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## **INTRODUCTION**

accsiss eBs is the Accounting solution, to run in multiple locations across different states, nations and continents, with complex network and diverse platforms. This version combines the functionalities of all the small business version and more.

accsiss eBs is a low-cost, robust software for your business. For managing your customers, receivables, sales and invoicing, inventory, purchases, expenses and payments, cash-flow, accounts, financial statements. The component modules and functionalities are arranged for quick and easy accessibility; it is user friendly but has layers of accessibilities depending on user roles.

## **Key Features**

- accsiss eBs supports unlimited number of users.
- It can be deployed to manage multiple locations (branch networks).
- Users can access the software from anywhere in the world.
- accsiss eBs can be deployed both on the local intranet and online in the cloud (internet implementation).
- accsiss eBs provides modules for the following;

## **Modules**

- Inventory
- Expenses
- Cash flow
- Customer services
- Vendor services
- Sales/invoicing
- General ledgers
- Financial statements
- Bank journals
- Receivables/payables.

## **THE SOFTWARE PLATFORM**

accsiss eBs is a web application. The software is designed to run both on the local intranet and on the internet. On the back end, accsiss eBs runs on a HTTP (or a web) server and a database server (RDMS). On the front-end the accsiss eBs runs on internet browsers.

## **DESIGN CONSIDERATIONS**

accsiss eBs is designed to give the user the best experience possible in using automated total hospital management software. The various possible departments and user groups are provided access to the software through different segments on the homepage interface. The activities and functionalities applicable to various departments and user groups are arranged in sections visible to only these groups.

The data entry interfaces and reports are designed to give the user a familiar feel. Access to the interfaces are through point and click menu items. Users are also provided with a message board for quick access to information concerning the patients.

## **RELEASE DATE**

accsiss eBs was first released on May2012.

## **MINIMUM HARDWARE REQUIREMENTS**

Installation of accsiss eBs both on the local intranet and the internet (cloud service/hosting) requires a number of minimum hardware configuration.

### **Local Intranet**

#### Server Side

The server should have the following minimum configuration:

100GB Hard Drive

1GB DDR

Dual Core Processing power

#### Client Side

The workstations or client should have the following minimum requirement:

20GB Hard Drive

500MB DDR

1250x700 pixel screen display.

Laser Jet Printer

Web Camera.

There must also be a functional local area network.

### **Internet (Cloud Hosting)**

### Server Side

The server should have the following minimum configuration:

10GB Hard Drive

20GB Monthly Bandwidth

### Client Side

The workstations or client should have the following minimum requirement:

20GB Hard Drive

500MB DDR

1250x700 pixel screen display.

Internet access must be available for all computers in the network.

### **MINIMUM SOFTWARE REQUIREMENT**

For successful installation of accsiss eBs, the following software must be provided on both the server and the clients.

#### **Server Side**

1. HTTP Server (APACHE Server)
2. RDBMs (MySQL)
3. PHP
4. POP or SMTP Mail

#### **Client Side**

1. Internet Browser (Mozilla Firefox or Google Chrome)

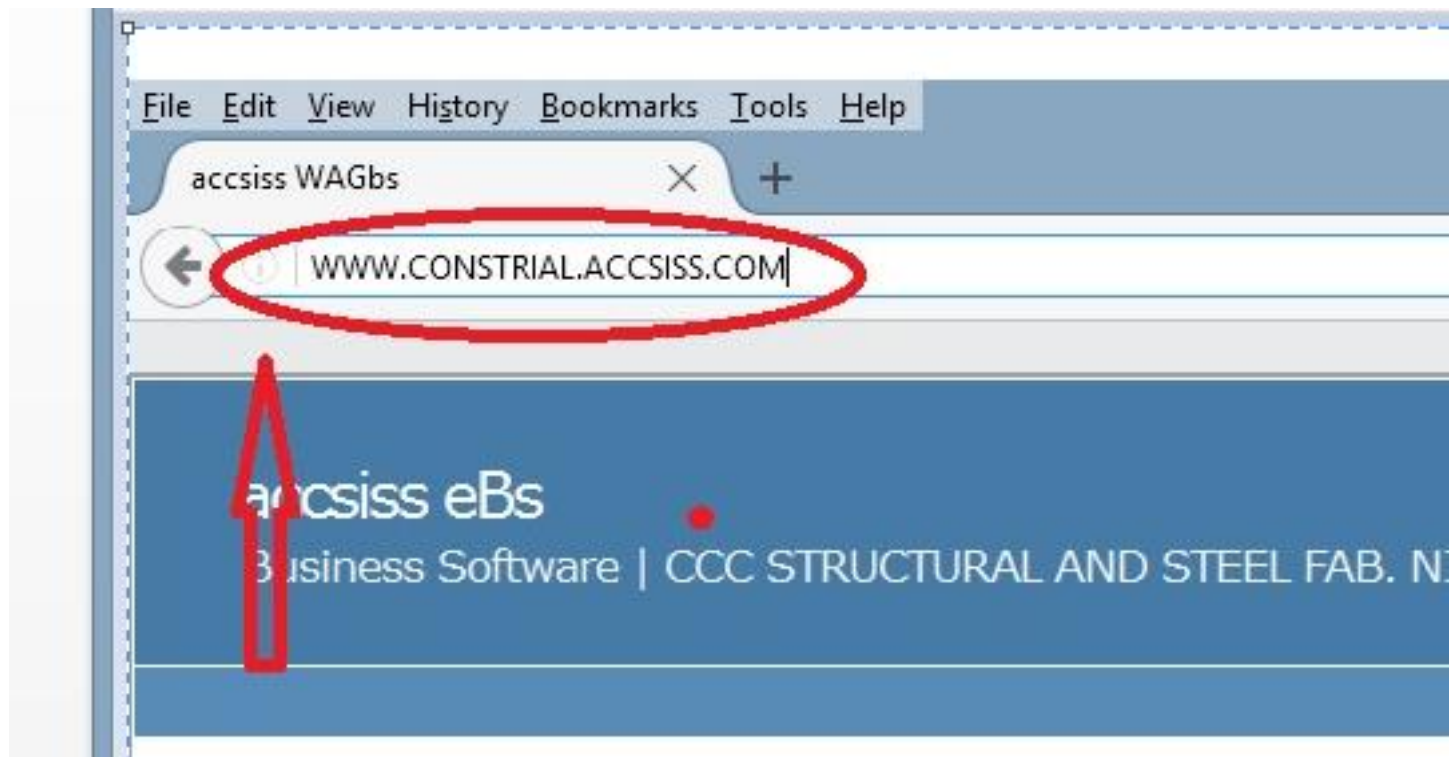
### **DEVELOPMENT TOOLS**

accsiss eBs was developed and tested with technologies for web application development. They include:

1. Apache HTTP Server
2. MySql
3. PHP
4. Javascript
5. HTML

## GETTING STARTED WITH accsiss eBs

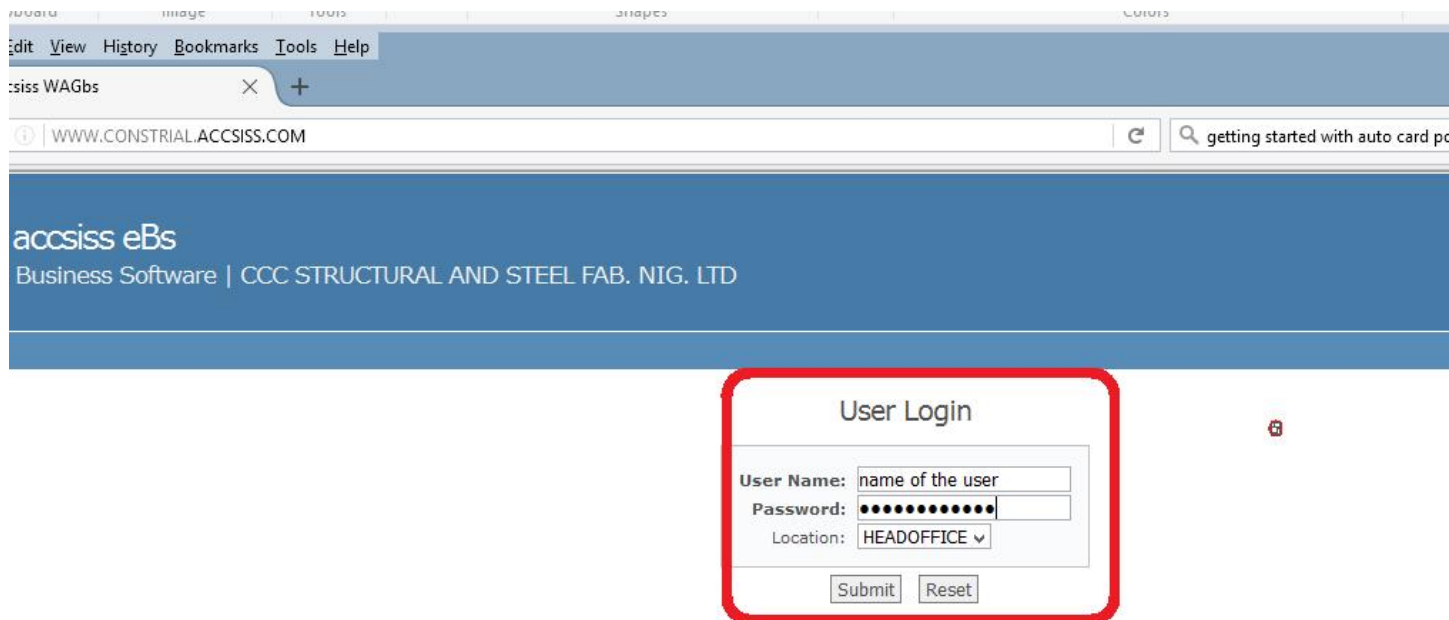
You can start accsiss eBs by opening your Mozilla firefox and typing your accsiss eBs URL as shown below...



You are to replace the above address with the accsiss eBs URL giving to you by the Administrator.

## LOG IN

To log in, you are expected to fill the following form correctly as shown below....



The screenshot shows a web browser window with the URL [WWW.CONSTRUAL.ACCSISS.COM](http://WWW.CONSTRUAL.ACCSISS.COM). The page header displays "accsiss eBs" and "Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD". The main content area features a "User Login" form, which is highlighted with a red border. The form includes the following fields and buttons:

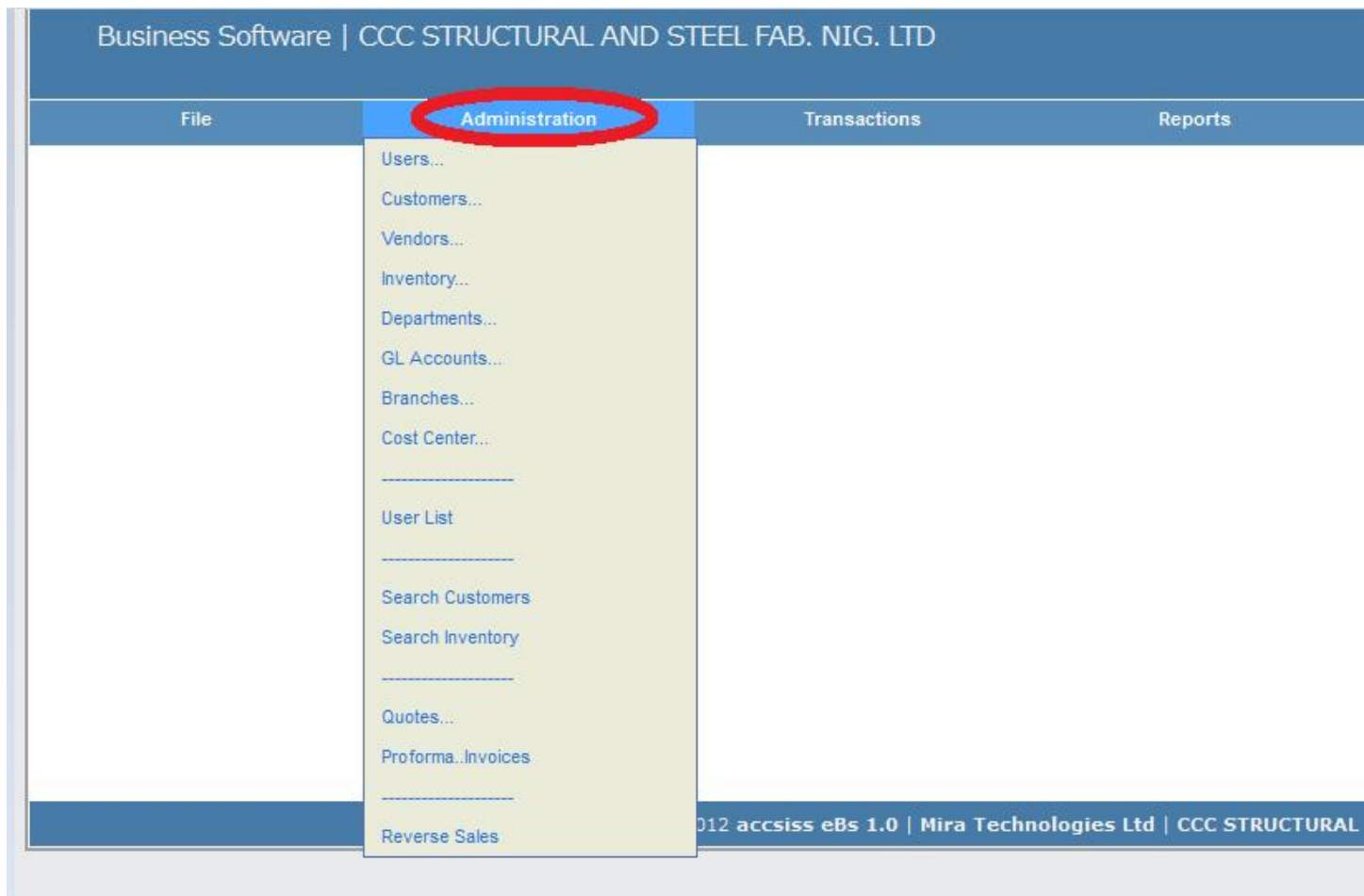
- User Name:** A text input field containing the placeholder text "name of the user".
- Password:** A text input field filled with 12 black dots for security.
- Location:** A dropdown menu currently set to "HEADOFFICE".
- Submit** and **Reset** buttons.

The name of the user should be replaced with username created before and the password field should be filled correctly with your password. You are also required to select the location that you are logging in from and click submit button.



## ADMINISTRATION

Administration menu contains some other sub-menu items such as. Users, Customers, Vendors, inventory, Departments, GI Accounts, Branches, Cost enter, user list, Search customer and search Inventory. To navigate to any of the listed sub-menus, point administration as shown below.



## TRANSACTIONS

The transaction menu holds interfaces which could be used for real-time transaction on accsiss eBs such as.

