Management Control System

Software Training Materials

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# 1. INTRODUCTION OF MANAGEMENT CONTROL SYSTEM

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Link for MCS is <http://192.168.3.7:3000/> which is accessible within BBA’s local network . After search will open a login page. Which is like –

### How to Log in the MCS

Graphical user interface, application, Teams

Description automatically generated

Figure 1: Log in Page

**Steps to Log in MCS**

1. User will input his Username
2. User will input his Password
3. Click Log In Button

If the username & password are correct, users will get access to the system.

# 2. FINANCE & ACCOUNTS WING

For Finance & Accounts module –

**Steps to Enter in Finance & Accounts**

1. After login will show this dashboard of MCS.

2. Click on the Finance & Accounts.

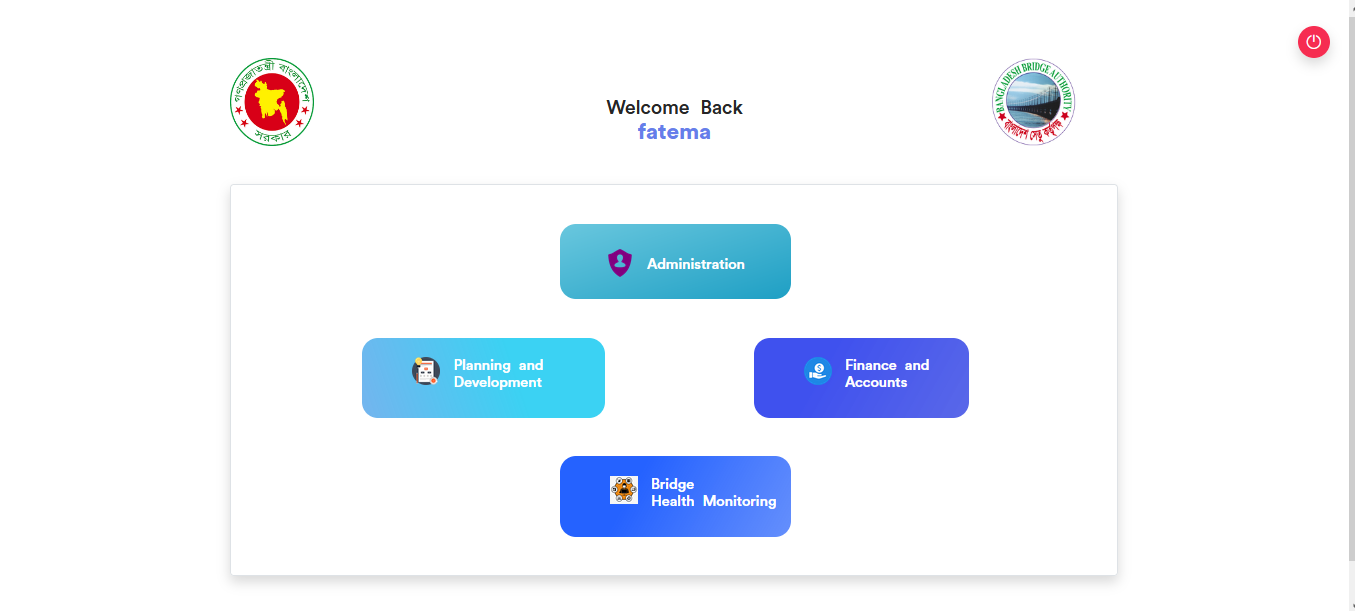


Figure 2.1: Dashboard of MCS

After entering into Finance & Accounts then there will show another dashboard with another four (4) Submodules. Such as-

1.Accounts & Budget Management

2.MIS Payroll Management

3.FDR Management

4.CPF Management



Figure 2.2: Dashboard of Finance & accounts Module.

**Overview of Finance & Accounts Sub Modules**

# 3.MIS PAYROLL MANAGEMENT (SUB MODULE)

After clicking into MIS Payroll Management, it will redirect to the (MIS Payroll Sub Module) dashboard with some menus.

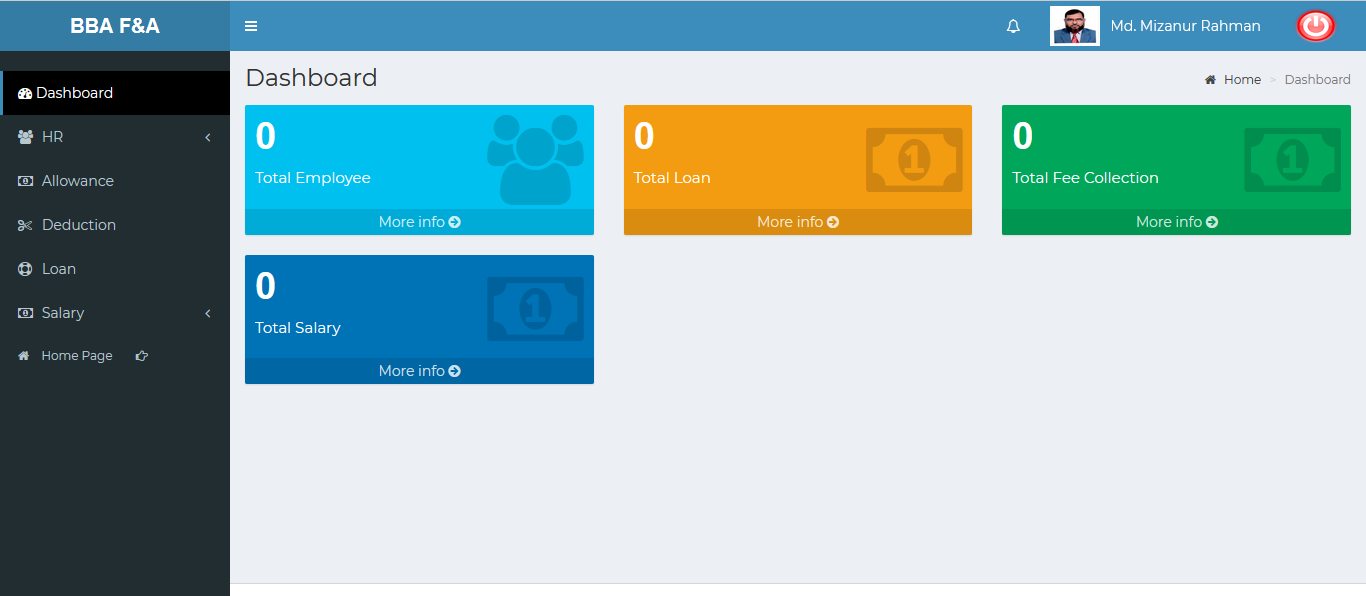


Figure 3: Dashboard of MIS payroll (sub module).

There are four segments on the right side of the MIS Payroll Management Dashboard Such as **Total Employee, Total Loan ,Total Fee Collection** And **Total Salary.**

To get the details info about (**Total Employee, Total Loan ,Total Fee Collection, Total Salary**) just click on the More info link after that it will redirect to the relevant details info page.

# 4.MIS PAYROLL MANAGEMENT MENU OVERVIEW

**MIS Payroll Management Menu Overview**

## 4.1: HR Menu Overview

**Overview of Settings**

Click on the HR menu after that there will appear three (03) sub-menu & they are **Employees , Others** and **Increments.**

