

**COMPANY EXPENSES MANAGEMENT SYSTEM
(A CASE STUDY OF BELUS ENTERPRISES LIMITED)
KANO**

BY

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PGD/MCS/415/97**

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MINNA**

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DEDICATION

This Project work is dedicated to Almighty Allah (SWT) the God of the Universe.

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ABSTRACT

Effective and efficient computerization of any system is based on deep feasibility studies of the old system or of the existing system. Therefore the feasibility study was conducted on the possibility of designing Company Expenses Management System for Belus Enterprises Limited.

Consultation, interview and record inspection was adopted as the fact finding technique of the research work. Visual Foxpro 5.0, relational data base an object oriented programming language was used in the application development in Windows base environment.

The entire package is menu driven, user friendly for a minimal computer literate personnel. The system does not require purchasing Visual Foxpro 5.0 package before it can run. It therefore runs on any Windows environment such as Windows 3.x, 95, 98 and Windows 2000.

The implementation of this project work will not only enhance productivity on the part of the officer in charge, also it provides accuracy, security of data, and production of on the spot information for management decision making.

CHAPTER ONE

INTRODUCTION

1.0 The management of Organisational Expenses is one of the day-to-day activity of any firm. For this, a lot of advantages are derived being one of the aspect required for decision making from financial perspectives.

Hence it is very obvious that the growth of any organisation is based on efficient financial management through the monitoring of various expenses taken up by the firm. It is then essential also to put in place providence Expenses monitoring and management system to boost the life and growth of the firm in question.

The advent of computer blew a breeze of change across all human endeavours thereby promoting potentialities and self confidence in managing both financial and human resources and the rest of operational activities in management. This in the end alleviating the cumbersome procedures involved in carrying out these tasks.

Definition: Computer is an electronic device that accepts data as input and process the data in a prescribed manner (program) to produce an output of the processed data at an electronic speed.

1.1 CATEGORIES OF COMPUTERS

Computers are categories according to the nature of operation they are been applied or to handle i.e purpose, Types and Capacity. There are

three main types of computers, namely, digital, Analog and Hybrid.

(i) **DIGITAL COMPUTER**

Are basically electronic calculating and data processing machine that handle operation that are of discrete value. The work on instruction that are coded in simple binary digit form - hence the characterization "digital". They handle both numeric and alphanumeric characters with precision and speed.

(ii) **ANALOG COMPUTERS**

Are the type of computer system that operates by measuring and converting the physical changes of a quantity, eg Pressure, temperature and voltage measurement in a processing industry.

The analog computers accept data directly from measuring instrument without the need for intermediate conversion to/from some symbols it code and it has a high speed of data collection. This kind of system are found in industries like paper mills, Oil refinery, etc. It does not contain memory since it measure or compare data/value.

(iii) **HYBRID COMPUTER**

Are computers which combine the features of both digital and analog computers. That is they can be use for the processing of Digital data processing and analog data handling with a desirable result. This kind of computer systems are known to have found

much application in control and feedback process.

1.2 CLASSIFICATION BY CAPACITY

Digital computer system may be loosely classified according to the cost and degrees of sophistication into: micro, mini, and mainframe computers.

(i) MICRO COMPUTER

Popularly known as personal computer (PC) are stand alone system which has its central processing unit as a micro processor. The micro processor is an integrated circuitry in a single silicon chip to the heart or the brain of the system. Micro computers are presently the most popular system in the market today. They are cheaper, consume less power, generate less heat and have a better software support and much more easier to program than larger computer system.

(ii) MINI COMPUTER

These are used for more extensive application where, for example, greater speed is needed. Though presently we have faster micro computers with a very reasonable speed of processing. The mini computer are more diverse in control function compared to the micros.

(iii) MAIN FRAME

This type of computer is used for highly sophisticated problems,

and they find application in very large scale of commercial data processing. They have a very large memory capacity, high speed and generate a lot of heat.

1.3 OBJECTIVES OF THE STUDY

Before any system is designed, its objectives must be clearly defined. These objectives will reflect goals established by management for the entire organisation the system will therefore be designed to meet the needs of the organisation or else it will be of little or no value.

Objectives are the short and long term plans used by an organisation to achieve management stated goals. They are the operational measures use to run the organisation. The goals from which these objectives are derived represent the result of the management future projection.

The general objective of the project work, are:

1. To handle financial expenses data efficiency and provide management with timely information.
2. To establish the most desirable way keeping of expense record in the organisation.
3. To meet the employee and management expenses record needs.
4. To minimize operation cost and maximize same.
5. To ease method of taken financial status as regards expenses incurred.
6. To smooth the flow of data and information through all levels of the

organisation.

7. To speed up access to and availability of reliable data in the system.

1.4 **PURPOSE OF THE STUDY**

The purpose of the study are:

1. To examine the process of taking record of expenses in the organisation
2. bring to limelight the problem associated with expenses management style of the organisation. i.e the manual system.
3. A computerized approach is preferred as a solution to the problem of the existing system in order to harness the advancement in information technology.
4. Identify the software requirement.
5. Listing the benefits the organisation stands to gain if it is computerized using the current object oriented programming language e.g visual Fox Pro.5.0

1.5 **DEFINITION OF TERMS**

COMPANY, according to the Advance Learners Dictionary state that a company comprises a number of persons united for business or commerce. i.e having to work together to achieve an objective peculiar to an organisation.

EXPENSES this means spending of money that is cost of doing things. e.g record of expenses incurred and either paid out of money supplied by, or to be refunded by the employer e.g in Business.

MANAGEMENT is a science of act of handling a particular affairs by coordination.

SYSTEM according to Advance learners dictionary a system is a group of things or parts working together in a regular relation to perform a particular task.

ENTERPRISES

Means to plan to risk a difficult task. Also to an organisation that come to exist to do business. e.g public enterprise and private enterprise.

COMPUTERIZED

This according to longman dictionary of contemporary English mean to begin or to use a computer to control an operation or system. There after the system is said to be computerized.

1.6 SCOPE OF THE STUDY

This project is limited to the handling of expenses incurred in the following areas, utilities e.g NEPA, NIPOST, NITEL, WATER BOARD expenses, medical expenses, vehicle maintenance expenses, other miscellaneous expenses. This project work does not include expenses incurred on wages and capital project.

1.7 LIMITATION OF THE STUDY

The project is limited to the handling of all expenses incurred by the organisation except the expenses incurred in respect to wages i.e salaries

and capital project. This is because the study is not design to handle project evaluation and monitoring, payroll system of the firm.

CHAPTER TWO

2.0 **BRIEF HISTORY OF THE COMPANY**

Belus Enterprises Limited is a limited liability company incorporated in Nigeria in 1985. The company has its head office in Kano and branches in Abuja, Kaduna, Ilorin and Lokoja. They handle jobs in building and Civil construction, supplies, and manufactural representation.

The company is divided into four units that handle specific area of their operations.

1. Administration
2. Engineering
3. Finance
4. Marketing

Each of the unit is headed by a director that export directly to the Chairman/ Managing Director of the company.