Receive/Expenses

Purchase... Expenses

Payments

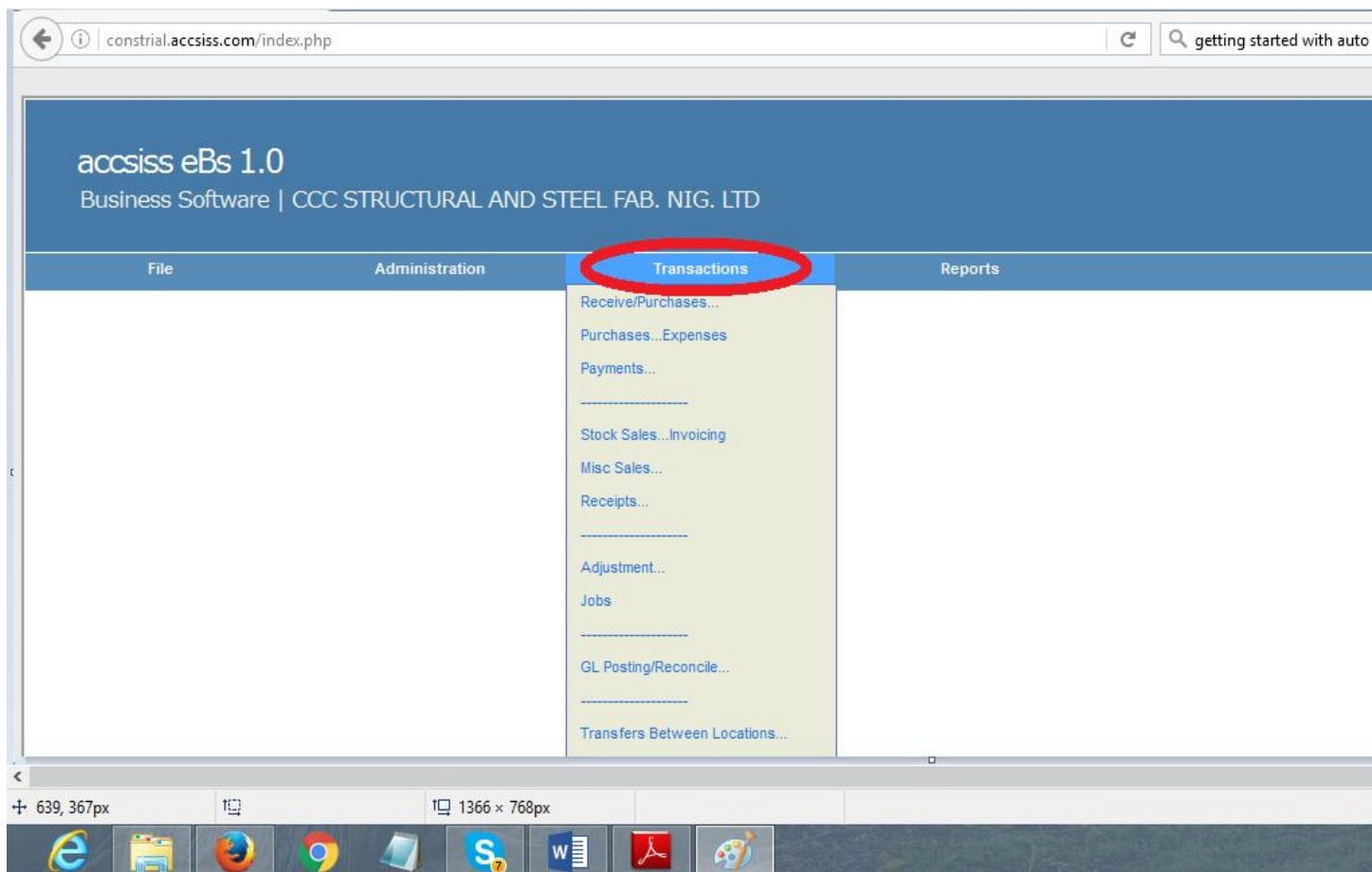
Stock sales and invoicing.

Receipts

Adjustments

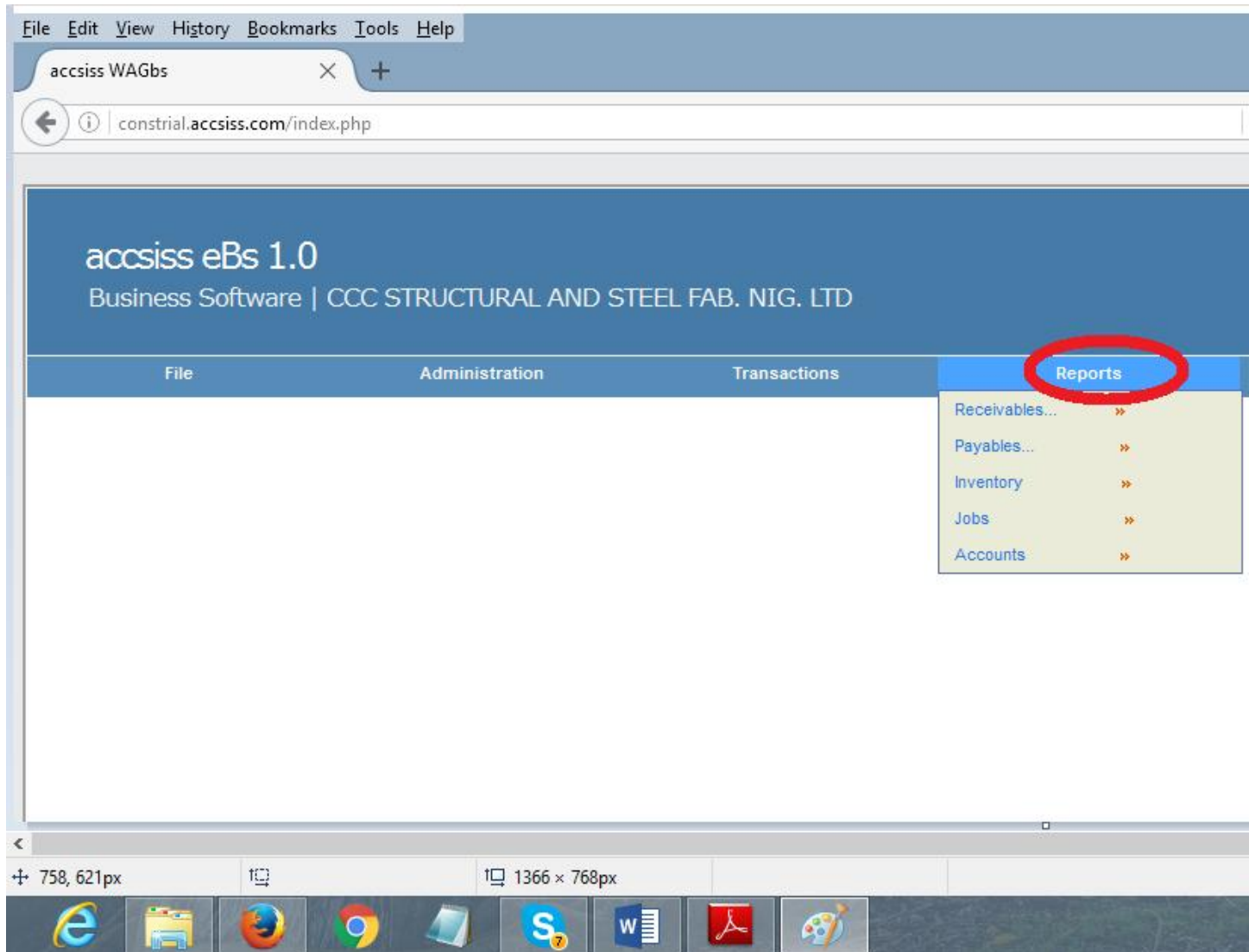
Transfers and

GI posting reconciliation.



## REPORTS

Reports is a very useful menu item that could be used to view history of receivables, payables, inventory, jobs and accounts.



### 3.0 Administering accsiss eBs

**Administration menu**This contains interfaces such as user, customers, vendors, Departments, Gl Accounts, Branches, User list, Search customers, and search Inventory. The interfaces will be explained further below.....

**3.1 User sub menu-** This interface is designed for creating and managing USER IDs. The creation could be done thus...

Step 1: Open to your browser e.g. Mozilla fire fox or chrome.

Step 2: Type the following address..... to open the accsiss eBs Homepage.

Step 3: Log in as admin.

Step 4: Point Administration.

Step 5: click users.

Step 5: Fill the form accordingly as shown on fig 1

Step 6: click submit.

NB. The Reset button could be used to wipe off all the content of the fields.

The screenshot shows a web browser window with the URL [www.constrial.accsiss.com/UserPage.php](http://www.constrial.accsiss.com/UserPage.php). The page title is "User Registration Form". The form is divided into three main sections:

- User Info:** Contains fields for User Name (kenbright), Password (masked with dots), Confirm Password (masked with dots), User Role (MD), and Location (HEADOFFICE). There are "Retrieve" and "Delete" buttons to the right.
- Biodata Info:** Contains fields for First Name (kenechukwu), Middle Name (chie), Last Name (osuji), and User Photo (Browse... IMG-20160723-WA0051.jpg).
- Contact Address:** Contains fields for Contact Address (32 old Ibeto Bank Nnewi), Email (easycliq11@gmail.com), Mobile Number (07034723208), Admin Head (kc), and Admin Head Email (slimshadyonme@yahoo.com).

At the bottom of the form, there are "Submit" and "Reset" buttons.

Fig 1

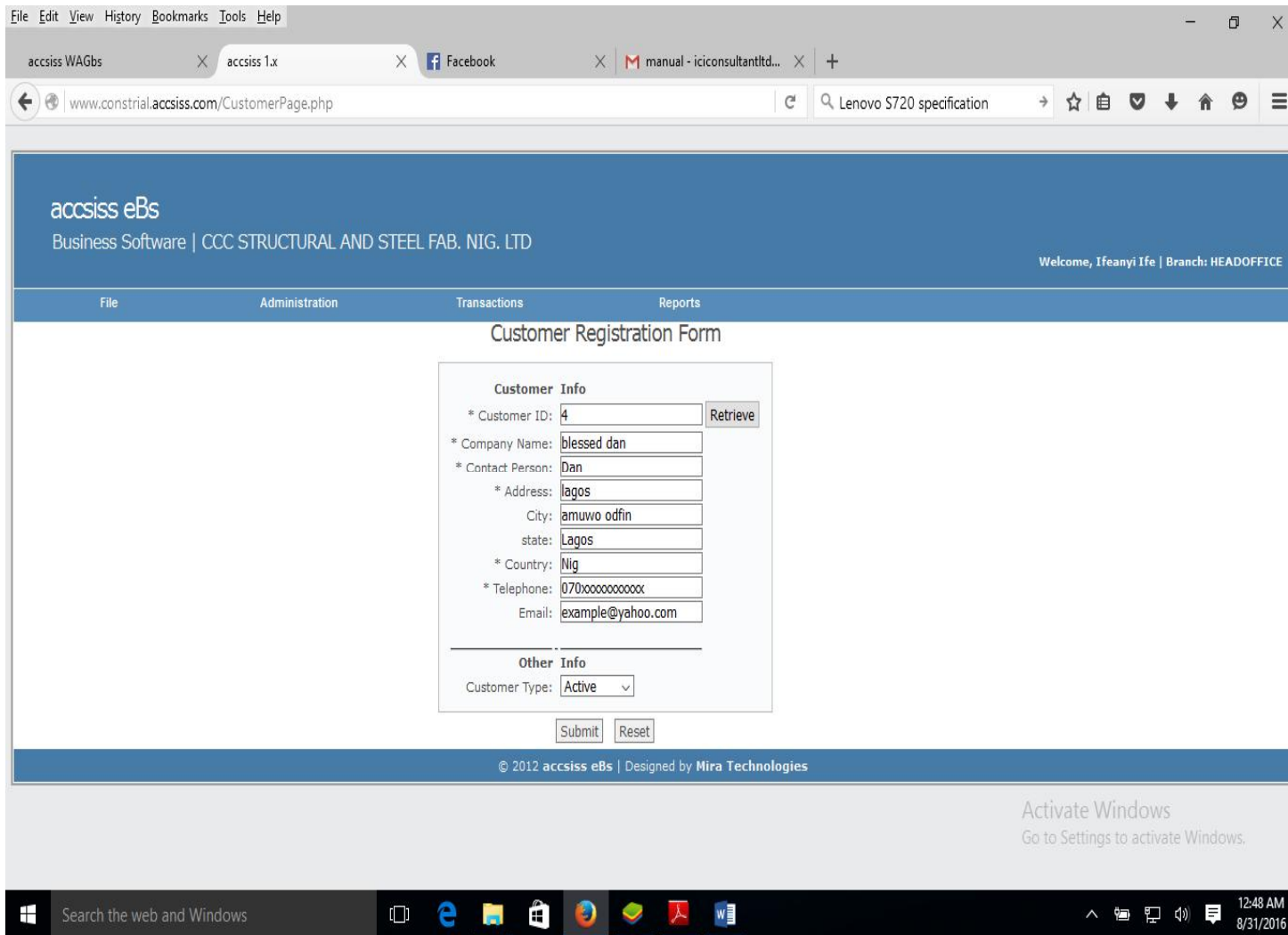
**3.2 Customers sub menu** The customer sub-menu is used to register regular customers. The following steps show how you can register a customer. The fields with asterisk are important and must be filled to register a customer.

Step 1: Point Administration.

Step 2: Click customers.

Step 3: Fill customer info form

Step 4: Click submit



**Fig 2**

### 3.3 Vendors sub menu. This form is used to register new suppliers.

Procedure on how to register a supplier

Step 1: Point to Administration.

Step 2: Click Vendors.

Step 3: Enter vendor info as illustrated in fig 3

Step 4: Click submit

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Welcome, Ifeanyi Ife | Branch: HEA

File Administration Transactions Reports

### Vendor Registration Form

**Vendor Info**

\* Vendor ID:

\* Company Name:

\* Contact Person:

\* Address:

City:

state:

\* Country:

\* Telephone:

Email:

---

**Other Info**

Vendor Type:

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Activate Windows  
Go to Settings to activate Windows

Fig 3

**3.4 Inventory sub menu.**It manages the listing of all the goods in stock. This interface is used to create records of all goods in stock.

Step 1: Point Administration.

Step 2: Click Inventory

Step 3: Enter Inventory info as illustrated in fig 4 registration

Step 4: Click submit.

**NB:** To create an item ID, it must be noted that special characters are not allowed and double spacing too. But the use of /(forward slash) is accepted.

The screenshot shows a web browser window with the URL `constrial.accsiss.com/inventory.php`. The page header includes the logo 'accsiss eBs' and the text 'Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD'. A navigation menu contains 'File', 'Administration', 'Transactions', and 'Reports'. The main content area displays the 'Inventory Registration Form' with the following fields and values:

Inventory Info	
* Item ID:	3
* Item Description:	hp pavilion black
Location:	HEADOFFICE

---

Other Info	
* Item Class:	Stock-Item
Unit Cost:	80000
Unit Price:	100000
Category:	MAIN

---

Begin Balance:	0
* Entry Date (DD/MM/YYYY):	23 / 09 / 2016

Buttons: Retrieve, Delete, Submit, Reset

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Fig 4

**3.5 GL Accounts sub menu.** General ledger account is an individual books that make up your accounts. This interface is used to create accounts such as e.g Cash, expenses, asset etc...

Step 1: Log in to accsiss eBs.

Step 2: Point Administration.

Step 3: Click GL Accounts.

Step 4: Enter GL Accounts info as illustrated on fig 5

Step 5: Click submit.

The screenshot displays a web browser window with the URL [www.construal.accsiss.com/accounts.php](http://www.construal.accsiss.com/accounts.php). The page header includes the logo "accsiss eBs" and the text "Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD". A navigation menu at the top contains "File", "Administration", "Transactions", and "Reports". The main content area is titled "GL Account Registration Form" and contains the following fields and buttons:

- GL Account Info**
  - \* Account ID:
  - \* GL Account Name:
  - \* Account Type:
- Other Info**
  - Group Name:

At the bottom of the form are "Submit" and "Reset" buttons. The footer of the page reads "© 2012 accsiss eBs | Designed by Mira Technologies". The Windows taskbar is visible at the bottom of the screen.

Fig 5



**3.6 Cost Centers sub menu.** This enables the user to create projects and record of all the money that pertains the project..

Step 1: Point to Administration.

Step 2: Click Cost Centers.

Step 3: Type Cost Center name.

