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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
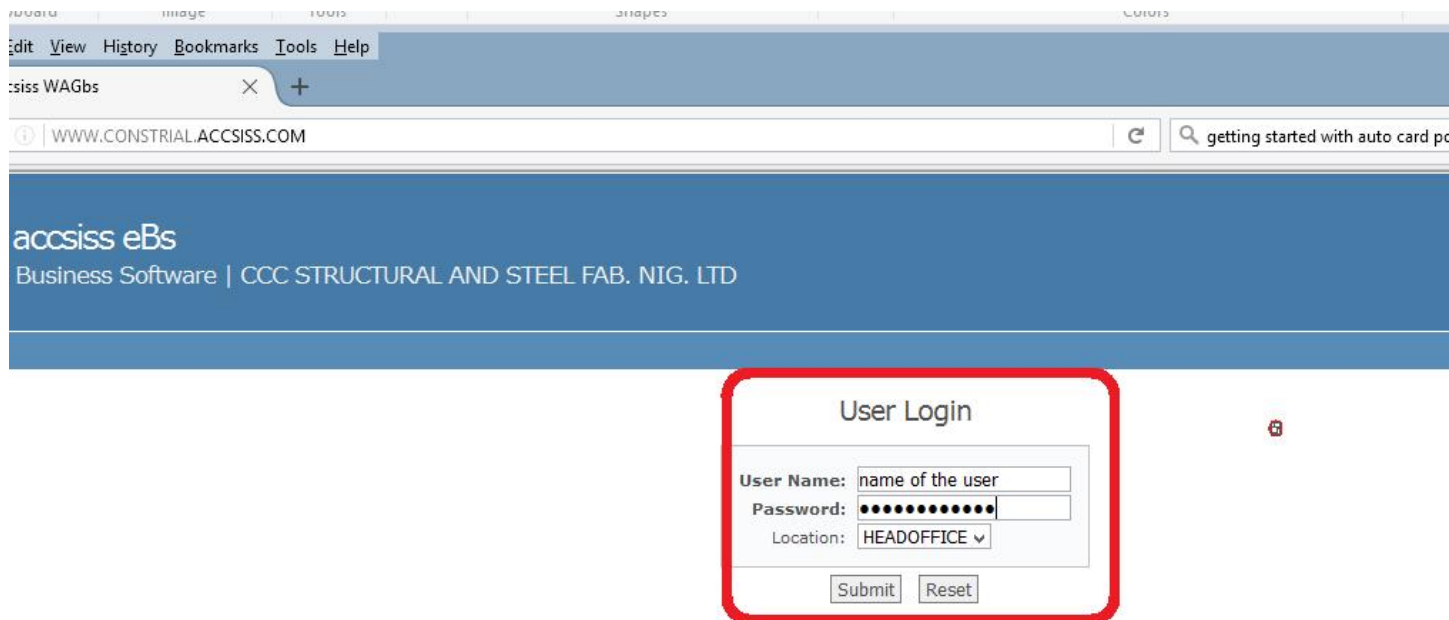4. Javascript
5. HTML

GETTING STARTED WITH accsiss eBs

You can start accsiss eBs by opening your Mozilla firefox and typing your accsiss eBs URL as shown below…
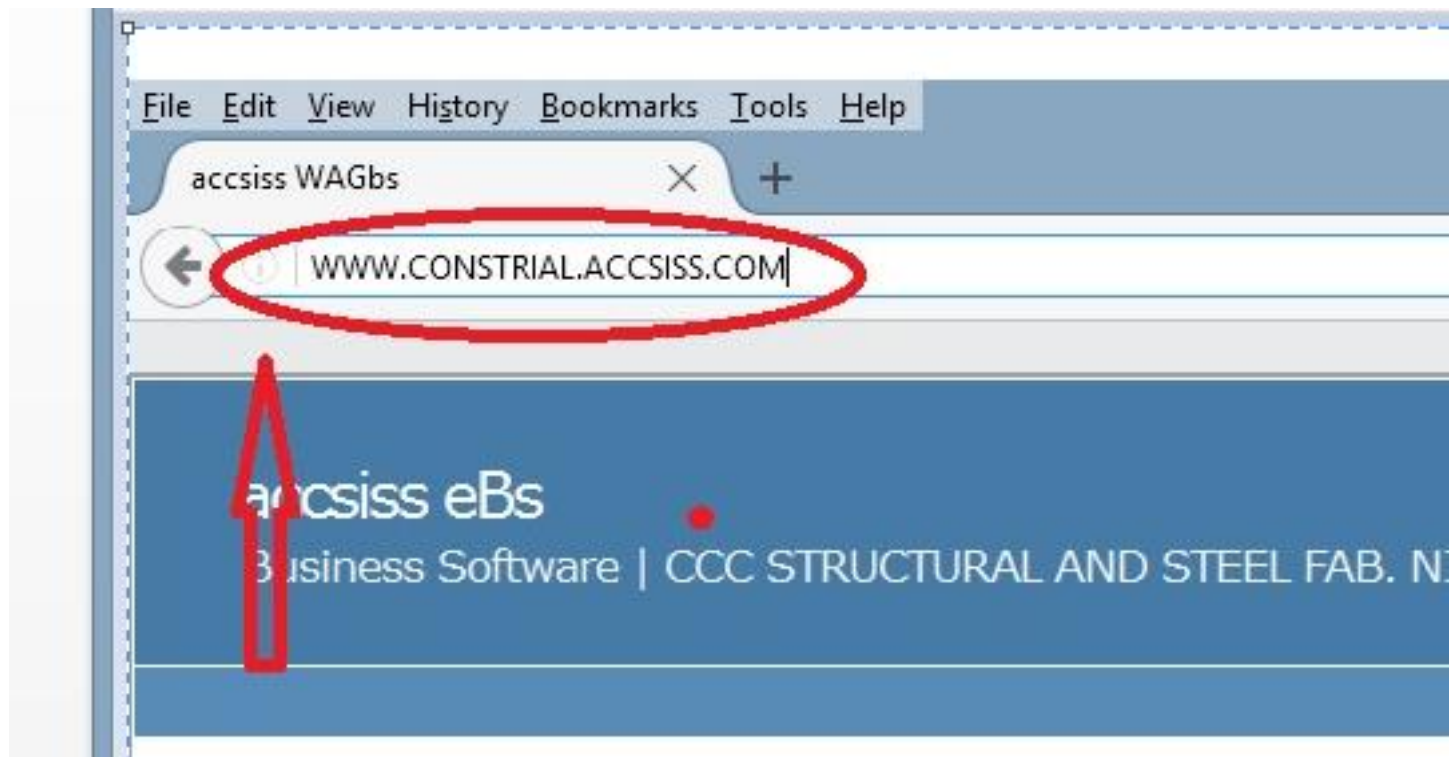
You are to replace the above address with the accsiss eBs URL giving to you by the Administrator.

LOG IN

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

The 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, Gl 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.
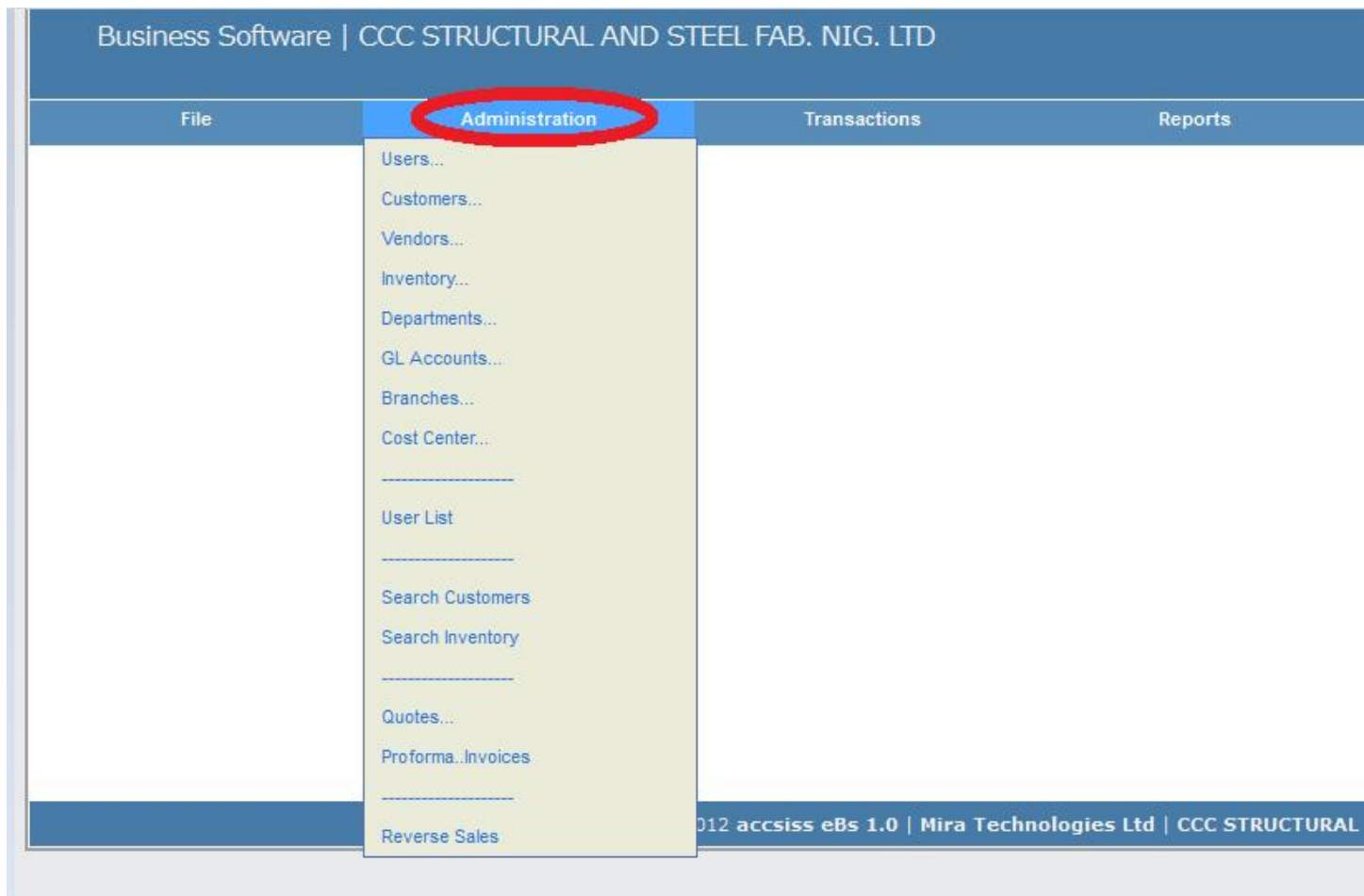
TRANSACTIONS