2.1 **THE ADMINISTRATIVE DEPARTMENT**

This unit of the firm is headed by the Director of Administration, follow by the personnel manager, Clerk/Secretary, office assistant in that hierarchy. This unit handles the administrative procedure of the firm e.g keeping, writing of memo. The head of this unit does this with the collaboration of the personnel manager, the secretary and the office assistant to run the day-to-day activities of the department.

2.2 THE ENGINEERING DEPARTMENT

The engineering unit of the organisation is charged with responsibility of handling all the engineering job of the firm. This unit is headed by the Director of Engineering and the unit is subdivided into Civil and building section each section has a Civil and building engineer specialist that work with the director of engineering including the technician of the department in that hierarchy. The civil section handle the civil related job through Design Analysis and costing. He equally supervises the related job while building engineer handles all building structural related job with the technician in his unit and report to the director of engineering department.

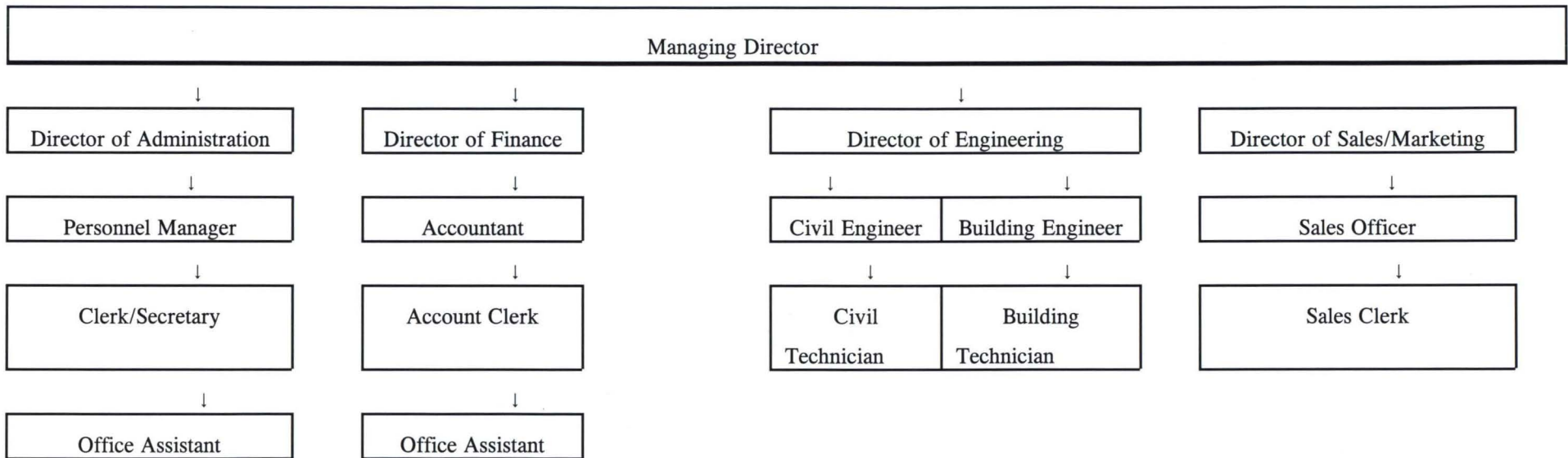
2.3 THE FINANCE DEPARTMENT

This unit of the firm is charged in the responsibility of handling the financial management of the company and it is headed by the director of finance. The director works hand in hand with the Accountant, the Account clerk and office assistant of this unit to achieve the set objective e.g project financing, loans and advance, planning and budgeting, salaries.

2.4 SALES AND MARKETING DEPARTMENT

This unit of the firm is charged with the responsibility of marketing product of the represented company hence they are manufactural representative. This is done through advertisement and sales promotion. The sales officer and the sales clerk work hand in hand in this respect and report back to the head of the unit i.e the Director of marketing.

The Directors of the these units form the management team of the organisation that meets time-to-time and report to the managing Director where issue are discussed for management decision making.



ORGANIZATIONAL CHART OF BELUS ENTERPRISES LIMITED.

2.5 ANALYSES OF THE EXISTING SYSTEM

The present system of expenses management of the firm is manual. The finance department of the organisation take host of all financial transaction of the firm.

All receipted expenses are collated and entered into the expenses ledger and booked forward for analyst by the Accountant. Equally un-receipted expenses are also entered into their respective ledger by the Account Clerk.

At the end of every six month a table of expenses is generated and computed to be forwarded for management decision making to be able to evaluate how much so far had been expended on certain areas.

2.6 PROBLEM OF THE OLD SYSTEMS

The old system is characterise by manual processing that is time consuming, tedious, prone to error, fraudulent. The record keeping method is subject to damage by insect hence they are kept on files for long period of time.

The record retrieval method is also slow hence it is manually search for thereby slow-down decision making process of the organisation. There is no backing up facility in this system.

2.7 ADVANTAGES OF THE OLD SYSTEM

It is pertinent to state that any system has its own merit and demerits. The manual system employed by the firm in the expenses management require little skill and harmonizing officers knowledge of mathematical

computation manually.

2.8 METHODOLOGY

The following methods were used to carry out system automation procedure:-

- a. Investigation
- b. Observation
- c. Interview
- d. Record searching

a. **Investigation**

Serious investigation was carried out on the principle of the existing system to know what is the required result expected before embarking on the manual system of operation to achieve the required financial information for organisational decision making.

b. **Observation**

This method was employed to be able to work into the existing operational procedure of the manual system, that is the input data was observed and the output also observed to see how the input confirm with the required output.

c. **Interview**

This method was also employed to gather oral information by asking question from the desk-officer incharge of the expenses incurred analysis of the company to be able to know how the processes move from one desk to the other in the manual system. This help us to visualize the possible way of using computer to handle the processes and achieve the required result more accurately, faster and more secured.

d. **Record Searching**

The existing record of t he old system was searched to evaluate the

speed of record retrieval employed to help us put in place in the proposed system a meaningful and faster method of record searching and retrieval.

CHAPTER THREE

3.0 **FEASIBILITY STUDY**

The purpose of the feasibility studies carried out on the current method employed in the processing of the company expenses management system, is to analyse the old system, trace out all feasible way of enhancing its operational procedure or replacing it with entirely new system. This is done through the analysis of the cost and benefit to be gained from the new system and compare with the old system to be able to go ahead in system design if this found to be cost effective.

3.1 **TESTING THE PROJECT FEASIBILITY**

Preliminary investigation was carried out with the sole aim of examining the project, feasibility, the likelihood that the system can be useful to the organisation. The following test of feasibility studies were carried out.

a. **Operational Feasibility**

The management is in support of the project because of the inefficiency in the manual system. The members of staff are also in support as the introduction of computer will enhance their skill through training while leaving out the fear of losing their job with the confidence they have in the proposed system.

b. **Technical Feasibility**

Personal computer can adequately take care of the operation of the system and the necessary data used in the system. Also it will

provide adequate response to all enquired for the future development.

c. **Economic Feasibility**

The cost of purchasing the necessary hardware, software, and training personnel will be high at first. The benefit will be an increased processing for the user satisfaction, reduce time wastage and lost of valuable information that will be needed in the cause of translation. However if the system remains un-automated the cost of maintaining it in future will be high if the company grows as more manpower will be required to manage the system which will result in more expenses on personnel emolument. In view of highlighted of the study, the management accepted that a full system study should be undertaken.