Step 4: Click submit

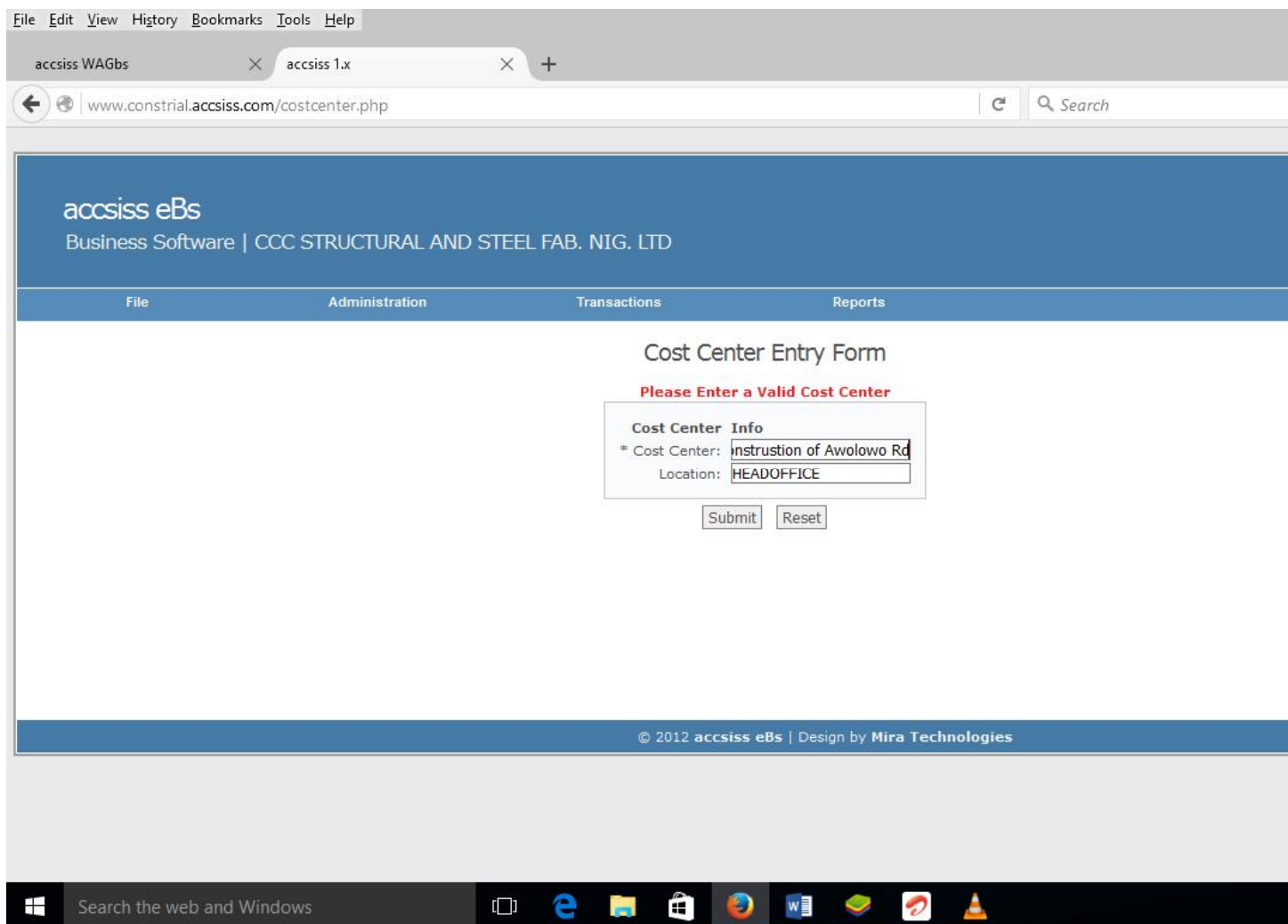


Fig 6

## 4.0 Purchases menu

**4.1 Stock Purchases sub menu.** Stock purchases sub-menu is used to create the record of all the stock items bought within a period of time. These are the actual goods you buy from companies or suppliers. Steps to create Stock purchases.

Step 1: Point Transactions on the menu bar.

Step 2: Click Receive/purchases

Step 3: Fill the purchases form as illustrated in fig 7

Step 4: Click submit.

**NB:** The Add row button is used to add more rows to the form to enable the user to enter more items.

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**Purchase Form**  
Fields Marked \* Must Be Filled

**Supplier Info**  
\* Supplier: ICI SYS

**Transaction Info**  
\* Invoice No.: de143  
\* Entry Date (DD/MM/YYYY): 31 / 08 / 2016  
\* Entry By: ici  
\* Method of Payment: Cash  
Payment Detail:

*Item Description	*Qty	*Unit Price	*Amount
PISTON AND RINGS BLACK 200	2	7000	14000

Discount:  Amount Paid : 14000 \* Total Ammount: 14000  
\* Payable: PAYABLE \* Purchases Acct: PURCHASES \* Inventory Acct: INVENTORY

Add Row Submit Reset

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Fig 7

**4.2 Expenses sub menu.** This is used to create and keep records of expenses made by an organization over a period of time. The user is expected to specify the particular expenses account that he or she is creating e.g Purchases, Office expenses, sales tax etc...

Step 1: Point Transactions.

Step 2: Click Purchases/Expenses.

Step 3: Fill the expenses form as illustrated in fig 8

Step 4: Click submit.

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File Administration Transactions Reports

### Expense Form

Fields Marked \* Must Be Filled

**Supplier Info**  
\* Supplier: ICI SYS

**Transaction Info**  
\* Invoice No.: 3  
\* Entry Date (DD/MM/YYYY): 31 / 08 / 2016  
\* Entry By: ici  
\* Method of Payment: Cash  
Payment Detail:

*Item Description	*Qty	*Unit Price	*Amount
SATCHET WATER	2	50	100

Discount:  Amount Paid: 100 \* Total Ammount: 100  
Tax Rate: 0.00 Tax Amount:  Cost Center: CIVIC CENTER  
\* Payable: PAYABLE \* Purchases Acct: PURCHASES Tax Account:

Add Row Submit Reset

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Fig 8

**4.3 Payments sub menu.** This is used to create the record of all the payments made to suppliers. The user is expected to specify to which account was made to eg. Whether the it is payable, Home expenses, Office expenses etc...

Step 1: Point Transactions.

Step 2: Click Payments.

Step 3: Fill payment form as illustrated in fig 9

Step 4: Click submit.

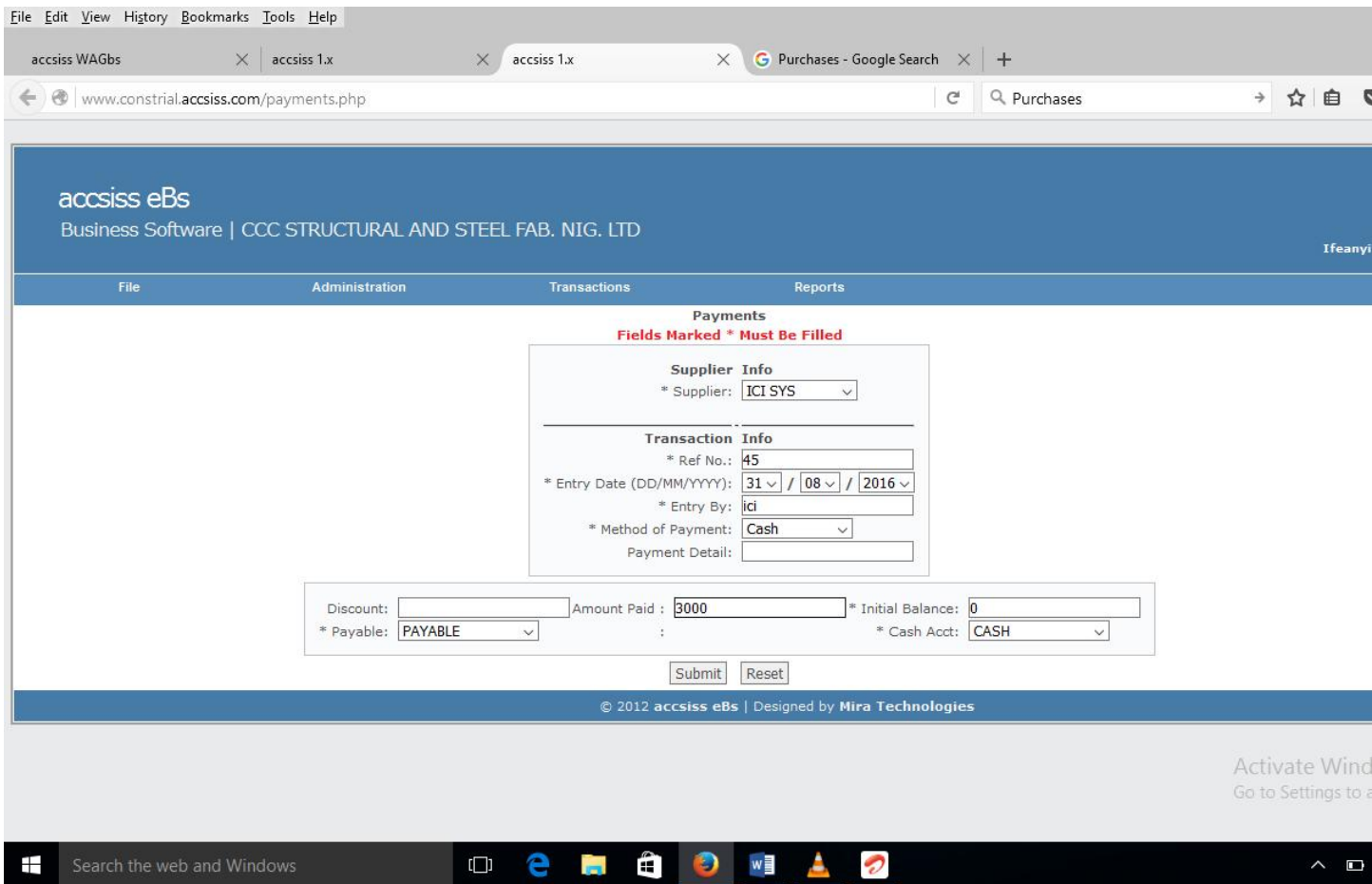


Fig 9

## 5.0 Sales menu

**5.1 Stock Sales sub menu.** It is used to create records of all the sold stock items. The user is required to select the department the he is making te sales from e.g Main or other departments as the case may be. The stock sales could be done thus.....

Step 1: Point Transactions.

Step 2: Click Sales/Invoicing.

Step 3: Fill Sales/Invoicing form as illustrated in fig 10

Step 4: Click submit

**NB.** when filling sales/invoicing form, user can select the customer name from the customer list or he can choose to type the name of the customer if it doesn't exist.

File Edit View History Bookmarks Tools Help

acciss 1.x Purchases - Google Search

www.constitial.acciss.com/sales.php Purchases

acciss eBs  
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Ifeanyi I

File Administration Transactions Reports

Sales/Invoicing Form

Fields Marked \* Must Be Filled

**Customer Info**  
\* Customer: greg martins

**Transaction Info**  
\* Invoice No.: 5  
\* Entry Date (DD/MM/YYYY): 31 / 08 / 2016  
\* Entry By: lci  
\* Method of Payment: Cash  
Payment Detail:  
\* Select Department: MAIN

Item ID	*Item Description	*Qty	*Unit Price	*Amount	S/N
Hp laptop	Hp laptop Black	1	150000	150000	NA

Discount: Amount Paid : 150000 \* Total Amount: 150000  
\* Receivable: RECEIVABLE \* Sale Acct: SALES \* Inventory Acct: INVENTORY

Add Row Delete Row Submit Reset

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Search the web and Windows

Fig 10

**5.2 Misc Sales sub menu.** This form is used to create records of other sales which company may not be dealing with e.g Items are not in stock.

Step 1: Point Transactions.

Step 2: Click Misc Sales.

Step 3: Fill Misc Sales form as illustrated in fig 11

Step 4: Click submit.

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### Misc Sales Form

**Fields Marked \* Must Be Filled**

**Customer Info**  
\* Customer: greg martins

**Transaction Info**  
\* Invoice No.: 2  
\* Entry Date (DD/MM/YYYY): 31 / 08 / 2016  
\* Entry By: lci  
\* Method of Payment: Cash  
Payment Detail:

*Item Description	*Qty	*Unit Price	*Amount
SATCHET WATER	4	20	80

Discount: Amount Paid : 60 \* Total Amount: 80  
Tax Rate: 0.00 Tax Amount : Cost Center: CIVIC CENTER  
\* Receivable: RECEIVABLE \* Sale Acct : SALES Tax OFFICE EXPENSES

Add Row Submit Reset

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Fig 11

**5.3 Income sub menu.** keeps record of money received, especially on daily basis, for work or through investment.

**5.4 Receipts sub menu** This is a written acknowledgment that shows goods that has been paid for, issued to customers. The steps belows shows how you can generate receipts on accsiss eBs.

Step 1: Point to Transactions.

Step 2: Click Receipts

Step 3: Fill the Receipt/payment form as illustrated in fig 12

Step 4: click submit.

The screenshot shows a web browser window with the URL [www.construal.accsiss.com/receipts.php](http://www.construal.accsiss.com/receipts.php). The page header for 'accsiss eBs Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD' is visible. The navigation menu includes 'File', 'Administration', 'Transactions', and 'Reports'. The main content area is titled 'Receipts/Payments' with a note 'Fields Marked \* Must Be Filled'. The form contains the following fields:

- Customer Info:** \* Customer: greg martins (dropdown)
- Transaction Info:**
  - \* Ref No.: r5 (text)
  - \* Entry Date (DD/MM/YYYY): 31 / 08 / 2016 (date picker)
  - \* Entry By: ici (text)
  - \* Method of Payment: Cash (dropdown)
  - Payment Detail: (text)
- Financial Fields:**
  - Discount: (text)
  - Amount Paid: 43 (text)
  - \* Initial Balance: -57700 (text)
  - \* Receivable: RECEIVABLE (dropdown)
  - \* Cash Acct: CASH (dropdown)

Buttons for 'Submit' and 'Reset' are located at the bottom of the form. The footer of the page reads '© 2012 accsiss WAGbs 1.0 | Designed by Mira Technologies'. A Windows taskbar is visible at the bottom of the browser window.

Fig 12

## 6.0 Transfers menu

**6.1 Transfer between Locations sub menu.** This interface is used to record goods transferred from one location to another location of the same organisation e.g. user might decide to transfer some goods from head office to any branch within or across the area. Steps on how the transfer could be done.

Step 1: Point Transaction

Step 2: Click Transfer between locations.

Step 3: Fill the Transfer form as illustrated in fig 13

Step 4: Click submit.

**NB.** When entering info on transfer inventory form, the Source and Destination options cannot be same as shown on fig 13. The source shows (where the goods is gotten from) and destination (where the goods is been taken to)

The screenshot shows a web browser window displaying the 'Transfer Inventory Form' in the 'accsiss eBs' system. The browser address bar shows 'constrial.accsiss.com/transfer.php'. The form is titled 'Transfer Inventory Form' and includes a warning: 'Fields Marked \* Must Be Filled'. The form is divided into several sections:

- Location Info:** \* Source: HEADOFFICE (dropdown), \* Destination: UYO (dropdown).
- Transaction Info:** \* Reference No.: 1 (text), \* Entry Date (DD/MM/YYYY): 23 / 09 / 2016 (date picker), \* Entry By: jci (text).
- Item Table:** A table with columns for \*Item Description, \*Qty, and \*Unit Cost. The first row contains: hp pavilion black, 100, 80000.
- Inventory Acct:** \* Inventory Acct: INVENTORY (dropdown).
- Buttons:** Add Row, Submit, Reset.

The footer of the page reads: © 2012 accsiss eBs | Designed by Mira Technologies.

Fig 13



**6.2 Transfers between Departments sub menu.**This is done in big organizations that has been departmentalized into number of units. They might decide to transfer some commodities from one department to another department that might be dealing on different item entirely. Steps to do transfer between departments.

Step 1: Point Transactions.

Step 2: Click Transfer between Departments.

NB. The source in the transfer form is MAIN because the transfer is done within same office of the organisation.

Step 3: Select the department in destination options.

Step 4: Fill the rest of the form and click submit.