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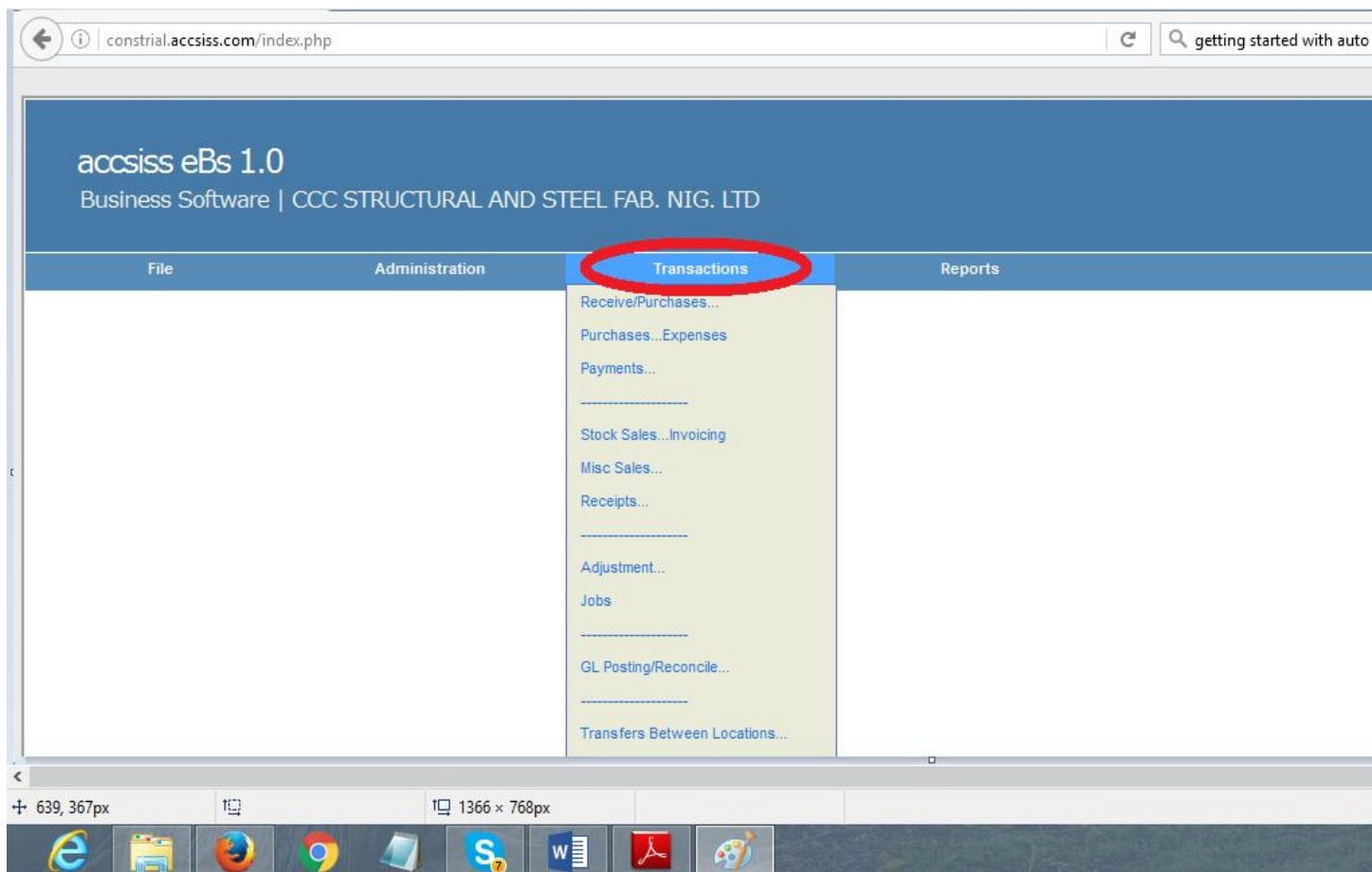
Receive/Expenses

Purchase… Expenses

Payments

Stock sales and invoicing.

Receipts

Adjustments

Transfers and

Gl posting reconciliation.

REPORTS

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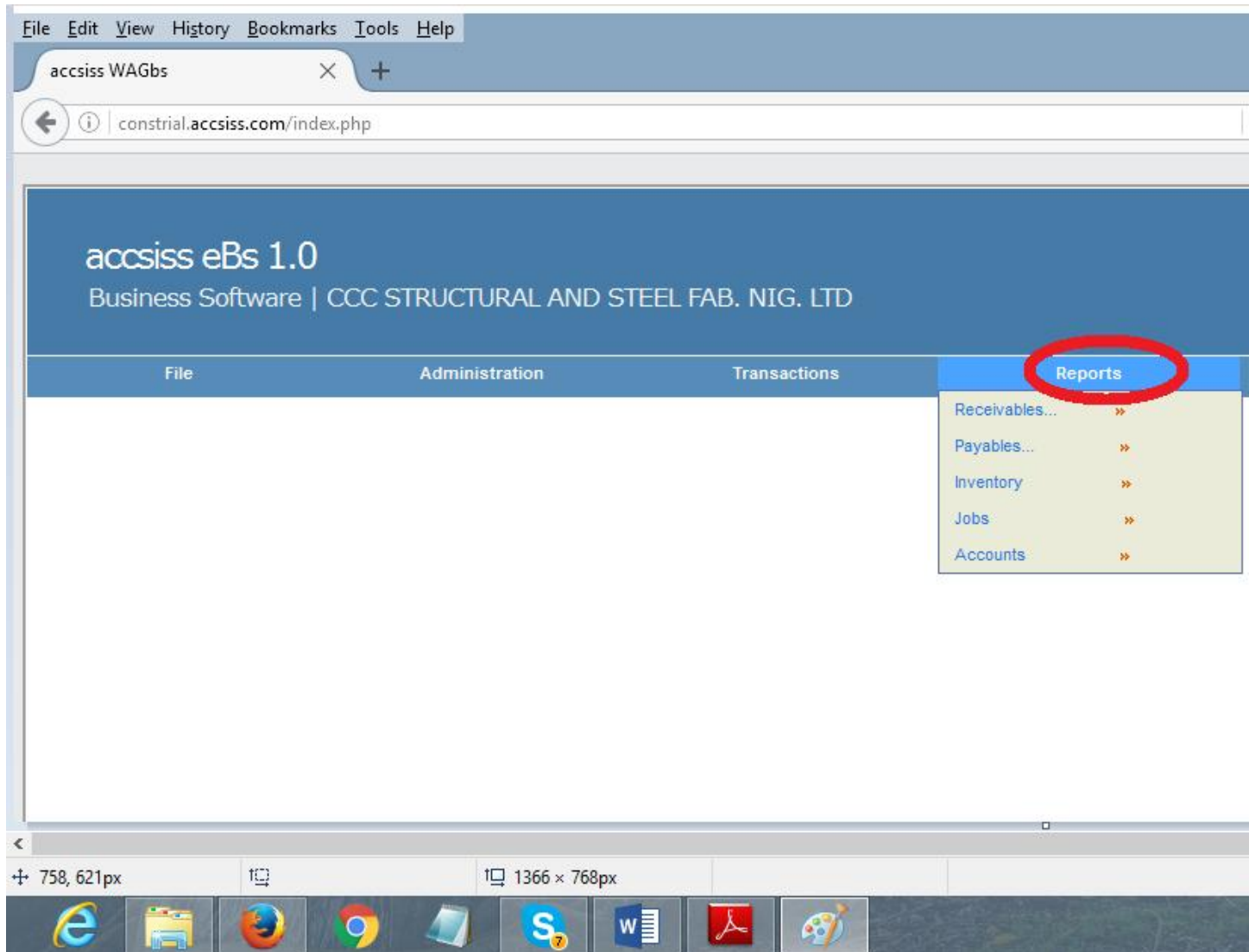
3.0 Administering accsiss eBs

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.
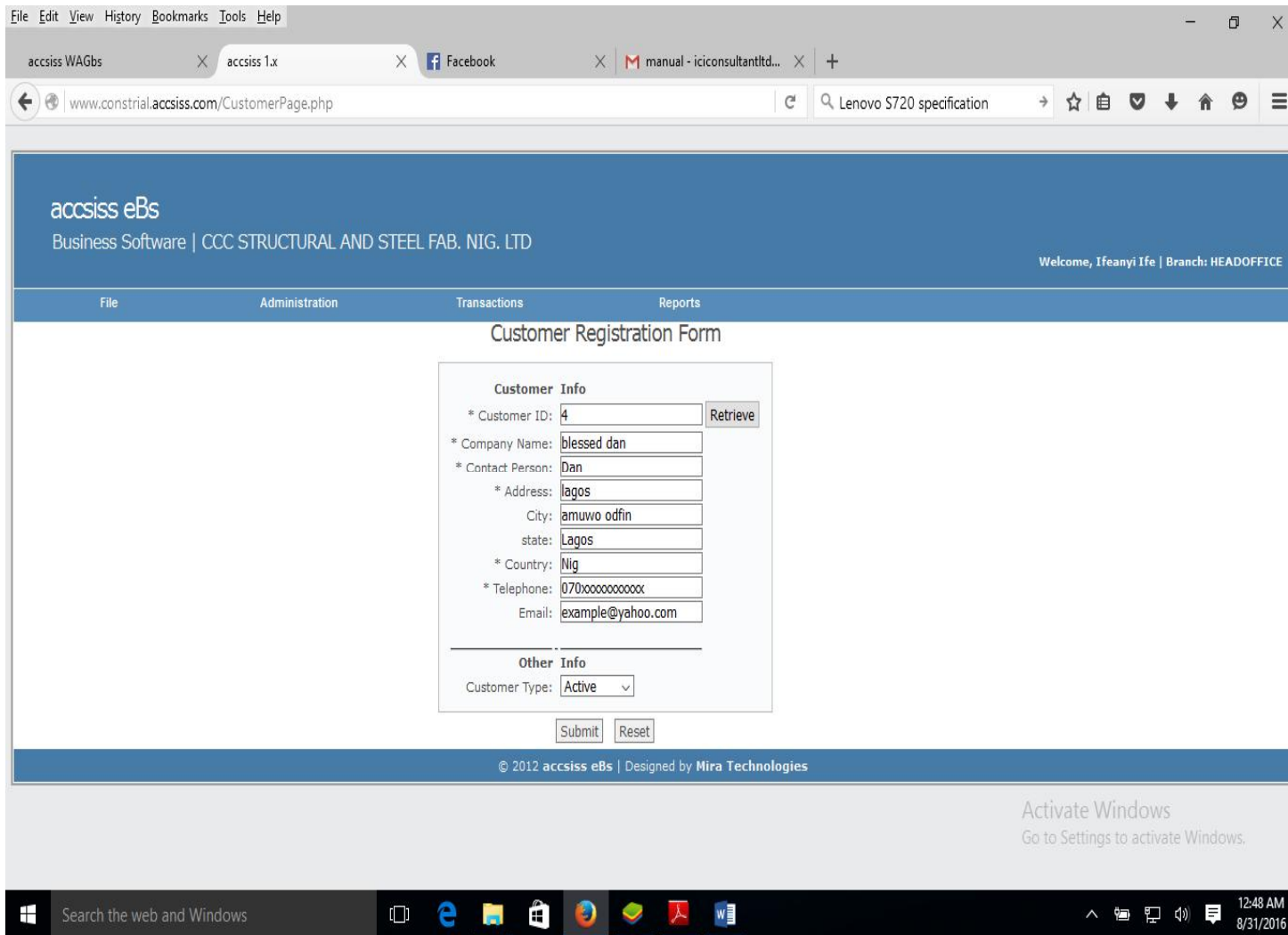

Fig 1

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

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.

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.

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.

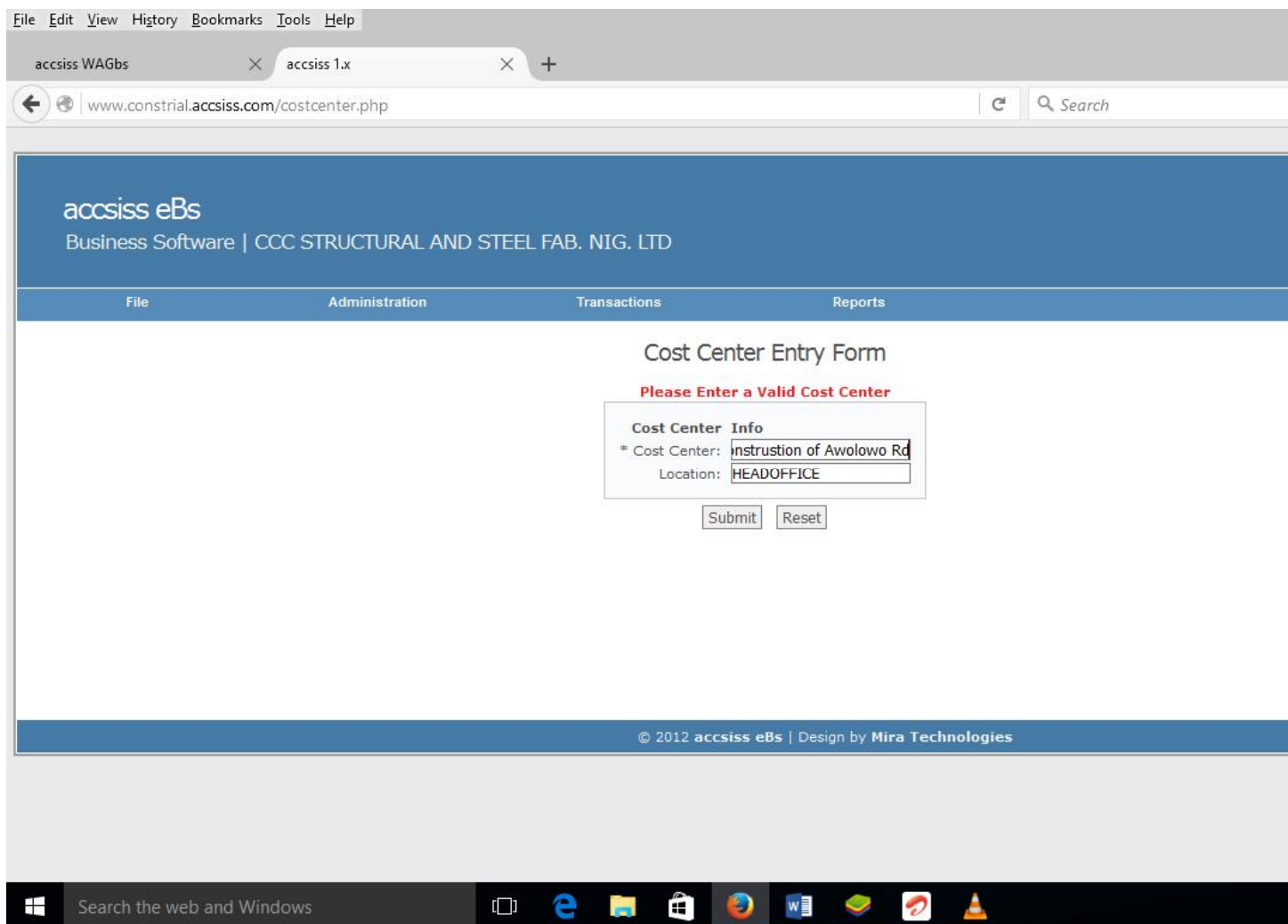Step 3: Type Cost Center name.