3.2 **SYSTEM ANALYSIS**

The current system of handling company expenses is done by record update of all receipted and un-receipted expenses manually. This is tedious and time consuming and lack some level of inaccuracy which definitely affect the result of management decision making.

Expenses are categories in various form and are traced and updated twice in a year, e.g vehicle maintenance record, staff medical record, payment of bill by the form eg Nitel bills, Nipost, Water bill, NEPA bill, miscellaneous and other expenses incurred. All these information are kept in files as they occur for future retrieval and analysis purposes. Data security is low at this level and inconsistency is also recorded.

3.3 THE PROPOSED SYSTEM

The proposed system is aimed at storing all these data in a database as they occur, so that manipulation is done electronically and produce result for management decision making as prompt as possible. This provide maximum data security, high level of accuracy, faster mode of report recreation, record retrieval made simple as data are kept in a database. It makes the process less boring for the financial desk officer to enter data. Hence a more convenient means of data capturing method is used i.e through screen menu.

About five different database are used for various data storage, e.g maintenance Dbf, medical Dbf, Utility Dbf, Month Dbf, Other Dbf.

The maintenance data base file is use to store all vehicle maintenance record with the following structure.

MAINTENANCE DBF

FIELD NAME	TYPE	LENGTH
VEHICLE TYPE	CHARACTER	15
REGISTRATION NO.	"	8
DRIVER NAME	"	20
FAULT TYPE	MEMO	4
AMOUNT CHARGED	NUMERIC	8.2
AMOUNT PAID	"	8.2
RECEIPT NO.	CHARACTER	5
DATE PAID	DATE	8
MONTH	CHARACTER	10

MEDICAL DBF

FIELD NAME	TYPE	LENGTH
STAFF NO.	CHARACTER	6
NAME	"	20
DEPARTMENT	"	10

TYPE OF SICKNESS	"	20
HOSPITAL NAME	"	15
AMOUNT CHARGED	NUMERIC	8.2
RECEIPT NO.	NUMERIC	5
MONTH	"	10

UTILITY DBF

FIELD NAME	TYPE	LENGTH
BILL TYPE	CHARACTER	10
MONTH	"	10
BULL-DATE	DATE	8
AMOUNT CHARGED	NUMERIC	8.2
RECEIPT NO.	NUMERIC	5
DATE PAID	DATE	8

OTHERS DBF

FIELD NAME	TYPE	LENGTH
EXPENSES TYPE	CHARACTER	20
EXPENSES DATE	DATE	8
MONTH	CHARACTER	10
INCURRER	"	20
AMOUNT CHARGED	NUMERIC	8.2
AMOUNT PAID	"	8.2
RECEIPT NO	NUMERIC	5

MONTH DBF

FIELD NAME	TYPE	LENGTH
MONTH CODE	CHARACTER	3
MONTH NAME	"	10

All these database are use to store respective data for further processing.

3.4 COST BENEFIT ANALYSIS

This is the strong base of the proposed system for it involves the financial implication and the benefit attached to the new system.

3.5 DEVELOPMENT COST	N	K
System Analysis an design for 3 weeks	15,000.00	
Software development, implementation for 4 weeks	14,000.00	
Equipment purchase (hardware) e.g Personal Computer, Printer, Stabilizer	200,000.00	
System Installation	5,000.00	
Personnel Training (3 weeks)	<u>10,000.00</u>	
Total	<u>244,000.00</u>	

3.6 SYSTEM OPERATING COST	N	K
Supplies ₦500.00 per month	6,000.00	
Equipment maintenance (per Annum)	10,000.00	
Programme maintenance	5,000.00	
Labour Cost 3,000.00 per month	36,000.00	
Utilities i.e light	1,500.00	
Miscellaneous Expenses	<u>10,000.00</u>	
Total	<u>68,500.00</u>	

Total cost is development cost + system operating Cost = ₦312,500.00K.

3.7 OTHER BENEFITS

- Better planning of information for decision making
- Record not lost again
- Satisfied work force realised
- Cater for staff development Skill

The total system cost and benefits that will be yielded from the proposed system is as explained below:

The total system cost is estimated as ₦312,500.00 out of which the development cost is ₦244,000.00 and system operating cost, ₦68,500.00.

While the system development cost is once which will be carried out in the first year of the project. It is difficult to place the Naira value on the other benefit expected from the system, however, the value is going to be enormous.

3.8 INPUT SPECIFICATION

All respective data base has an attached form for screen data capturing which is user friendly, that aid updating and retrieval through the following input specification.

a. Input specification for Maintenance database

Vehicle Type:-	-	-	-	-	-	-
Registration Number:-	-	-	-	-	-	-
Drivers Name:-	-	-	-	-	-	-
Fault Type:-	-	-	-	-	-	-
Amount Charged:-	-	-	-	-	-	-
Amount Paid:-	-	-	-	-	-	-
Receipt Number:-	-	-	-	-	-	-
Date paid:-	-	-	-	-	-	-
Month:-	-	-	-	-	-	-

b. Input Specification for Medical Data base file

Staff Number:- - - - -
Name of Staff;- - - - -
Department:- - - - -
Type of Sickness: - - - - -
Hospital Name:- - - - -
Amount Charged:- - - - -
Receipt Number:- - - - -
Month:- - - - -

c. Input Specification for Utility database file

Bill type:- - - - -
Month:- - - - -
Bill Date:- - - - -
Amount Charge:- - - - -
Receipt Number:- - - - -
Date paid:- - - - -

d. Input Specification for other Expenses Database

Type of Expenses:- - - - -
Date Expenses incurred:- - - - -
Month:- - - - -
Incurrer:- - - - -
Amount Charge:- - - - -

Receipt number:- - - - - -

e. Input specification for month Database file

Month code:- - - - - - -

Month Name:- - - - - - -

3.9 OUTPUT SPECIFICATION

The required output form the database after operation are as shown below.

a. **Output Specification of Vehicle Maintenance Dbf**

S/N	VEH TYPE	REG. NUMBER	DRIVER NAME	FAULT TYPE	AMOUNT CHARGED	RECEIPT NO	DEPT
-----	----------	-------------	-------------	------------	----------------	------------	------

TOTAL EXPENSES INCURRED: _____

b. **Output Specification of Staff Medical Record Dbf**

S/N	STAFF	DEPARTMENT	TYPE OF AILMENT	HOSPITAL NAME	AMOUNT CHARGED
-----	-------	------------	-----------------	---------------	----------------

TOTAL EXPENSES INCURRED: _____

c. **Output Specification of Utility Expenses Dbf**

S/N	TYPE OF BILL	MONTH	DATE	AMOUNT CHARGED	RECEIPT NUMBER
-----	--------------	-------	------	----------------	----------------

TOTAL EXPENSES INCURRED: _____

d. **Output Specification on miscellaneous Expenses Dbf**

S/N	TYPE OF EXPENSES	DATE OF EXPENSES	MONTH	NAME OF UNCURRER	AMOUNT PAID	RECEIPT NUMBER
-----	------------------	------------------	-------	------------------	-------------	----------------

TOTAL EXPENSES INCURRED: _____ --

CHAPTER FOUR

4.0 SOFTWARE DEVELOPMENT, IMPLEMENTATION AND DOCUMENTATION

4.1 INTRODUCTION

This chapter intends to discuss the reasons for the choice of the language in developing the proposed system. The implementation plan is also stated, lastly, the documentation of the system, for the understanding of the user.