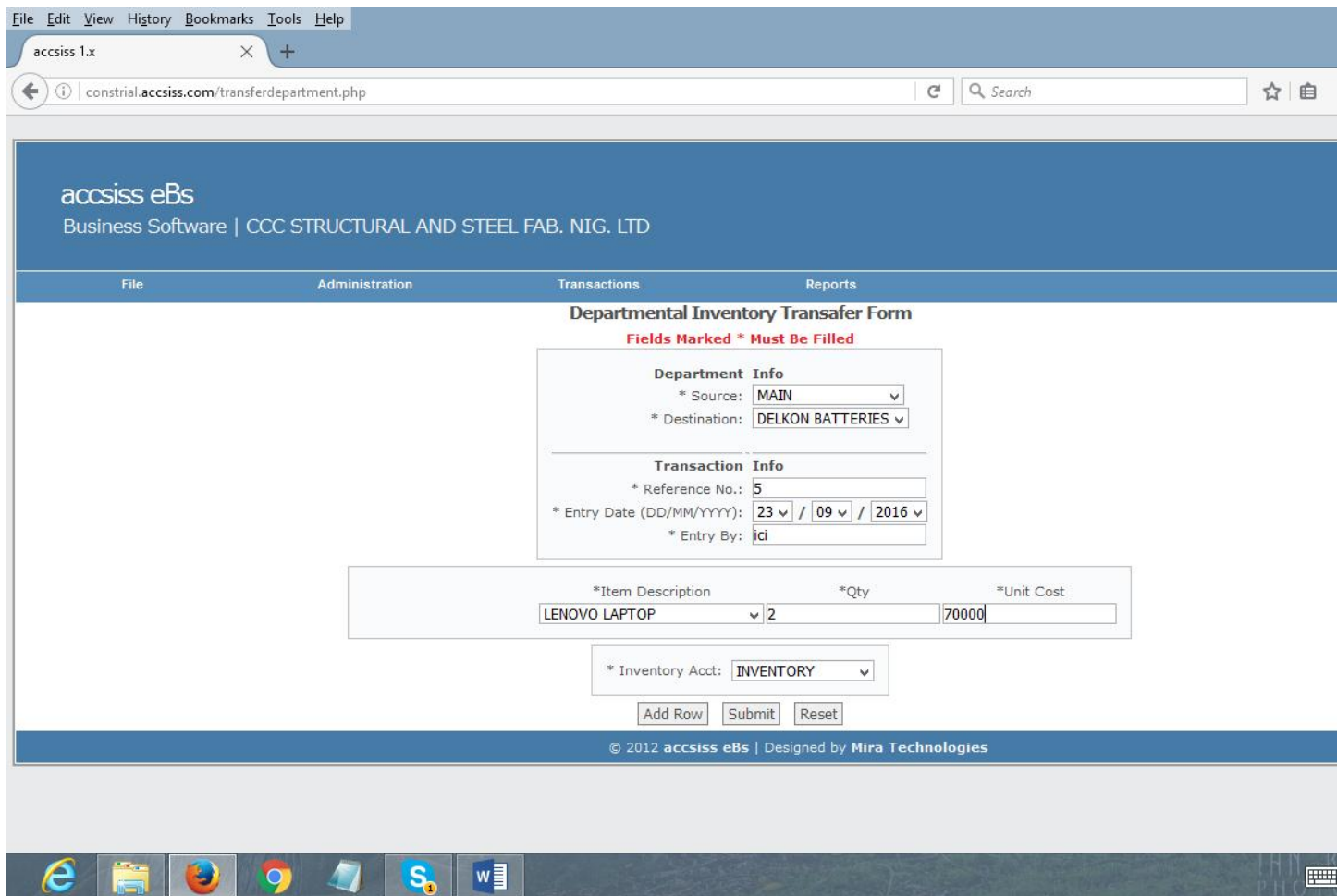


Fig 14

## **7.0 Jobs/Repairs menu**

**7.1 Jobs sub menu.** This is useful addition to the software for those that does repair. It can keep record of every job that comes in and out of the organization. It has three departments.

### **1. Front Desk or Receptionist sub menu**

The work of this department is to receive any job that comes in and register it properly.

### **2. Engineering sub menu**

It is the work of the engineer to go through the registered job and examine it properly.

After the examination, he will toggle the status of the job to PENDING. Instantly, the software will send an sms alert to the own with full information about the problem with the device and the cost.

When the problem is rectified, the engineer would still need to toggle the status of the job to completed. The system will send an sms to the owner, informing him that his work is ready for collection.

### **3. Accounting/ Cashier sub menu**

This section is where the owner can pay for the services rendered to him before collecting his device. The billing and invoicing is done by the software.

**NB. When creating job entry, it is done step by step. Each section has their own submit button.**

## Steps on how to register a job

Step 1: Point Transactions

Step 2: Click jobs

Step 3: Fill the job entry form.

Step 4: Click submit

The screenshot shows a web browser window with the URL `www.constrial.accsiss.com/service.php`. The page title is "Job Entry Form". The form is divided into three sections, each with a "Submit" button:

- Front Desk:**
  - \* Job ID: 56 (Retrieve button)
  - \* Fault Description: screen problem
  - Serial Number: a12344334chf
  - Part No.:
  - \* Customer ID: jc okeke
  - \* Company Name: Enter Name Only (dropdown)
  - \* Warranty: OUT (dropdown)
  - \* Supervisor Email:
  - \* Entry Date (DD/MM/YYYY): 31 / 08 / 2016 (dropdowns)
  - \* Entry By: Ifeanyi Ife (Submit button)
- Engineering Info:**
  - \* Description: broken screen/replaced
  - \* Repair Cost: 9000
  - \* Job Status: PENDING (dropdown)
  - \* Expected Delivery Date (DD/MM/YYYY): 31 / 08 / 2016 (dropdowns)
  - \* Engineer: ici (Submit button)
- Accounting Info:**
  - \* Amount Paid: 10000
  - Discount:
  - \* Payment Date (DD/MM/YYYY): 31 / 08 / 2016 (dropdowns)
  - \* Account Info By: Ifeanyi Ife (Submit button)

A "Reset" button is located at the bottom of the form area.

Fig 15

**8.0 Stock Adjustments sub menu.** This interface is used to make changes to stock items. You can reduce or increase the number of an item in stock.

Step 1: Point Transactions

Step 2: Enter the ref no.

Step 3: Use Qty received to increase the stock and Qty supplied to reduce respectively

Step 4: Enter the information as illustrated in fig 16 .

Step 5: Click submit.

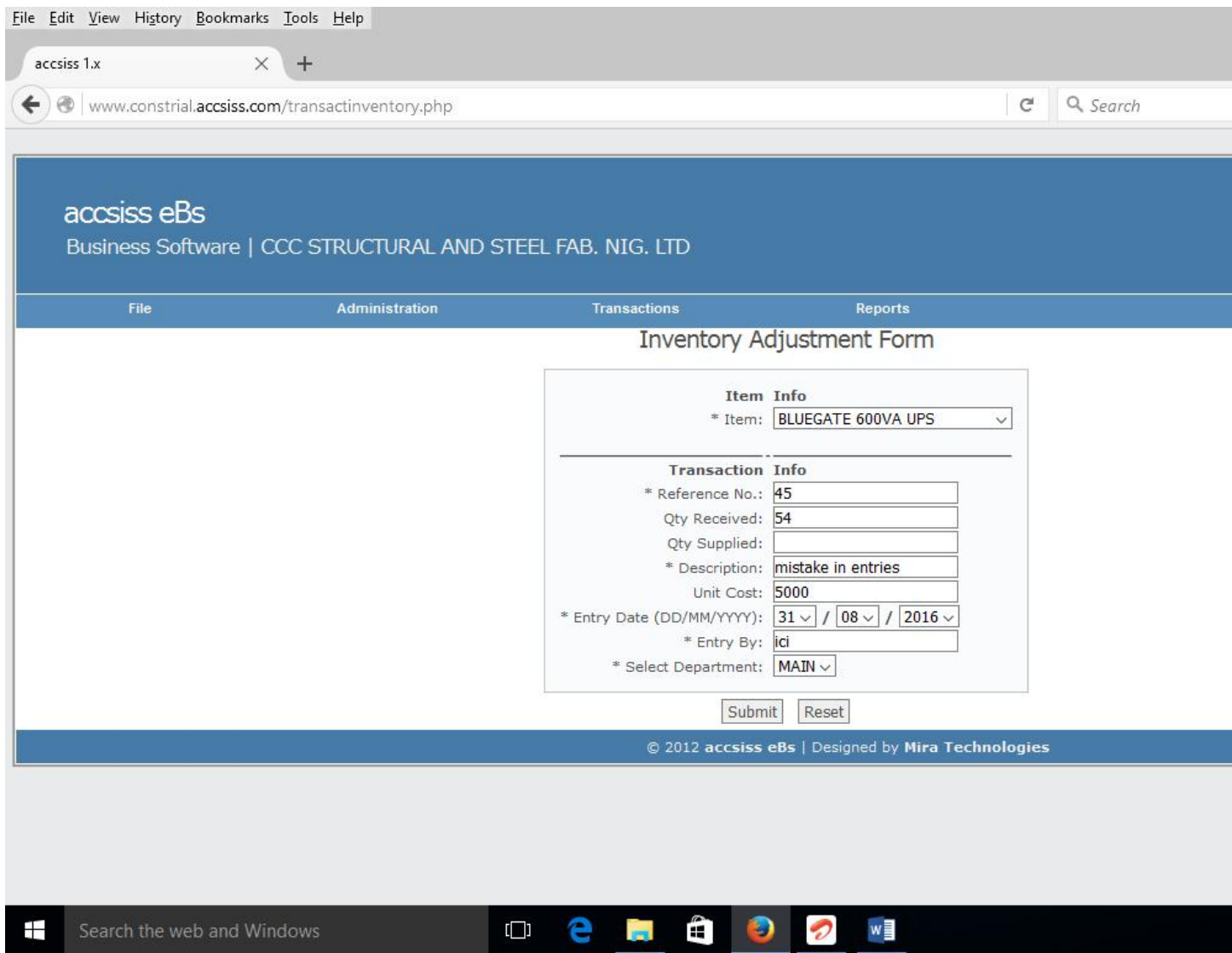


Fig 16

**9.0 Returns menu.**This interface contains record of all the goods returned to or from an organization.

**9.1 Return Inwards sub menu** The return inwards sub-menu is used to create the record of all items returned to a company from their customers. Steps to create record of returned inwards items.

Step 1: Point Transactions

Step 2: Click Return Inwards

Step 3: Select the name of the customer that returned the item

Step 4: Enter the reference on the invoice issued to the customer on the very day the item was purchased

Step 5: fill the other fields as illustrated in fig 17 and click submit.

The screenshot shows the 'Return Inwards' form in the acciss eBs application. The form is titled 'Return Inwards' and includes a warning 'Fields Marked \* Must Be Filled'. It is divided into several sections:

- Customer Info:** \* Customer: obejor (dropdown menu)
- Transaction Info:**
  - \* Ref No.: 1
  - \* Entry Date (DD/MM/YYYY): 21 / 09 / 2016
  - \* Entry By: ici
  - \* Method of Payment: Cash
  - \* Select Department: MAIN
- Item Table:** A table with columns for \*Item Description, \*Qty, \*Unit Price, and \*Amount. It contains one row: GENERATOR HOUSE, 2, 4000, 8000.
- Summary Fields:**
  - Discount: (empty)
  - Amount Paid: (empty)
  - \* Total Amount: 8000
  - \* Receivable: RECEIVABLE (dropdown)
  - \* Sale Acct: SALES (dropdown)
  - \* Inventory Acct: INVENTORY (dropdown)
- Buttons:** Add Row, Submit, Reset

The footer of the application shows '© 2012 acciss eBs | Designed by Mira Technologies'.

**Fig 17**

## 9.2 Return Outwards sub menu. This contains record of items returned to suppliers by the company.

Step 1: Point Transactions

Step 2: Click Return Inwards

Step 3: Select the name of the supplier from the supplier list

Step 4: Type the ref no

Step 5: Fill the remaining fields correctly as illustrated in fig 18

Step 6: Click submit

The screenshot shows a web browser window with the URL 'constrial.acciss.com/returnoutwards.php'. The page title is 'acciss eBs Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD'. The navigation menu includes 'File', 'Administration', 'Transactions', and 'Reports'. The main content area is titled 'Return Outwards' and contains the following form fields:

**Fields Marked \* Must Be Filled**

**Customer Info**  
\* Supplier: Waltech Group

**Transaction Info**  
\* Ref No.: 1  
\* Entry Date (DD/MM/YYYY): 23 / 09 / 2016  
\* Entry By: ici  
\* Method of Payment: Cash

*Item Description	*Qty	*Unit Price	*Amount
hp pavilion black	2	80000	160000

Discount: 0      Amount Paid : 160000      \* Total Ammount: 160000  
\* Payable: PAYABLE      \* Purchases Acct : PURCHASES      \* Inventory Acct: INVENTORY

Buttons: Add Row, Submit, Reset

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Fig 18

**10.0 GI Transactions.** GI Transaction as the name implied, shows the diiferent transactions made from GI Accounts. E.g Transactions from cash accounts, puchases, expenses etc...

**11.0 Reports menu.**The report menu shows the history of all the tasks performed over a period of time. E.g. it can be used to view sales history made in a day, months, and years.

**11.1 Receivables sub menu** The receivable sub-menu shows the result of all the receivable transactions made within a specific period of time.

**11.1.1Customer List sub menu** This shows the history of both active and non-active customers that purchased item.

Steps to view the customer list

Step 1: Point Reports

Step 2: move your mouse to Receivables

Step 3: Click customer list

The screenshot shows a web browser window with the URL `constrial.accsiss.com/customerlist.php`. The page header includes the logo 'accsiss eBs' and the text 'Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD'. A navigation bar contains 'Home' and 'Print' links. The main content area is titled 'CUSTOMER LIST' and contains a table with the following data:

CUSTOMERID	COMPANYNAME	CONTACTPERSON	ADDRESS	CITY	STATE	COUNTRY	TELEPHONE	
2	World Nig Ltd	Ben Alocha	8, Ibadan road,	Ogudu	Lagos	Nigeria	07061339178	ben
3	obejor	mathew	nnewi north	Nnewi	Anambra	Nigeria	07034723208	easy

The footer of the page contains the copyright notice: '© 2012 accsiss eBs | Designed by Mira Technologies'.

Fig 19



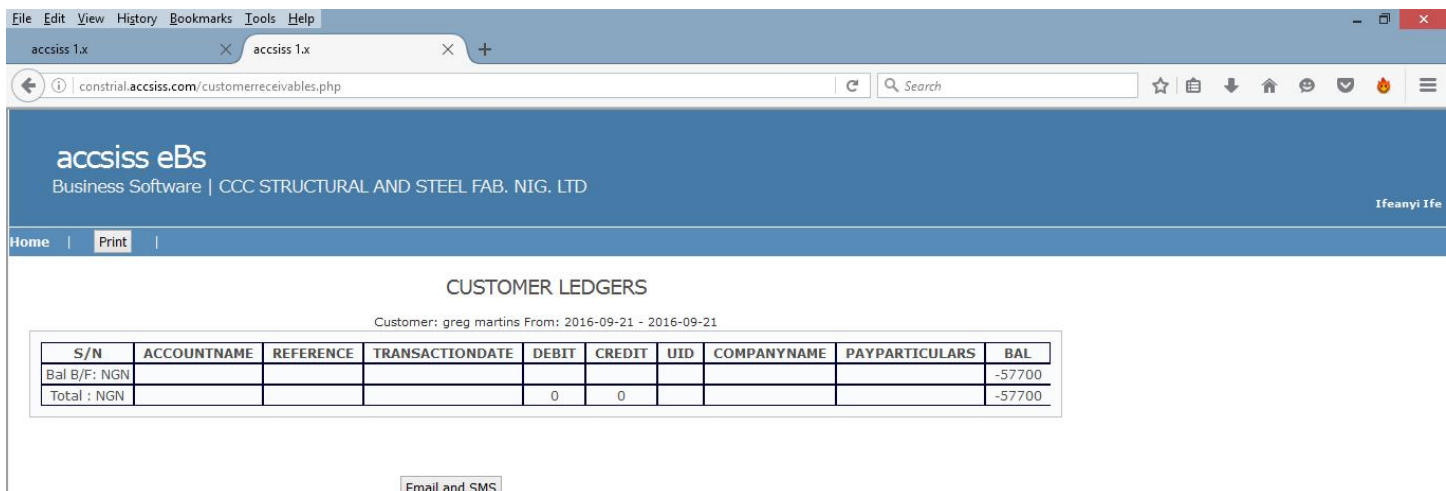
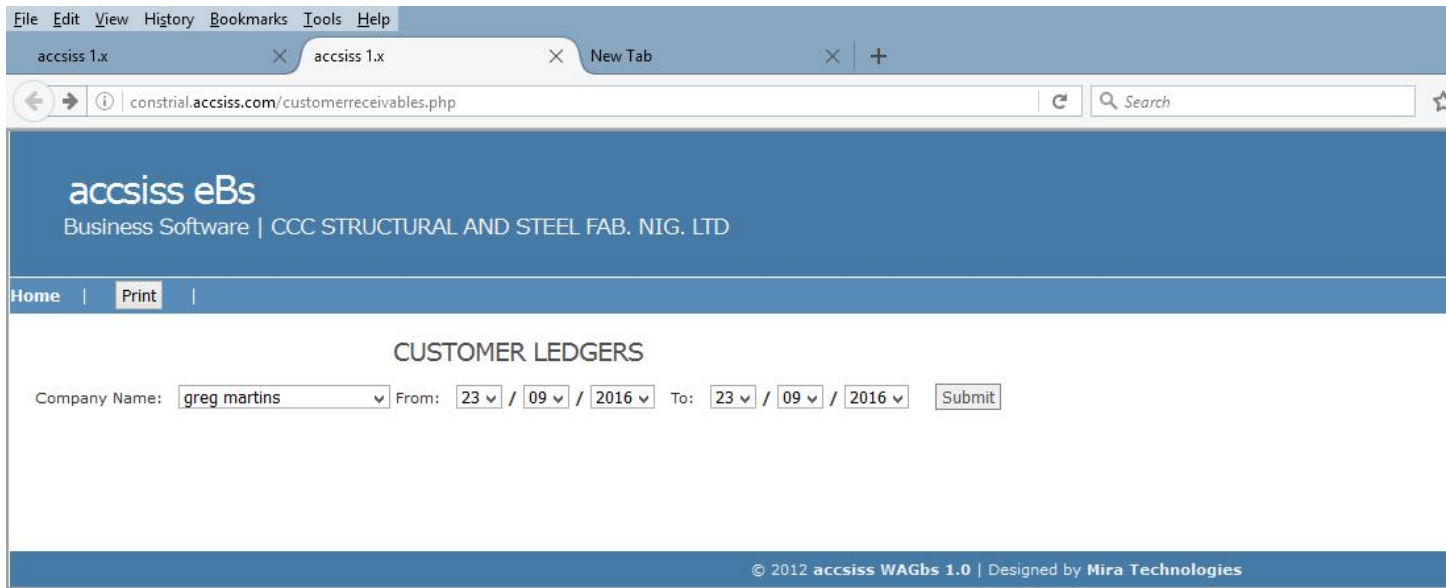
**11.1.2 Customer Ledger sub menu** This sub menu can be used to shows customer entire transactions. The customer ledger contains debit, credit, and balance.