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.

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.

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.

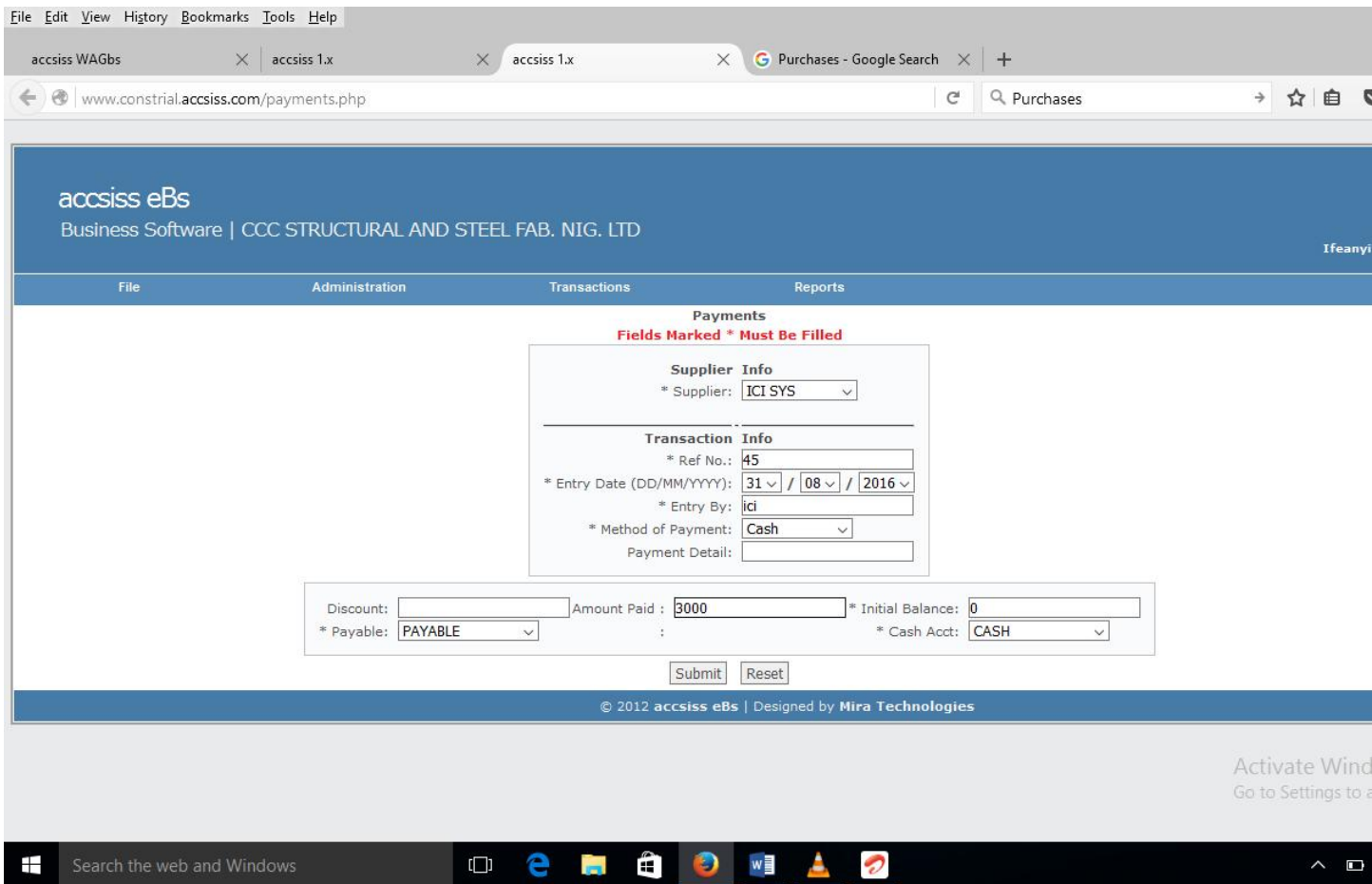Step 3: Fill payment form as illustrated in fig 9

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.

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.

Fig 11

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

5.4 Reciepts 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.

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 organistion 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)

Fig 13

6.2 Transfers between Departments sub menu. This is done in big orgnizations 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 organistion.

Step 3: Select the department in destination options.
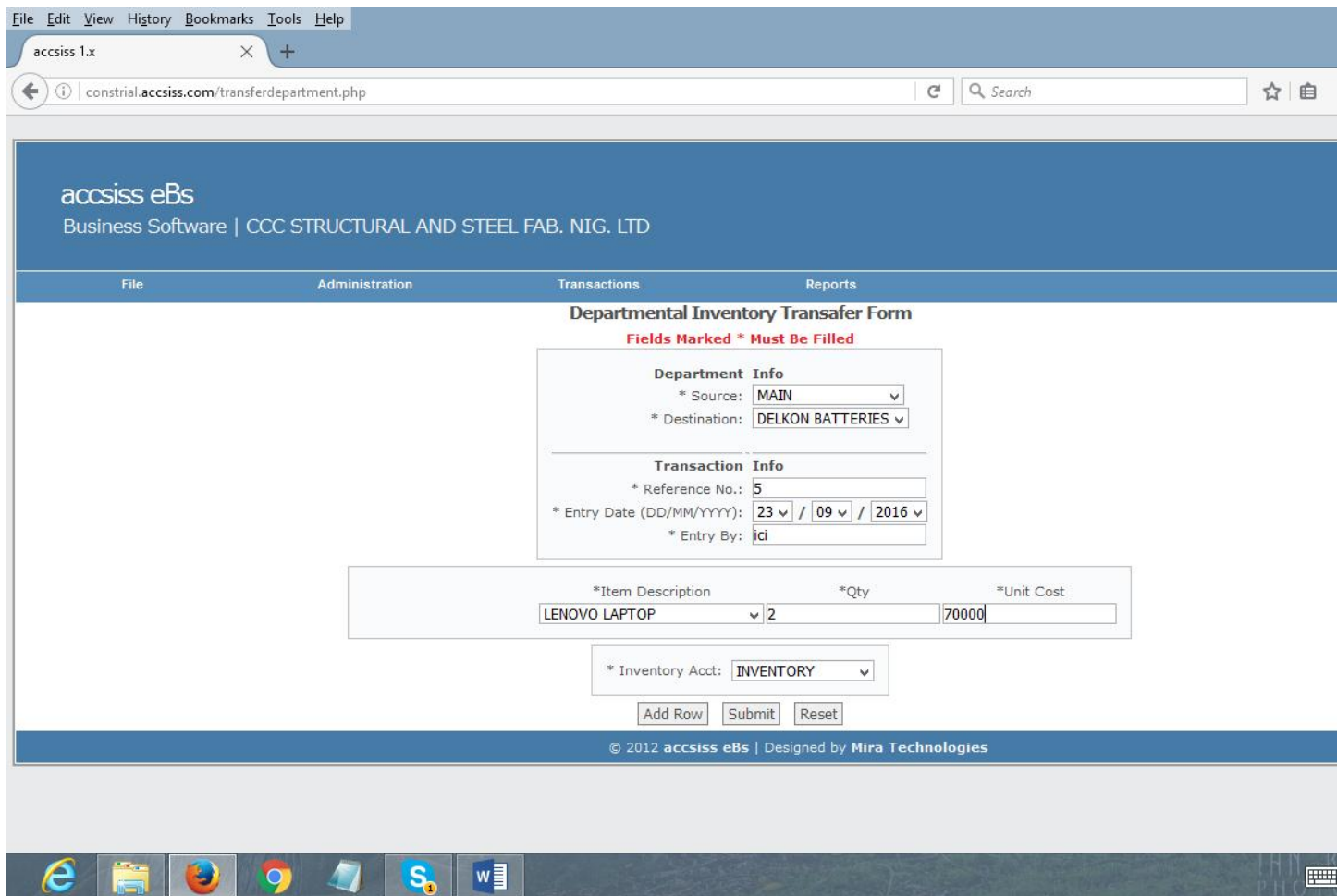
Step 4: Fill the rest of the form and click submit.

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 organiszation. It has three departments.

1**. Front Desk or Recieptionist 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 renderd 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

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.
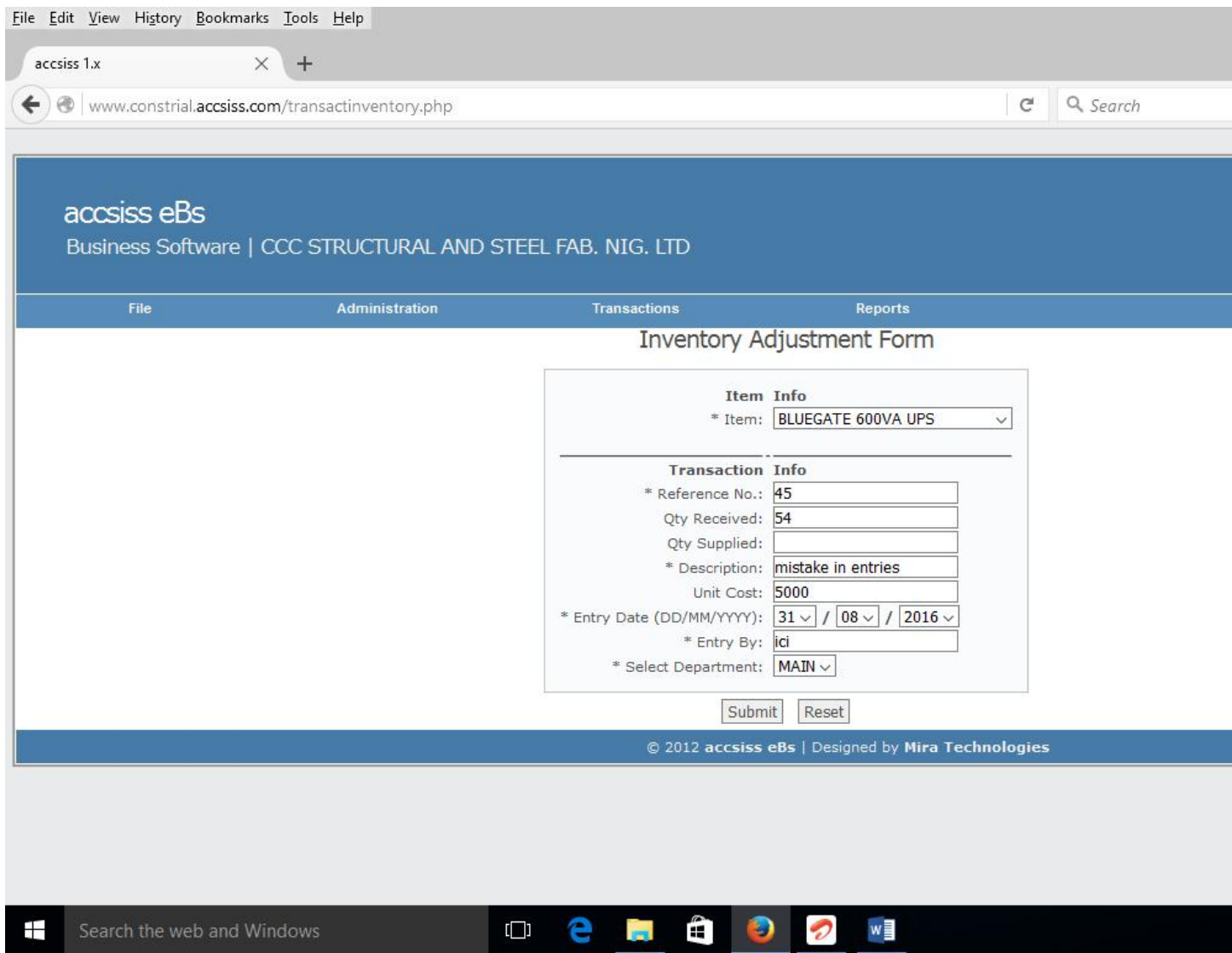
Fig 16