4.2 CHOICE OF LANGUAGE

In developing this system, visual Foxpro 5.0 is the language used, this is because it has some advantages over other Dbase families.

1. It has capability of producing an executable files, that can be setup and run in any window environment.
2. It is independent of other families
3. It has tool to design user interface
4. It has simplified operation.

4.3 FEATURES OF THE LANGUAGE

Visual Foxpro 5.0 is a professional version visual foxpro family for managing Database. It is a menu driven database application that support linking and indexing different tables for referencing any quality. It is a window base program completely runs on window 3.1 - window 98 operating system as the case may be.

4.4 **WORK STATION REQUIREMENTS**

a. **HARDWARE REQUIREMENT**

Personal computer(s) PC/XT. Micro Computer with the following configuration: 80386, 80486 → and above processor

At least 4MB RAM

At least 3.5" floppy disk drive

A color monitor

Printer Laser Family

Stabilizer 500VA

UPS 600VA

b. **SOFT WARE REQUIREMENT**

WINDOWS Operating System (3.X - WINDOWS 98)

4.5 **FILE CONVERSION**

All the existing file accrue to the manual system were converted to electronic form. The changeover procedure therefore will be parallel as that will provide the opportunity of comparing the result of the new system with the manual before final shift to the computerized systems.

4.6 **MAIN MENU STRUCTURE**

The structure of the main menu for the system comprises of four main object with pull-down menu attached. Viz: Forms, Report, Quit, Help.

The Forms menu consist of the Entry programs for the respective entries that send all these data to the data base from that menu.

The Report Menu consist of the reports that could be generated from the programs base on the structure and the result of data been processed and stored in the database.

The Quit menu takes you out of the system completely back to windows.

The Help menu gives the story of the application and the author respectively.

4.7 RUNNING THE SYSTEM

The system application is complied and build in to an executable form that you can setup in any windows environment. The system is also design in a menu driven form and user friendly.

In a normal windows desktop the Icon of the application Expenses management system appears on the screen. This needs to be double clicked to activate the application. You can now chose from the menu which ever option you want to work on.

4.8 FILE MAINTENANCE

Foxpro is a relational database an object oriented programming language. Therefore the DBA can once in a while achieve the history of all the file if required. Also backup procedure will be employed for at least three times in a year i.e quarterly. Hence all files are to be stored electronically.

About

Company Expenses Management System

Version 1.0

Designed by: Bello Abdulrazaq
Mat. No.: PGD / MCS / 97 / 415

OK

FILE PAGE

Form: 2000 12/19/00

UTILITY EXPENSES FORM

Bill Type:	NEPA	Month:	MAR
Bill Date:	03/01/01	Amount Charged:	2.11
Amount Paid:	0.00	Receipt No.:	011
Date Paid:	03/01/01		

Navigation icons: Home, Back, Forward, Stop, Refresh, Print, Close

System tray: Start, Taskbar, System Clock (1:28 PM)

Expenses

File Edit View Options Help

MEDICAL EXPENSES FORM

Staff No: Staff Name:

Dept: Illness Type:

Hospital: Amount Charged:

Receipt No: Date Paid:

Months:

Navigation icons: Home, Back, Forward, Stop, Refresh, Print, Close, etc.

File Edit View Options Help

File Name: Untitled

Form

OTHER CHARGES EXPENSES FORM

Expense Type: Date of Expense:

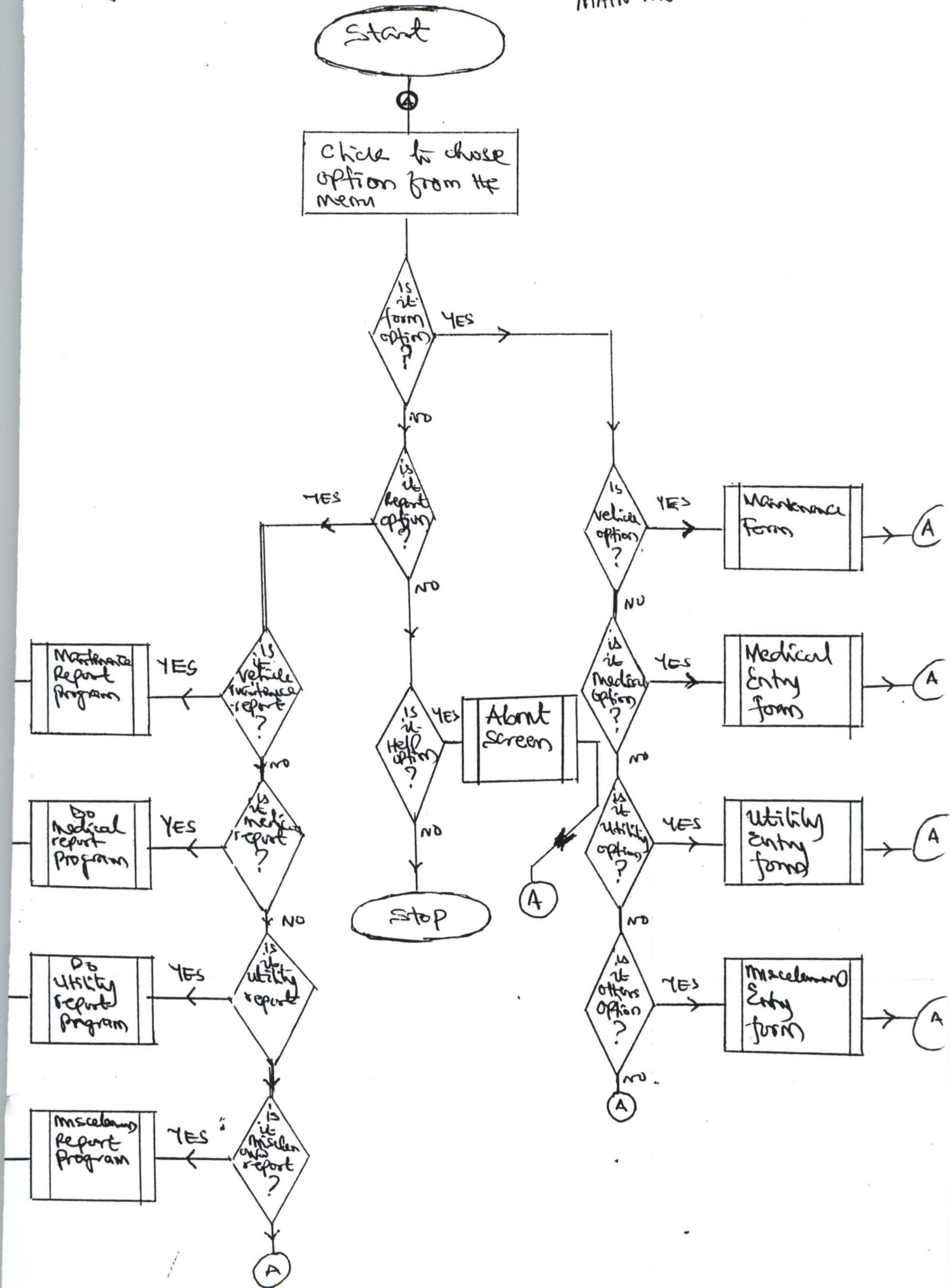
Month: Year:

Amount Charged: Amount Paid:

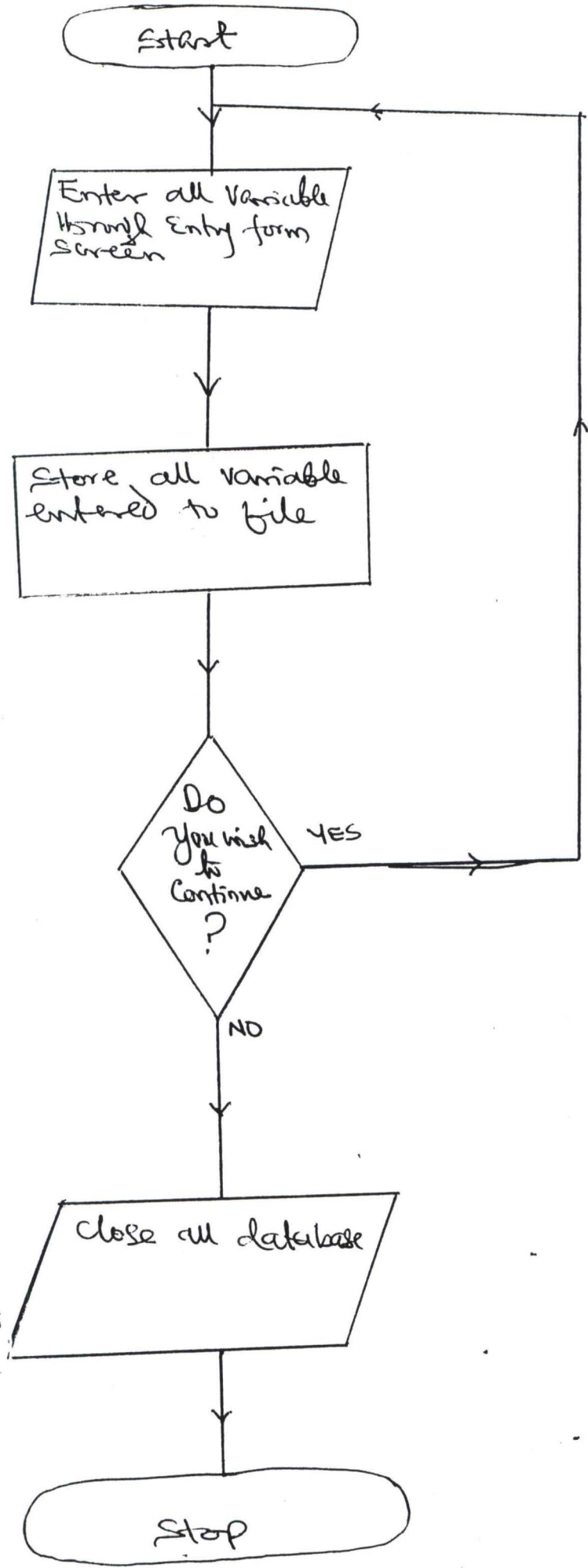
Receipt No:

Navigation icons: Home, Back, Forward, Stop, Refresh, Print, Close, Help, Exit

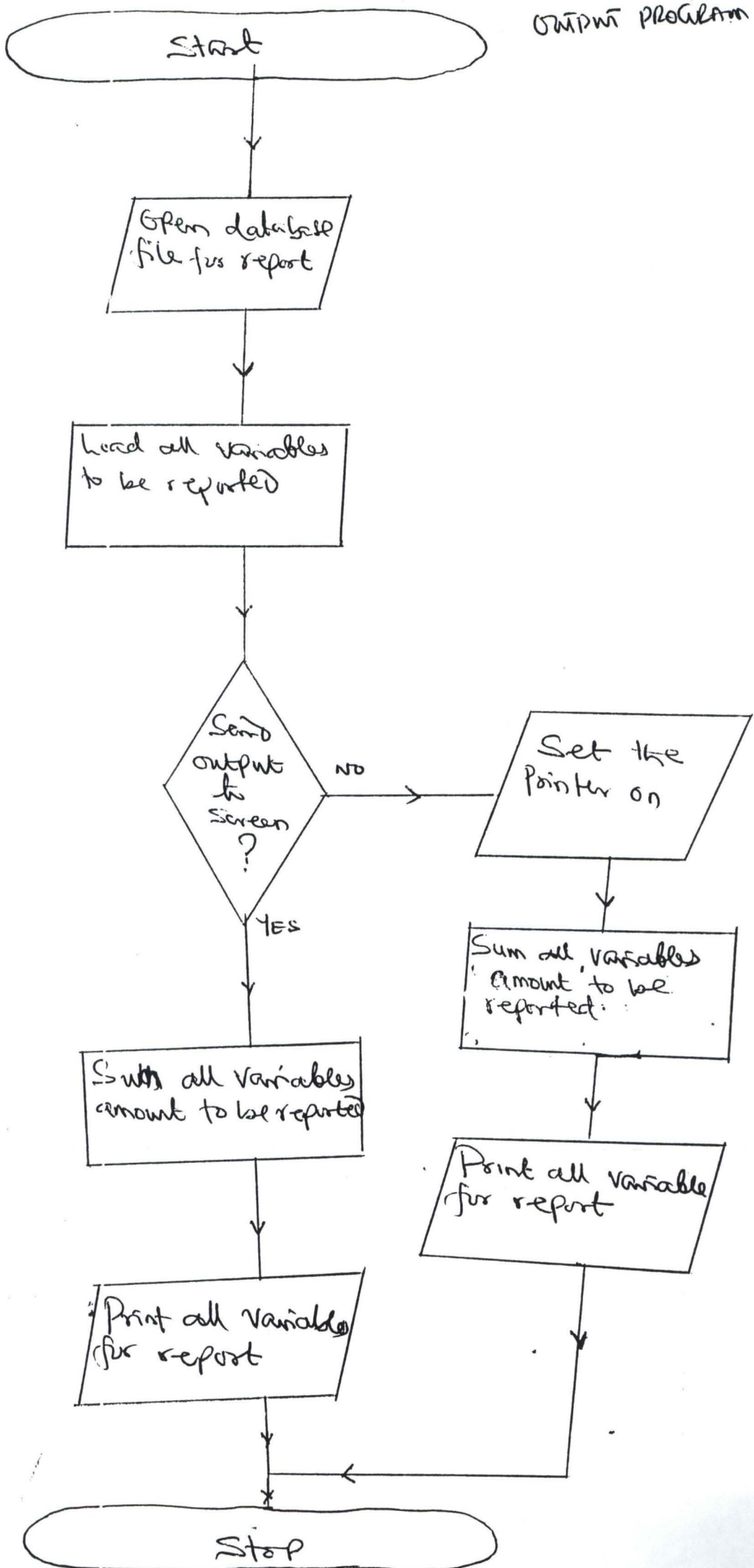
MAIN MENU FLOWCHART



Entity Programm
Flowchart



OUTPUT PROGRAM FLOWCHART



"ABOUT.SCT

Name = "WZABOUTDIALOG"

cmdOK.Name = "cmdOK"

