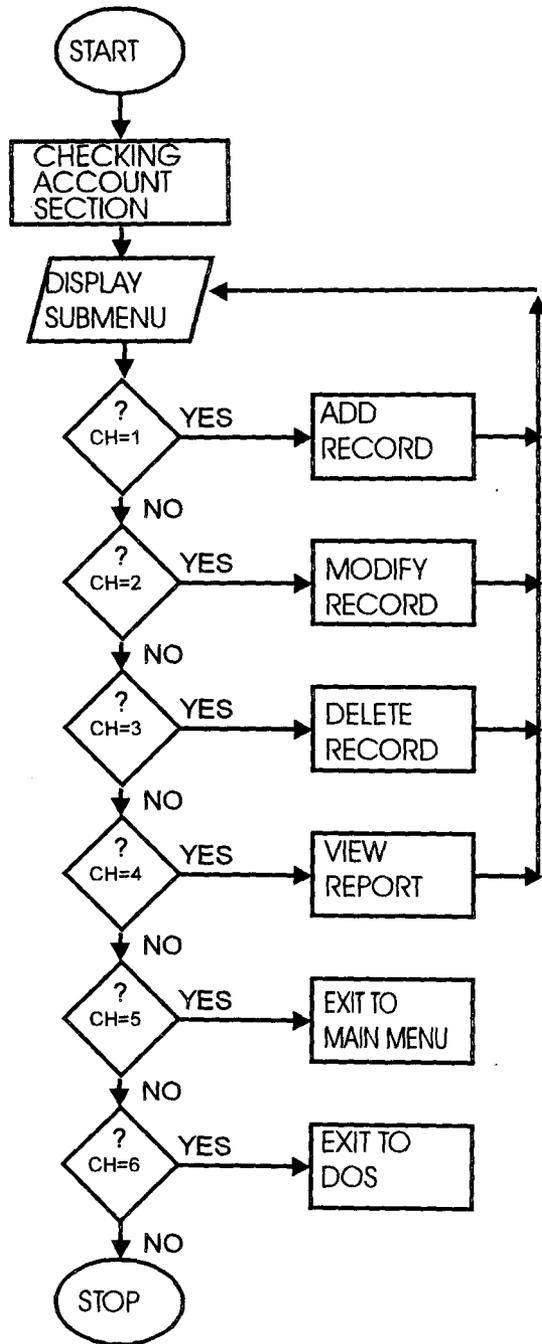
FIG V

5

FIG VI

6

FIG VII

7

APPENDIX B

```
*----NAME OF PROGRAM :USER.PRG
SET TALK OFF
SET STAT OFF
*---------TO INTRODUCE TO PAO ACCOUNT DEPT,MINNA
  CLEAR
  @2,8 TO 2,79
  SET COLO TO G/R*
  @3,14 SAY "INTRODUCTION TO THE COMPUTER USER"
  SET COLO TO W/B
  @5,11 SAY "W E L C O M E  T O  P O L I C E  P A Y  O F F I C E"
  @6,11 SAY "A C C O U N T S  D E P A R T M E N T,  M I N N A"
  @7,14 SAY "N I G E R  S T A T E"
  @9,10 SAY "COMPUTERISATION OF ACCOUNTING"
  @10,15 SAY "PROCEDURES"
  @12,25 SAY "BY"
  SET COLO TO R*
  @15,15 SAY "U K P O J U  O C H E I M"
  SET COLO TO W/B
  @16,15 SAY "PGD/MCS/095/96"
  @17,15 SAY "DEPT.OF MATHS/COMPUTER SCIENCE"
  @18,15 SAY "POST GRADUATE SCHOOL"
  @19,15 SAY "FEDERAL UNIVERSITY OF TECHNOLOGY MINNA"
  @20,25 SAY "NIGER STATE,NIGERIA"
  WAIT
  CLEA
  MPASS = SPACE(8)
  SET COLO TO G/R*
  @13,25 SAY "PLEASE ENTER YOUR PASSWORD OR Q TO QUIT" GET MPASS PICT  "@!8"
  SET COLO TO W/B
  READ
  IF MPASS = "Q"
  RETU
  ENDIF
  IF MPASS <> "PAOMINNA"
  @20,24 SAY "ILLEGAL OPERATOR PLEASE,ACCESS DENIED"
  WAIT
  CLEAR
  RETU
  ENDIF
*******-----MAIN PROCESSING--------*
  STORE SPACE(1) TO T
  DO WHILE .T.
  CLEAR
*-----DISPLAY MAIN MENU------
  @2,29 SAY "ACCOUNT DEPARTMENT"
  @3,35 SAY "POLICE PAY OFFICE,MINNA"
```

```
@4,4 SAY DATE ()
@4,28 SAY "DISPLAY MAIN MENU"
@4,50 SAY TIME ()
@5,0 TO 5,79
@6,25 SAY "TASK CODE"
@6,43 SAY "TASK"
@9,27 SAY REPLICATE ("*",17)
@10,30 SAY "1." + SPACE(5)+"SUBSIDIARY ACCOUNTS SECTION"
@11,30 SAY "2." + SPACE(5)+"CHECKING SECTION"
@12,30 SAY "3." + SPACE(5)+"VARIATION CONTROL SECTION"
@13,30 SAY "4." + SPACE(5)+"CASH OFFICE SECTION"
@14,30 SAY "5." + SPACE(5)+"FINAL ACCOUNTS SECTION"
@15,30 SAY "6." + SPACE(5)+"BANK RECONCILIATION SECTION"
@16,30 SAY "7." + SPACE(5)+"QUIT"
*-----INITIALISE CHOICE------
CHOICE = 0
*----ACCEPT USER`S CHOICE
@22,25 SAY "PLEASE ENTER YOUR TASK CODE CHOICE:"GET CHOICE PICT "9"
READ
WAIT
*-----PROCESS CHOICE---
DO CASE
  CASE CHOICE = 1
    DO SAS
  CASE CHOICE = 2
    DO CS
  CASE CHOICE = 3
    DO VCS
  CASE CHOICE = 4
    DO COS
  CASE CHOICE = 5
    DO  FAS
  CASE CHOICE = 6
    DO BRS
  CASE CHOICE = 7
    QUIT
  ENDCASE
ENDDO
SET STAT ON
SET TALK ON
CLEAR
RETURN
```

```
     *****THE PROGRAM NAME:ADDBAR.PRG
 ****PURPOSE:TO ADD RECORD TO THE DATABASE
  SET TALK OFF
  SET STAT OFF
  SET HEADING OFF
 USE BARES.DBF
  DO WHILE .T.
 STORE SPACE(7) TO NCHQNO
 STORE SPACE(34) TO NPAR
 STORE SPACE(1) TO ANS,ANS2
 STORE 0 TO NBCREDIT,NCBCREDIT,NBDEBIT,NCBDEBIT,NBBAL,NCBBAL
 STORE CTOD(" / / ") TO NDATE
 * CLEAR
 @ 1,0 TO 24,79 DOUBLE
 @ 3,15 SAY "DATE" GET NDATE PICT " / / "
 @ 4,35 SAY "PAR" GET NPAR PICT "@!34"
 @ 6,15 SAY "BCREDIT" GET NBCREDIT PICT "99999999.99"
 @ 8,35 SAY "CBCREDIT" GET NCBCREDIT PICT "99999999.99"
 @ 10,15 SAY "BDEBIT" GET NBDEBIT PICT "99999999.99"
 @ 12,35 SAY "CBDEBIT" GET NCBDEBIT PICT "99999999.99"
 @ 14,15 SAY "BBAL" GET NBBAL PICT "99999999.99"
 @ 16,35 SAY "CBBAL" GET NCBBAL PICT "99999999.99"
 @ 18,15 SAY "CHQNO" GET NCHQNO PICT "@!7"
 READ
 ****APPEND BLANK
  APPEND BLANK
 REPLACE DATE WITH NDATE
 REPLACE PAR WITH NPAR
 REPLACE BCREDIT WITH NBCREDIT
 REPLACE CBCREDIT WITH NCBCREDIT
 REPLACE BDEBIT WITH NBDEBIT
 REPLACE CBDEBIT WITH  NCBDEBIT
 REPLACE BBAL WITH NBBAL
 REPLACE CBBAL WITH NCBBAL
 REPLACE CHQNO WITH NCHQNO
 CLEAR
 @ 10,15 SAY "DO YOU WISH TO ADD MORE RECORD(Y/N)?" GET ANS PICT "!"
  READ
 IF ANS = "Y"
 CLEAR
 LOOP
  ELSE
 CLEAR
 @ 10,15 SAY "ARE YOU SURE TO EXIT(Y/N)?" GET ANS PICT "!"
 READ
 IF ANS = "Y"
 @ 23,5 SAY "PRESS ANY KEY TO EXIT"
  WAIT
  EXIT
  ELSE
```

```
      CLEAR
       LOOP
     ENDIF
     ENDIF
  ENDDO
SET STAT ON
SET TALK ON
SET HEADING ON
RETURN


**PROGRAM NAME ADDCSO
 SET TALK OFF
 SET STAT OFF
 USE CSO
DO WHILE .T.
  STORE SPACE (5) TO NSCNO
  STORE SPACE (8) TO NDPVNO
  STORE SPACE (11) TO NDEPT
  STORE SPACE (5) TO NCLASS
  STORE CTOD (" / / ") TO NDATE
  STORE .T. TO NPSSD,NCLD, NQRY
  STORE 0 TO NAMT
  STORE SPACE (1) TO ANS, ANS2
  STORE SPACE (7) TO NDSHNO
  CLEAR
  @1,0 TO 24,79 DOUBLE
  @4,15 SAY "SCNO" GET NSCNO PICT "@!5"
  @6,15 SAY "DPVNO" GET NDPVNO PICT "@!8"
  @8,15 SAY "DEPT" GET NDEPT PICT "@!11"
  @10,15 SAY "CLASS" GET NCLASS PICT "@!5"
  @12,15 SAY "DATE" GET NDATE PICT " / / "
  @14,15 SAY "AMT" GET NAMT PICT "99999999.99"
  @16,15 SAY "PSSD" GET NPSSD PICT "@!"
  @18,15 SAY "CLD" GET NCLD PICT "@!"
  @20,15 SAY "DSHNO" GET NDSHNO PICT "@!7"
  @22,15 SAY "QRY" GET NQRY PICT "@!"
  READ
  *APPEND BLANK
  APPEND BLANK
  REPLACE SCNO WITH NSCNO
  REPLACE DPVNO WITH NDPVNO
  REPLACE CLASS WITH NCLASS
  REPLACE DATE WITH NDATE
  REPLACE PSSD WITH NPSSD
  REPLACE CLD WITH NCLD
  REPLACE DSHNO WITH NDSHNO
  REPLACE QRY WITH NQRY
  REPLACE AMT WITH NAMT
  REPLACE DEPT WITH NDEPT
```