Steps to view customer ledger

Step 1: point Reports

Step 2: move down to Receivables

Step 3: Click customer Ledgers



**Fig 20**

**11.2 Payables sub menu.**The payable sub-menu shows the history of all the payable transactions over a period of time.

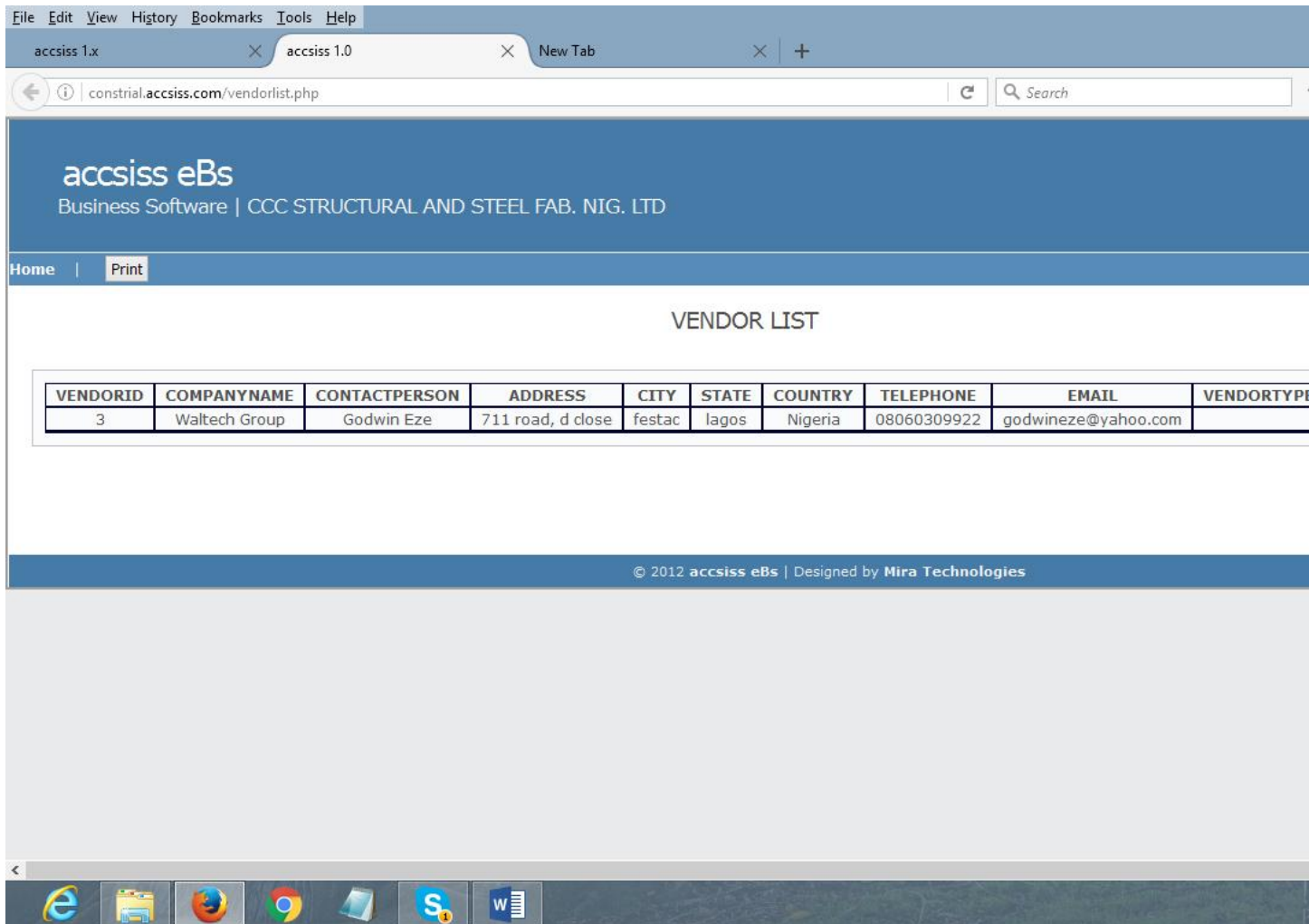
**11.2.1 Vendor List menu** This shows the list of vendors the company purchase items from.

Steps to view vendor list

Step 1: Point Reports

Step 2: Move down to payables

Step 3: Click Vendor list



**Fig 21**

**11.2.2 Vendor Ledgers sub menu.** The Vendor Ledger sub menu contains financial transaction of vendors

Steps to view vendor Ledgers

Step 1: Point Reports

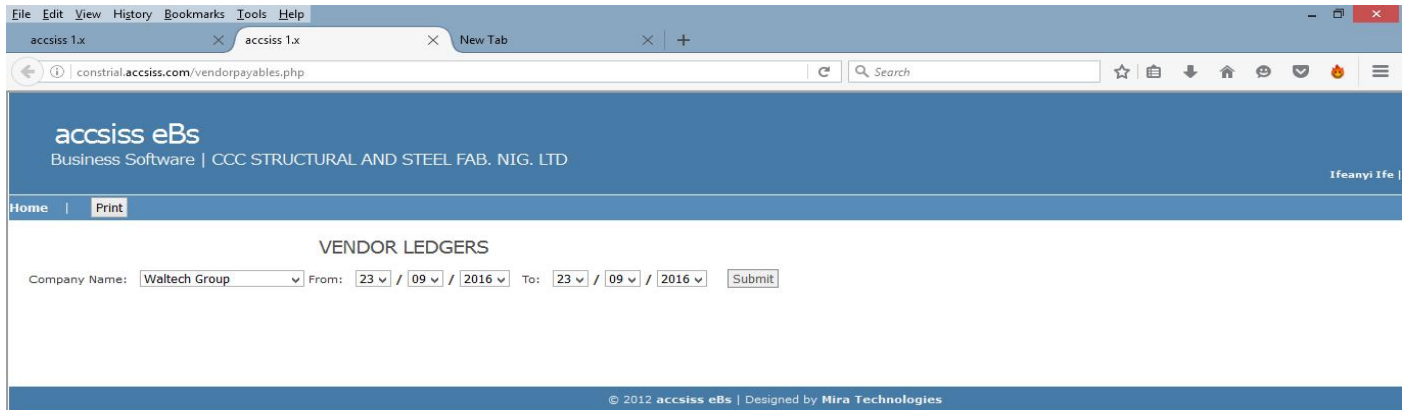
Step 2: move down to Payables

Step 3: Click Vendor Ledgers

Step 4: Select the name of the vendor that you want to view the transactions

Step 5: Select date range

Step 6: Click submit



**Fig 22**

**11.2.3 Purchases.** This is used to display the history of purchases made by a company over a period of time.

Steps to view purchases

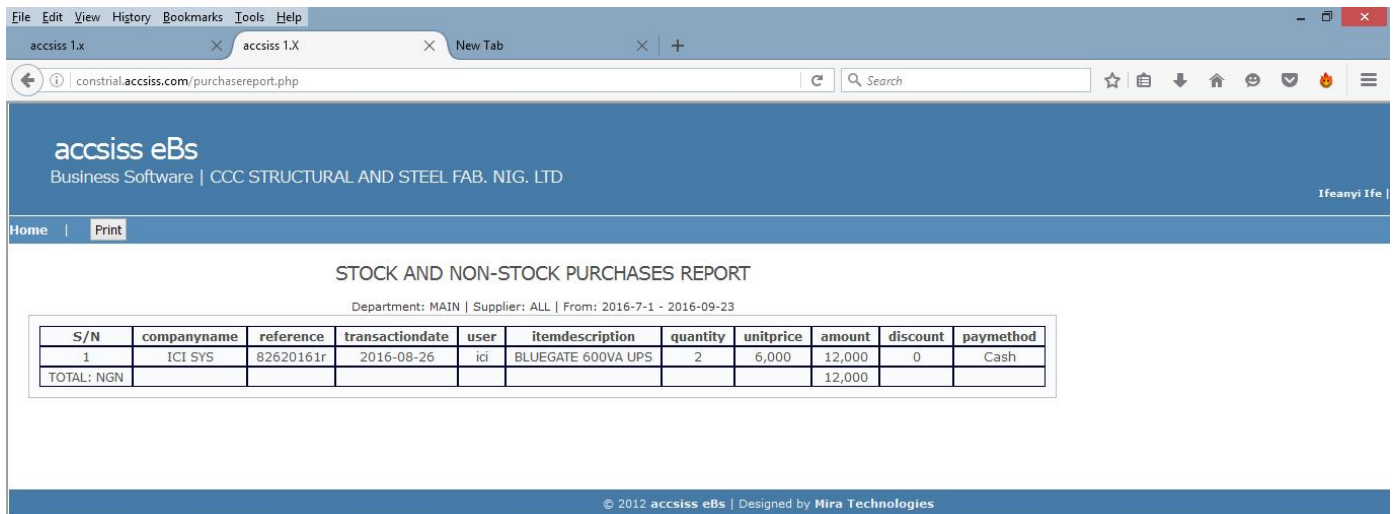
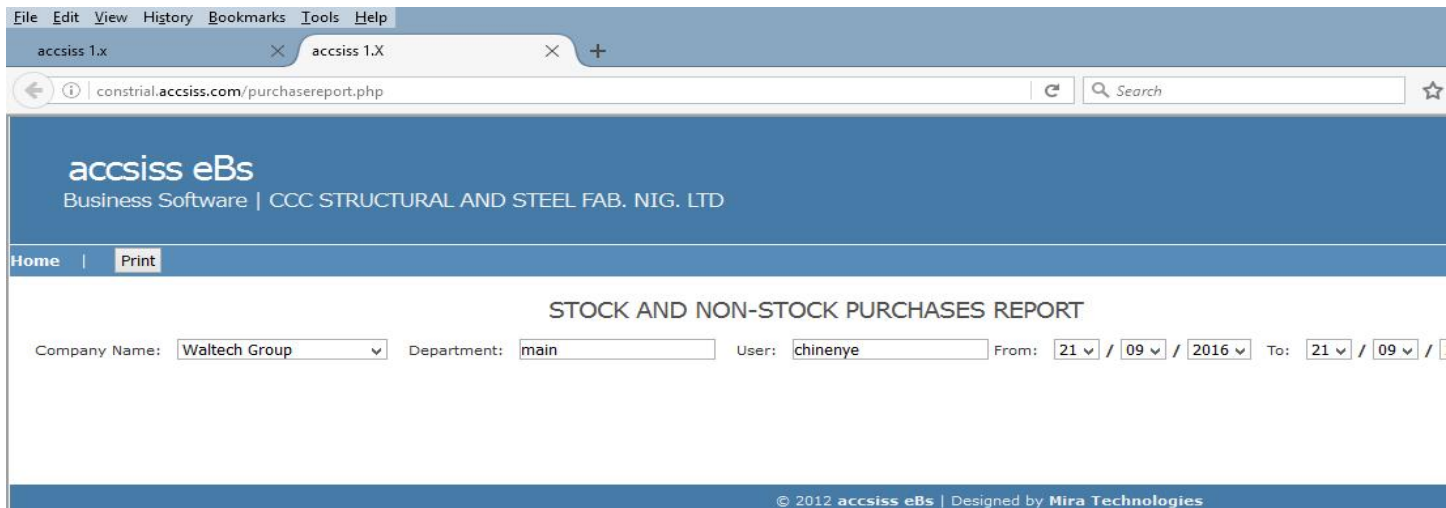
Step 1: Point Reports

Step 2: move down to payables

Step 3: Click purchases

Step 4: Select the company, enter the department and the user that probably registered the purchase.

Step 5: Click submit.



**Fig 23**

**11.3 Inventory menu.** This interface is used to display all the items purchased e.g. Stock items, non-stock items etc....

**11.3.1 Item List sub menu.** This interface is used to display list of all company's item. It also enables categorical listing e.g. you can decide to show the list of only stock items.

Steps to view item list

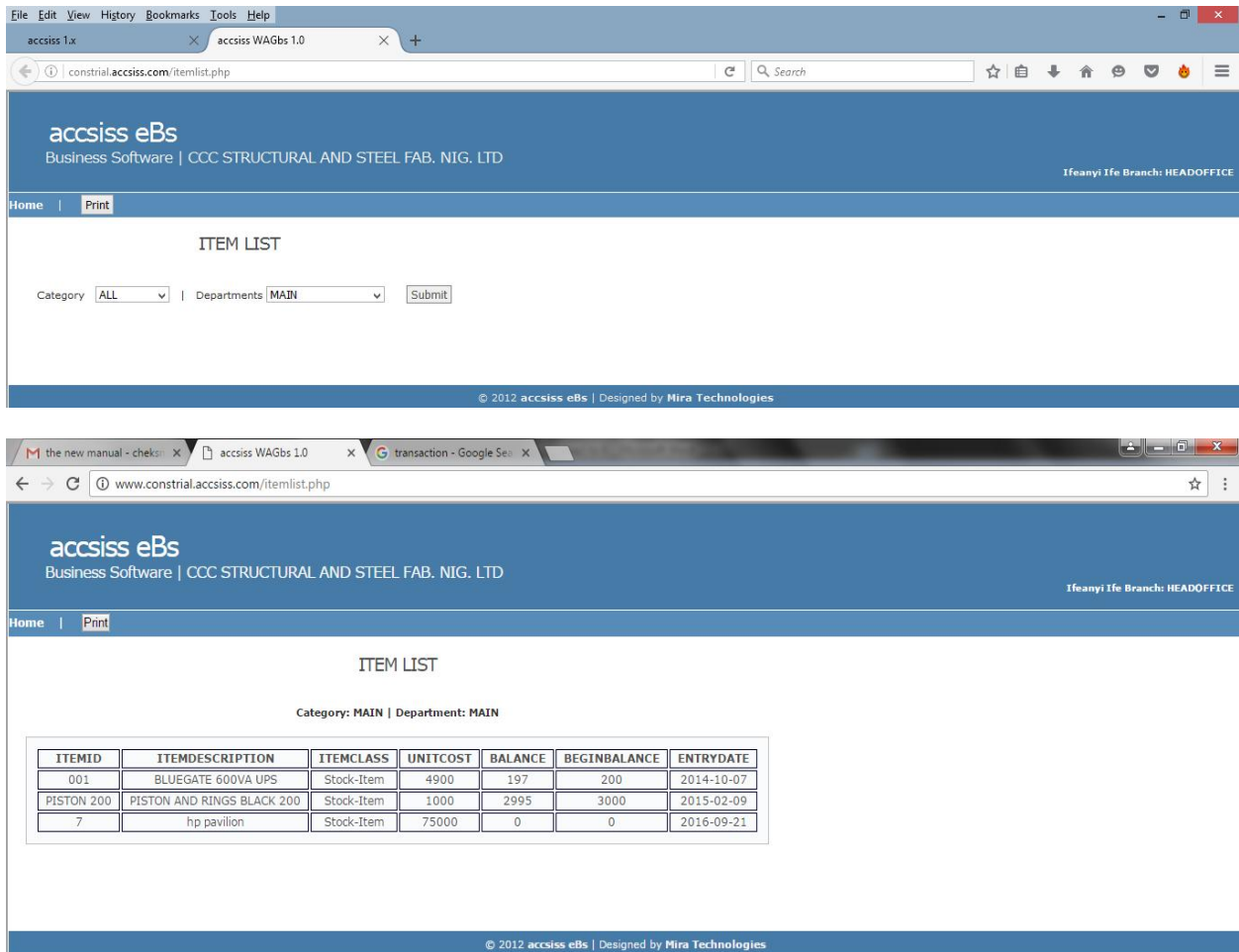
Step 1: Point Inventory

Step 2: Click item list

Step 3: Select category or you can decide to show all

Step 4: Select department

Step 5: Click submit



**Fig 24**

**11.3.2 Inventory Register sub menu.** It is used to show the history of a particular sales or purchase.

Steps to view Invoice register.