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 purhased

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

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 fileds correctly as illustrated in fig 18

Step 6: Click submit

Fig 18

10.0 Gl Transactions. Gl Transaction as the name implied, shows the diiferent transactions made from Gl 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

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
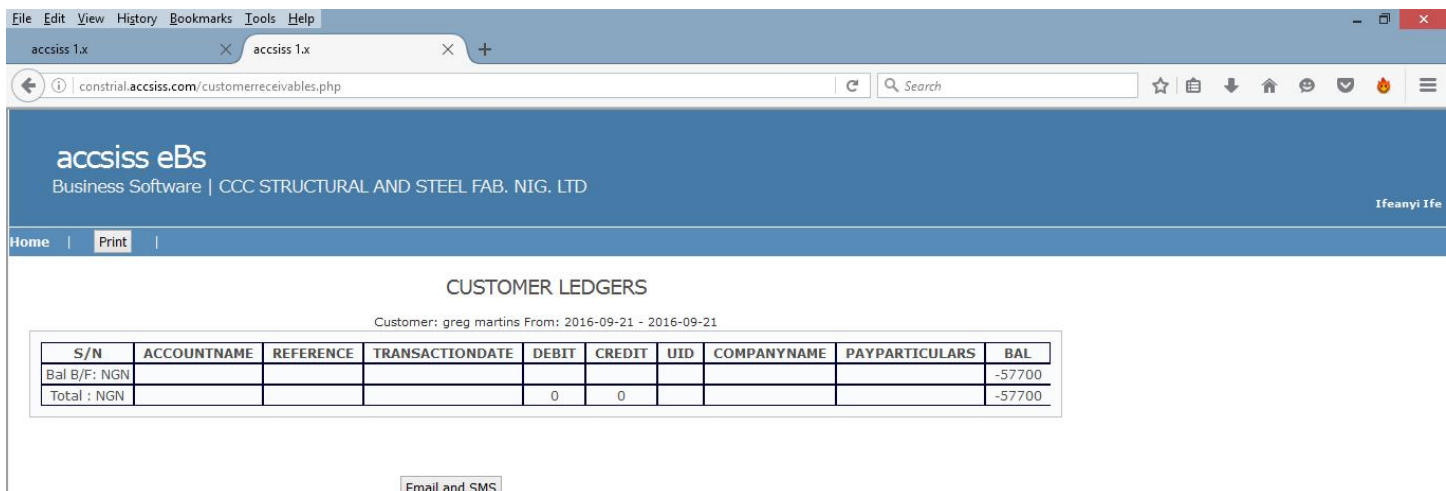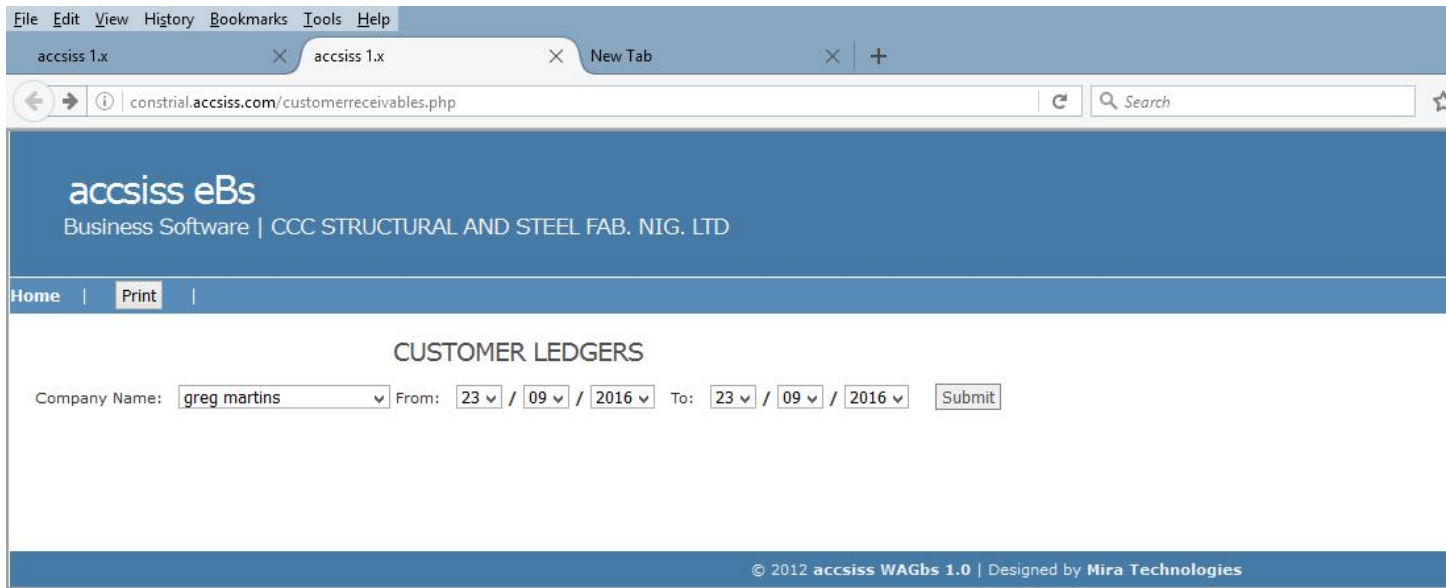
Fig 20

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

VENDORID	COMPANYNAME	CONTACTPERSON	ADDRESS	CITY	STATE	COUNTRY	TELEPHONE	EMAIL	VENDORTYPE
3	Waltech Group	Godwin Eze	711 road, d close	festac	lagos	Nigeria	08060309922	godwineze@yahoo.com	
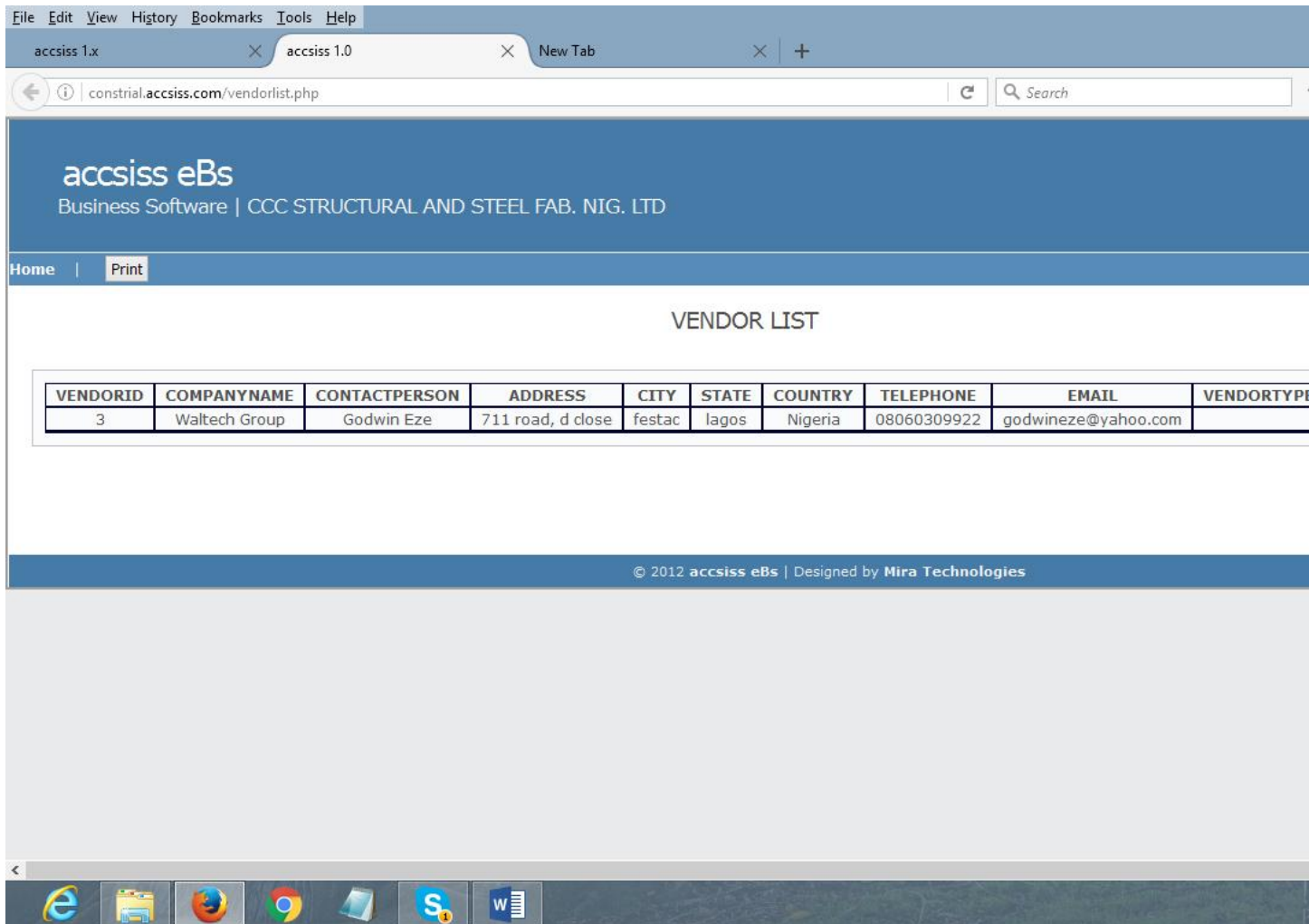
Fig 21

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
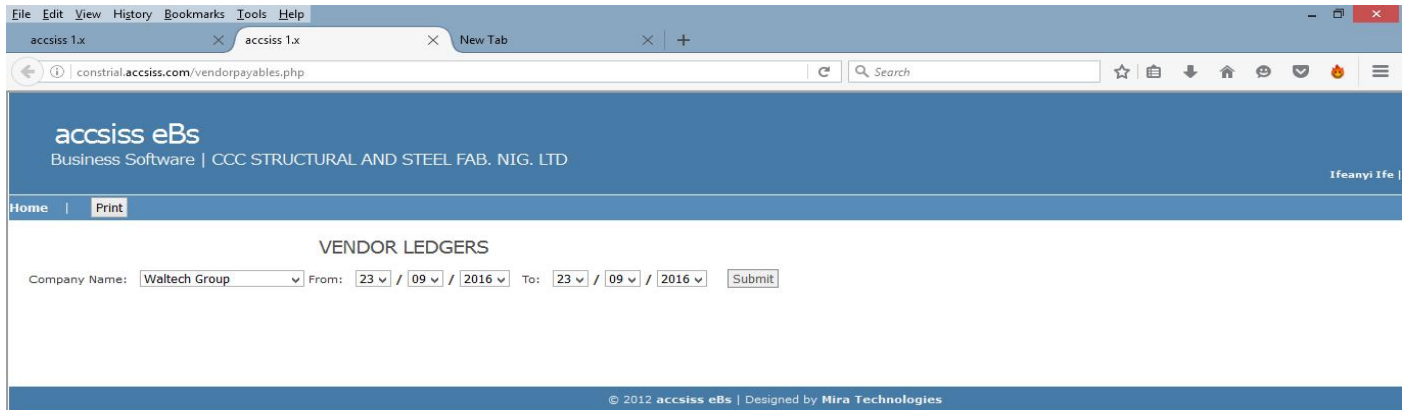
Fig 22