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```
CLEAR
@10,15 SAY "WOULD YOU LIKE TO ADD MORE RECORD (Y/N)?" GET ANS PICT "!"
READ
IF  ANS = "Y"
CLEAR
LOOP
ELSE
CLEAR
@12,15  SAY "ARE YOU SURE TO EXIT (Y/N)?" GET  ANS2  PICT "@!"
READ
IF ANS2 = "Y"
WAIT
 EXIT
ELSE
CLEAR
 LOOP
 ENDIF
 ENDIF
ENDDO
SET STAT  ON
SET TALK  ON
RETURN



*****THE PROGRAM NAME: ADDFAS.PRG
**PURPOSE:TO ADD NEW RECORD TO DATABASE
 SET TALK OFF
 SET STAT OFF
 USE FAS.DBF
 DO WHILE .T.
STORE SPACE(4) TO NTPVSNO,NTRPTSNO
STORE CTOD (" / / ") TO NDATE
STORE SPACE(5) TO NCLASS
STORE  0 TO NAMT
STORE SPACE(1) TO ANS1,ANS2
 CLEAR
@ 1,0 TO 24,79 DOUBLE
@ 6,20 SAY "DATE" GET NDATE PICT " / / "
@ 10,20 SAY "TPVSNO" GET NTPVSNO PICT "@!4"
@ 14,20 SAY "CLASS" GET NCLASS PICT "@!5"
@ 18,20 SAY "TRPTSNO" GET NTRPTSNO PICT "@!4"
@ 22,20 SAY "AMT" GET NAMT PICT "999,999,999.99"
 READ
*****APPEND BLANK
  APPEND BLANK
  REPLACE TPVSNO WITH NTPVSNO
  REPLACE CLASS WITH NCLASS
  REPLACE AMT WITH NAMT
  REPLACE DATE WITH NDATE
```

```
REPLACE TRPTSNO WITH NTRPTSNO
CLEAR
SET COLO TO W/N
@ 15,15 SAY "DO YOU NEED TO ADD MORE RECORD(Y/N)?" GET ANS1 PICT "!"
READ
IF ANS1 = "Y"
CLEAR
LOOP
ELSE
CLEAR
@ 15,15 SAY "ARE YOU SURE TO ABANDON OPERATION(Y/N)?" GET ANS2 PICT "!"
READ
IF ANS2 = "Y"
@ 20,20 SAY "PRESS ANY KEY TO EXIT"
WAIT
EXIT
ELSE
CLEAR
LOOP
ENDIF
ENDIF
ENDDO
SET STAT ON
SET TALK ON
RETURN




** NAME  OF PROGRAM:ADDSAS.PRG
*** PURPOSE IS TO ADD RECORDS TO DATABASE IN SAS
SET TALK OFF
SET  STAT OFF
USE  SAS.DBF
DO  WHILE .T.
STORE SPACE (5) TO NVCSNO
STORE SPACE (5)  TO NVCSNO
STORE SPACE (6) TO  NDPVSNO,NADCLAS,NAIENO
STORE SPACE (5) TO NPVCLAS
STORE 0 TO  NAMOUNT,NAMTALL
STORE SPACE (9) TO NPNAME
STORE SPACE (13) TO NPADDR
STORE SPACE (1) TO ANS, ANS1
CLEAR
@1,0  TO 24,79 DOUBLE
@3,15 SAY "VCSNO" GET NVCSNO PICT "@!5"
@5,15 SAY "PVCLAS" GET NPVCLAS PICT "@!5"
@7,15 SAY "DPVSNO" GET NDPVSNO PICT "@!6"
@9,15 SAY "ADVANCE CLASS" GET NADCLAS PICT "@!6"
@11,15 SAY "PARTICULAR NAME" GET NPNAME PICT "@!9"
@13,15 SAY "PARTICULAR ADDRESS" GET NPADDR PICT "@!13"
```

```
@15,15 SAY "AMOUNT"  GET NAMOUNT PICT "99999999,99"
@17,15 SAY "AMOUNT ALLOCATION" GET NAMTALL  PICT "99999999.99"
@19,15 SAY "AIENO" GET  NAIENO  PICT "@!6"
READ
*APPEND BLANK
 APPEND  BLANK
.REPLACE  VCSNO  WITH NVCSNO
 REPLACE  PVCLAS WITH NPVCLAS
 REPLACE  DPVSNO  WITH NDPVSNO
 REPLACE  ADCLAS  WITH NADCLAS
 REPLACE  PNAME  WITH NPNAME
 REPLACE  PADDR  WITH  NPADDR
 REPLACE  AMTALL  WITH NAMTALL
 REPLACE  AMOUNT  WITH NAMOUNT
 REPLACE  AIENO  WITH  NAIENO
 CLEAR
 SET COLO  TO W/B
 @10,15 SAY "DO YOUR WANT TO ADD MORE RECORD (Y/N)?" GET ANS PICT "@!"
 READ
 IF ANS = "Y"
 CLEA
  LOOP
 ELSE
  CLEA
@10,15  SAY "ARE YOU SURE TO EXIT (Y/N)?" GET  ANS1 PICT "@!"
READ
 IF ANS1 = "Y"
 @22,25 SAY "PRESS ANY KEY  TO EXIT"
 WAIT
 EXIT
 ELSE
 CLEA
 LOOP
 ENDIF
 ENDIF
ENDDO
RETURN




 ****PROGRAM FILE NAME:BARES.PRG
 *****PURPOSE:TO SHOW THE OPTIONS UNDER THIS MODULE
 ***INITIATE BARES.PRG SUB-MENU PROCESSING IN THE
***POLICE PAY OFFICE, MINNA
 SET TALK OFF
 SET STAT OFF
 SET ECHO OFF
****MAIN PROCESSING IN BARES.PRG
 BARES = " "
 DO WHILE .T.
```