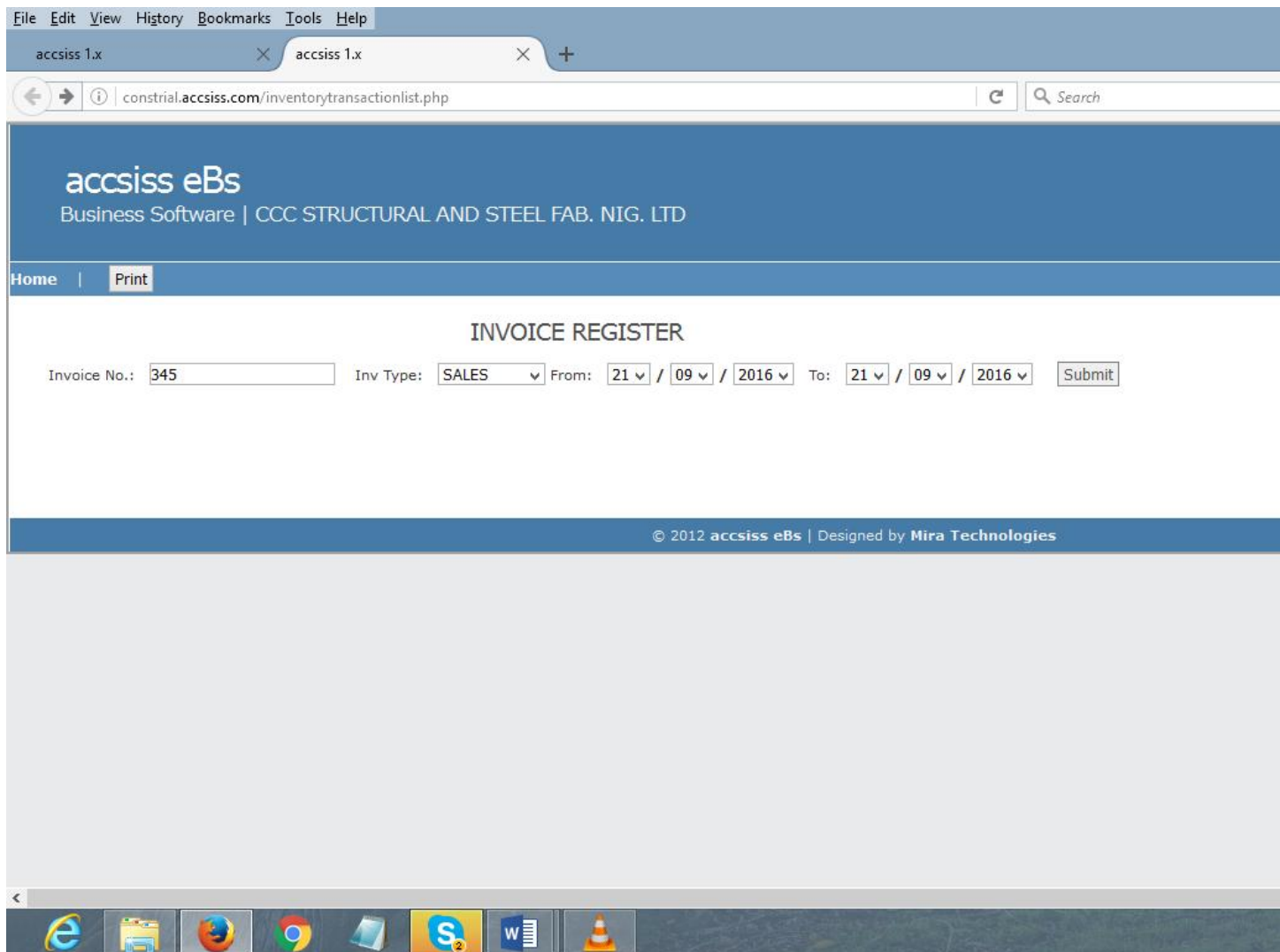
Step 1: Point Reports

Step 2: Move to Inventory

Step 3: Click Inventory register.

Step 4: Enter the invoice No

Step 5: Select sales or purchase Step 6: Click submit



**Fig 25**

**11.3.3 Stock Status report.** This is used to show the status of all the stock items.

Step to view Stock status report.

Step 1: Point Reports

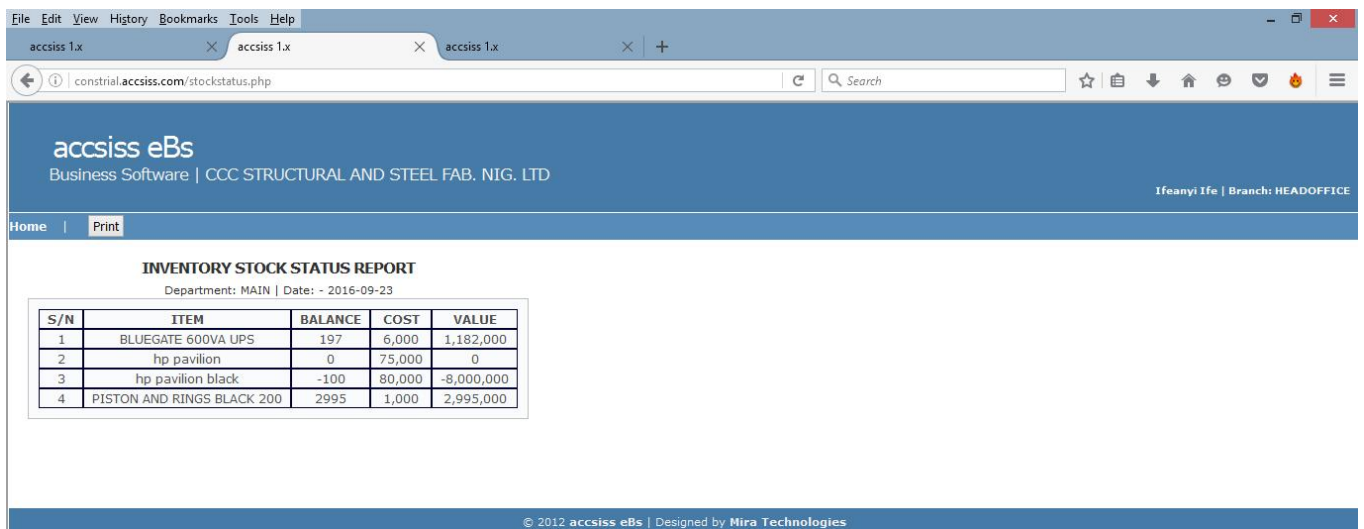
Step 2: Move to Inventory

Step 3: Click Stock Status report

Step 4: Enter the category name

Step 5: Select Department

Step 6: Click submit



**Fig 26**

**11.3.4 Stock History sub menu.** The stock history sub-menu is used to show the history of a particular item in stock. Steps to view

Step 1: Point Reports

Step 2: Move to Inventory

Step 3: Stock History

Step 4: Select the item of choice

Step 5: Select date range

Step 6 Click submit

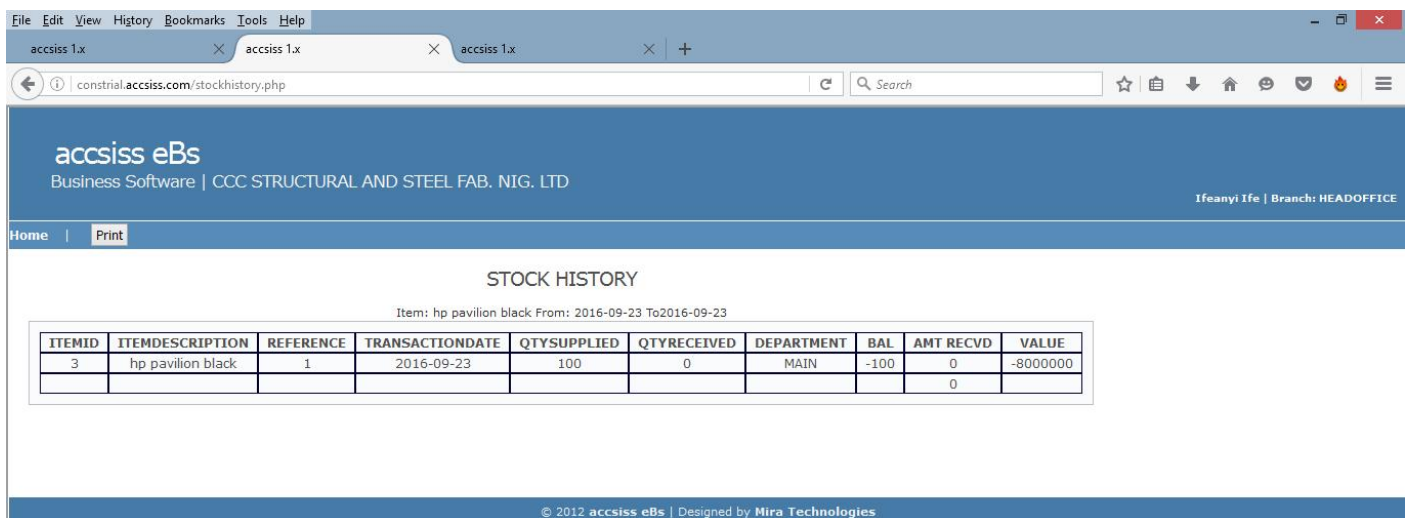
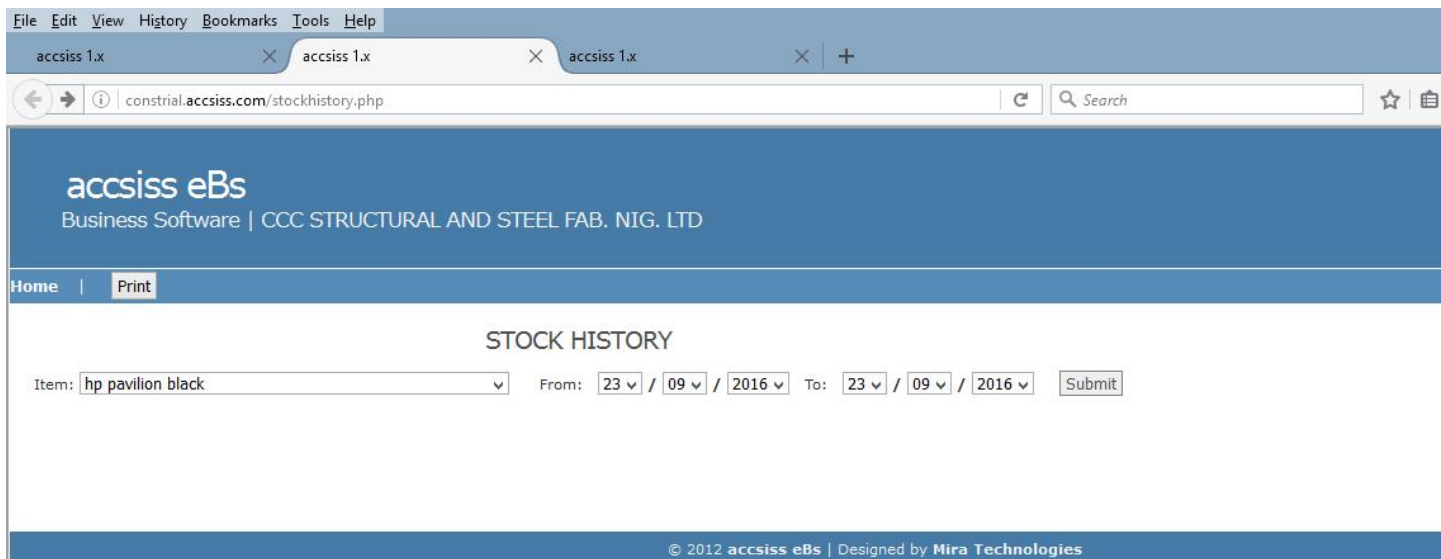


Fig 27



**11.3.5 Adjustments sub menu.**This is used to show the history of Stock Adjustment made in a particular department or location over a period of time.

Steps to view the Adjustment history

Step 1: Point Reports

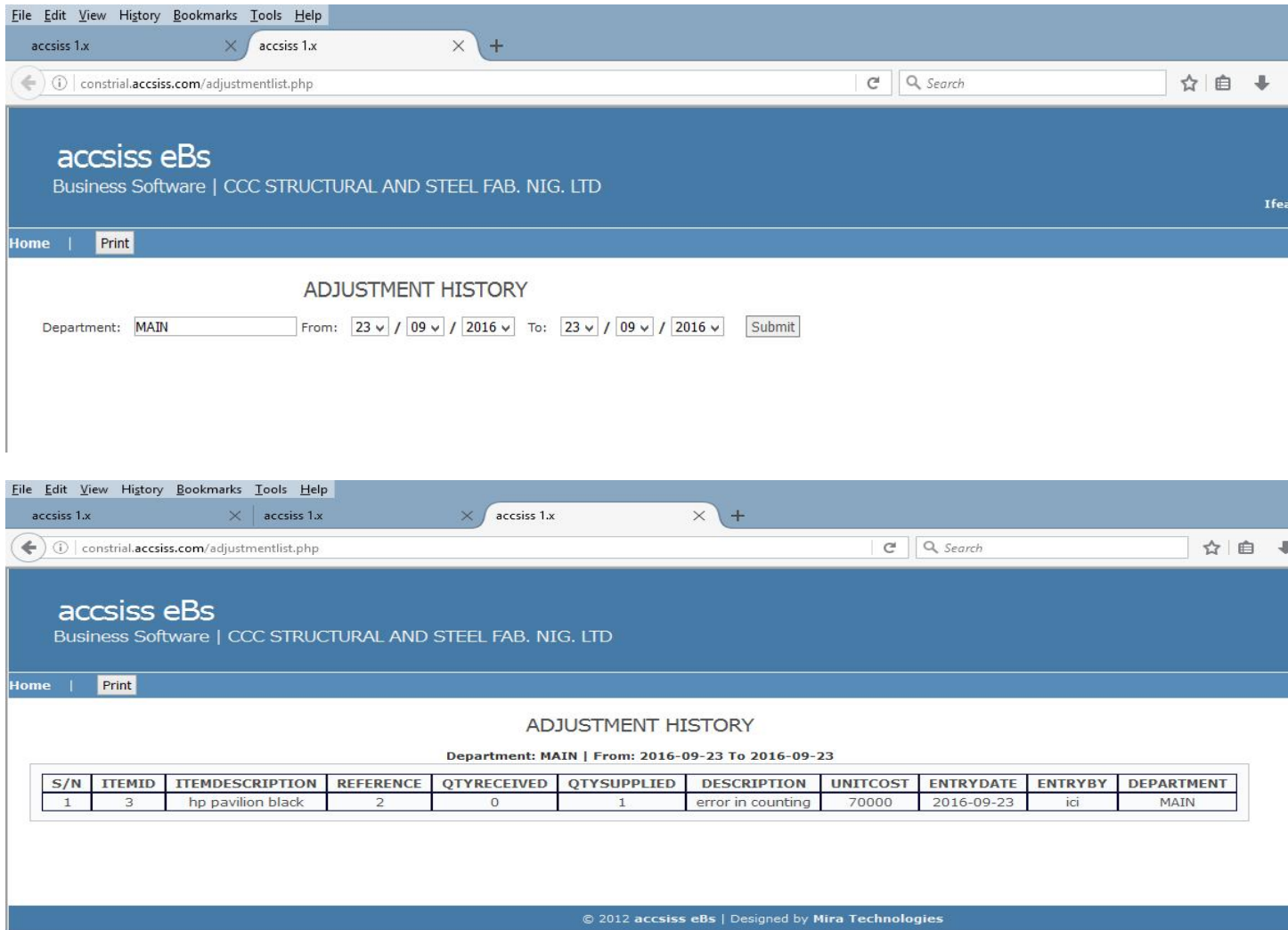
Step 2: Move to Inventory

Step 3: Click Adjustments

Step 4: Type the department or location name

Step 5: Select date range

Step 6: Click submit



**Fig 28**

**11.3.6 Sales History sub menu.** The sales history sub-menu is use to display the history of all the sales made within a period of time. Steps to view Sales history