FontName = "Arial"

FontSize = 13

Caption = "Company Expenses Management System"

Height = 24

Left = 26

Top = 24

Width = 336

Name = "Label1"

FontSize = 12

Caption = "Version 1.0"

Height = 20

Left = 132

Top = 72

Width = 120

Name = "Label2"

FontSize = 14

Caption = "Designed by: Bello Abdulrazaq"

Height = 22

Left = 54

Top = 123

Width = 280

Name = "Label3"

FontSize = 14

Caption = "Mat. No.: PGD / MCS / 97 / 415"

Height = 20

Left = 45

Top = 150

Width = 300

Name = "Label4"

```
*maintain sct
```

```
        □ □VERSION = 3.00 □ □dataenvironment □ □d  
ataenvironment □ □Dataenvironment □ JLeft = 1  
Top = 220  
Width = 520  
Height = 200  
Name = "Dataenvironment"
```

```
BufferModeOverride = 5  
Database = ..\expenses\data\belus.dbc  
CursorSource = "maintain"  
Name = "Cursor1"
```

```
Top = 20  
Width = 90  
Height = 90  
Alias = "month_tab"  
Database = c:\expenses\data\belus.dbc  
CursorSource = "month_tab"  
Name = "Cursor2"
```

```
Height = 366  
DoCreate = .T.  
ShowTips = .T.  
AutoCenter = .T.  
Caption = "MAINTENANCE EXPENSES FORM"  
Closable = .T.  
Visible = .F.  
WindowType = 0  
LockScreen = .F.  
Name = "form1"  
layoutsty.Shape1.Name = "Shape1"  
layoutsty.Shape2.Name = "Shape2"  
layoutsty.Shape3.Name = "Shape3"  
layoutsty.Shape4.Name = "Shape4"  
layoutsty.Left = 4004  
layoutsty.Visible = .F.  
layoutsty.Name = "layoutsty"  
Label1.Caption = "MAINTENANCE EXPENSES FORM"  
Label1.Width = 446  
Label1.Name = "Label1"  
Shape1.Name = "Shape1"  
Shape2.Name = "Shape2"  
Shape3.Top = 310  
Shape3.Name = "Shape3"
```


Shape4.Top = 311
Shape4.Name = "Shape4"

FontSize = 10
Caption = "Vehicle Type:"
Height = 25
Left = 10
Top = 61
Visible = .T.
Width = 100
Name = "LBLVEHICLE_TYPE1"

ControlSource = "maintain.vehicle_type"
Enabled = .F.
InputMask = "!!!!!!!!!!!!!!!!!!!!"
Left = 110
Top = 58
Visible = .T.
Width = 115
Name = "VEHICLE__TYPE1"

FontSize = 10
Caption = "Reg_no:"
Height = 25
Left = 260
Top = 59
Visible = .T.
Width = 90
Name = "LBLREG_NO1"
ControlSource = "maintain.reg_no"
Enabled = .F.
InputMask = "XXXXXXXX"
Left = 348
Top = 60
Visible = .T.
Width = 74
Name = "REG_NO1"

FontSize = 10
Caption = "Driver's Name:"
Height = 25
Left = 10
Top = 109
Visible = .T.
Width = 95
Name = "LBLDRIVER_NAME1"
ControlSource = "maintain.driver_name"
Enabled = .F.
InputMask = "!!!!!!!!!!!!!!!!!!!!!!!!!!!!"
Left = 108
Top = 108
Visible = .T.

Width = 150
Name = "DRIVER_NAME1"

FontSize = 10
Caption = "Fault Type:"
Height = 25
Left = 260
Top = 110
Visible = .T.
Width = 90
Name = "LBLFAULT_TYPE1"

ReadOnly = .T.
Top = 106
Visible = .T.
ForeColor = 128,128,128
BackColor = 255,255,255
ControlSource = "maintain.fault_type"
Name = "FAULT_TYPE1"

FontSize = 10
Caption = "Amount"
Height = 25
Left = 10
Top = 167
Visible = .T.
Width = 90
Name = "LBLAMT_CHARGED1"

ControlSource = "maintain.amt_charged"
Enabled = .F.
InputMask = ""
Left = 104
Top = 168
Visible = .T.
Width = 72
Name = "AMT_CHARGED1"

FontSize = 10
Caption = "Amount"
Height = 25
Left = 260
Top = 172
Visible = .T.
Width = 90
Name = "LBLAMT_PAID1"

ControlSource = "maintain.amt_paid"
Enabled = .F.
InputMask = ""
Left = 348
Top = 172

Visible = .T.
Width = 72
Name = "AMT_PAID1"

FontSize = 10
Caption = "Receipt no"
Height = 25
Left = 8
Top = 220
Visible = .T.
Width = 90
Name = "LBLRECEIP_NO1"

Enabled = .F.
InputMask = "XXXXX"
Left = 105
Top = 216
Visible = .T.
Width = 60
Name = "RECEIP_NO1"

FontSize = 10
Caption = "Datepaid:"
Height = 25
Left = 260
Top = 232
Visible = .T.
Width = 90
Name = "LBLDATEPAID1"

Century = 1
Alignment = 3
ControlSource = "maintain.datepaid"
Enabled = .F.
Left = 348
Top = 228
Visible = .T.
Width = 62
Name = "DATEPAID1"

FontSize = 10
Caption = "Month"
Height = 25
Left = 8
Top = 268
Visible = .T.
Width = 90
Name = "LBLMONTHS1"

Left = 33
Visible = .T.
oldtalk = OFF


```
viewkey = ("")
parentkey =
viewtype = 3
gridalias =
topfile = .T.
endfile = .T.
addmode = .F.
nworkarea = 3
oldsetdelete = OFF
oldreprocess = 0
previewmode = .F.
previewinit = .F.
usedataenv = .F.
editmode = .F.
gridref =
oldsetfields = OFF
oldmultilocks = ON
oldrefresh = 0
oldbuffering = 1
editforecolor = 0
editdisforecolor = 8421504
editbackcolor = 16777215
editdisbackcolor = 16777215
hasmemo = .T.
Name = "BUTTONSET1"
cmdPrev.Enabled = .T.
cmdPrev.Name = "cmdPrev"
cmdNext.Enabled = .T.
cmdNext.Name = "cmdNext"
cmdTop.Enabled = .T.
cmdTop.Name = "cmdTop"
cmdEnd.Enabled = .T.
cmdEnd.Name = "cmdEnd"
cmdFind.Enabled = .T.
cmdFind.Name = "cmdFind"
cmdPrint.Enabled = .T.
cmdPrint.Name = "cmdPrint"
cmdExit.Enabled = .T.
cmdExit.Name = "cmdExit"
cmdAdd.Picture = (HOME()+"WIZARDS\WIZBMPS\WZNEW.BMP")
cmdAdd.DownPicture = wizards\wizbmps\wznew.bmp
cmdAdd.Enabled = .T.
cmdAdd.Name = "cmdAdd"
cmdDelete.Enabled = .T.
cmdDelete.Name = "cmdDelete"
cmdEdit.Picture = (HOME()+"WIZARDS\WIZBMPS\WZEDIT.BMP")
cmdEdit.DownPicture = wizards\wizbmps\wzedit.bmp
cmdEdit.Enabled = .T.
cmdEdit.Name = "cmdEdit"

FontSize = 10
Caption = "Paid"
```