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.
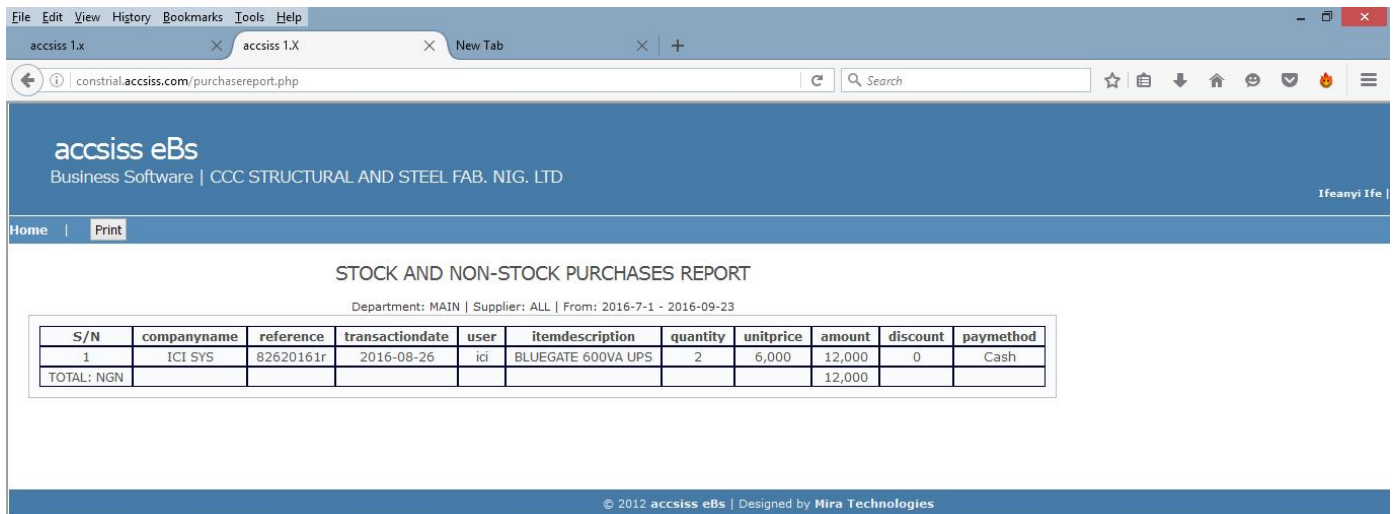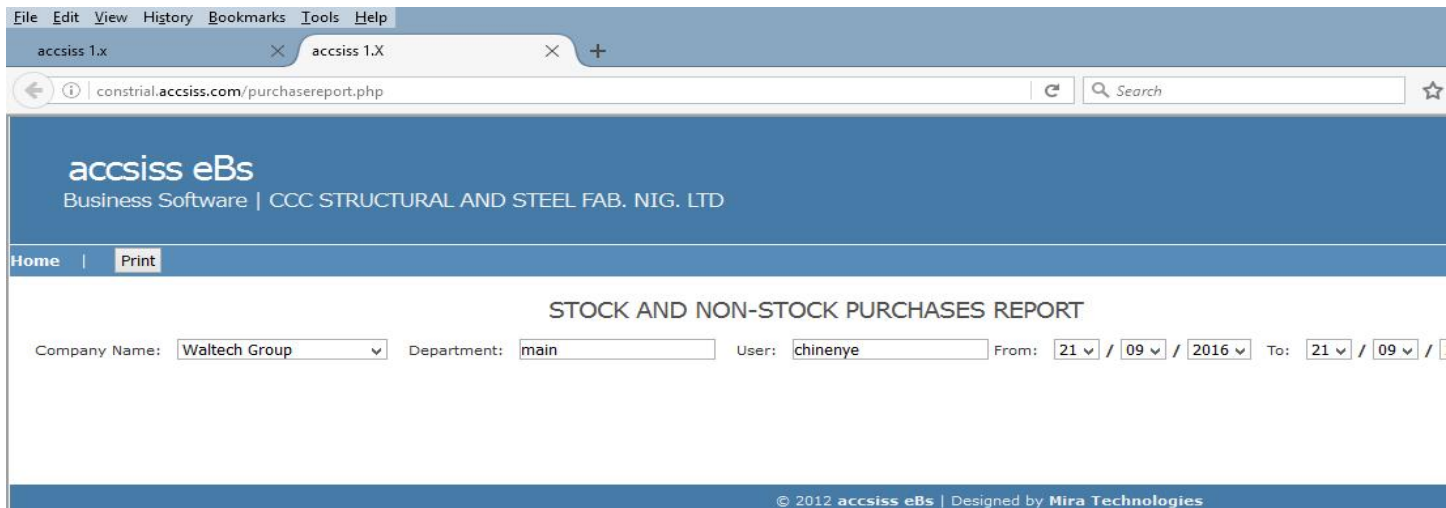
Fig 23

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
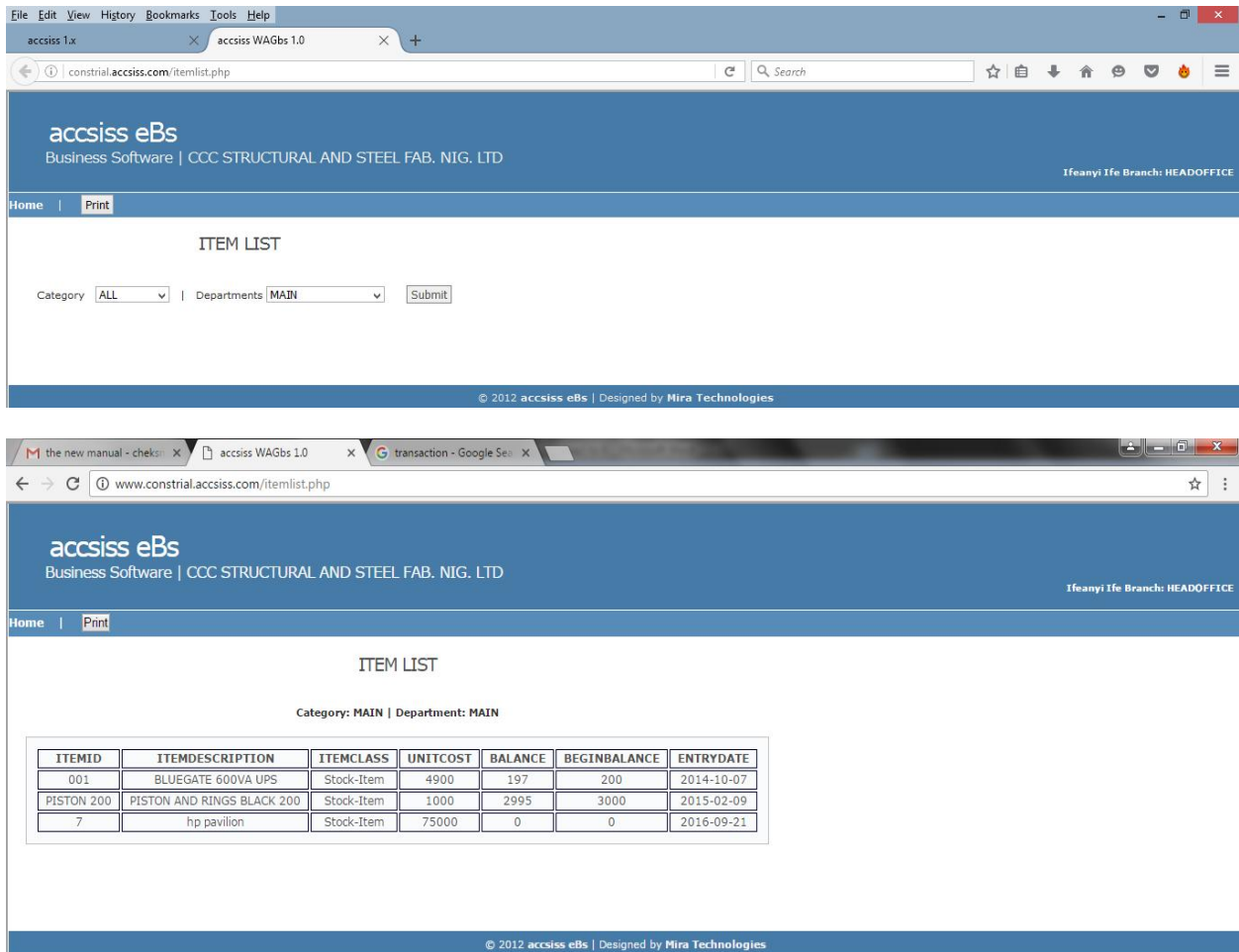
Fig 24

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
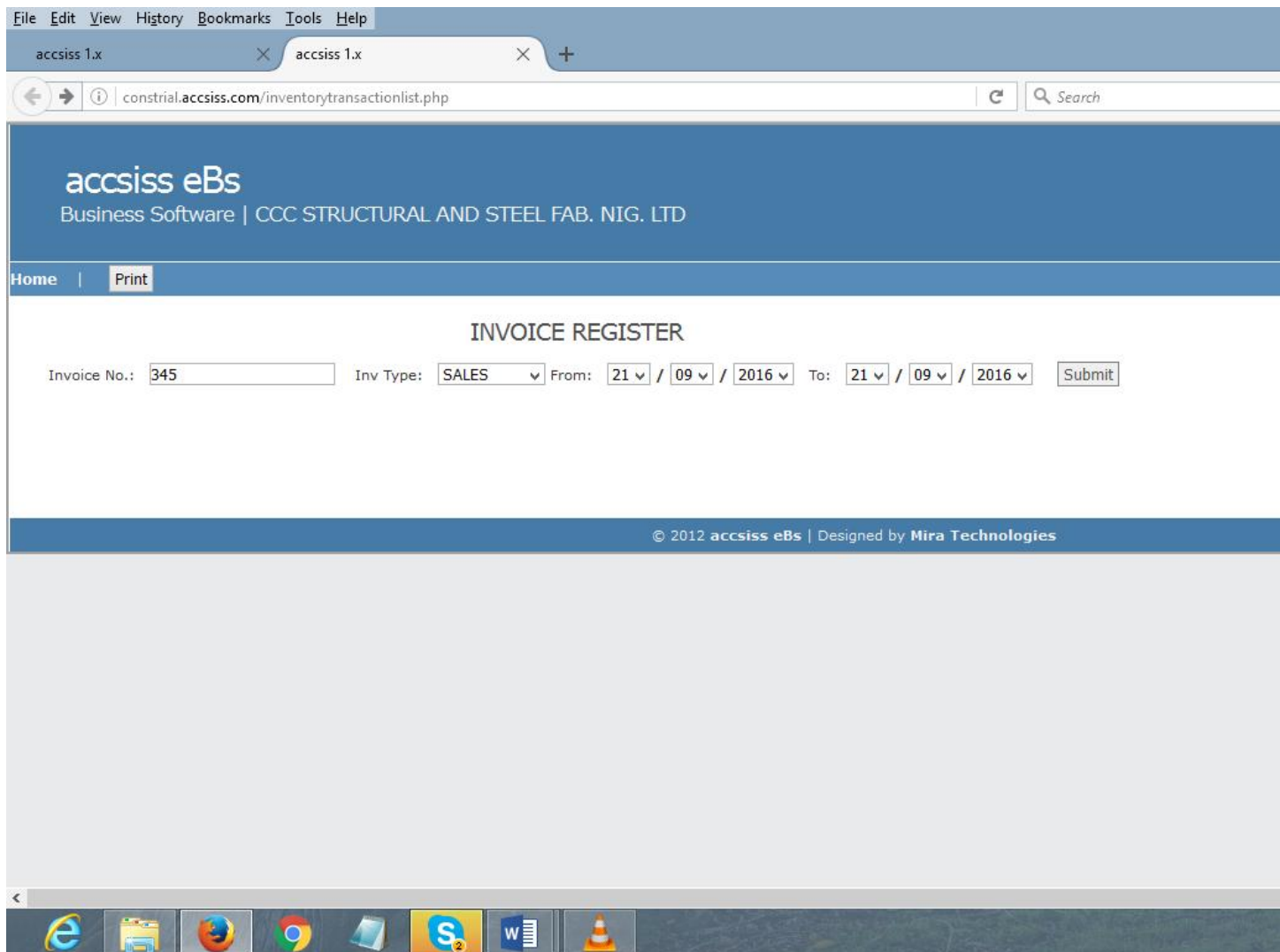
Fig 25