### 4.1.1.1: Employees (HR) View of all Employees data

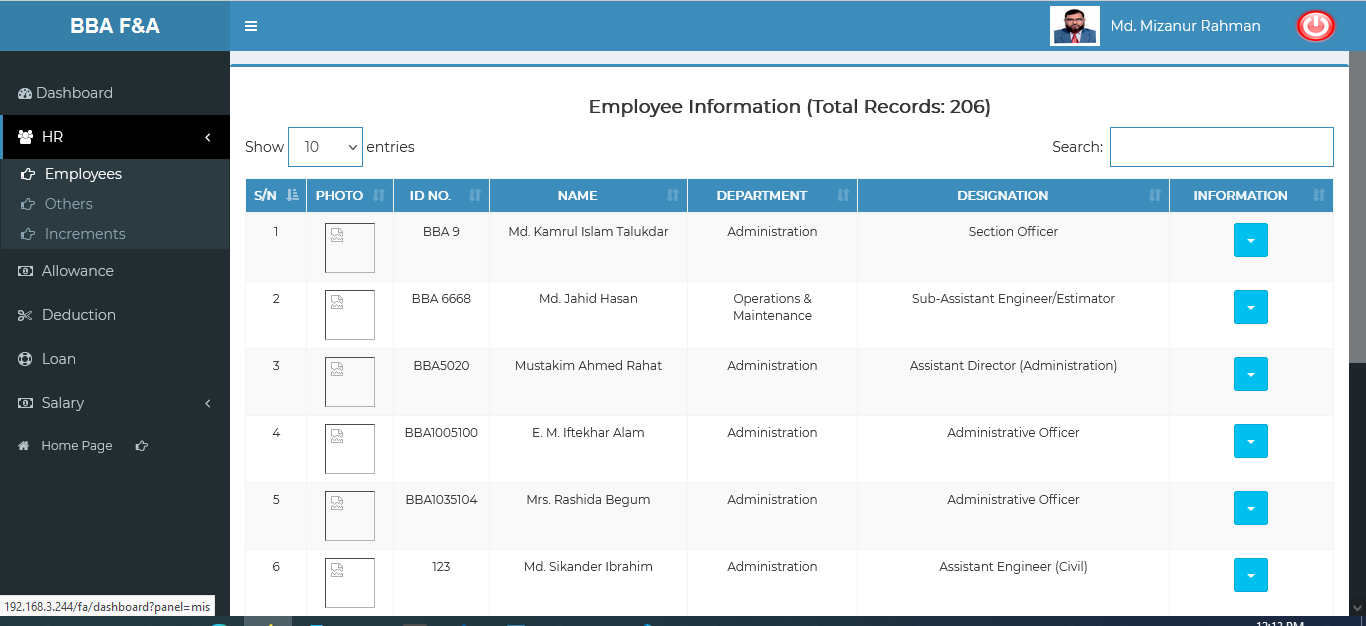


Figure 4.1.1.1: view of all employees details

### 4.1.1.2: Employees (HR) View of Employee (Personal) Data

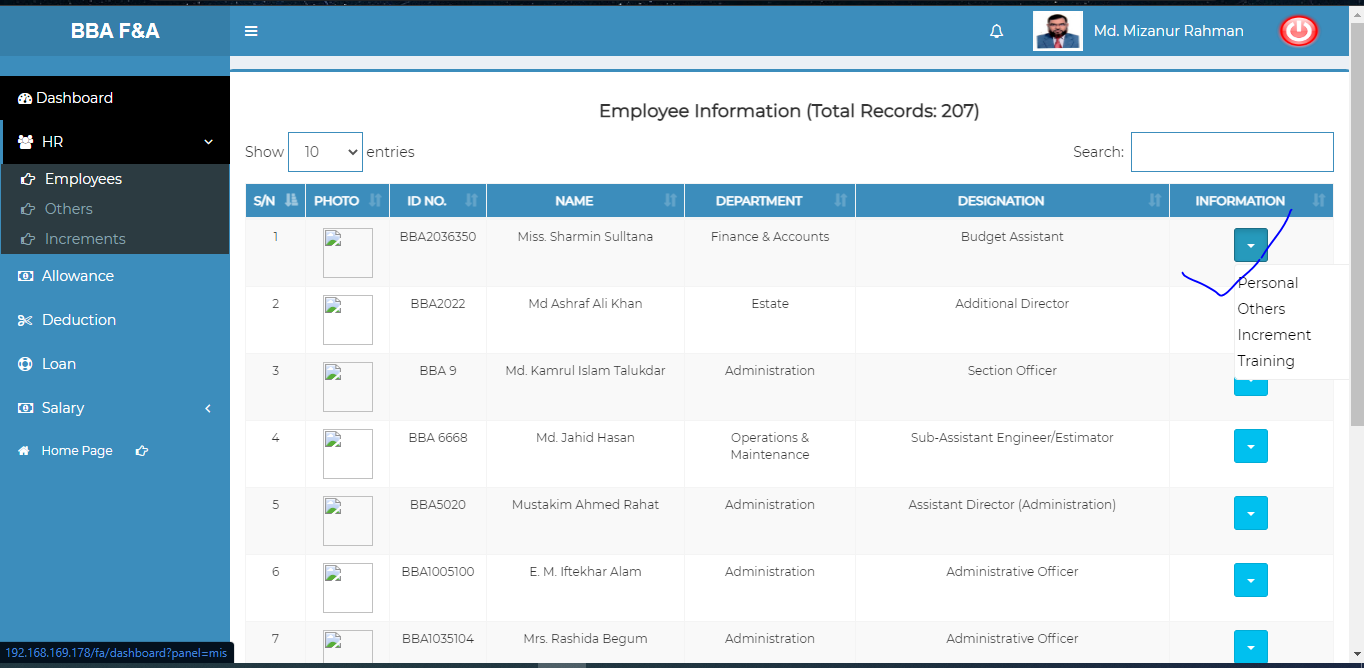




Figure 4.1.1.2: employees (HR)View of employee (personal) data

### Employee (Personal) Data Print: Click on the print button after that looks like printing functionality will display.

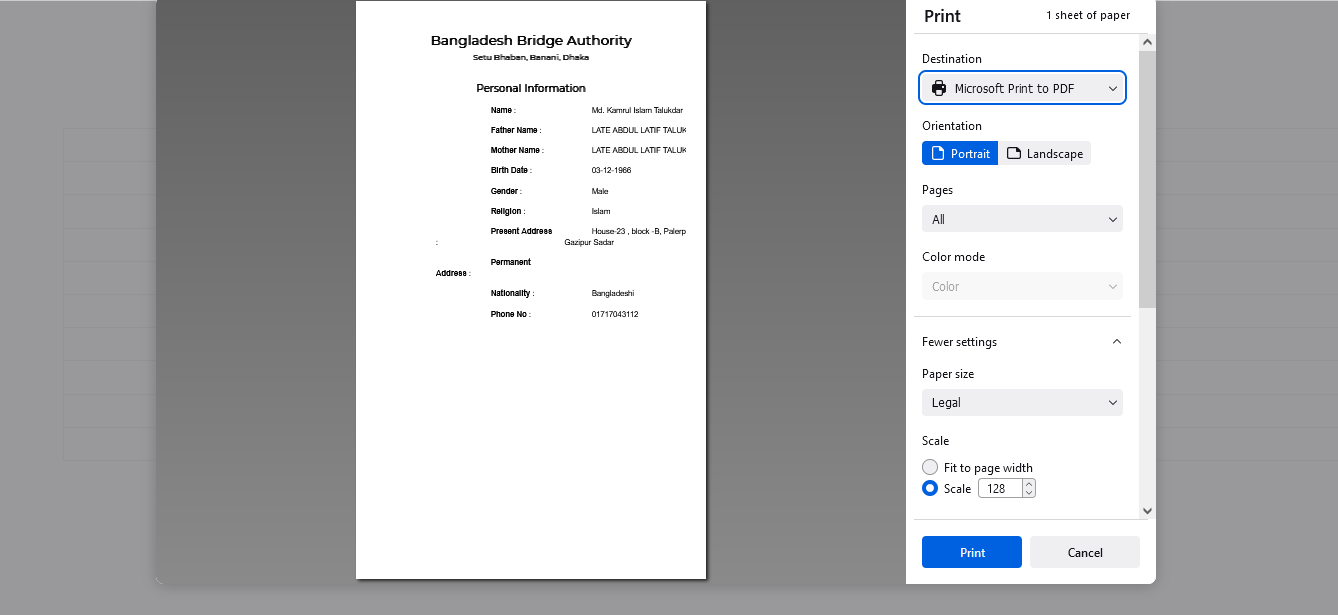
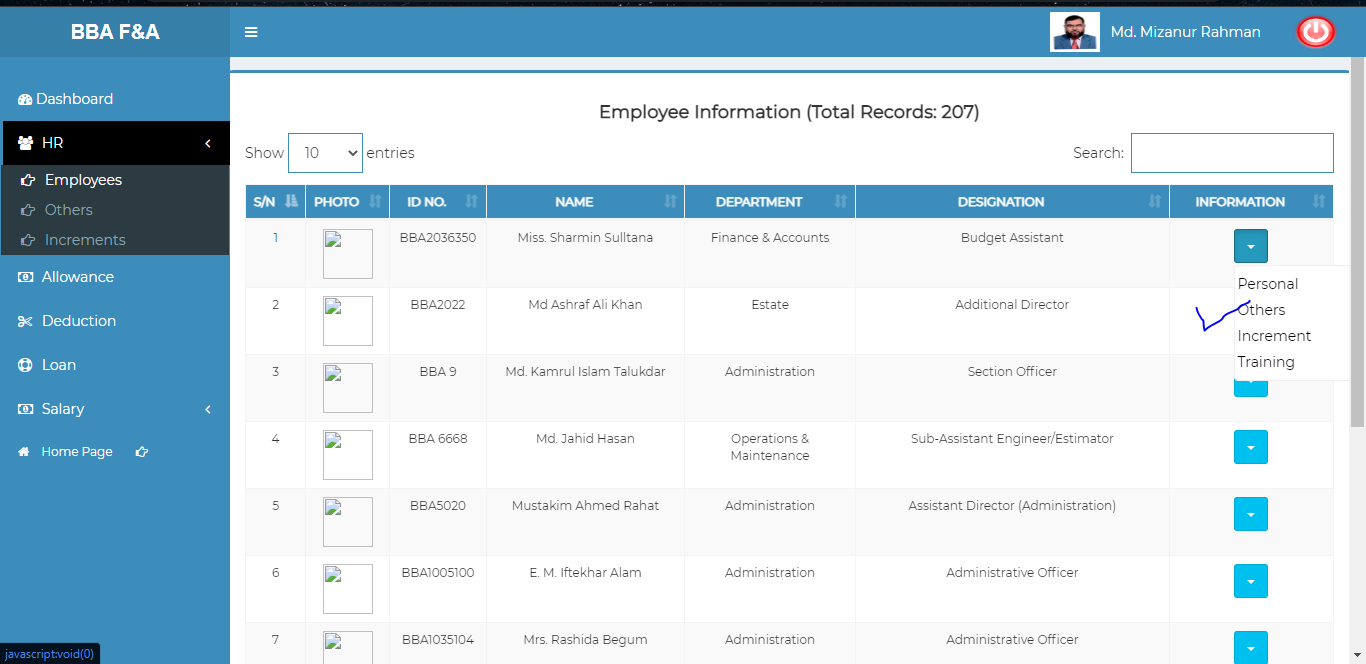