Step 1: Point Reports

Step 2: Move to Inventory

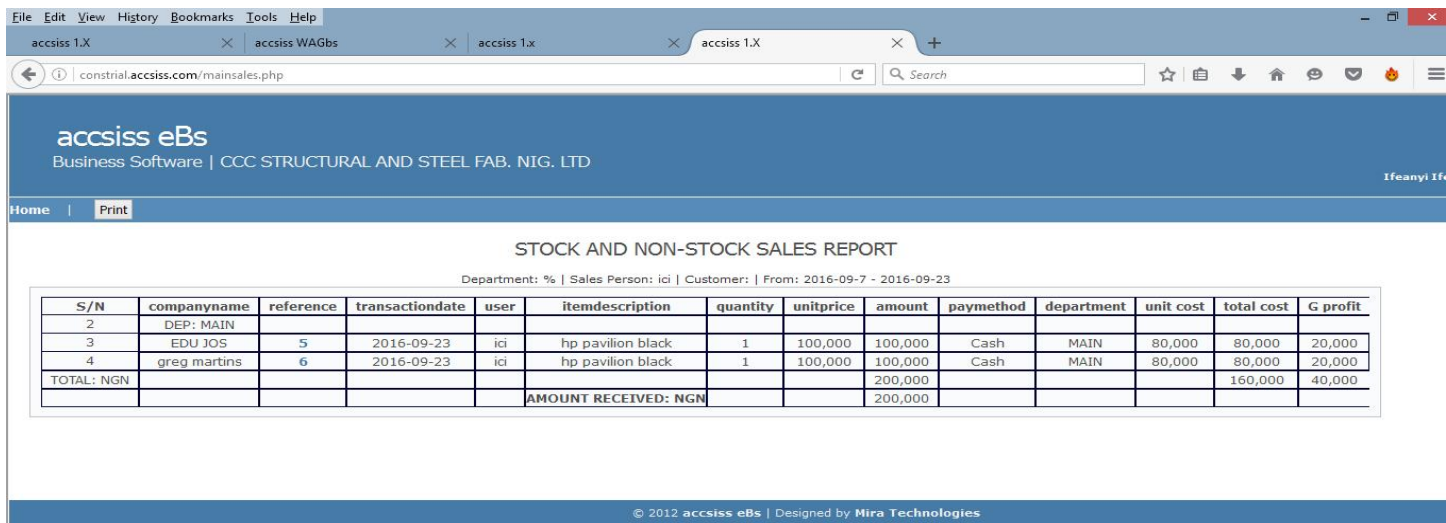
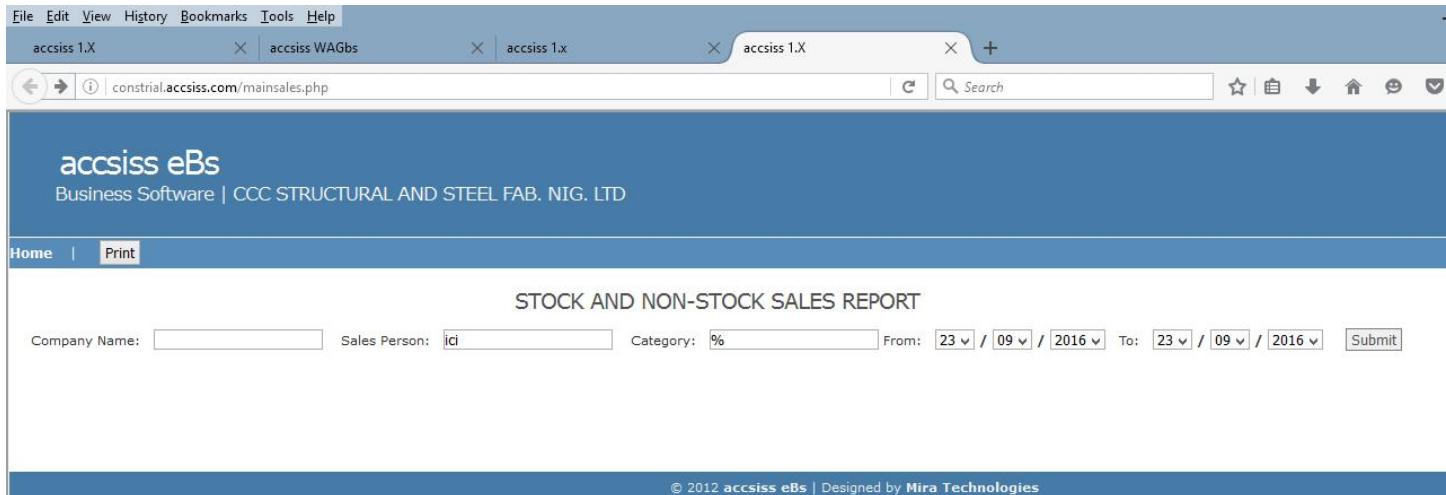
Step 3: Click Sales History

Step 4: Enter name of company to view sales history or leave it blank to show all sales history

Step 5: Enter user name of sales person

Step 6: On the category tab, use wild card (%) to display all items.

Step 7: Select time Range and submit.



**Fig 29**

**11.3.7 Transfer History sub menu.**This submenu is used to display the history of stock items transferred from one location or department to other.

Steps to view Transfer History

Step 1: Point Reports

Step 2: Move to Inventory

Step 3: Click Transfer history

Step 4: Select time range

Step 5: Click submit.

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**INVENTORY TRANSFER REPORT**

From:  /  /  To:  /  /

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**INVENTORY TRANSFER REPORT**

From: 2016-09-23 - 2016-09-23

S/N	SOURCE	DESTINATION	REFERENCE	USER	TRANSACTIONDATE	ITEMID	ITEMDESCRIPTION	QTY	COST
1	HEADOFFICE	UYO	1	ici	2016-09-23	3	hp pavilion black	100	80000
2	HEADOFFICE	UYO	1	ici	2016-09-23			0	0
3	HEADOFFICE	UYO	1	ici	2016-09-23			0	0
4	HEADOFFICE	UYO	1	ici	2016-09-23			0	0
5	MAIN	DELKON BATTERIES	5	ici	2016-09-23	LENOVO LAPTOP	LENOVO LAPTOP	2	70000
Total: NGN									150,000

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**Fig 30**

**11.4 Jobs sub menu.** This is used to show job histories. e.g. pending and completed jobs.

**11.4.1 Job Lists sub menu.** This displays reports about a job or the entire job.

Steps to view the job history

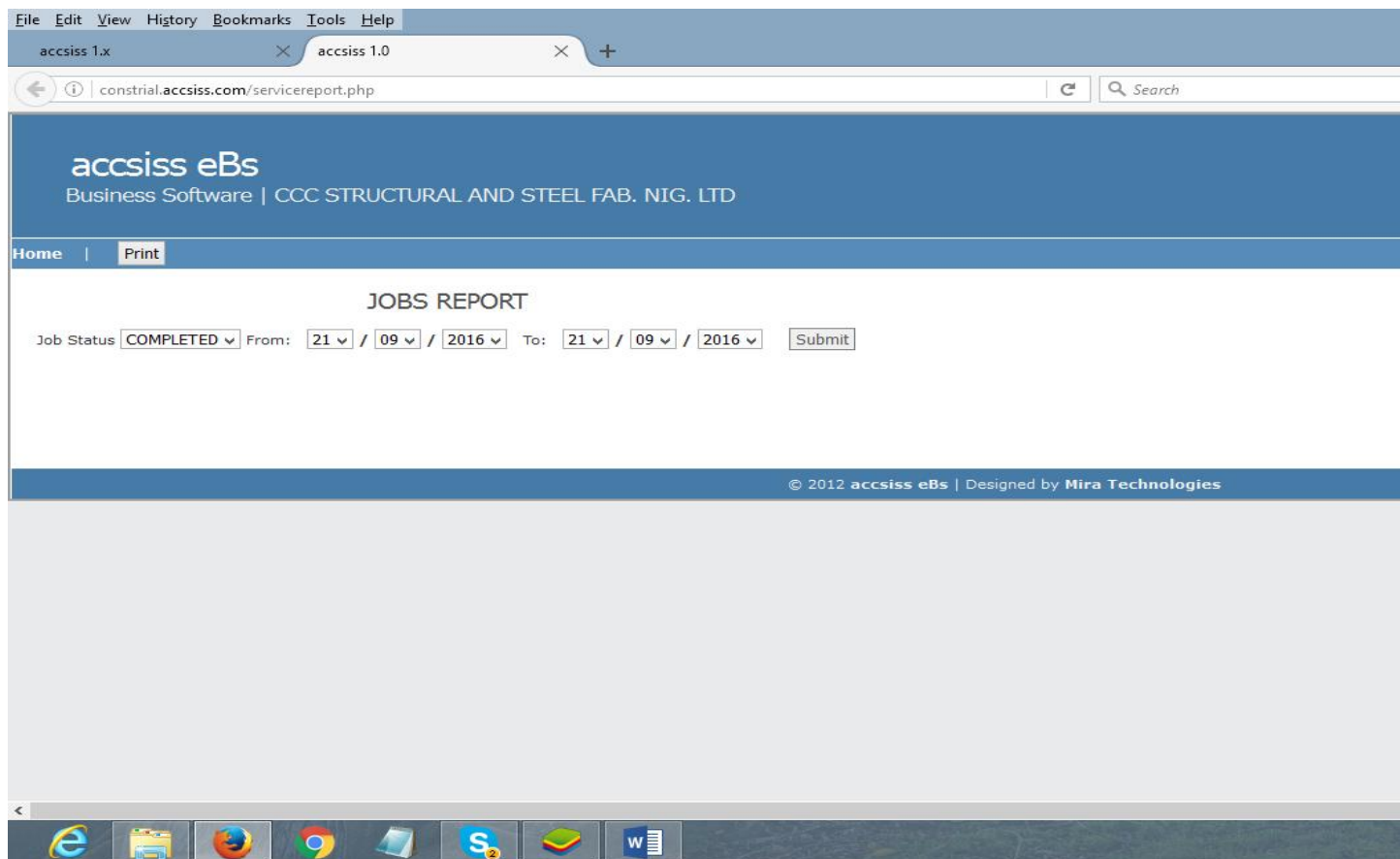
Step 1: Point Jobs

Step 2: Click Job List

Step 3: Select the job status

Step 4: Select date range

Step 5: Click submit.



**Fig 31**

**11.4.2 Job Lists by Serial Number.** This sub-menu is used to show job history by using serial numbers.

Step 1: Point Reports

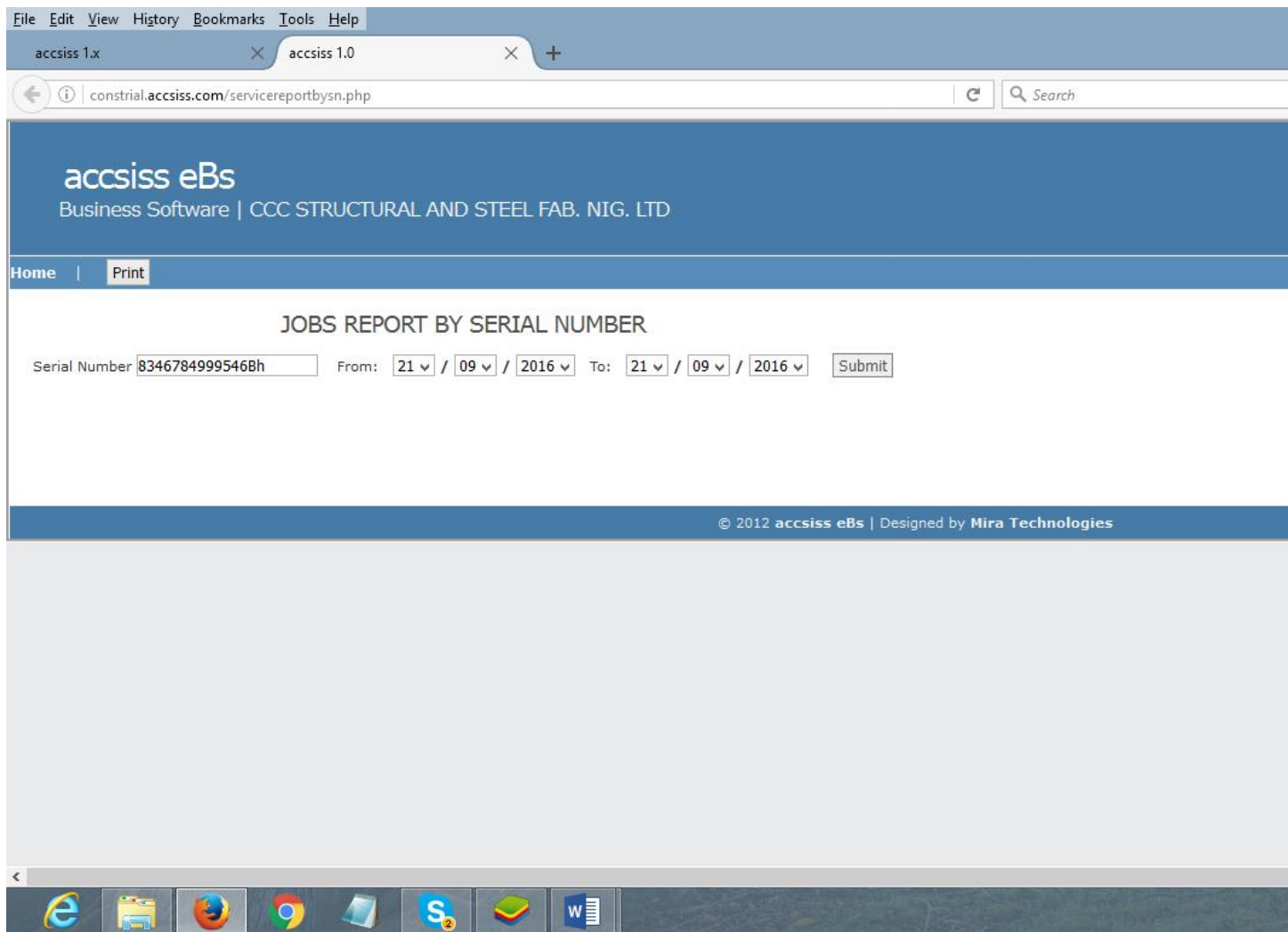
Step 2: Move your mouse to jobs

Step 3: click Job Lists by Serial Number

Step 4: Enter serial number

Step 5: Select date range.

Step 6: Click submit.



**Fig 32**

**11.4.3 Job Status Ledger.** This sub-menu is used to show the history of a job according to their status. e.g. Pending or completed jobs.