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
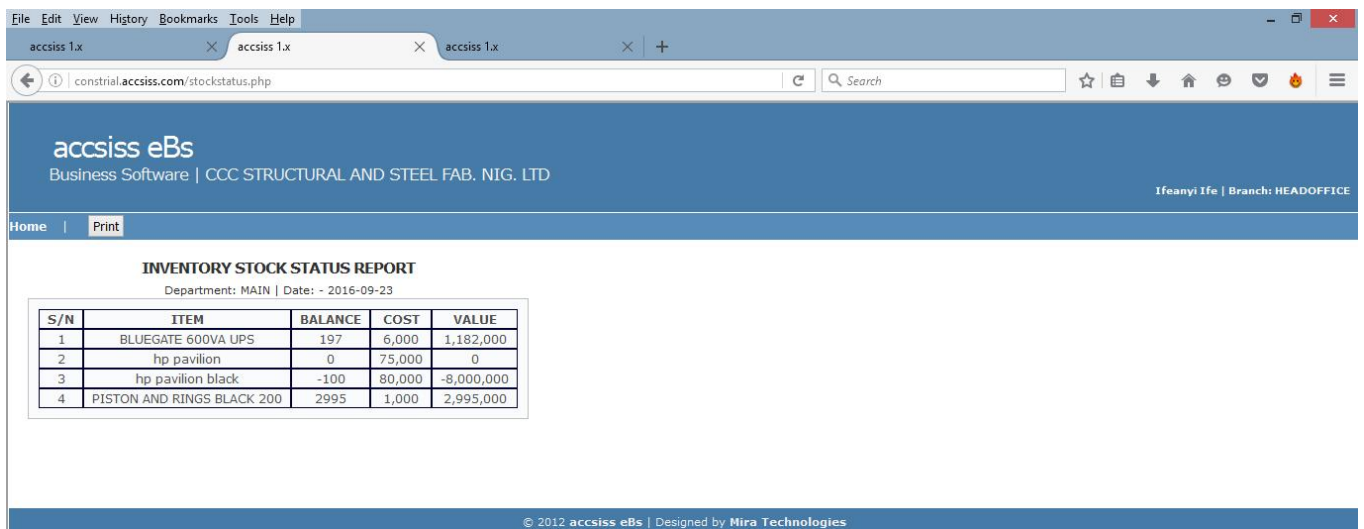
Fig 26

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.

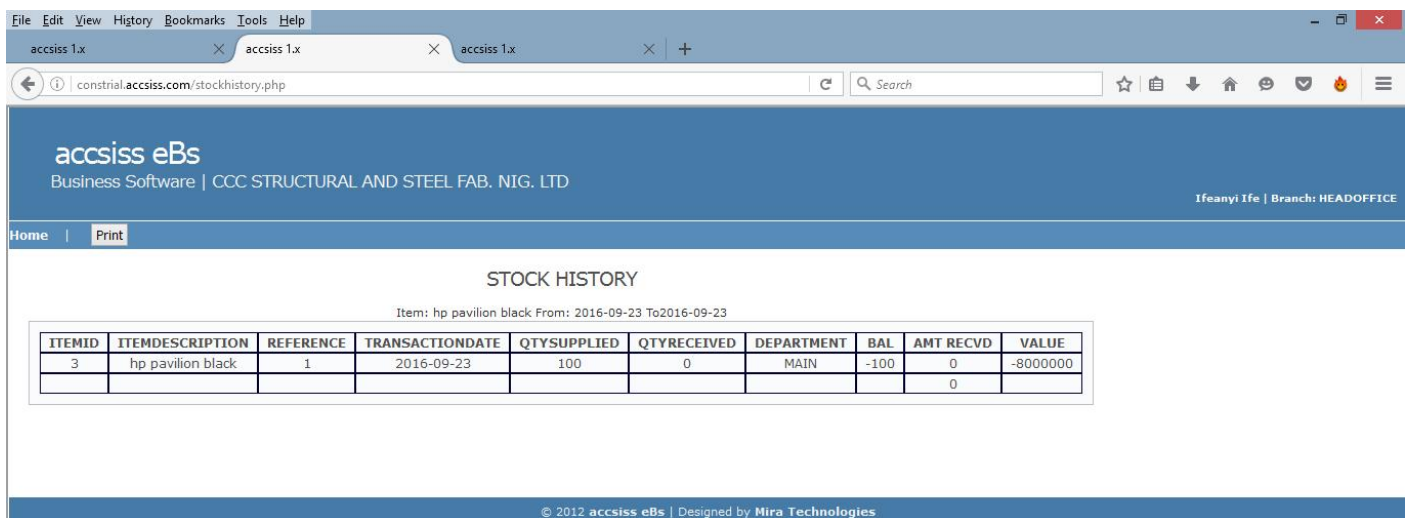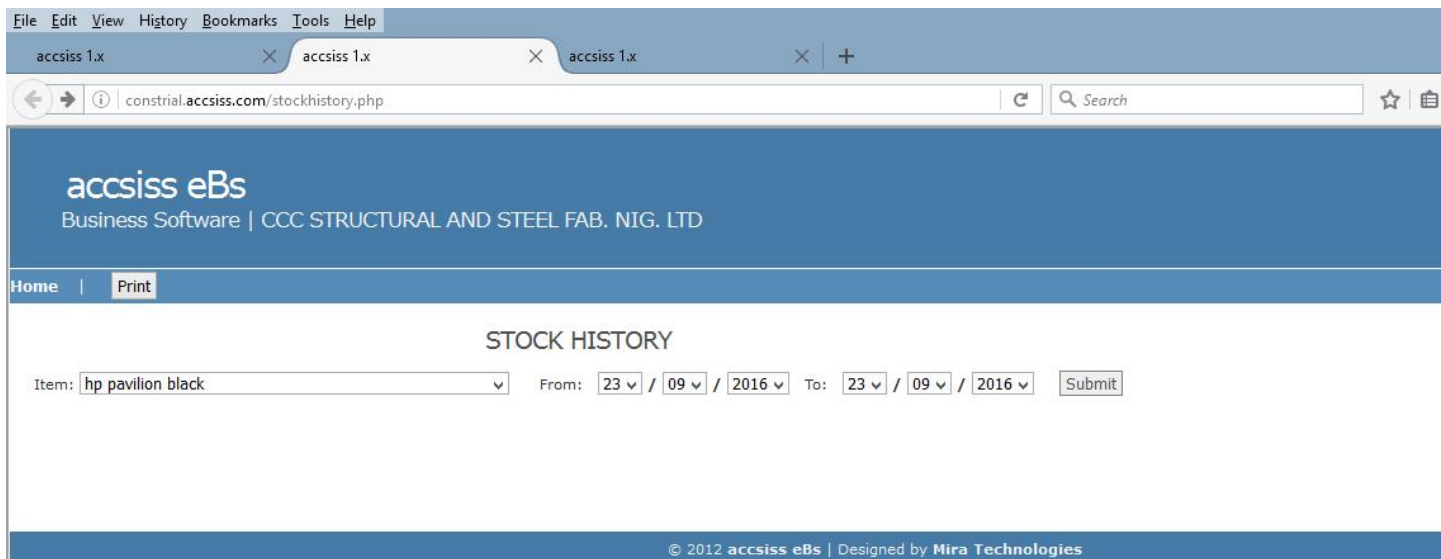Steps to view the Adjustment history

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
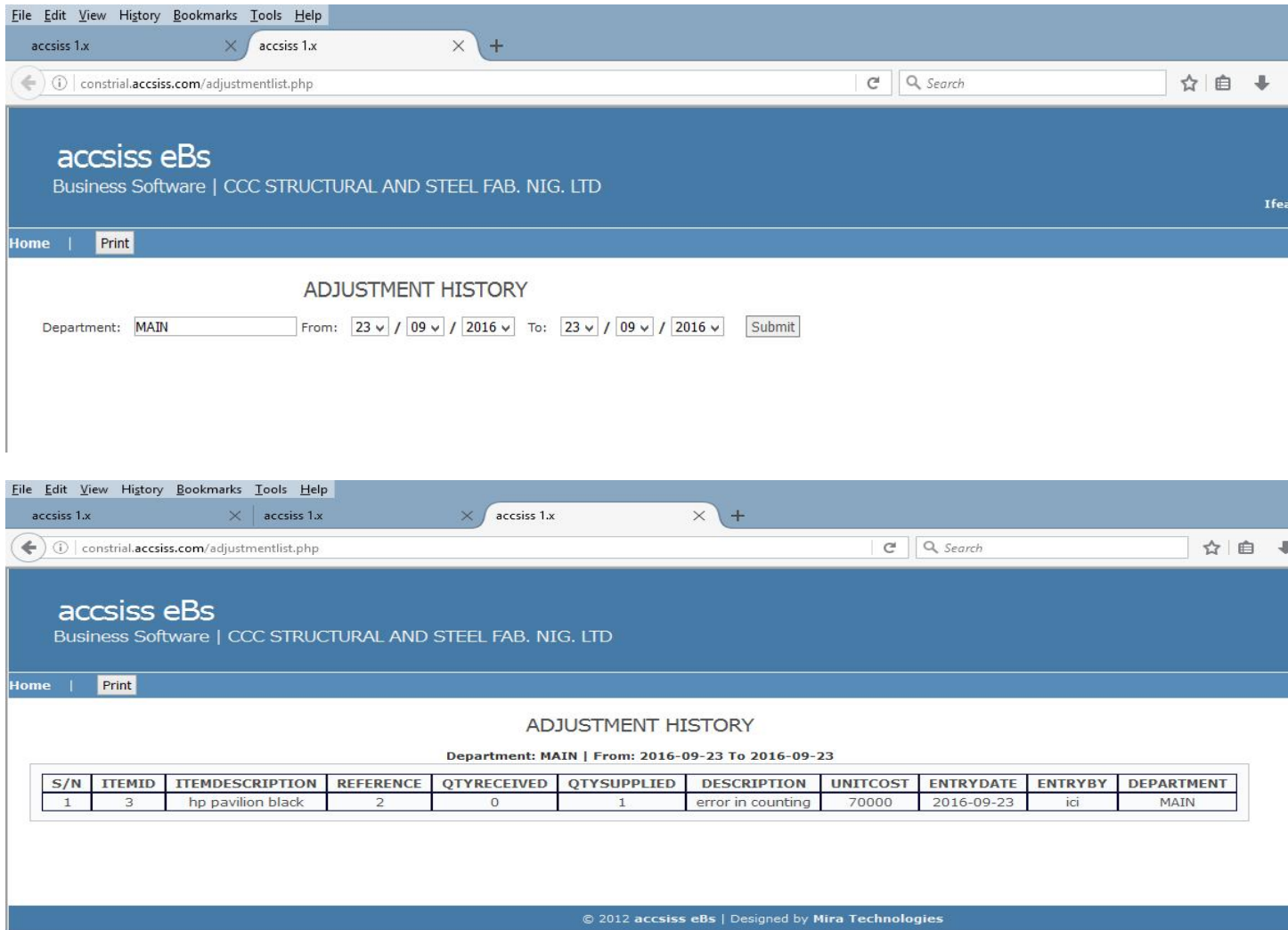
Fig 28