Figure 4.1.1.2.1: employee (personal) data Print

### 4.1.1.3: Employees (HR) View of Employee (Others) Data



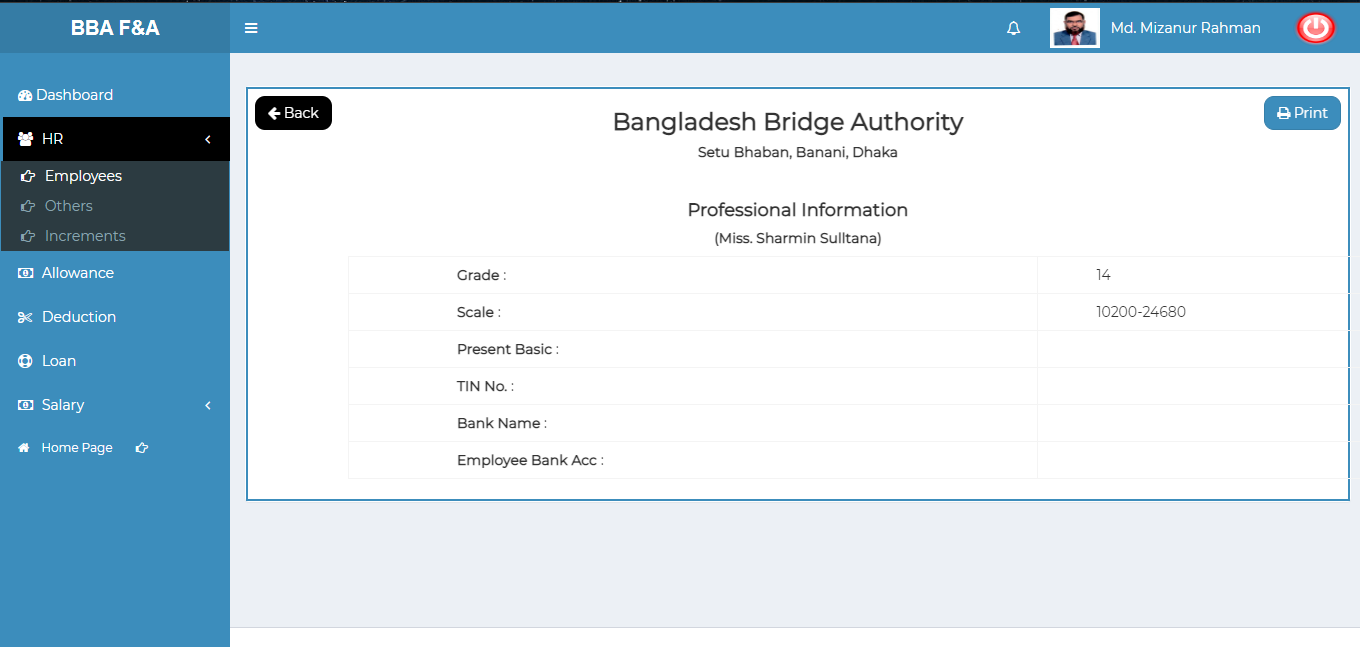


Figure 4.1.1.3: employees (HR)View of employee (others) data

### Employee (Others) Data Print: Click on the print button after that looks like below printing functionality will appear.