```
*****PROGRAM NAME: FAS.PRG****
***PURPOSE:TO THE OPTIONS UNDER THIS MODULE****
****---INITIATE FAS.PRG SUB-MENU PROCESSING*****
***** IN THE POLICE PAY OFFICE,ACCOUNT DEPT, MINNA****
     SET TALK OFF
     SET STAT OFF
     SET ECHO OFF
******THE MAIN  PROCESSING IN FAS.PRG
   FAS = " "
   DO WHILE .T.
   CLEAR
** DISPLAY FAS.PRG SUB-MENU***
   @ 2,6 SAY " WELCOME TO POLICE PAY OFFICE,ACCOUNTS "
   @ 2,47 SAY "DEPARTMENT,POLICE HQTRS.MINNA"
   @ 3,22 SAY "FINAL ACCOUNT SECTION"
   @ 5,2 SAY DATE()
   @ 4,30 SAY "SUB-MENU"
   @ 5,30 SAY "========"
   @ 6,0 TO 6,79 DOUBLE
   @ 8,20 SAY "TASK CODE"
   @ 8,33 SAY "TASK"
   @ 9,20 SAY REPLICATE("=",10)
   @ 9,33 SAY REPLICATE("=",4)
   @ 11,25 SAY "1."+SPACE(4)+ "ADD FAS RECORD"
   @ 12,25 SAY "2."+SPACE(4)+ "DELETE FAS RECORD"
   @ 13,25 SAY "3."+SPACE(4)+ "MODIFY FAS RECORD"
   @ 14,25 SAY "4."+SPACE(4)+ "RETURN TO MAIN MENU"
   @ 15,25 SAY "5."+SPACE(4)+ "QUIT"
   @ 18,0 TO 18,79
   @ 1,0 TO 24,79 DOUBLE
 *****INITIALISE CHOICE****
   CHOICE = 0
   ANS = " "
 *****ACCEPT USER`S CHOICE***
   @ 20,25 SAY "ENTER YOUR CHOICE PLEASE(1-5)" GET CHOICE PICT "9" RANGE
1,5
   READ
   WAIT
 ***** PROCESS CHOICE***
   DO CASE
      CASE CHOICE = 1
        DO ADDFAS
      CASE CHOICE = 2
        DO DELEFAS
      CASE CHOICE = 3
        DO MODIFAS
      CASE CHOICE = 4
        RETURN
      CASE CHOICE = 5
        QUIT
```

```
@ 20,15 SAY "IS MORE CHOICE TO MAKE?(Y/N)" GET ANS PICT "@!"
READ
  IF ANS = "Y"
    LOOP
     ELSE
      EXIT
    ENDIF
   ENDCASE
  ENDDO
  RETU




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****THE PROGRAM NAME:MODIBAR.PRG
***THE PURPOSE:TO MODIFY BARES RECORD
 SET TALK OFF
 SET STAT OFF
@ 10,10 SAY "PLEASE WAIT, INDEXING IS IN PROGRESS"
 USE BARES.DBF
 INDEX ON CHQNO TO BARES
  CLEAR
   PRIVATE ANS
 DO WHILE .T.
STORE SPACE(7) TO CHQNO
STORE SPACE(1) TO ANS,ANS2
@ 11,14 SAY "WHAT IS THE CHQNO TO MODIFY" GET NCHQNO PICT "@!7"
 READ
SEEK CHQNO
 CHQNO = NCHQNO
 IF .NOT. FOUND()
CLEAR
@ 10,20 SAY "THAT NUMBER DOES NOT EXIST"
@ 14,10 SAY "PRESS ANY KEY TO TRY AGAIN"
 WAIT
LOOP
ENDIF
 NDATE = DATE
 NPAR = PAR
 NBCREDIT = BCREDIT
 NCBCREDIT = CBCREDIT
 NBDEBIT =BDEBIT
 NCBDEBIT = CBDEBIT
 NBBAL = BBAL
 NCBBAL =CBBAL
 NCHQNO = CHQNO
 CLEAR
```

```
    CLEAR
***** DISPLAY BARES.PRG SUB-MENU
   @ 2,4 SAY "WELCOME TO POLICE PAY OFFICE,ACCOUNT DEPARTMENT POLICE
HQTRS.MINNA"
   @ 3,20 SAY "BANK RECONCILIATION SECTION"
   @ 4,2 SAY DATE()
   @ 4,30 SAY "SUB-MENU"
   @ 5,30 SAY "========"
   @ 6,0 TO 6,79
   @ 8,20 SAY "TASK CODE"
   @ 8,33 SAY "TASK"
   @ 9,20 SAY REPLICATE("=",8)
   @ 9,33 SAY REPLICATE("*",4)
   @ 11,25 SAY "1."+SPACE(4)+ "ADD BARES RECORD"
   @ 12,25 SAY "2."+SPACE(4)+ "MODIFY BARES RECORD"
   @ 13,25 SAY "3."+SPACE(4)+ "DELETE BARES RECORD"
   @ 14,25 SAY "4."+SPACE(4)+ "RETURN TO MAIN MENU"
   @ 15,25 SAY "5."+SPACE(4)+ "QUIT"
   @ 18,0 TO 18,79
   @ 1,0 TO 24,79 DOUBLE
****INITIALISE CHOICE
     CHOICE = 0
      ANS = " "
**ACCEPT USER`S CHOICE
 @ 20,25 SAY "ENTER YOUR CHOICE PLEASE(1-5)" GET CHOICE PICT "9" RANGE 1,5
   READ
   WAIT
****PROCESS CHOICE
 DO CASE
    CASE CHOICE = 1
     DO ADDBAR
    CASE CHOICE = 2
     DO MODIBAR
    CASE CHOICE = 3
     DO DELEBAR
    CASE CHOICE = 4
     RETURN
    CASE CHOICE = 5
     QUIT
 @ 20,15 SAY "IS THERE MORE CHOICE TO MAKE(Y/N)" GET ANS PICT "@!"
   READ
   IF ANS = "Y"
   LOOP
    ELSE
   EXIT
   ENDIF
  ENDCASE
  ENDDO
  RETURN
```

```
*-----PROGRAM FILENAME:COS.PRG---------*
.*-------PURPOSE:TO SHOW THE VARIOUS OPTIONS UNDER THIS MODULE-------*
**INITIATE COS.PRG SUB-MENU PROCESSING-----****
***--THE POLICE PAY OFFICE,STATE HQTRS.,MINNA******
  SET STAT OFF
  SET TALK OFF
  SET HEADING OFF
**MAIN MENU PROCESSING IN COS.PRG***
  COS = " "
 DO WHILE .T.
 CLEAR
**DISPLAY COS.PRG SUB-MENU****
 @ 2,15 SAY "WELCOME TO POLICE PAY OFFICE"
 @ 3,20 SAY "CASH OFFICE SECTION"
 @ 3,5 SAY DATE()
 @ 4,30 SAY "SUB-MENU"
 @ 5,30 SAY "********"
 @ 6,0 TO 6,79
 @ 8,20 SAY "TASK CODE"
 @ 8,32 SAY "TASK"
 @ 9,20 SAY REPLICATE("-",10)
 @ 9,32 SAY REPLICATE("-",5)
 @ 11,25 SAY "1."+SPACE(4)+"ADD COS RECORD"
 @ 12,25 SAY "2."+SPACE(4)+"DELETE COS RECORD"
 @ 13,25 SAY "3."+SPACE(4)+"MODIFY COS RECORD"
 @ 14,25 SAY "4."+SPACE(4)+"RETURN TO MAIN-MENU"
 @ 15,25 SAY "5."+SPACE(4)+"QUIT"
 @ 16,0 TO 16,79
 @ 1,0 TO 24,79 DOUBLE

****INISTIALISE CHOICE**8
 CHOICE = 0
  ANS = " "
***ACCEPT USER'S CHOICE
 @ 20,25 SAY "ENTER YOUR CHOICE PLEASE(1-5):" GET CHOICE PICT "9" RANGE
1,5
 READ
 WAIT
****PROCESS CHOICE
 DO CASE
   CASE CHOICE = 1
     DO ADDCOS
   CASE CHOICE = 2
     DO DELECOS
   CASE CHOICE = 3
     DO MODICOS
   CASE CHOICE = 4
     RETURN
```

```
        CASE CHOICE = 5
            QUIT
@ 20,15 SAY "IS THERE MORE CHOICE TO MAKE?(Y/N)" GET ANS PICT "@!"
 READ
 IF ANS = "Y"
  LOOP
  ELSE
  EXIT
 ENDIF
 ENDCASE
ENDDO
RETURN