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.
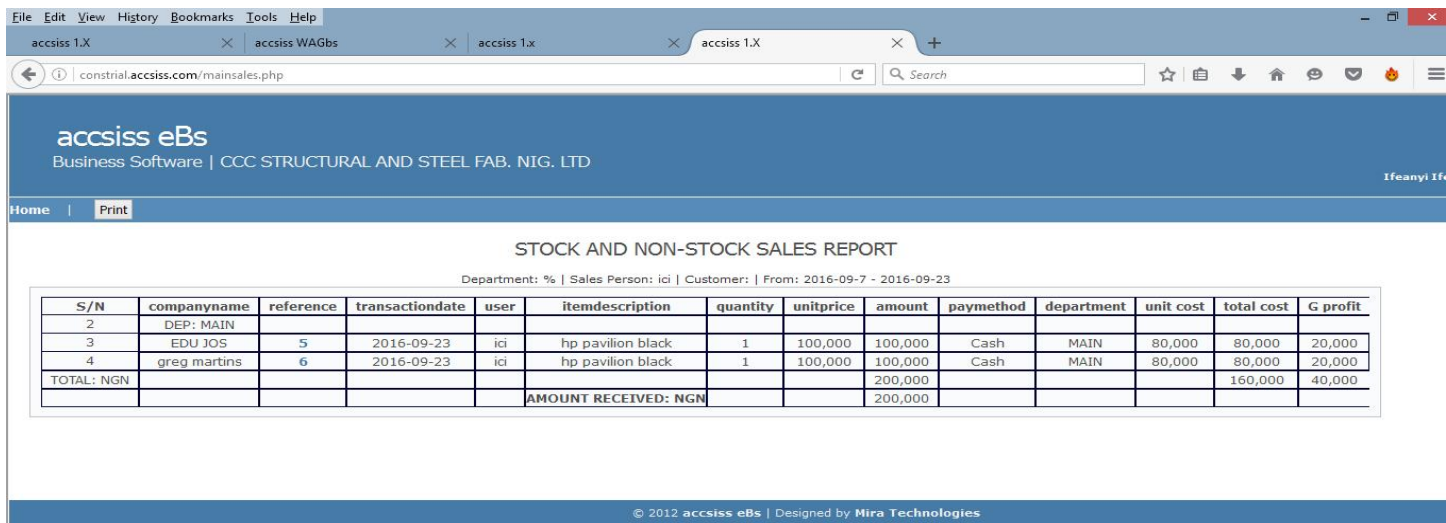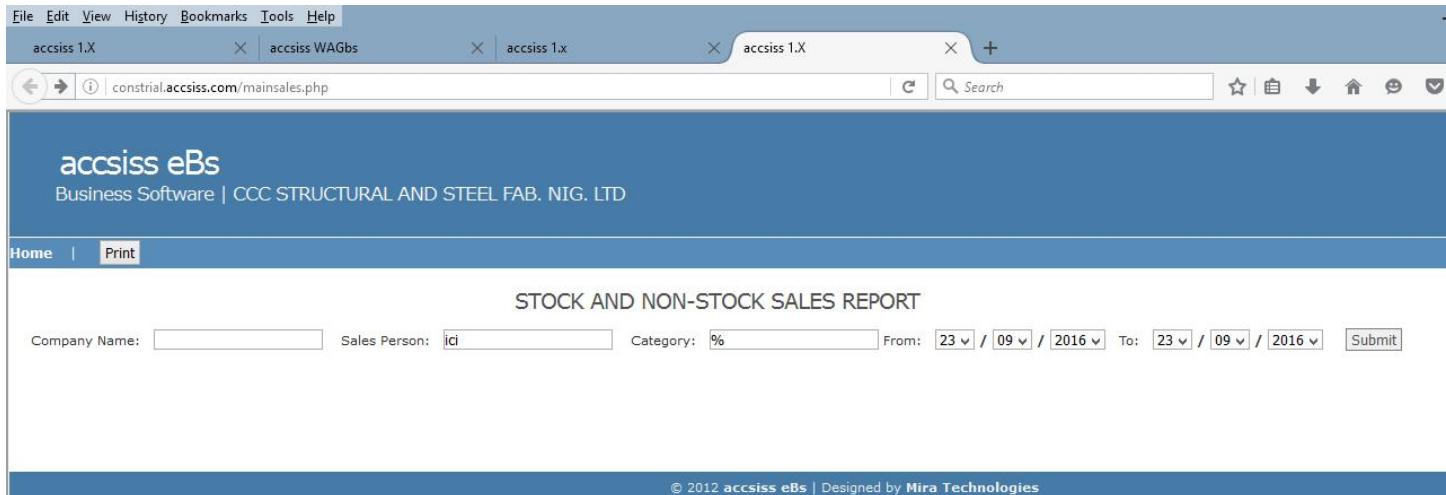
Fig 29

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.

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.
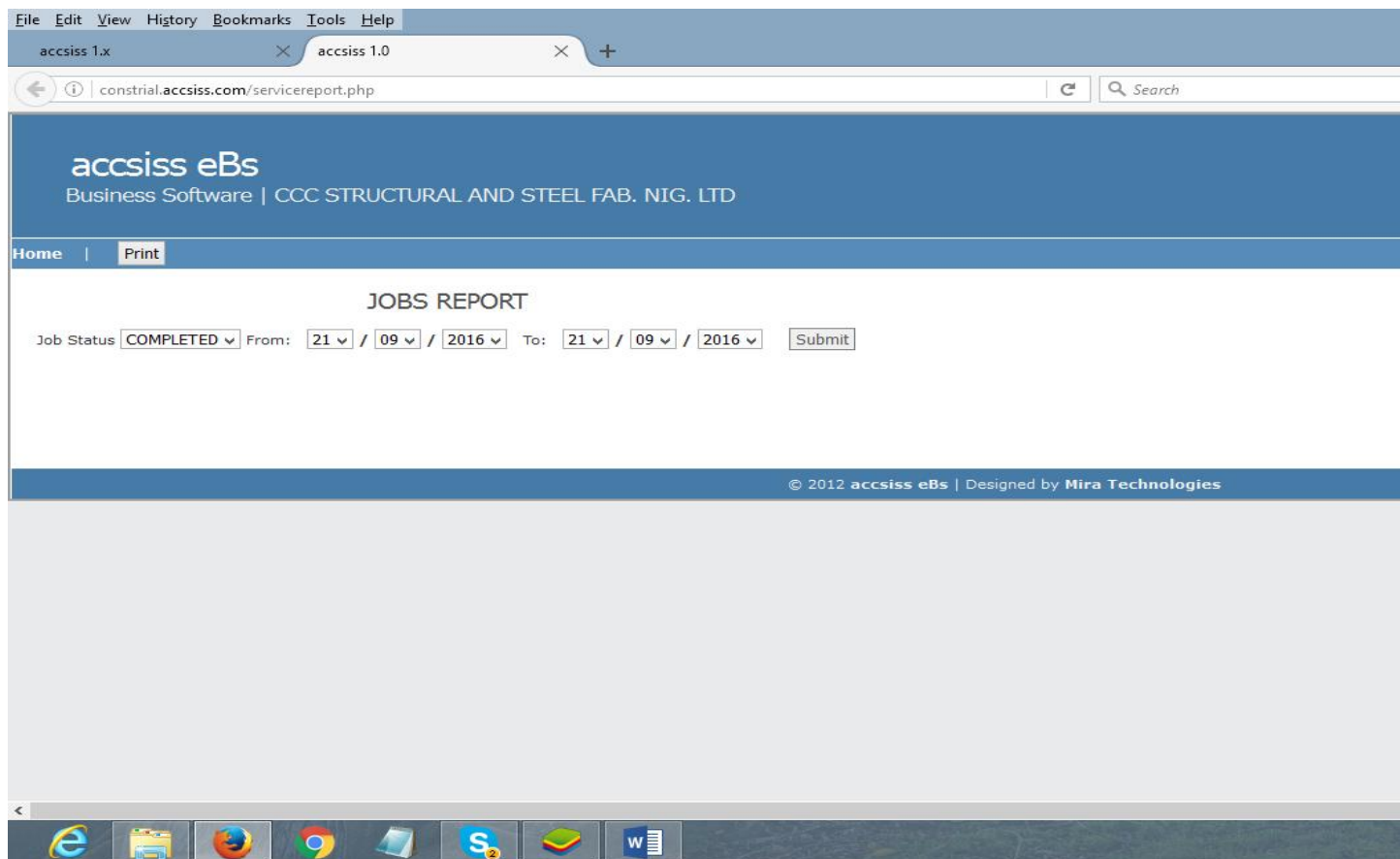
Fig 31

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.
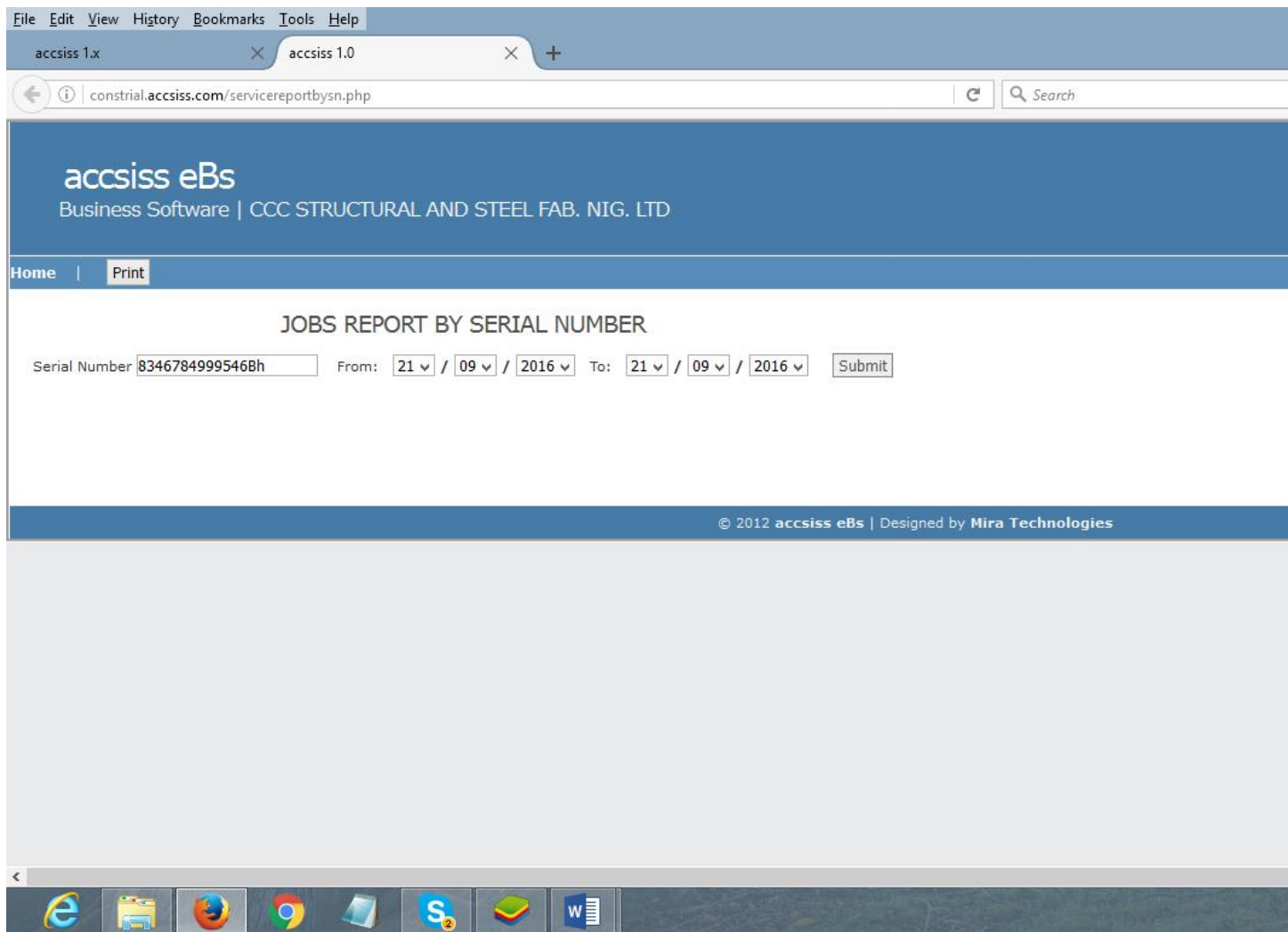
Fig 32