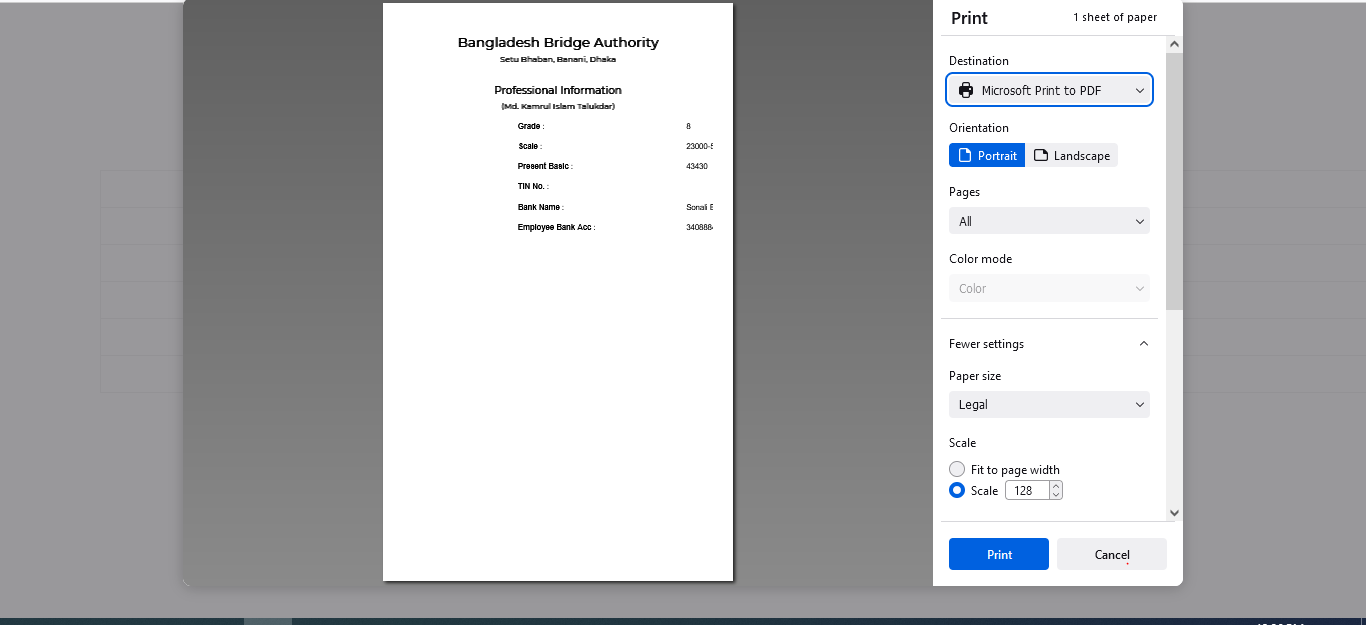


Figure 4.1.1.3.1: employee (others) data Print

### 4.1.1.4: Employees (HR) View of Employee (Increment) Data

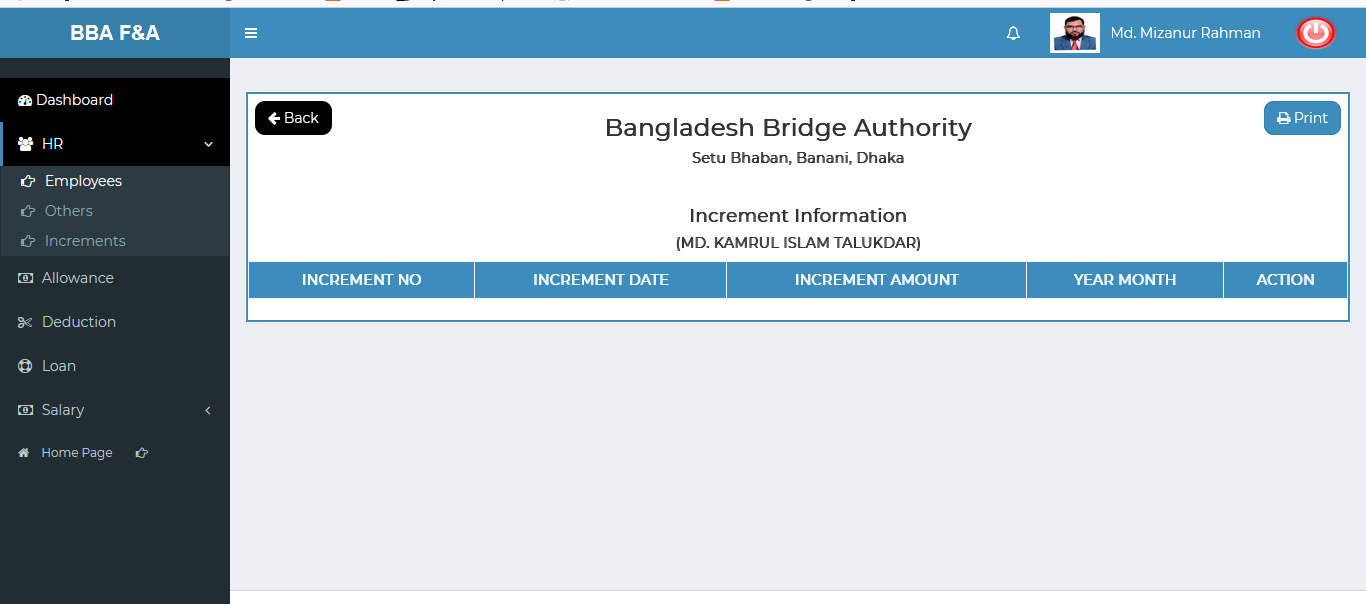


Figure 4.1.1.4: employees (HR)View of employee (Increment) data

### Employee (Increment) Data Print: Click on the print button after that looks like below printing functionality will appear.

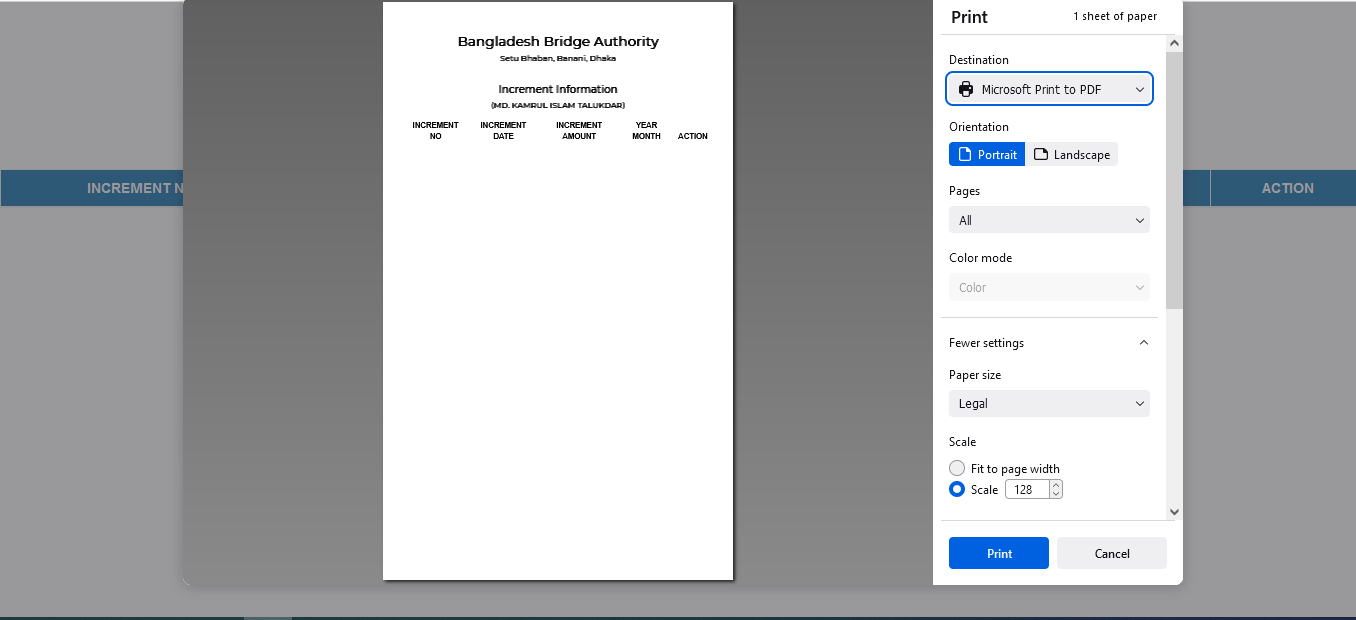


Figure 4.1.1.4.1: employee (increment) data Print

### 4.1.1.5: Employees (HR) View of Employee (Training) Data



Figure 4.1.1.5: employees (HR)View of employee (Training) data

### Employee (Training) Data Print: Click on the print button after that looks like below printing functionality will appear.