 ****PROGRAM NAME:CSO.PRG
 ****PURPOSE:TO SHOW THE VARIOUS OPTIONS UNDER THIS MODULE
 ******INITIALISE CSO.PRG SUB-MENU PROCESSING
  SET TALK OFF
  SET STAT OFF
  SET ECHO OFF
****MAIN PROCESSING IN CSO.PRG
  CSO = " "
 DO WHILE .T.
 CLEAR
 ******DISPLAYING CSO.PRG SUB-MENU
 @ 2,10 SAY "WELCOME TO POLICE PAY OFFICE,ACCOUNT"
 @ 2,47 SAY "DEPARTMENT,POLICE HQTRS.,MINNA"
 @ 3,26 SAY "CHECKING SECTION"
 @ 3,6 SAY " / / "
 @ 4, 30 SAY "SUB-MENU"
 @ 5,30 SAY "========"
 @ 6,0 TO 6,79
 @ 8,20 SAY "TASK CODE"
 @ 8,33 SAY "TASK"
 @ 9,20 SAY REPLICATE("*",10)
 @ 9,33 SAY REPLICATE("*",4)
 @ 11,25 SAY "1."+SPACE(4)+ "ADD CSO RECORD"
 @ 12,25 SAY "2."+SPACE(4)+ "MODIFY CSO RECORD"
 @ 13,25 SAY "3."+SPACE(4)+ "DELETE CSO RECORD"
 @ 14,25 SAY "4."+SPACE(4)+ "RETURN TO MAIN MENU"
 @ 15,25 SAY "5."+SPACE(4)+ "QUIT"
 @ 18,0 TO 18,79
 @ 1,0 TO 24,79 DOUBLE
 ********INITIATE CHOICE*****
   CHOICE = 0
    ANS = " "
 *******ACCEPT USER`S CHOICE
 @ 20,25 SAY "ENTER YOUR CHOICE PLEASE(1-5)" GET CHOICE PICT "9" RANGE 1,5
 READ
```

```
  WAIT
******PROCESS CHOICE
  DO CASE
    CASE CHOICE = 1
    DO ADDCSO
    CASE CHOICE = 2
     DO MODICSO
    CASE CHOICE = 3
    DO DELECSO
    CASE CHOICE = 4
     RETURN
    CASE CHOICE = 5
     QUIT
@ 20,25 SAY "IS THERE MORE CHOICE TO MAKE(Y/N)?" GET ANS PICT "!"
  READ
 IF ANS = "Y"
   LOOP
   ELSE
   EXIT
  ENDIF
  ENDCASE
  ENDDO
  RETU
**   **

  →


  ******THE PROGRAM NAME:DELEBAR.PRG
   **PURPOSE:TO DELETE BARES RECORD
   SET SAFETY OFF
   SET STAT OFF
   SET TALK OFF
  USE BARES.DBF
INDEX ON CHQNO TO BARES
   PRIVATE ANS
DO WHILE .T.
  STORE SPACE(1) TO ANS,ANS1,ANS2
  STORE SPACE(7) TO NCHQNO
@ 10,15 SAY "WHAT IS THE CHQNO TO DELETE?" GET NCHQNO PICT "@!7"
  READ
  SEEK NCHQNO
NCHQNO = CHQNO
  IF .NOT. FOUND ()
  CLEAR
@ 10,25 SAY "THE NUMBER DOES NOT EXIST"
@ 12,25 SAY "PRESS ANY KEY TO TRY AGAIN"
  WAIT
  LOOP
  ENDIF
  NDATE = DATE
```

```
      NPAR = PAR
      NBCREDIT = BCREDIT
      NCBCREDIT = CBCREDIT
      NBDEBIT = BDEBIT
      NCBDEBIT = CBDEBIT
      NBBAL = BBAL
      NCBBAL = CBBAL
      NCHQNO = CHQNO
     CLEAR
  @ 1,0 TO 22,79 DOUBLE
  @ 2,20 SAY "DELETING RECORD IS IN PROGRESS IN BARES"
  @ 3,1 TO 3,79 DOUBLE
  @ 5,30 SAY "DATE" GET NDATE PICT ("  /  /")
  @ 7,30 SAY "PAR" GET NPAR PICT "@!25"
  @ 9,30 SAY "BCREDIT" GET NBCREDIT PICT "99999999.99"
  @ 11,30 SAY "CBCREDIT" GET NCBCREDIT PICT "99999999.99"
  @ 13,30 SAY "BDEBIT" GET NBDEBIT PICT "99999999.99"
  @ 15,30 SAY "CBDEBIT" GET CBDEBIT PICT "99999999.99"
  @ 17,30 SAY "BBAL" GET NBBAL PICT "99999999.99"
  @ 19,30 SAY "CBBAL" GET NCBBAL PICT "99999999.99"
  @ 21,30 SAY "CHQNO" GET NCHQNO PICT "99999999.99"
 CLEAR GETS
 @ 23,15 SAY "ARE YOU SURE TO DELETE THIS RECORD(Y/N)?" GET ANS PICT "!"
   READ
  IF ANS = "Y"
    DELETE
 @ 24,15 SAY "THE RECORD HAS BEEN DELETED"
   PACK
   WAIT
   ELSE
  CLEAR
  WAIT
  IF ANS = "N"
   CLEAR
  ENDIF
  CLEAR
 @ 10,15 SAY "IS THERE MORE RECORD TO DELETE(Y/N)?" GET ANS2 PICT "@!"
   READ
   IF ANS2 = "Y"
    CLEAR
    LOOP
    ELSE
    CLEAR
    EXIT
   ENDIF
   ENDIF
  SET COLO TO W/B
  ENDDO
  RETURN
```

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*
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*****NAME OF PROGRAM:DELECSO.PRG
****PURPOSE:TO DELETE CSO RECORD
 SET SAFETY OFF
 SET STAT OFF
 SET TALK OFF
USE CSO.DBF
 DO WHILE .T.
  STORE SPACE(1) TO ANS,ANS1
  STORE SPACE(5) TO SCNO,DPVNO
  STORE SPACE(3) TO DSHNO
@ 10,15 SAY "WHAT IS THE TO DELETE?" GET SCNO PICT "@!5"
 READ
 SEEK NSCNO = SCNO
IF .NOT. FOUND()
 CLEAR
@ 10,25 SAY "THE NUMBER DOES NOT EXIST"
@ 12,25 SAY "PRESS ANY KEY TO TRY AGAIN"
 WAIT
 LOOP
ENDIF
 NSCNO = SCNO
 NDPVNO = DPVNO
 NDPT = DPT
 NTPMT = TPMT
 NDATE = DATE
 NAMT = AMT
 NPSSD = PSSD
 NCLD = CLD
 NDSHNO = DSHNO
 NQRY = QRY
 CLEAR
@ 1,0 TO 22,79 DOUBLE
@ 3,20 SAY "DELETING RECORD IS IN PROGRESS"
@ 4,1 TO 4,79 DOUBLE
@ 6,10 SAY "SCNO" GET NSCNO PICT "@!5"
@ 8,10 SAY "DPVNO" GET NDPVNO PICT "@!5"
@ 10,10 SAY "DPT" GET NDPT PICT "@!7"
@ 12,10 SAY "TPMT" GET NTPMT PICT "@!5"
@ 14,10 SAY "DATE" GET NDATE PICT "@!8"
@ 16,10 SAY "AMT" GET NAMT PICT "@!10"
@ 18,10 SAY "PSSD" GET NPSSD PICT "!"
@ 20,10 SAY "CLD" GET NCLD PICT "!"
@ 22,10 SAY "DSHNO" GET NDSHNO PICT "@!3"
@ 24,10 SAY "QRY" GET NQRY PICT "!"
 CLEAR GETS
@ 20,15 SAY "ARE YOU SURE TO THIS RECORD(Y/N)?" GET ANS PICT "!"
 READ
```

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```
  IF ANS = "Y"
   DELETE
@ 24,15 SAY "THE RECORD HAS BEEN DELETED"
 PACK
 WAIT
 ELSE
 CLEAR
 WAIT
ENDIF
IF ANS = "N"
 CLEAR
ENDIF
CLEAR
@ 10,15 SAY "IS THERE MORE RECORD TO DELETE(Y/N)?" GET ANS2 PICT "!"
  READ
  IF ANS2 = "Y"
   CLEAR
   LOOP
  ELSE
   CLEAR
  EXIT
  ENDIF
SET COLO TO W/B
 ENDDO
 RETURN