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
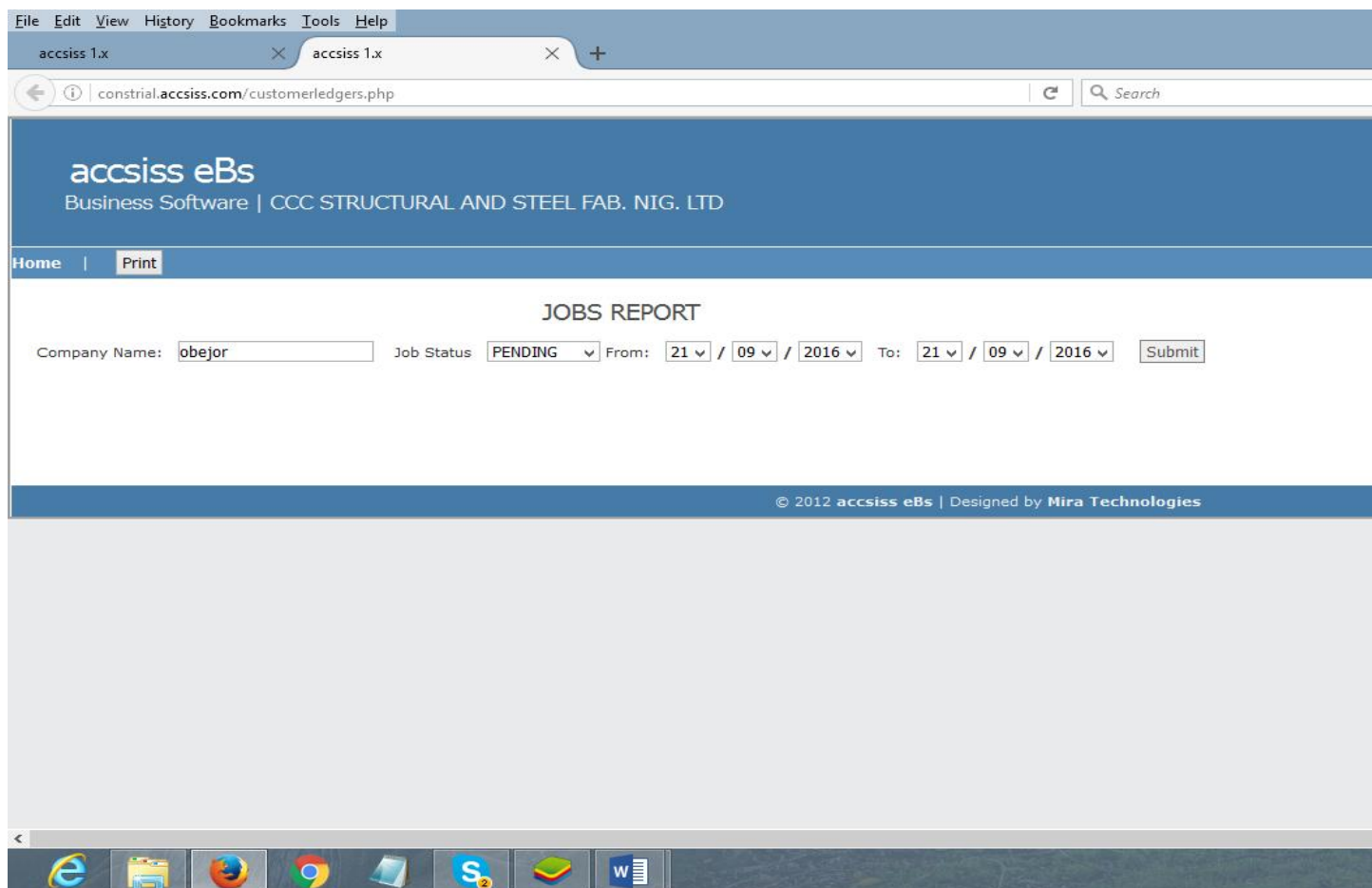
Fig 33

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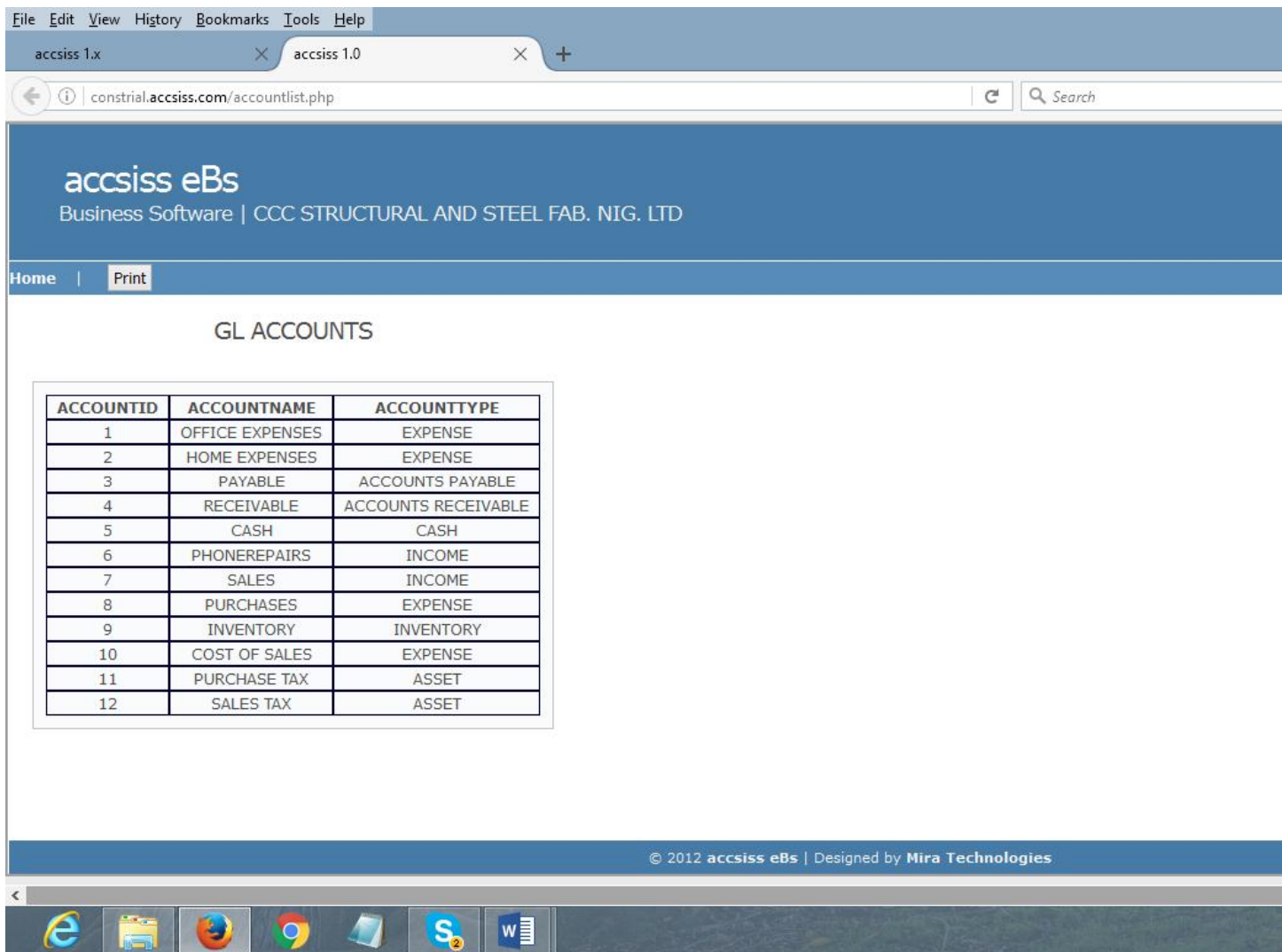
11.5.1 Account List. The account list sub-menu is used to display all the created account names and their types.
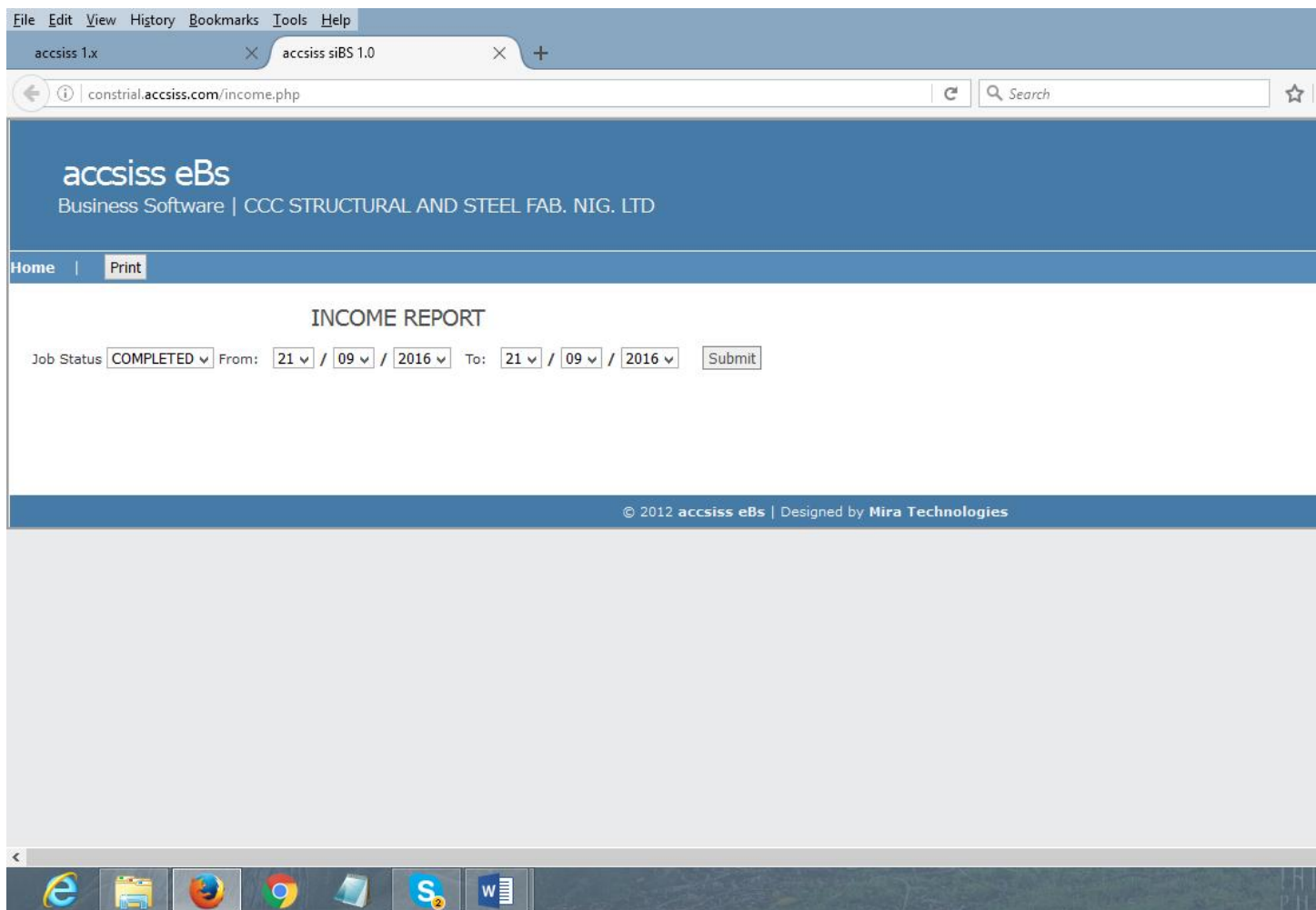
Steps on how to view the account list

Step 1: Point Reports

Step 2: move your mouse to Accounts

Step 3: Click Account List

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

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

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.

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Business Software | CCC STRUCTURAL AND STEEL FAB. NIG. LTD

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THE INCOME STATEMENT

From: 23 / 09 / 2016   To: 23 / 09 / 2016   Submit

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THE INCOME STATEMENT

INCOME STATEMENT
From: 2016-09-23 To 2016-09-23

DESCRIPTION	DEBIT (=N=)	CREDIT (=N=)
INCOME		
PHONEREPAIRS		0
SALES		200,000
EXPENSES		
COST OF SALES	160,000	
HOME EXPENSES	0	
OFFICE EXPENSES	600	
PURCHASES	0	
TOTAL	160,600	200,000
**PROFIT	LOSS**		39,400

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 viewTrial Balance

Step 1: Point Reports

Step 2: Move to Accounts

Step 3: Click Trial balance

Step 4: Select date range and click submit

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

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THE BALANCE SHEET

AS AT: 23 v / 09 v / 2016 v   Submit

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THE BALANCE SHEET

BALANCE SHEET
AS AT: 2016-09-23

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		
INVENTORY	912,000	

Fig 43