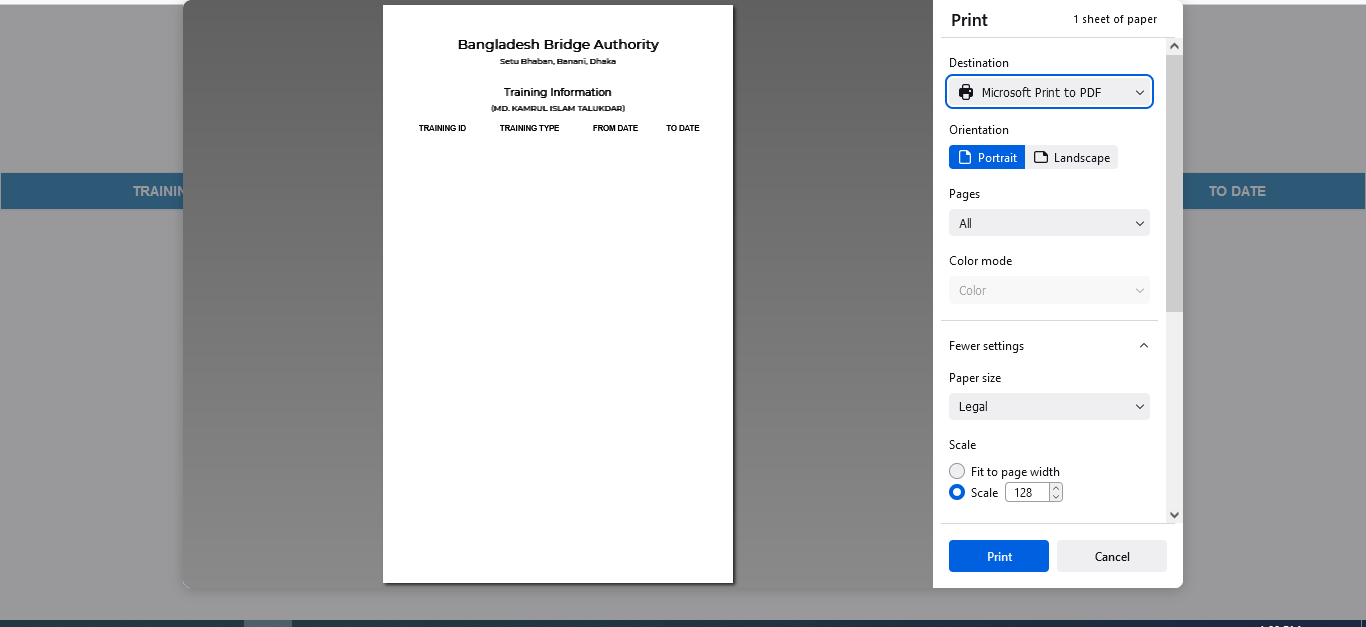


Figure 4.1.1.5.1: employee (training) data Print

### 4.1.1.6: Employees (HR) Search

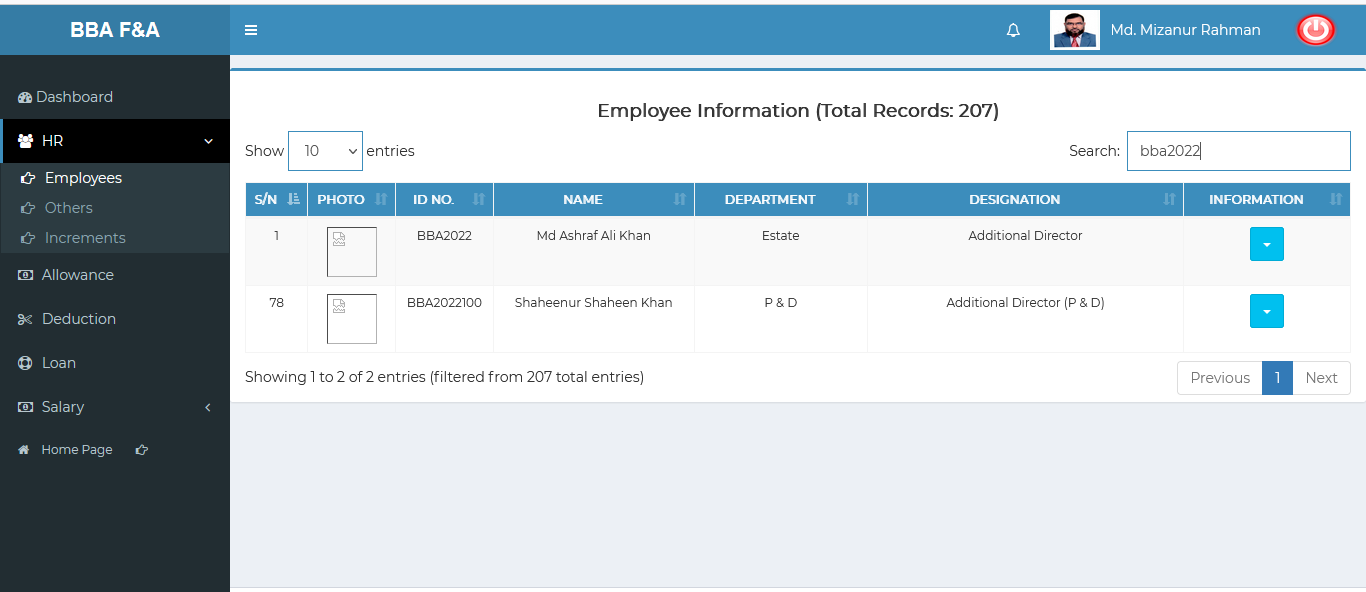


Figure 4.1.1.6: employees (HR) search

### 4.1.2.1: Others (HR) Add Others Info input field

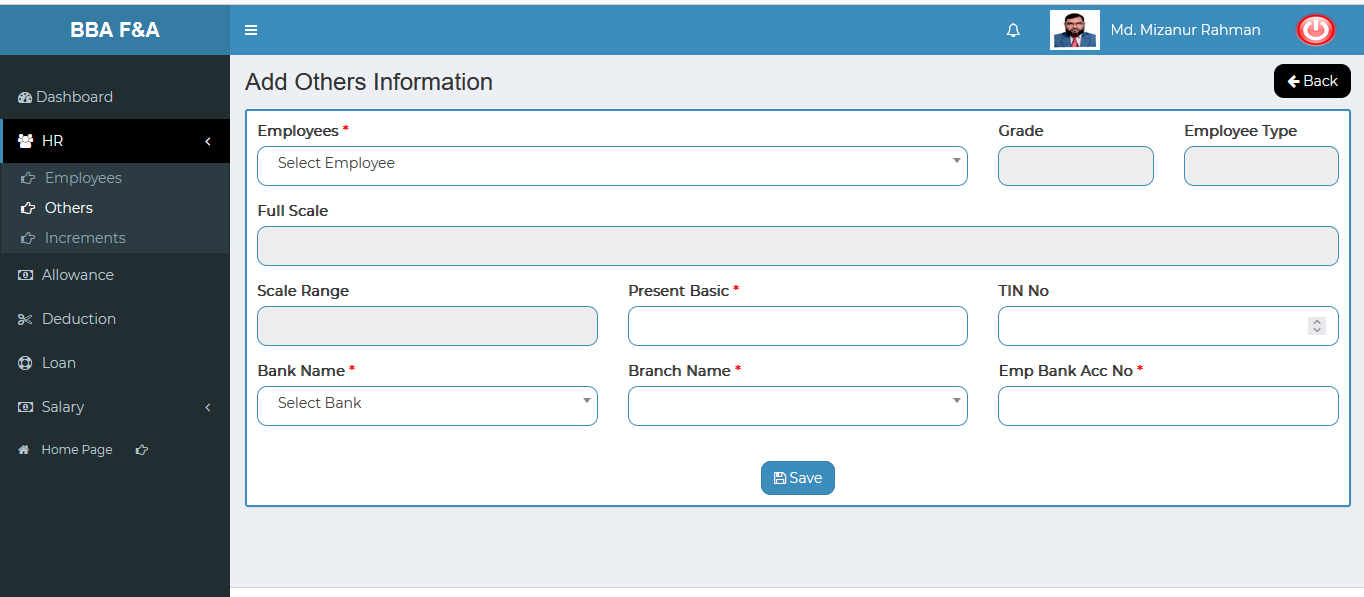


Figure 4.1.2.1: add others input field

### 4.1.2.2: Others (HR) View of Details Others Infromation

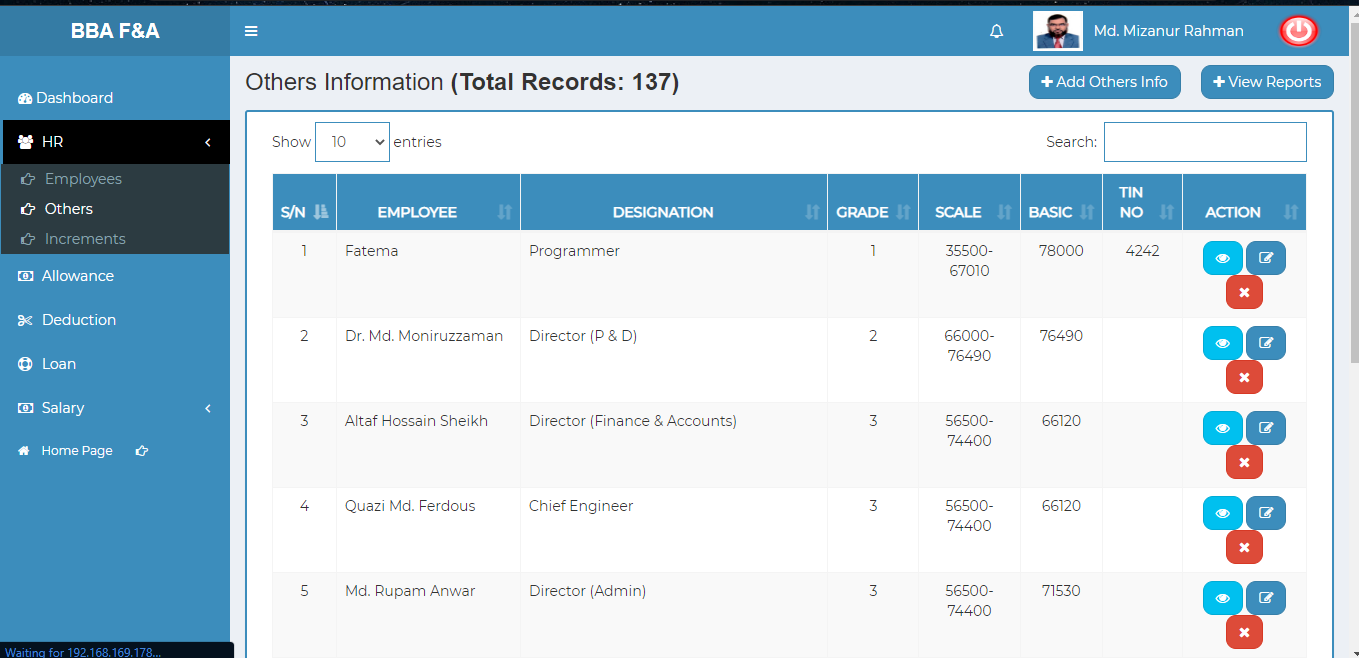


Figure 4.1.2.2: View of details others information