   →



***THE PROGRAM NAME:DELEFAS.PRG
*****PURPOSE;TO DELETE FINAL ACCOUNTS RECORD
 SET STAT OFF
 SET TALK OFF
 USE FAS.DBF
 DO WHILE .T.
INDEX ON TPVSNO TO FAS
INDEX ON TRPTSNO TO FAS
 STORE SPACE(1) TO ANS1,ANS2
 STORE SPACE(4) TO TPVSNO,TRPTSNO
 PRIVATE ANS
 DO WHILE .T.
@ 15,15 SAY "WHAT IS THE TPVSNO TO DELETE?" GET NTPVSNO PICT "@!4"
@ 20,15 SAY "WHAT IS THE TRPTSNO TO DELETE" GET NTRPTSNO PICT "@!4"
 READ
 EEK TPVSNO
 EEK TRPTSNO
 PVSNO = NTPVSNO
 RPTSNO = NTRPTSNO
 F .NOT. FOUND()
 CLEAR
```

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```
@ 15,15 SAY "THE NUMBER DOES NOT EXIST"
@ 20,20 SAY "PRESS ANY KEYB TO TRY AGAIN"
  WAIT
  LOOP
  ENDIF
  TPVSNO = NTPVSNO
  TRPTSNO = NTRPTSNO
  DATE = NDATE
  CLASS = NCLASS
  AMT = NAMT
  CLEAR
@ 1,0 TO 24,79 DOUBLE
@ 3,20 SAY "RECORD DELETE IS IN PROGRESS IN FINAL ACCOUNTS"
@ 4,1 TO 4,79 DOUBLE
@ 6,30 SAY "TPVSNO" GET NTPVSNO PICT "@!4"
@ 9,30 SAY "TRPTSNO" GET NTRPTSNO PICT "@!4"
@ 12,30 SAY "CLASS" GET NCLASS PICT "@!5"
@ 15,30 SAY "DATE" GET NDATE PICT " / / "
@ 18,30 SAY "AMT" GET NAMT PICT "999,999,999.99"
  CLEAR GETS
@ 20,20 SAY "ARE YOU SURE TO DELETE THIS RECORD(Y/N)?" GET ANS1 PICT "!"
  READ
  IF ANS1 = "Y"
    DELETE
@ 22,20 SAY "THE RECORD HAS BEEN DELETED"
  PACK
  WAIT
  ELSE
  CLEAR
  WAIT
  ENDIF
  IF ANS1 = "N"
    CLEAR
    ENDIF
  CLEAR
@ 15,15 SAY "IS THERE MORE RECORD TO DELETE(Y/N)?" GET ANS2 PICT "!"
  READ
  IF ANS2 = "Y"
  CLEAR
  LOOP
  ELSE
  CLEAR
  EXIT
  ENDIF
  ENDDO
RETURN
```

```
@ 1,0 TO 22,79 DOUBLE
 SET COLO TO W/B
@ 6,10 SAY "DATE" GET NDATE PICT ("  /  /  ")
@ 8,30 SAY "CHQNO" GET NCHQNO PICT "@!7"
@ 10,10 SAY "BCREDIT" GET NBCREDIT PICT "99999999.99"
@ 12,30 SAY "CBCREDIT" GET NCBCREDIT PICT "99999999.99"
@ 14,10 SAY "BDEBIT" GET NBDEBIT PICT "99999999.99"
@ 16,30 SAY "CBDEBIT" GET NCBDEBIT PICT "99999999.99"
@ 18,10 SAY "BBAL" GET NBBAL PICT "99999999.99"
@ 20,30 SAY "CBBAL" GET NCBBAL PICT "99999999.99"
@ 22,10 SAY "PAR" GET NPAR PICT "@!30"
@ 24,30 SAY "DO YOU WANT TO SAVE THESE CHANGES(Y/N)?" GET ANS PICT "!"
 READ
 CLEAR
 EXIT
  CLEAR
****APPEND BLANK
 APPEND BLANK
 REPLACE NDATE WITH DATE
 REPLACE NPAR WITH PAR
 REPLACE NBCREDIT WITH BCREDIT
 REPLACE NCBCREDIT WITH CBCREDIT
 REPLACE NBDEBIT WITH BDEBIT
 REPLACE NCBDEBIT WITH CBDEBIT
 REPLACE NBBAL WITH BBAL
 REPLACE NCBBAL WITH CBBAL
 REPLACE NCHQNO WITH CHQNO
@ 24,10 SAY "ARE THERE MORE CHANGES TO MAKE(Y/N)?" GET ANS2 PICT "!"
 READ
  IF ANS2 = "Y"
  CLEAR
  LOOP
   ELSE
   CLEAR
@ 24,10 SAY "ARE YOU SURE OF YOUR DECISION(Y/N)?" GET ANS3 PICT "!"
 READ
 IF ANS3 = "N"
  CLEAR
  LOOP
  ELSE
  EXIT
 ENDIF
 ENDIF
 ENDDO
SET TALK ON
SET STAT ON
SET MENU ON
RETURN
```

```
*****THE PROGRAM NAME:MODICSO.PRG
******PURPOSE:TO MODIFY CSO RECORD
 SET TALK OFF
 SET STAT OFF
 USE CSO.DBF
 PRIVATE ANS
 DO WHILE .T.
STORE SPACE (5) TO NSCNO
STORE SPACE (1) TO ANS
@ 12,10 SAY "WHAT IS THE SCNO TO MODIFY?" GET NSCNO PICT "@!5"
 READ
SCNO = NSCNO
 SEEK NSCNO
IF .NOT. FOUND()
 CLEAR
@ 10,20 SAY "THAT NUMBER DOES NOT EXIST"
@ 12,10 SAY "PRESS ANY KEY TO TRY AGAIN"
 WAIT
 LOOP
 ENDIF
 NSCNO = SCNO
 NDPVNO = DPVNO
 NDPT = DPT
 NTPMT = TPMT
 NDATE = DATE
 NAMT = AMT
 NPSSD = PSSD
 NCLD = CLD
 NDSHNO = DSHNO
 NQRY = QRY
@ 1,0 TO 22,79 DOUBLE
 SET COLO TO W/G*
@ 3,20 SAY "MODIFYING RECORD IN POLICE PAY OFFICE,MINNA"
 SET COLO TO W/R
@ 4,1 TO 4,79 DOUBLE
@ 6,10 SAY "SCNO" GET NSCNO PICT "@!5"
@ 8,10 SAY "DPVNO" GET NDPVNO PICT "@!5"
@ 10,10 SAY "DPT" GET NDPT PICT "@!7"
@ 12,10 SAY "TPMT" GET NTPMT PICT "@!5"
@ 14,10 SAY "DATE" GET NDATE PICT "@!8"
@ 16, 10 SAY "AMT" GET NAMT PICT "@!10"
@ 18,10 SAY "PSSD" GET NPSSD PICT "!"
@ 20,10 SAY "CLD" GET NCLD PICT "!"
@ 22,10 SAY "DSHNO" GET NDSHNO PICT "@!3"
@ 24,10 SAY "QRY" GET NQRY PICT "@!"
@ 26,15 SAY "DO YOU WANT TO SAVE THESE CHANGES(Y/N)?" GET ANS PICT "!"
 IF ANS = "Y"
 CLEAR
****APPEND BLANK
```

```
      APPEND BLANK
   REPLACE NSCNO WITH SCNO
   REPLACE NDPVNO WITH DPVNO
   REPLACE NDPT WITH DPT
   REPLACE NTPMT WITH TPMT
   REPLACE NDATE WITH DATE
   REPLACE NAMT WITH AMT
   REPLACE NPSSD WITH PSSD
   REPLACE NCLD WITH CLD
   REPLACE NDSHNO WITH DSHNO
   REPLACE NQRY WITH QRY
 @ 25,10 SAY "ARE THERE MORE CHANGES TO MAKE(Y/N)?" GET ANS2 PICT "!"
   READ
    IF ANS2 = "Y"
     CLEAR
      LOOP
     ELSE
     CLEAR
 @ 14,10 SAY "ARE YOU SURE OF YOUR DECISION(Y/N)?" GET ANS3 PICT "!"
   READ
    IF ANS3 = "N"
     CLEAR
     LOOP
     ELSE
     EXIT
   ENDIF
   ENDIF
  ENDIF
 ENDDO
   SET TALK OFF
   SET STAT OFF
   RETURN




  →



 .***THE PROGRAM NAME:MODISAS.PRG
 ******PURPOSE:TO MODIFY RECORDS IN SUBSIDIARY ACCOUNTS SECTION
   SET TALK OFF
   SET STAT OFF
    USE SAS.DBF
   DO WHILE .T.
   CLEAR
 STORE SPACE (1) TO ANS1,ANS2,ANS3
 STORE SPACE (5) TO VCSNO
 @ 10,20 SAY "ENTER THE VOTE SERIAL NUMBER TO BE MODIFIED" GET VCSNO
 PICT "@!5"
  READ
  SEEK VCSNO