Steps to view Job Status Ledger

Step 1: Point reports

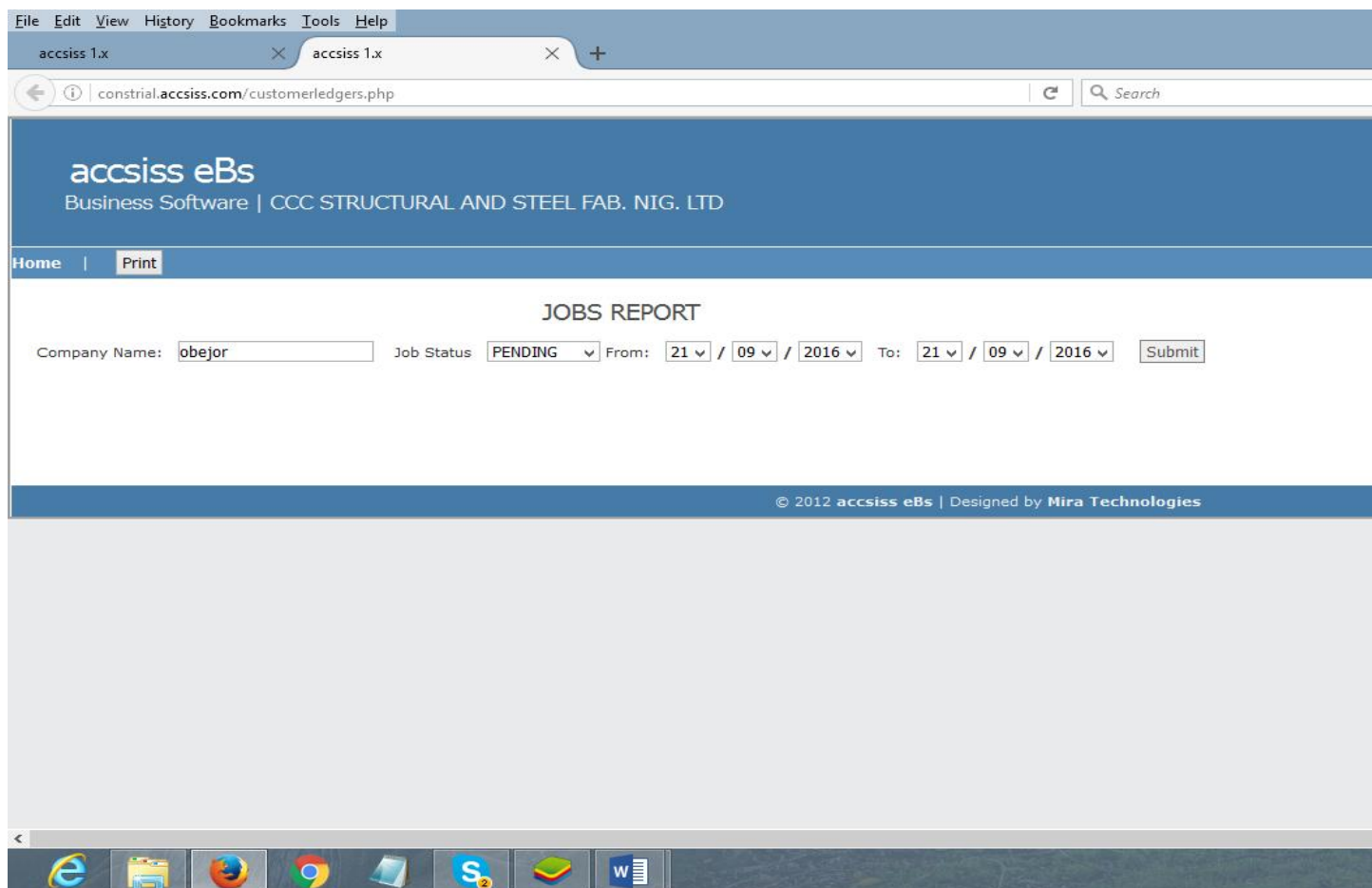
Step 2: Move your mouse to jobs

Step 3: Click Job Status Ledger

Step 4: Enter the name of the company that the job is registered with

Step 5: Select status and date range

Step 6: Click submit



**Fig 33**

**11.4.4 Job Income Detail.** The job income detail is a sub-menu item that is used to display money realized from jobs, starting from the pending job to completed jobs. This menu can help the user to know the amount realized from all the completed and pending jobs.

Step 1: Point Reports

Step 2: move to Jobs

Step 3: Click Job Income Detail

Step 4: Select the status of the job you want to view the income details.

Step 5: Select date range

Step 6: Click submit

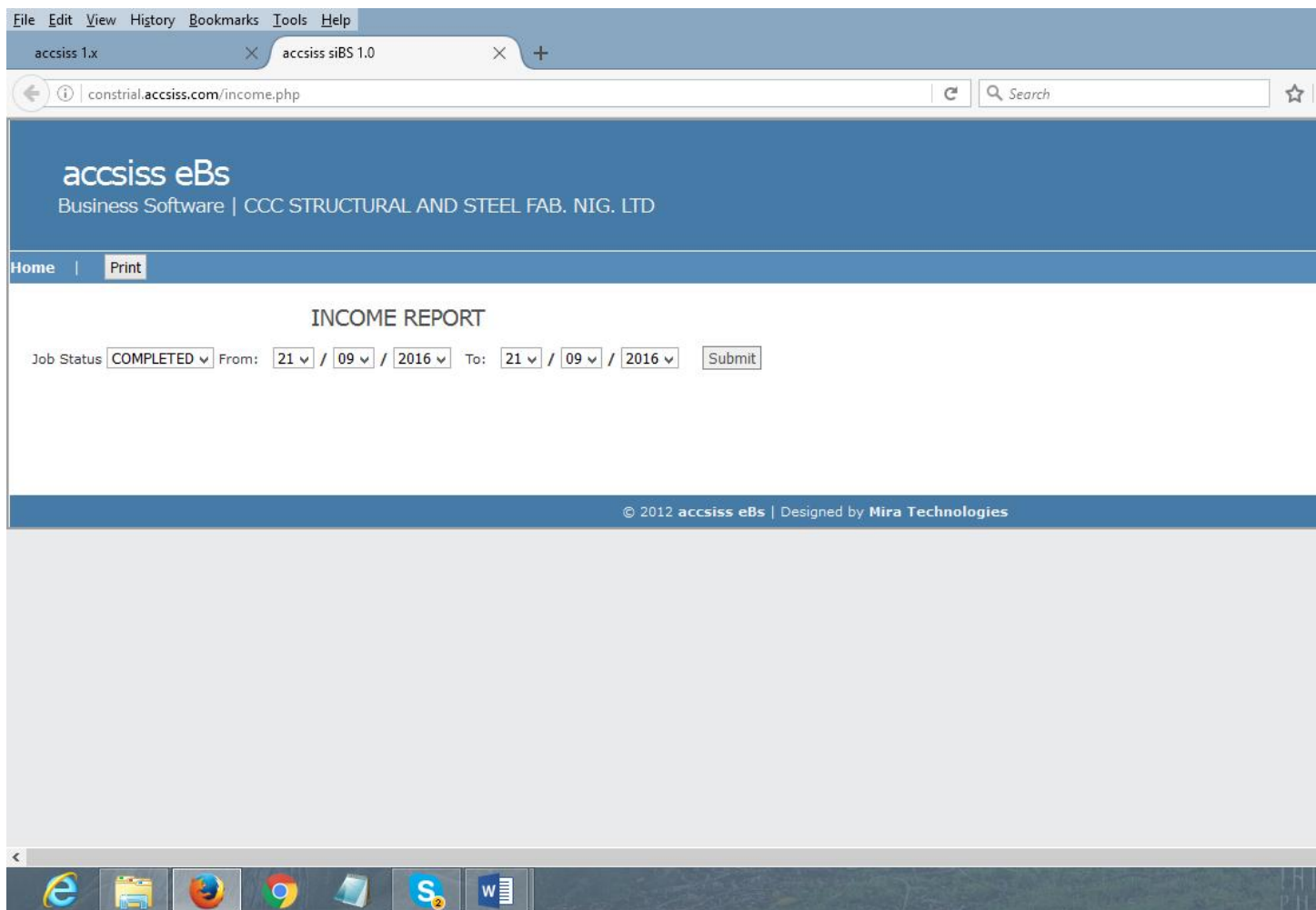


Fig 37

## 11.5 Accounts menu

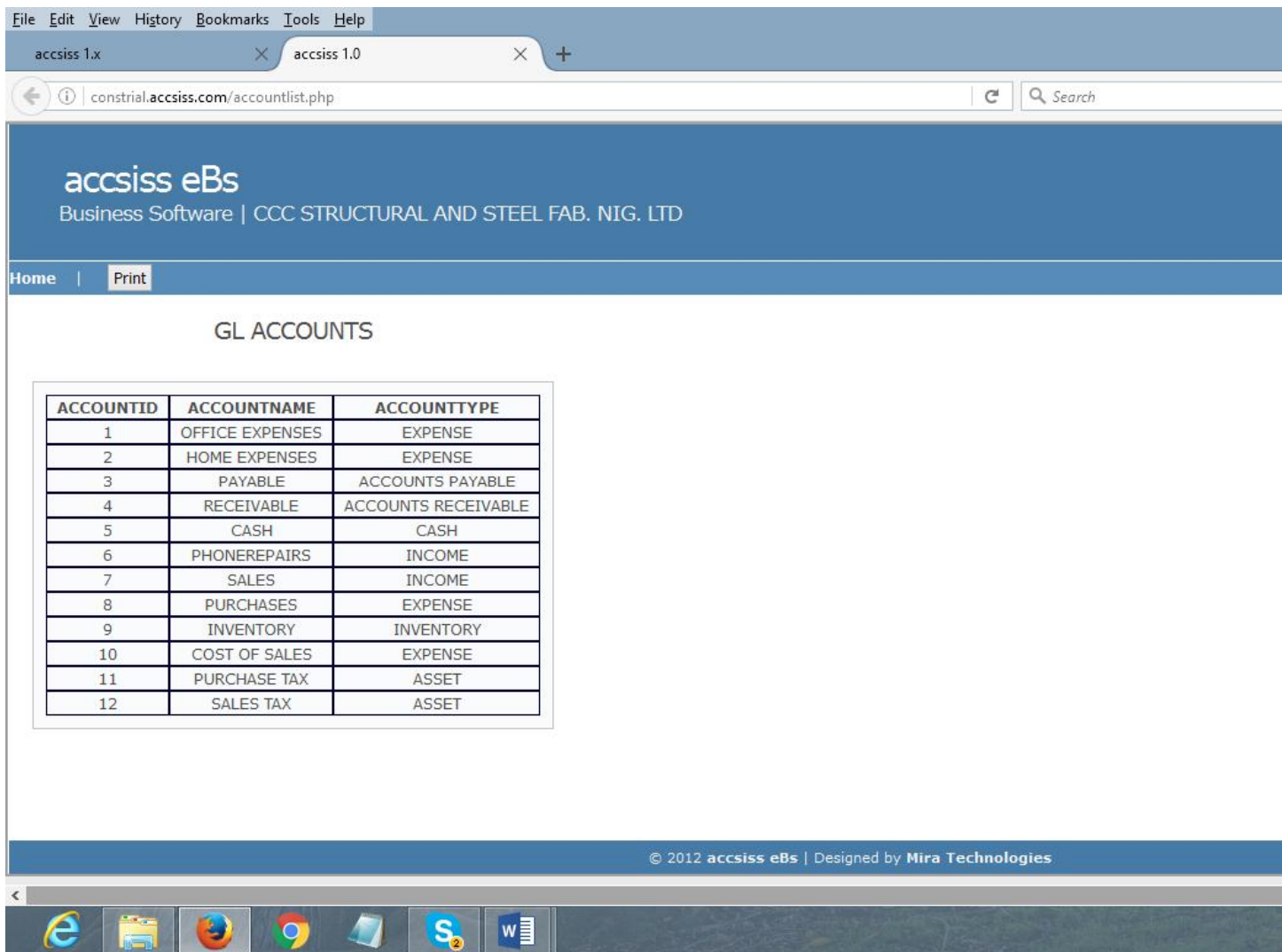
**11.5.1 Account List.**The account list sub-menu is used to display all the created account names and their types.

Steps on how to view the account list

Step 1: Point Reports

Step 2: move your mouse to Accounts

Step 3: Click Account List



The screenshot shows a web browser window displaying the 'accsiss eBs' application. The browser's address bar shows the URL 'constrial.accsiss.com/accountlist.php'. The application header includes the logo 'accsiss eBs' and the text 'Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD'. Below the header, there are navigation links for 'Home' and 'Print'. The main content area is titled 'GL ACCOUNTS' and contains a table with the following data:

ACCOUNTID	ACCOUNTNAME	ACCOUNTTYPE
1	OFFICE EXPENSES	EXPENSE
2	HOME EXPENSES	EXPENSE
3	PAYABLE	ACCOUNTS PAYABLE
4	RECEIVABLE	ACCOUNTS RECEIVABLE
5	CASH	CASH
6	PHONEREPAIRS	INCOME
7	SALES	INCOME
8	PURCHASES	EXPENSE
9	INVENTORY	INVENTORY
10	COST OF SALES	EXPENSE
11	PURCHASE TAX	ASSET
12	SALES TAX	ASSET

The footer of the application shows the copyright notice: '© 2012 accsiss eBs | Designed by Mira Technologies'. The Windows taskbar at the bottom of the screen shows icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word.

Fig 38



**11.5.2 GL Ledgers sub menu.**This is used to show the history of all the transaction made under a particular account type over a period of time. How to view it

Step 1: Point Reports

Step 2: move your mouse to Accounts

Step 3: Click GL Ledgers

Step 4: Select the account type

Step 5: Select date range

Step 6: Click submit

S/N	ACCOUNTNAME	REFERENCE	TRANSACTIONDATE	DEBIT	CREDIT	UID	COMPANYNAME	PAYPARTICULARS	Bal
BAL B/F: NGN									55,000
1	PAYABLE	3	2016-09-23	600	600	ici	ICI SYS		55,000
Total : NGN				600	600				55,000

Fig 39

**11.5.3 Cost center report sub menu.**The cost center report is used to show a cost history of a particular project. It indicates how much was spent on a project and profit made

Step 1: Point reports

Step 2: Move your mouse to Accounts

Step 3: Click Cost center report

Step 4: Enter the name of the project

Step 5: Select date range

Step 6: Click submit

The screenshot displays the 'accsiss eBs' web application interface. The header includes the logo and the text 'Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD'. Below the header, there are navigation links for 'Home' and 'Print'. The main content area is titled 'COST CENTER REPORT' and contains a form with the following fields: 'Item: CIVIC CENTER', 'From: 23 / 09 / 2016', and 'To: 23 / 09 / 2016', followed by a 'Submit' button. The footer of the page reads '© 2012 accsiss eBs | Designed by Mira Technologies'.

The second part of the screenshot shows the browser window with the URL 'constrial.accsiss.com/costcenterreport.php'. The application header is repeated, and the 'COST CENTER REPORT' title is followed by the text 'Cost Center: CIVIC CENTER From: 2016-09-23 To:2016-09-23'. Below this, a table displays the report data:

COST CENTER	DEBIT	CREDIT	DATE	DESCRIPTION	REF
1	CIVIC CENTER	600	0	23/09/2016	To ICI SYS 3
	Total	600	600		

The footer of the page again reads '© 2012 accsiss eBs | Designed by Mira Technologies'.

**Fig 40**

**11.5.4 Income statement sub menu.**The income statement shows how money flows in a business.

Step 1: Point Reports

Step 2: move your mouse to Accounts

Step 3: Click Income statements

Step 4: Select date range and click submit.



Fig 41

**11.5.5 Trial Balance sub menu.** This is used to show the statement of all the debit and credit accounts.

Steps to view Trial Balance

Step 1: Point Reports

Step 2: Move to Accounts

Step 3: Click Trial balance

Step 4: Select date range and click submit



DESCRIPTION	DEBIT (=N=)	CREDIT (=N=)
CASH		
CASH		
CASH	-,612,600	
CASH	-,612,600	
CASH TOTAL	-,612,600	
FIXED ASSET		
FIXED ASSET TOTAL	0	
CURRENT ASSET		
FIXED ASSET TOTAL	0	
ASSET TOTAL	-,612,600	
RECEIVABLES		
RECEIVABLE		
RECEIVABLE	-57,700	
RECEIVABLE	-57,700	
RECEIVABLES TOTAL	-57,700	
INVENTORY		
INVENTORY		912,000
INVENTORY		912,000

**Fig 42**

**11.5.6 Balance sheet sub menu.** This is used to display the description of all assets and liabilities.

Steps to view Balance sheet

Step 1: Point Reports

Step 2: Move your mouse to Accounts

Step 3: Click balance sheet.

Step 4: Select date range



DESCRIPTION	DEBIT (=N=)	CREDIT (=N=)
<b>CASH</b>		
CASH		
CASH	-,612,600	
CASH	-,612,600	
CASH TOTAL	-,612,600	
<b>FIXED ASSET</b>		
FIXED ASSET TOTAL	0	
<b>CURRENT ASSET</b>		
FIXED ASSET TOTAL	0	
ASSET TOTAL	-,612,600	
<b>RECEIVABLES</b>		
RECEIVABLE		
RECEIVABLE	-57,700	
RECEIVABLE	-57,700	
RECEIVABLES TOTAL	-57,700	
<b>INVENTORY</b>		
INVENTORY		
INVENTORY	912,000	

**Fig 43**