### 4.1.2.3: Others (HR) View of Single Details

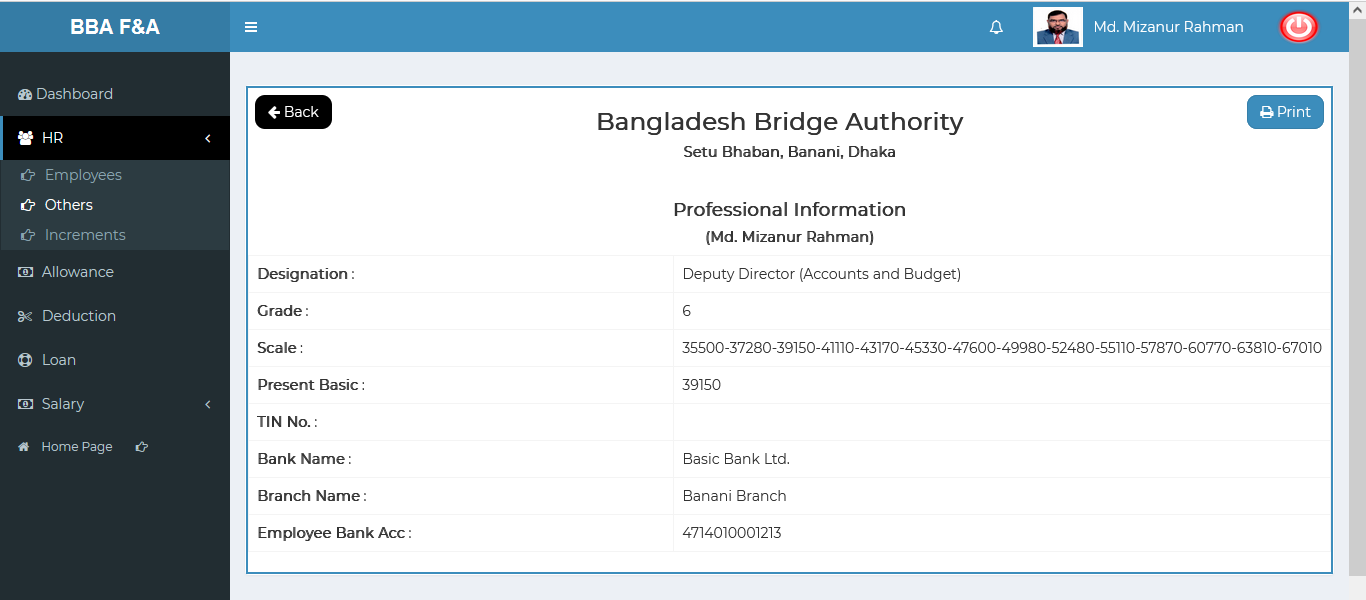


Figure 4.1.2.3: others (HR) View of single details others information

### 4.1.2.3.1: Others (HR) View of Single Details Print

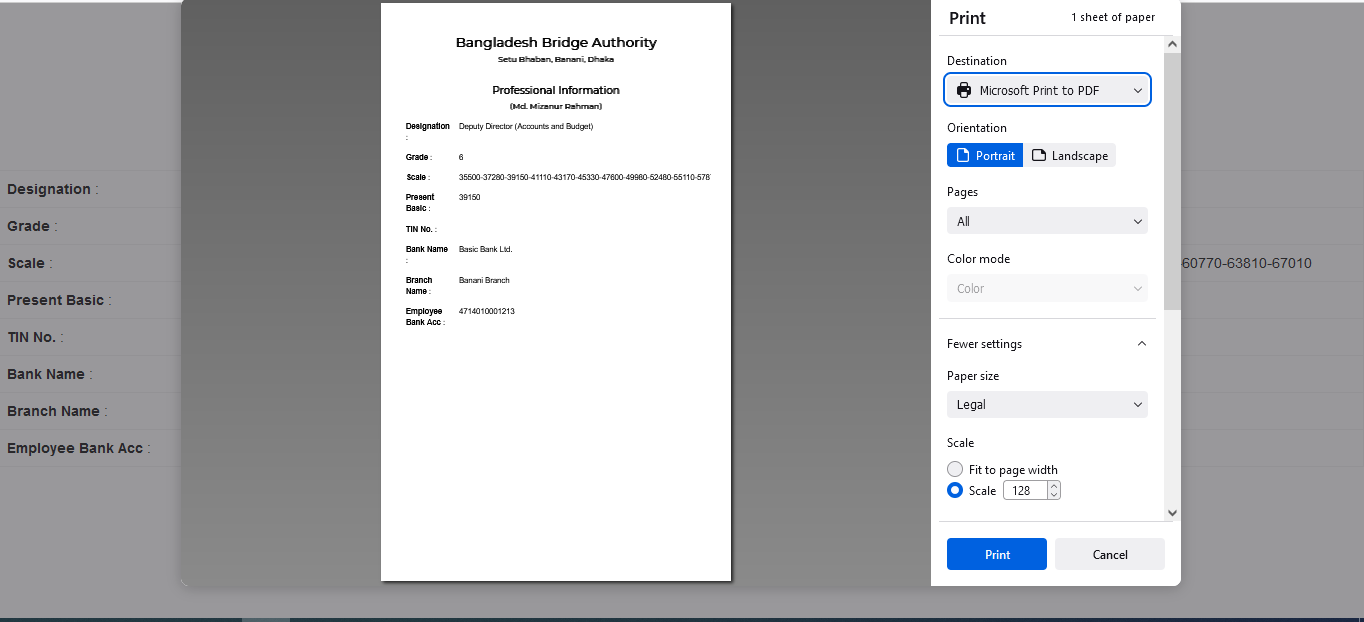


Figure 4.1.2.3.1: others (HR) View of single details print

### 4.1.2.4: Others (HR) Edit



Figure 4.1.2.4: others (HR) edit

### 4.1.2.5: Others (HR) Delete

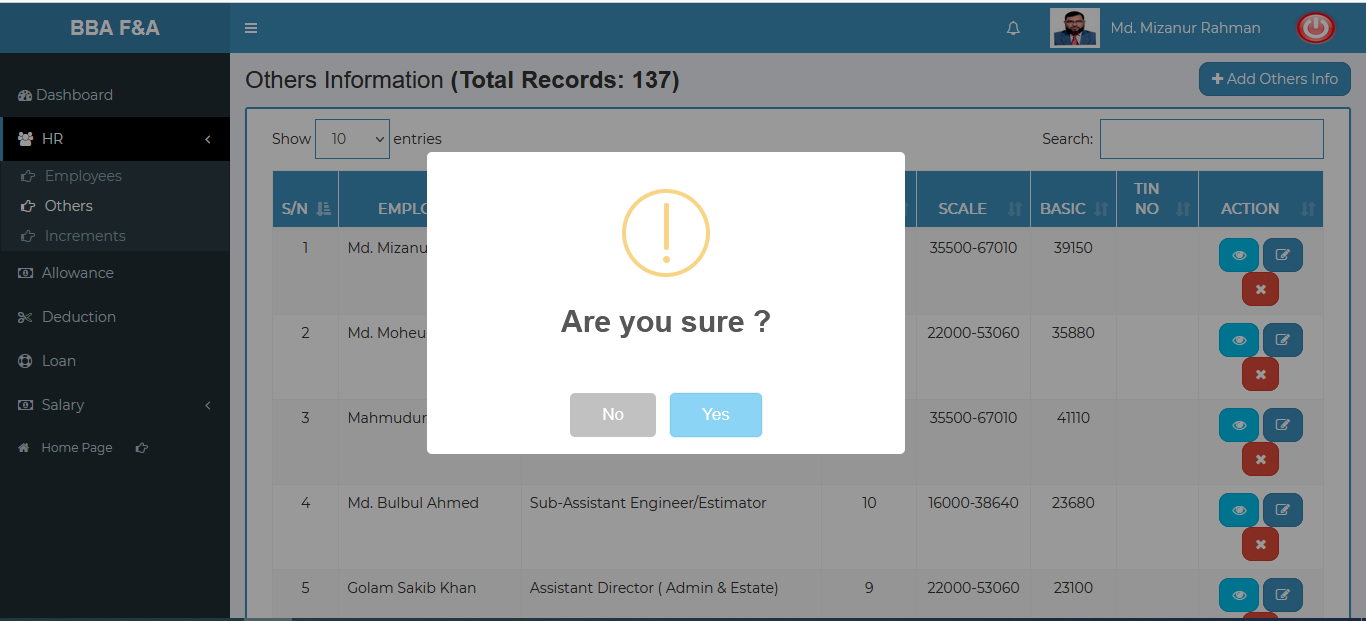


Figure 4.1.2.5: others (HR) Delete