```
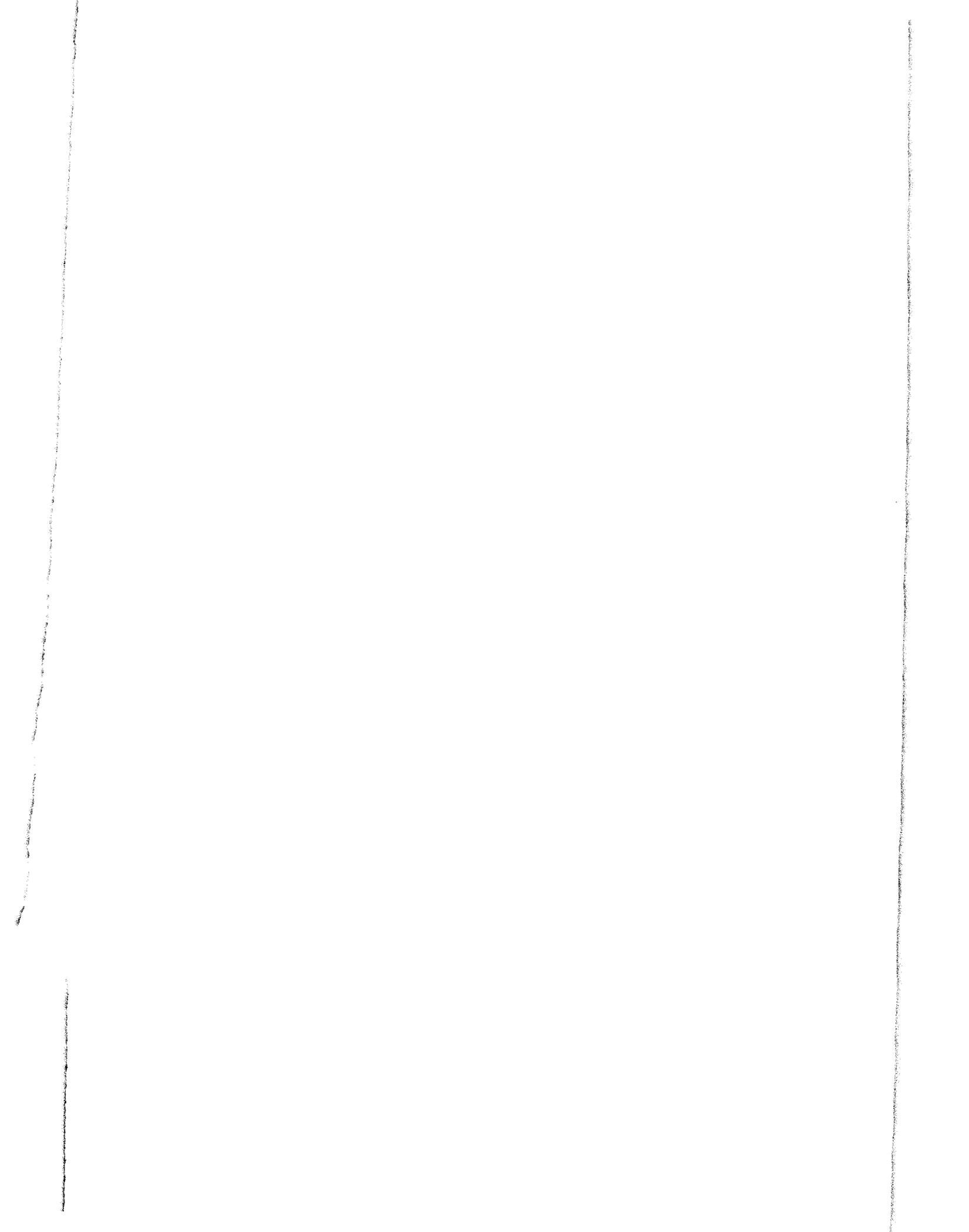
```
 IF .NOT.FOUND ()
 CLEAR
@ 10,15 SAY "THE VCSNO DOES NOT EXIST"
  WAIT
  LOOP
 ENDIF
 VCSNO = NVCSNO
 DATE = NDATE
 AMOUNT = NAMOUNT
 PCLASS = NPCLASS
 DPVSNO = NDPVSNO
 ADVCLAS = NDVCLAS
 AIENO = NAIENO
 AMT = NAMT
 PNAME = NPNAME
 PADDR = NPADDR
 CLEAR
 SET COLO TO W/B
@ 1,0 CLEAR TO 24,79
@ 3,4 TO 24,79
@ 4,20 SAY "PLEASE,LESS NOISE FOR RECORD MODIFICATION IS IN  PROGRESS"
@ 5,4 TO 5,79 DOUBLE
@ 7,35 SAY "VCSNO" GET NVCSNO PICT "@!5"
@ 9,35 SAY "DATE" GET NDATE PICT "  /  /  "
@ 11,35 SAY "AMOUNT" GET NAMOUNT PICT "999,999,999.99"
@ 13,35 SAY "PCLASS" GET NPCLASS PICT "@!5"
@ 15,35 SAY "DPVSNO" GET NDPVSNO PICT "@!6"
@ 17,35 SAY "AIENO" GET NAIENO PICT "@!6"
@ 19,35 SAY "PNAME" GET NPNAME PICT "@!9"
@ 21,35 SAY "PARTICULARS" GET NPAR PICT "@!"
@ 23,35 SAY "ADVCLASS" GET NADVCLASS PICT "@!6"
  READ
@ 24,15 SAY "DO YOU WANT TO SAVE THESE CHANGES(Y/N)?" GET ANS PICT "!"
 READ
   IF ANS = "Y"
   CLEAR
   WAIT
 APPEND BLANK
 REPLACE VCSNO WITH NVCSNO
 REPLACE DATE WITH NDATE
 REPLACE AMOUNT WITH NAMOUNT
 REPLACE PCLASS WITH NPCLASS
 REPLACE DPVSNO WITH NDPVSNO
 REPLACE ADVCLASS WITH NADVCLASS
 REPLACE AIENO WITH NAIENO
 REPLACE AMT WITH NAMT
 REPLACE PNAME WITH NPNAME
 REPLACE PADDR WITH NPADDR
 CLEAR
@ 15,15 SAY "ARE THERE MORE MODIFICATONS TO BE MADE(Y/N)?" GET ANS2
```

```
PICT "!"
  READ
 IF ANS2 = "Y"
   CLEAR
 @ 15,15 SAY "ARE YOU SURE OF THIS DECISION(Y/N)?" GET ANS3 PICT "!"
  READ
  IF ANS3 = "Y"
   CLEAR
    LOOP
    ELSE
    CLEAR
    EXIT
    ENDIF
    ENDIF
    ENDIF
   ENDDO
  SET STAT ON
  SET TALK ON
  RETURN




  **PROGRAM FILE NAME:SAS.PRG
 **PUROPOSE:TO SHOW THE OPTION UNDER THIS MODULES
  SET TALK OFF
  SET STATUS OFF
 ** MAIN PROCESSING IN SAS.PRG
  SAS = " "
  DO WHILE .T.
. CLEAR
 **--DISPLAY SAS.PRG SUB-MENU
 @2,10 SAY " WELCOME TO POLICE OFFICE ACCOUNTS DEPARTMENT"
 @2,20 SAY "POLICE HEADQUARTERS MINNA"
 @3,20 SAY "FINAL ACCOUNT SECTION"
 @3,6 SAY DATE ()
 @4,30 SAY "SUB -MENU"
 @5,30 SAY "********"
 @6,0 TO 6,79
 @8,20 SAY "TASK CODE"
 @8,33 SAY "TASK"
 @9,20 SAY REPLICATE ("x",10 )
 @9,33 SAY REPLICATE ("X",4 )
 @11,25 SAY "1." +SPACE(4)+ "ADD SAS RECORD"
 @12,25 SAY "2."+SPACE (4)+ "DELETE SAS RECORD"
 @13,25 SAY "3." +SPACE(4)+ "MODIFY SAS RECORD"
 @14,25 SAY "4." +SPACE(4)+ "RETURN TO MAIN MENU"
```

```
@15,25  SAY "5." +SPACE(4)+ " QUIT TO DOS"
@18,0 TO 18,79
@1,0 TO 24,79 DOUBLE
**--INITIATE  CHOICE
 CHOICE = 0
 ANS = " "
 @20,25 SAY "ENTER YOUR CHOICE PLEASE (1-5)" GET  CHOICE PICT "9" RANGE
1,5
 READ
 WAIT
** PROCESS  CHOICE
 DO  CASE
   CASE  CHOICE = 1
    DO  ADDSAS
   CASE  CHOICE = 2
    DO  DELESAS
   CASE  CHOICE = 3
    DO   MODISAS
   CASE  CHIOCE = 4
     RETURN
   CASE  CHIOCE  = 5
     QUIT
 @22,15  SAY "IS THERE  MORE  CHOICE  TO MAKE (Y/N)?" GET ANS PICT "@!"
 READ
 IF ANS = "Y"
   LOOP
   ELSE
   EXIT
  ENDIF
 ENDCASE
 ENDDO
RETURN
      →


********NAME OF PROGRAM ADDCOS.PRG********
*----PURPOSE: TO ADD NEW RECORD TO DATABASE
 SET TALK OFF
 SET STAT OFF
 SET HEADING OFF
 USE COS.DBF
 DO WHILE .T.
  STORE SPACE(4) TO NTSNO
  STORE CTOD (" / / ") TO NDATE
  STORE SPACE(15) TO NNPYEE
  STORE SPACE(4) TO NTPAMT
  STORE SPACE(4) TO NTRPT
  STORE SPACE(14) TO NSOURCE
  STORE (0) TO NAMTIN
  STORE (0) TO NAMTOUT
```

```
     STORE SPACE(1) TO ANS,ANS2
     CLEAR
     @ 1,0 TO 24,79 DOUBLE
     @ 3,15 SAY "TSNO" GET NTSNO PICT "@!4"
     @ 3,26 SAY "DATE" GET NDATE PICT ("  /  /  ")
     @ 3,40 SAY "NPYEE" GET NNPYEE PICT "@!15"
     @ 5,15 SAY "TPAMT" GET NTPAMT PICT "@!4"
     @ 5,26 SAY "TRPT" GET NTRPT PICT "@!4"
     @ 5,36 SAY "SOURCE" GET NSOURCE PICT "@!14"
     @ 7,15 SAY "AMTIN" GET NAMTIN PICT "99,999,999.99"
     @ 7,35 SAY "AMTOUT" GET NAMTOUT PICT "99,999,999.99"
     READ
  *****APPEND BLANK*****
   APPEND  BLANK
   REPLACE TSNO WITH NTSNO
   REPLACE DATE WITH NDATE
   REPLACE NPYEE WITH NNPYEE
   REPLACE TPAMT WITH NTPAMT
   REPLACE TRPT WITH NTRPT
   REPLACE SOURCE WITH NSOURCE
   REPLACE AMTIN WITH NAMTIN
   REPLACE AMTOUT WITH NAMTOUT
   CLEAR
    SET COLOR TO GR
   @ 10,15 SAY "DO YOU NEED TO ADD MORE RECORD?(Y/N)" GET ANS  PICT "@!"
   READ
   IF ANS = "Y"
     CLEAR
     LOOP
     ELSE
      CLEAR
   @ 10,15 SAY "ARE YOU REALY SURE TO EXIT(Y/N)?" GET ANS2 PICT "@!"
   READ
   IF ANS2 = "Y"
   @ 23,5 SAY "PRESS ANY KEY TO EXIT------"
   WAIT
   EXIT
  ELSE
   CLEAR
   LOOP
   ENDIF
   ENDIF
  ENDDO
 SET STAT ON
 SET TALK ON
 RETURN
```

```
****----NAME OF PROGRAM:DELECOS-----******
***------PURPOSE:TO DELETE COS RECORD-----***
  SET STATUS OFF
  SET TALK OFF
  SET MENU OFF
* SET CONFIRM ON
* SET ESCAPE ON
**----USE COS------****
   USE COS
  INDEX ON TSNO TO COS
  PRIVATE ANS
  DO WHILE .T.
    STORE SPACE (1) TO ANS,ANS1,ANS2
    STORE SPACE (4) TO TSNO,MTSNO
*    TSNO = MSTNO
    MSTNO = 4
  @ 10,15 SAY "WHAT IS THE NUMBER OF TSNO TO DELETE?" GET MTSNO PICT