Height = 17
Left = 261
Top = 192
Width = 95
Name = "Label2"

FontSize = 10
Caption = "Charged"
Height = 17
Left = 8
Top = 186
Width = 95
Name = "Label3"

RowSourceType = 3
RowSource = "sele * from month_tab into cursor combol"
ControlSource = "maintain.months"
Height = 25
Left = 104
Top = 263
Width = 85
Name = "Combol"

```
LOCAL lcMainClassLib
LOCAL lcLastSetTalk,lcLastSetPath,lcLastSetClassLib,lcOnShutdow
n

*-- Save and configure environment.
lcLastSetTalk=SET("TALK")
SET TALK OFF
lcLastSetPath=SET("PATH")
CD "\expenses\"
SET PATH TO ;DATA;INCLUDE;FORMS;GRAPHICS;HELP;LIBS;MENUS;PROGS;
REPORTS
PUSH MENU _msysmenu
lcLastSetClassLib=SET("CLASSLIB")
lcMainClassLib="libs\expenses"
SET CLASSLIB TO (lcMainClassLib) ADDITIVE
lcOnShutdown="Shutdown()"
ON SHUTDOWN &lcOnShutdown
ON ERROR ErrorHandler(ERROR(),PROGRAM(),LINENO())
_shell="DO Cleanup IN progs\expenses"

*-- Instantiate application object.
RELEASE goApp
PUBLIC goApp
goApp=CREATEOBJECT("cApplication")
set century on
do form background.scx

*-- Configure application object.
goApp.SetCaption("Expenses")
goApp.cStartupMenu="menus\expenses"

*-- Show application.
goApp.Show
*-- Release application.
RELEASE goApp

*-- Restore default menu.
POP MENU _msysmenu

*-- Restore environment.
ON ERROR
ON SHUTDOWN
IF NOT lcLastSetClassLib==SET("classlib")
    RELEASE CLASSLIB (lcMainClassLib)
ENDIF
IF EMPTY(lcLastSetPath)
    SET PATH TO
ELSE
    SET PATH TO &lcLastSetPath
ENDIF
IF lcLastSetTalk=="ON"
    SET TALK ON
```



```

ELSE
    SET TALK OFF
ENDIF
RETURN

```

```

FUNCTION ErrorHandler(nError,cMethod,nLine)
LOCAL lcErrorMsg,lcCodeLineMsg

```

```

WAIT CLEAR
lcErrorMsg=MESSAGE()+CHR(13)+CHR(13)
lcErrorMsg=lcErrorMsg+"Method: "+cMethod
lcCodeLineMsg=MESSAGE(1)
IF BETWEEN(nLine,1,10000) AND NOT lcCodeLineMsg="..."
    lcErrorMsg=lcErrorMsg+CHR(13)+"Line: "+ALLTRIM(
STR(nLine))
    IF NOT EMPTY(lcCodeLineMsg)
        lcErrorMsg=lcErrorMsg+CHR(13)+CHR(13)+lcCodeLin
eMsg
    ENDIF
ENDIF
IF MESSAGEBOX(lcErrorMsg,17,_screen.Caption)#1
    ON ERROR
    RETURN .F.
ENDIF
ENDFUNC

```

```

FUNCTION ShutDown

```

```

IF TYPE("goApp")== "O" AND NOT ISNULL(goApp)
    RETURN goApp.OnShutDown()
ENDIF
Cleanup()
QUIT
ENDFUNC

```

```

FUNCTION Cleanup

```

```

IF CNTBAR("_msysmenu")=7
    RETURN
ENDIF
ON ERROR
ON SHUTDOWN
SET CLASSLIB TO
SET PATH TO
CLEAR ALL
CLOSE ALL
POP MENU _msysmenu

```

expenses.prg

RETURN

maintain_mon.prg

```
set defa to \expenses
USE '
clear
USE \expenses\data\maintain
store spac(3) to tagmon
@15,15 say "Month to report (xxx)" get tagmon pict "!!!"
read

SET FILTER TO maintain.MONTHS = tagmon
REPORT FORM \expenses\reports\MONTHLY_maintain.frx preview
*NOEJECT NOCONSOLE TO PRINTER
CLEAR
CLEA
```


"MEDICAL.SCT

VERSION = 3.00

dataenvironment

dataenviro

nment Dataenvironment JLeft = 1
 Top = 220
 Width = 520
 Height = 200
 Name = "Dataenvironment"

BufferModeOverride = 5
 Order = "staff_no"
 Database = ..\data\belus.dbc
 CursorSource = "medical"
 Name = "CURSOR1"

Top = 20
 Width = 90
 Height = 90
 Alias = "month_tab"
 Database = ..\data\belus.dbc
 CursorSource = "month_tab"
 Name = "Cursor2"

Height = 338
 DoCreate = .T.
 ShowTips = .T.
 AutoCenter = .T.
 Caption = "MEDICAL EXPENSES FORM"
 Closable = .T.
 Visible = .F.
 WindowType = 0
 LockScreen = .F.
 Name = "form1"

layoutsty.Shape1.Name = "Shape1"
 layoutsty.Shape2.Name = "Shape2"
 layoutsty.Shape3.Name = "Shape3"
 layoutsty.Shape4.Name = "Shape4"
 layoutsty.Left = 400
 layoutsty.Visible = .F.
 layoutsty.Name = "layoutsty"
 Label1.Caption = "MEDICAL EXPENSES FORM"
 Label1.Width = 369
 Label1.Name = "Label1"
 Shape1.Name = "Shape1"
 Shape2.Name = "Shape2"
 Shape3.Top = 282
 Shape3.Name = "Shape3"
 Shape4.Top = 283
 Shape4.Name = "Shape4"

FontBold = .T.
 FontSize = 12
 FontExtend = .F.
 Caption = "Staff No."
 Height = 18
 Left = 10

Top = 61
Visible = .T.
Width = 80
Name = "LBLSTAFF_NO1"

Enabled = .F.
InputMask = "!!!!!!!"
Left = 103
Top = 57
Visible = .T.
Width = 58
Name = "STAFF_NO1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Staff Name:"
Height = 18
Left = 264
Top = 61
Visible = .T.
Width = 85
Name = "LBLNAME1"

Enabled = .F.
InputMask = "!!!!!!!!!!!!!!!!!!!!!!!!!"
Left = 359
Top = 57
Visible = .T.
Width = 150
Name = "NAME1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Dept:"
Height = 18
Left = 10
Top = 109
Visible = .T.
Width = 80
Name = "LBLDEPT1"