### 4.1.2.6: Others (HR) Search

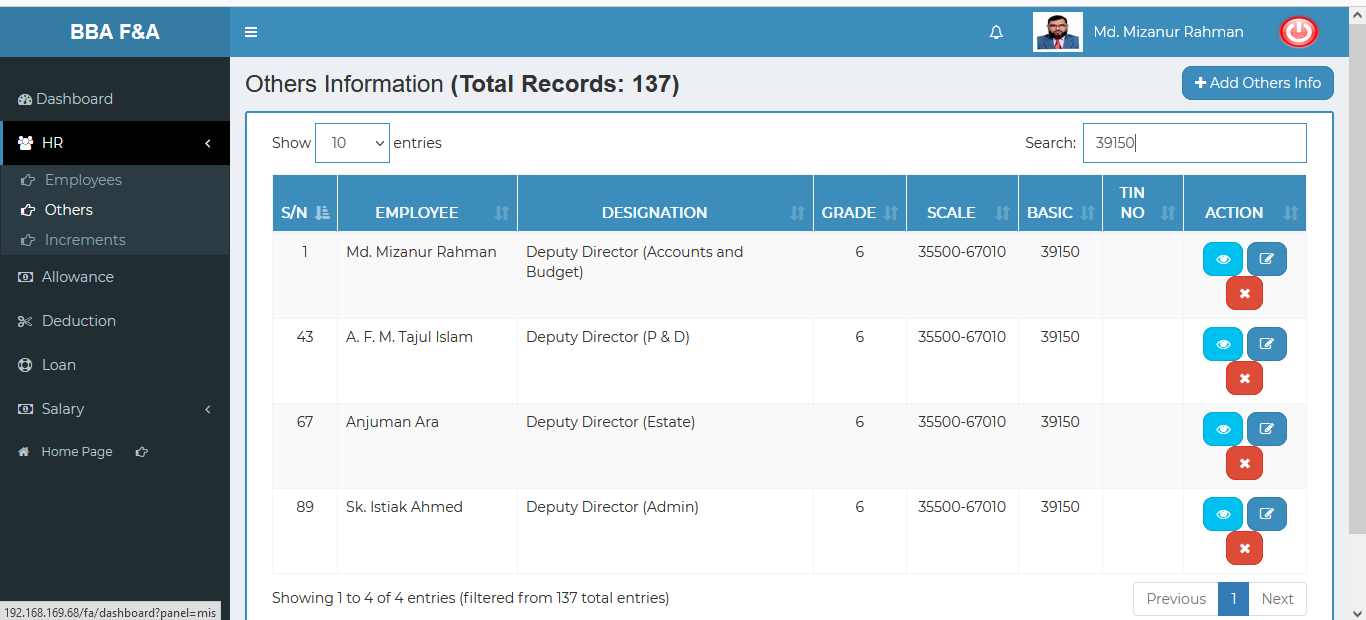


Figure 4.1.2.6: search Others information

### 4.1.2.7: Others (HR) View Reports

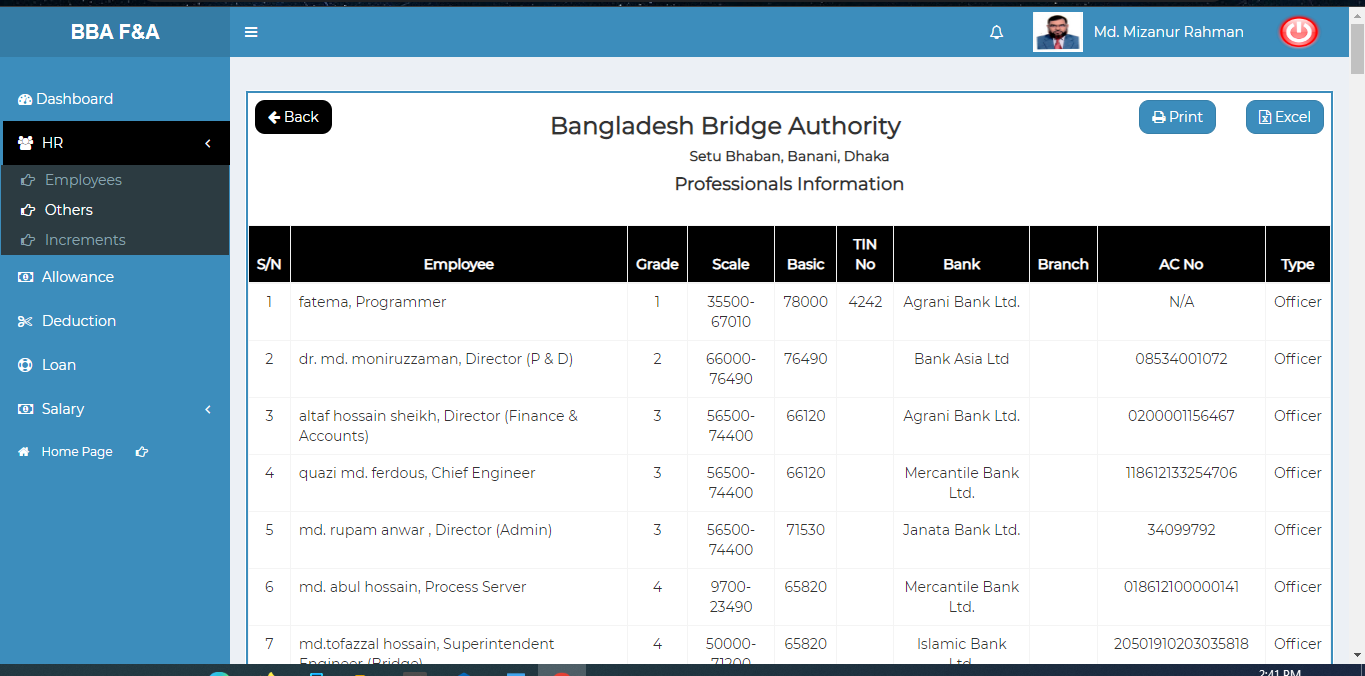


Figure 4.1.2.7: View report

**Download Excel File**:To download the excel file click on the print button

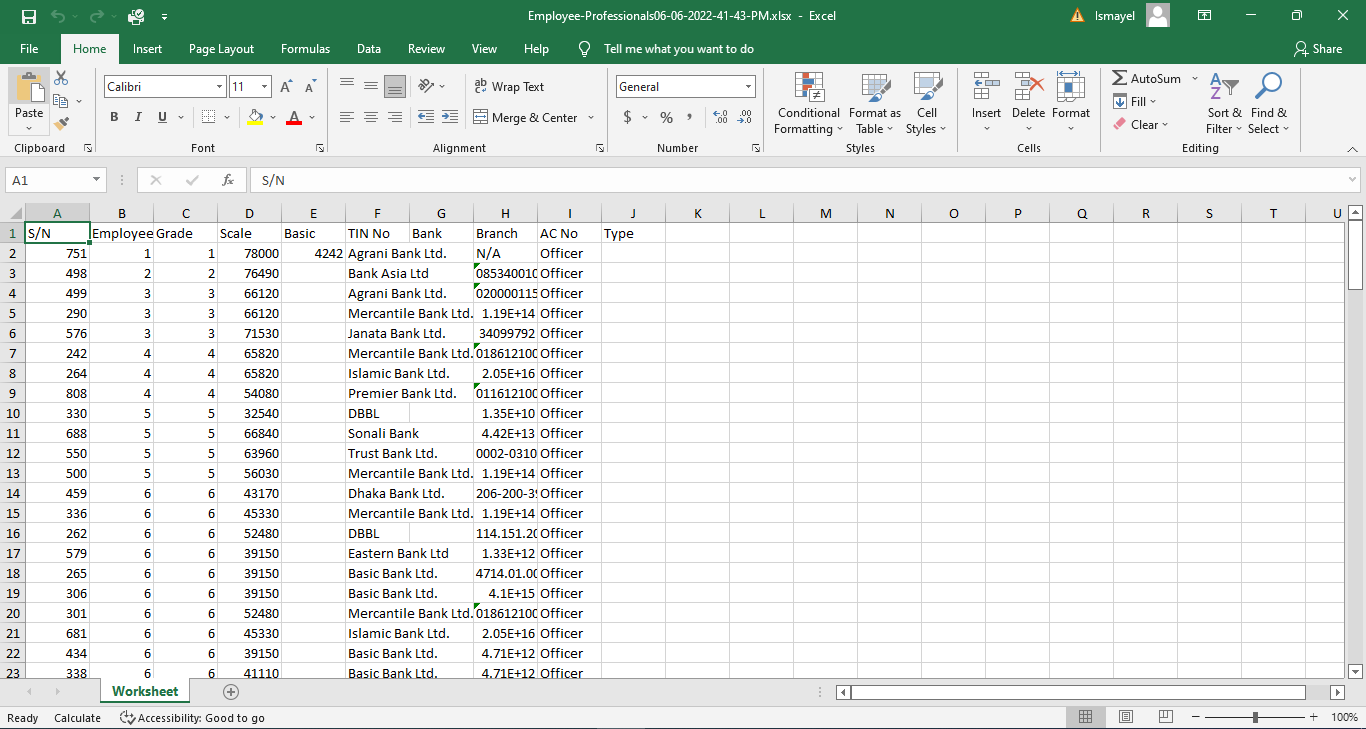


Figure 4.1.2.7: downloaded excel file

### 4.1.3.1: Increments (HR) Add New Increment input field

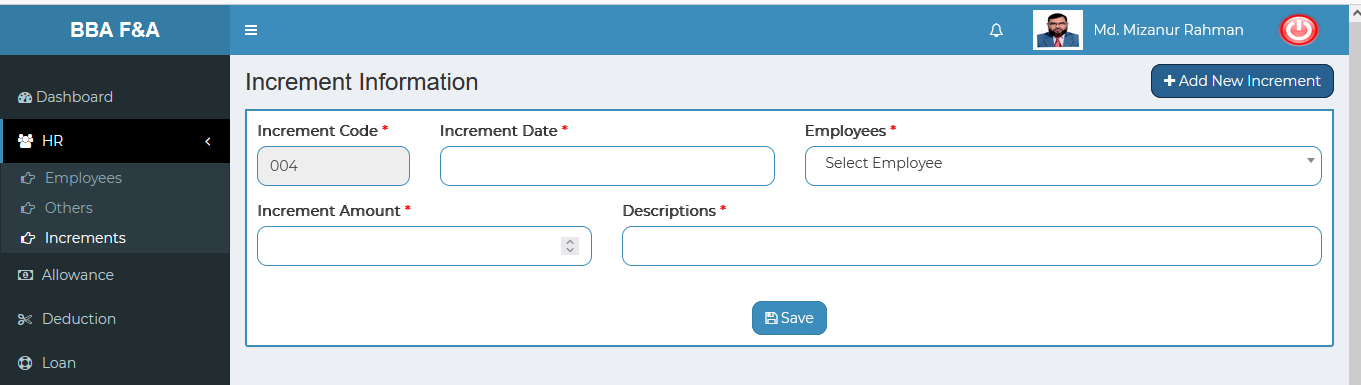
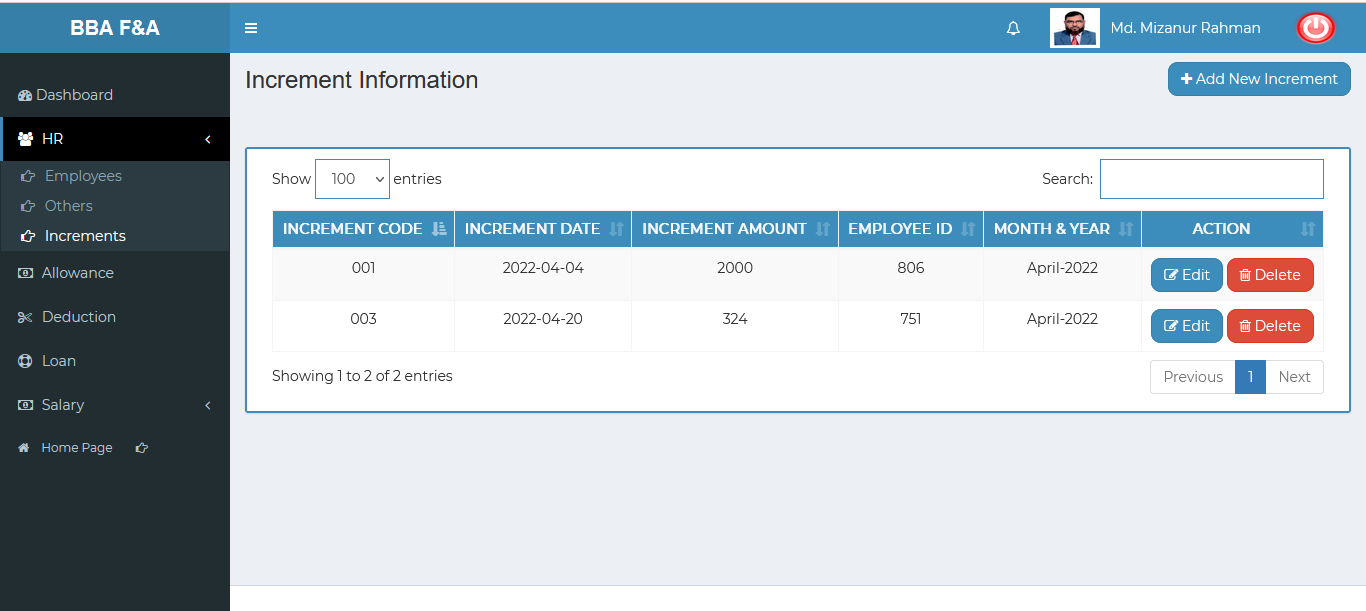