"@!4"
    READ
   SEEK MTSNO
  TSNO = MSTNO
  IF .NOT. FOUND ()
   CLEAR
  @ 10,25 SAY "INDIVIDUAL NUMBER DOES NOT EXIST"
  @ 12,25 SAY "PRESS ANY KEY TO TRY AGAIN"
  WAIT
  LOOP
  ENDIF
    MTSNO = TSNO
    MDATE = DATE
    MNPYEE = NPYEE
    MTPAMT = TPAMT
    MTRPT = TRPT
    MSOURCE = SOURCE
    MAMTIN = AMTIN
    MAMTOUT = AMTOUT
   CLEAR
   @ 1,0 TO 22,79 DOUBLE
   @ 3,20 SAY "DELETING RECORD IS IN PROGRESS"
   @ 4,1 TO 4,79 DOUBLE
   @ 6,10 SAY "TSNO" GET MTSNO PICT "@!4"
   @ 6,21 SAY "DATE" GET MDATE PICT " / / "
   @ 6,34 SAY "NPYEE" GET MNPYEE PICT "@!15"
   @ 8,10 SAY "TPAMT" GET MTPAMT PICT "@!4"
   @ 8,22 SAY "TRPT" GET MTRPT PICT "@!4"
   @ 8,32 SAY "SOURCE" GET MSOURCE PICT "@!4"
   @ 10,10 SAY "AMTIN" GET MAMTIN PICT "99,999,999.99"
   @ 10,31 SAY "AMTOUT" GET MAMTOUT PICT "99,999,999.99"
   CLEAR GETS
   @ 20,15 SAY "ARE YOU SURE YOU WANT TO DELETE THIS RECORD(Y/N)?"
```

```
@ 20,69 GET ANS PICT "@!1"
READ
IF ANS = "Y"
DELETE
@ 24,15 SAY "RECORD HAS BEEN DELETED"
PACK
WAIT
ELSE
  CLEAR
  WAIT
ENDIF
IF ANS = "N"
  CLEAR
ENDIF
CLEAR
@ 10,15 SAY "IS THERE MORE RECORD TO DELETE(Y/N)?" GET ANS PICT "@!"
READ
IF ANS2 = "Y"
  CLEAR
  LOOP
ELSE
  CLEAR
  EXIT
ENDIF
SET COLOR TO BG
ENDDO
RETURN


→


***THE PROGRAM NAME;MODIFAS.PRG
*****PURPOSE:TO MODIFY RECORD IN FINAL ACCOUNTS
SET TALK OFF
SET STAT OFF
CLEAR
@ 15,15 SAY "PLEASE WAIT,INDEXING IN PROGRESS"
USE FAS.DBF
INDEX ON TPVSNO TO FAS
INDEX ON TRPTSNO TO FAS
CLEAR
PRIVATE ANS
DO WHILE .T.
STORE SPACE(4) TO NTPVSNO,NTRPTSNO
STORE SPACE(1) TO ANS1,ANS2,ANS3
@ 15,20 SAY "WHAT IS THE TPVSNO TO MODIFY(Y/N)?" GET NTPVSNO PICT "@!4"
@ 20,20 SAY "WHAT IS THE TRPTSNO TO MODIFY(Y/N)?" GET NTRPTSNO PICT
"@!4"
```

```
 READ
TPVSNO = NTPVSNO
TRPTSNO = NTRPTSNO
 SEEK  NTPVSNO
 SEEK  NTRPTSNO
IF .NOT. FOUND()
 CLEAR
@ 15,15 SAY "THE NUMBER DOES NOT EXIST"
@ 20,15 SAY "PRESS ANY KEY TO TRY AGAIN"
 WAIT
 LOOP
 ENDIF
 NTPVSNO = TPVSNO
 NTRPTSNO = TRPTSNO
 NDATE = DATE
 NCLASS = CLASS
 NAMT = AMT
 CLEAR
@ 1,0 TO 24,79 DOUBLE
 SET COLO TO W/G*
@ 4,20 SAY "RECORD MODIFICATION IN FINAL ACCOUNTS"
 SET COLO TO W/B
@ 5,1 TO 5,79 DOUBLE
@ 7,20 SAY "TPVSNO" GET NTPVSNO PICT "@!4"
@ 9,20 SAY "TRPTSNO" GET NTRPTSNO PICT "@!4"
@ 11,20 SAY "CLASS" GET NCLASS PICT "@!5"
@ 13,20 SAY "DATE" GET NDATE PICT "  /  /  "
@ 15,20 SAY "AMT" GET NAMT PICT "999,999,999.99"
@ 20,20 SAY "DO YOU WANT TO SAVE THESE CHANGES(Y/N)?" GET ANS1 PICT "!"
 READ
 CLEAR
EXIT
 CLEAR
***APPEND BLANK
 APPEND BLANK
 REPLACE NDATE WITH DATE
 REPLACE NTPVSNO WITH TPVSNO
 REPLACE NTRPTSNO WITH TRPTSNO
 REPLACE NCLASS WITH CLASS
 REPLACE NAMT WITH AMT
@ 15,15 SAY "ARE THERE MORE CHANGES TO MAKE(Y/N)?" GET ANS2 PICT "!"
 READ
IF ANS2 = "Y"
 CLEAR
 LOOP
 ELSE
 CLEAR
@ 20,20 SAY "ARE YOU SURE OF YOUR DECISION(Y/N)?" GET ANS3 PICT "!"
 READ
IF ANS3 = "N"
```

```
        CLEAR
        LOOP
       ELSE
       EXIT
      ENDIF
      ENDIF
     ENDDO
   SET TALK ON
   SET STAT ON
   RETURN


   →


*****NAME OF PROGRAM MODICOS.PRG
***---PURPOSE:TO MODIFY COS RECORD
   SET TALK OFF
   SET STAT OFF
   SET MENU OFF
   CLEAR
   @ 10,15 SAY "PLEASE WAIT,INDEXING IN PROGRESS"
   USE COS
   INDEX ON TSNO TO COS
   CLEAR
   PRIVATE ANS
   DO WHILE .T.
      STORE  SPACE(1) TO ANS,ANS2,ANS3
      STORE  SPACE(4) TO MTSNO
   @12,10  SAY "WHAT IS THE TSNO TO BE MODIFIED?" GET MTSNO PICT "@!4"
   READ
   TSNO = MTSNO
   SEEK  MTSNO
  IF .NOT. FOUND ()
  CLEA
  @10,20  SAY "THAT NUMBER DOES NOT EXIT"
  @12,15 SAY  "PRESS  ANY KEY  TO TRY AGAIN"
  WAIT
  LOOP
 ENDIF
   MTSNO = TSNO
   MDATE = DATE
   MNPYEE = NPYEE
   MTPAMT = TPAMT
   MTRPT  = TRPT
   MSOURCE = SOURCE
   MAMTIN = AMTIN
   MAMTOUT = AMTOUT
   CLEA
   @1,0  TO 22,79 DOUBL
   SET  COLO TO W/R*
```

```
@3,20  SAY "MODIFYING COS RECORD IN  POLICE PAY  OFFICE"
 SET COLO  TO W/B
@4,1 TO 4,79
@6,10 SAY "TSNO" GET  MTSNO  PICT "@!4"
@6,22 SAY "DATE" GET  MDATE  PICT ("  / /  ")
@8,10 SAY "NPYEE" GET MNPYEE  PICT "@!15"
@8,32 SAY "TPAMT" GET MTPAMT  PICT "@!4"
@8,43 SAY "TRPT"  GET MTRPT  PICT  "@!4"
@10,10 SAY "SOURCE" GET MSOURCE PICT "@!15"
@10,32 SAY "AMTIN" GET MAMTIN PICT "99,999,999.99"
@10,55 SAY "AMTOUT" GET MAMTOUT PICT "99,999,999.99"
@15,10 SAY "DO YOU WANT TO SAVE THESE CHANGES?(Y/N)" GET  ANS PICT
"@!"
 READ
 IF ANS = "N"
 CLEA
  EXIT
 ELSE
  CLEA
**-APPEND BLANK
 APPEND BLANK
 REPLACE  TSNO WITH MTSNO,DATE WITH  MDATE
 REPLACE NPYEE  WITH MNPYEE,TPAMT WITH MTPAMT
 REPLACE  TRPT WITH MTRPT,SOURCE WITH MSOURCE
 REPLACE  AMTIN WITH MAMTIN, AMTOUT WITH MAMTOUT
@20,10 SAY "ARE  THERE MODIFICATION  TO BE DONE?(Y/N)" GET ANS2 PICT "@!"
 READ
  IF ANS2 = "Y"
  CLEA
  LOOP
 ELSE
  CLEA
  @10,15 SAY "ARE YOU SURE OF YOUR DECISION (Y/N)?" GET ANS3 PICT "@!"
  READ
 IF  ANS3 = "N"
  CLEA
 LOOP
 ELSE
  EXIT
 ENDIF
 ENDIF
 ENDIF
 ENDDO
 SET TALK ON
 SET STAT ON
 RETU
```