Enabled = .F.
InputMask = "!!!!!!!!!!!"
Left = 103
Top = 105
Visible = .T.
Width = 90
Name = "DEPT1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Illness Type:"
Height = 18
Left = 267
Top = 108
Visible = .T.
Width = 90

Name = "LBLILLNESS_TYPE1"

Enabled = .F.
InputMask = "!!!!!!!!!!!!!!!!!!!!!!"
Left = 362
Top = 104
Visible = .T.
Width = 150
Name = "ILLNESS_TYPE1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Hospital"
Height = 18
Left = 10
Top = 157
Visible = .T.
Width = 80
Name = "LBLHOSP_NAME1"

Enabled = .F.
InputMask = "!!!!!!!!!!!!!!!!!!!!!!"
Left = 103
Top = 153
Visible = .T.
Width = 115
Name = "HOSP_NAME1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Amount"
Height = 18
Left = 264
Top = 156
Visible = .T.
Width = 80
Name = "LBLAMT_CHARG1"

ControlSource = "medical.amt_charg"
Enabled = .F.
Height = 22
InputMask = "99,999.99"
Left = 363
Top = 155
Visible = .T.
Width = 81
Name = "AMT_CHARG1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Receipt No:"
Height = 18
Left = 10
Top = 205
Visible = .T.
Width = 90
Name = "LBLRECEIP_NO1"

ControlSource = "medical.receip_no"
Enabled = .F.
InputMask = "999999"
Left = 103
Top = 201
Visible = .T.
Width = 48
Name = "RECEIP_NO1"

FontBold = .T.
FontSize = 12
FontExtend = .F.
Caption = "Date Paid:"
Height = 18
Left = 268
Top = 208
Visible = .T.
Width = 80
Name = "LBLDATE_PAID1"

Century = 1
Alignment = 3
ControlSource = "medical.date_paid"
Enabled = .F.
InputMask = ""
Left = 361
Top = 204
Visible = .T.
Width = 62
Name = "DATE_PAID1"

FontSize = 12
Caption = "Months:"
Height = 18
Left = 136
Top = 256
Visible = .T.
Width = 80
Name = "LBLMONTHS1"

Left = 33
Visible = .T.
oldtalk = OFF
viewkey = ("")
parentkey =
viewtype = 3
gridalias =
topfile = .T.
endfile = .T.
addmode = .F.
nworkarea = 3
oldsetdelete = OFF
oldreprocess = 0
previewmode = .F.
previewinit = .F.
usedataenv = .F.
editmode = .F.
gridref =
oldsetfields = OFF


```
oldmultilocks = ON
oldrefresh = 0
oldbuffering = 1
Name = "BUTTONSET1"
cmdPrev.Enabled = .T.
cmdPrev.Name = "cmdPrev"
cmdNext.Enabled = .T.
cmdNext.Name = "cmdNext"
cmdTop.Enabled = .T.
cmdTop.Name = "cmdTop"
cmdEnd.Enabled = .T.
cmdEnd.Name = "cmdEnd"
cmdFind.Enabled = .T.
cmdFind.Name = "cmdFind"
cmdPrint.Enabled = .T.
cmdPrint.Name = "cmdPrint"
cmdExit.Enabled = .T.
cmdExit.Name = "cmdExit"
cmdAdd.Picture = (HOME()+ "WIZARDS\WIZBMPS\WZNEW.BMP")
cmdAdd.DownPicture = ..\..\vfp\wizards\wizbmps\wznew.bmp
cmdAdd.Enabled = .T.
cmdAdd.Name = "cmdAdd"
cmdDelete.Enabled = .T.
cmdDelete.Name = "cmdDelete"
cmdEdit.Picture = (HOME()+ "WIZARDS\WIZBMPS\WZEDIT.BMP")
cmdEdit.DownPicture = ..\..\vfp\wizards\wizbmps\wzedit.bmp
cmdEdit.Enabled = .T.
cmdEdit.Name = "cmdEdit"
```

```
FontSize = 12
Caption = "Charged"
Height = 17
Left = 264
Top = 173
Width = 80
Name = "Label2"
```

```
RowSourceType = 3
RowSource = "sele * from month_tab into cursor mon_cb"
ControlSource = "medical.months"
Height = 24
Left = 216
Top = 252
Width = 100
Name = "mon_cb"
```

```
set defa to \expenses
USE
clear
USE \expenses\data\medical
store spac(3) to tagmon
@15,15 say "Month to report (xxx)" get tagmon pict "!!!"
read

SET FILTER TO Medical.MONTHS = tagmon
REPORT FORM \expenses\reports\MONTHLY_medical.frx preview
*NOBJECT NOCONSOLE TO PRINTER
CLEAR
CLEA
```

MONTHLY MEDICAL EXPENSES REPORT

12/14/1999

FOR THE MONTH OF JUNE

2000

Staff No	Name	Illness Type	Hospital Name	Amt Charged	Receipt No	Date Paid
BEL045	ADAM	FEVER	EURO HOSPITAL	300.00	37473	06/01/2000
Grand Total:				300.00		

MONTHLY MAINTENANCE RECORD FOR THE MONTH OF JULY 1998

12/14/1999

Vehicle Type	Reg No	Fault Type	Amt Paid	Receipt No	Date paid
MERCEDES BENZ	AJ345DAL	CHANGE OF BATTERY	5,100.00	14532	19/07/1998
PEUGEOT	AL274NSR	GEAR BOX REPAIR	14,200.00	2341	13/07/1998

MONTHLY MISCELLANEOUS EXPENSES REPORT

14/12/1999

FOR THE MONTH OF October

1997

Expenses Type	Exp Date	Incurer	Receipt No	Amt Paid
ACCOMODATION	10/10/1997	HAMMAN DAURA	67458	50,000.00
Total Miscellaneous Expenses for the month of December			1999	50000.00

MONTHLY UTILITY EXPENSES

12/14/1999 FOR THE MONTH OF December 1999

Bill Type	Months	Amt Paid	Receipt No	Datepaid
-----------	--------	----------	------------	----------

WATER

	DEC	450.00	45321	12/13/199
--	-----	--------	-------	-----------

CHAPTER FIVE

5.0 SUMMARY

This project work has improve my skill in this course tremendously and has also broaden my experience in implementing task using the latest object oriented programming language.

It helped in innovating ideas on how company expenses is been managed.

It is also a tool for achieveing the skill of computing in a windows based program and generate i.e a set of compressed diskettes for distribution.

This allows you to install enterprise wide application without distributing the development tool.

During the course of this project work the management and staff BELUS Enterprises Limited - who help in test running the programs shows appreciation for the proposed system.

5.1 RECOMMENDATION

Belus Enterprises Limited is an indigenous Contractor in building, construction, supplies of different kinds of goods. There is no doubt that a lot of expenses are been incurred during this process. Therefore this project work is recommended for the company for effective management Decision making.

5.2 CONCLUSION

A lot has been written on this topic but careful measures had never been employed in this form. Attempting to achieve this was a fulfilling task. Therefore the benefit of this course, Post Graduate Diploma in Computer Science would not have been realized if not for the project work through which the various research expand my skill and the practical application of the course.