APPENDIX C

NO	TRPTSNO	DATE	NAME PYEETPAMT	TRPT	SOURCE	AMTIN	AMTOUT
	0001	22/02/96	D.P.O KAG23/1	23/1	D.P.O KAG.	66	66600
	0002	22/02/96	D.P.O BOS23/1	23/1	D.P.0 BOSS	33	33300
	0003	23/02/96	D.P.O K/G23/1	23/1	D.P.O K/GO	52	520000
	0004	23/02/96	AREA COMM23/1	23/1	AREA COMMD	23	230000
	0005	24/02/96	J.D ENT.N23/7	23/7	J.D ENT.NI	26	26000
	____	24/02/96	USMAN.I 23/2	----	------		4500
		/ /					0
		/ /					0
	---	25/02/96	SGT.D.JOH23/2	--	----		3500
	0006	25/02/96	D.P.O PAI23/1	23/1	D.P.O PAIK	31	311000
	---	26/02/96	COMM.OF P23/2	---	---		50000
	0007	26/02/96		1042	D.P.O SULE	4400	0
	0008	26/02/96	NIL NIL	6006	D.P.O BOSS	9	0
	--	27/02/96	DSP.RICHA23/2	--	--		7500
	0011	28/02/96	D.P.O BID23/5	23/5	D.P.O BIDA	8	8800
	--	28/02/96	C.C ADAH23/2	--	--		5000
	0012	29/02/96	S.L JOSHU23/1	23/1	S.L JOSHUA	3	3300
	---	29/02/96	CPL. SULE23/1	---	-------		3000
	0013	29/02/96	D.P.O AGA23/1	23/1	D.P.O AGAI	67	6700

any key to continue...

39

ACCOUNT DEPARTMENT
POLICE PAY OFFICE,MINNA

04/03/98   DISPLAY MAIN MENU   11:53:17

TASK CODE   TASK

* * * * * * * * * * * * * * * * *
1.   SUBSIDIARY ACCOUNTS SECTION
2.   CHECKING SECTION
3.   VARIATION CONTROL SECTION
4.   CASH OFFICE SECTION
5.   FINAL ACCOUNTS SECTION
6.   BANK RECONCILIATION SECTION
7.   QUIT

PLEASE ENTER YOUR TASK CODE CHOICE: 0

WELCOME TO POLICE PAY OFFICE
04/03/98   CASH OFFICE SECTION
                    SUB-MENU
                  * * * * * * * *

        TASK CODE   TASK
        - - - - - - - - - -   - - - - -

            1.   ADD COS RECORD
            2.   DELETE COS RECORD
            3.   MODIFY COS RECORD
            4.   RETURN TO MAIN-MENU
            5.   QUIT

        ENTER YOUR CHOICE PLEASE(1-5): 0

WELCOME TPOLICE   HEADQUARTERS   MINNA DEPARTMENT
04/03/98   FINAL   ACCOUNT   SECTION
                         SUB MENU
                        * * * * * * * *

            TASK CODE   TASK
            xxxxxxxxxx   XXXX

                 1.   ADD SAS RECORD
                 2.   DELETE   SAS RECORD
                 3.   MODIFY   SAS   RECORD
                 4.   RETURN TO MAIN MENU
                 5.   QUIT TO DOS

            ENTER YOUR CHOICE PLEASE (1-5) 0

WELCOME TO POLICE PAY OFFICE,ACCOUNT DEPARTMENT,POLICE HQTRS.,MINN/
/ /   CHECKING SECTION
                              SUB-MENU
                              ========

           TASK CODE   TASK
           * * * * * * * * * *   * * * *

                 1.   ADD CSO RECORD
                 2.   MODIFY CSO RECORD
                 3.   DELETE CSO RECORD
                 4.   RETURN TO MAIN MENU
                 5.   QUIT

           ENTER YOUR CHOICE PLEASE(1-5) 0