Figure 4.1.3.1: add new increment input field

### 4.1.3.2: Increments (HR) View details of increment information

 Figure 4.1.3.2: view details of increment information

### 4.1.3.3: Increments (HR) Increment Information Edit

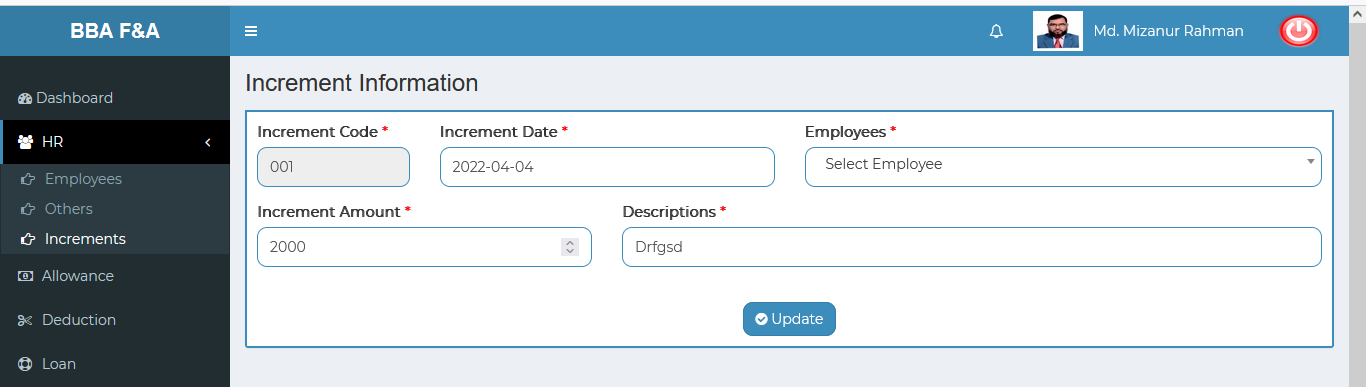
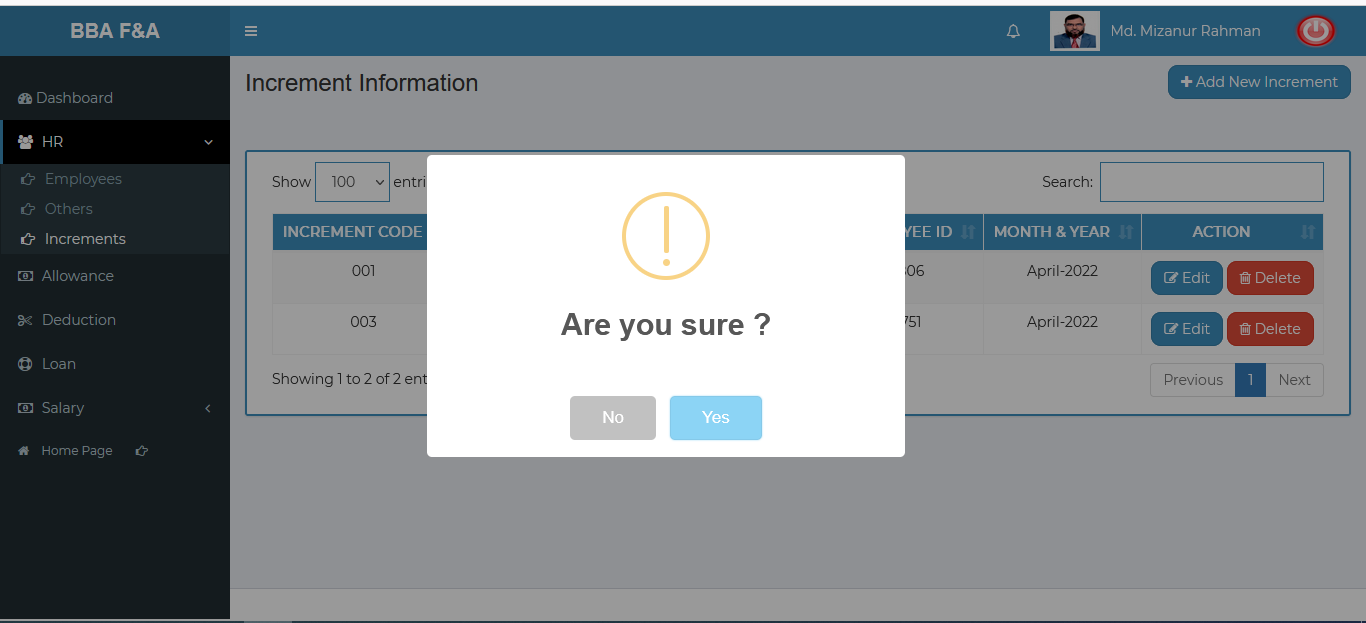


Figure 4.1.3.3: Increments information editform

### 4.1.3.4: Increments (HR) Delete increment data

 Figure 4.1.3.4: delete increment data

### 4.1.3.5: Increments (HR) Search increment information

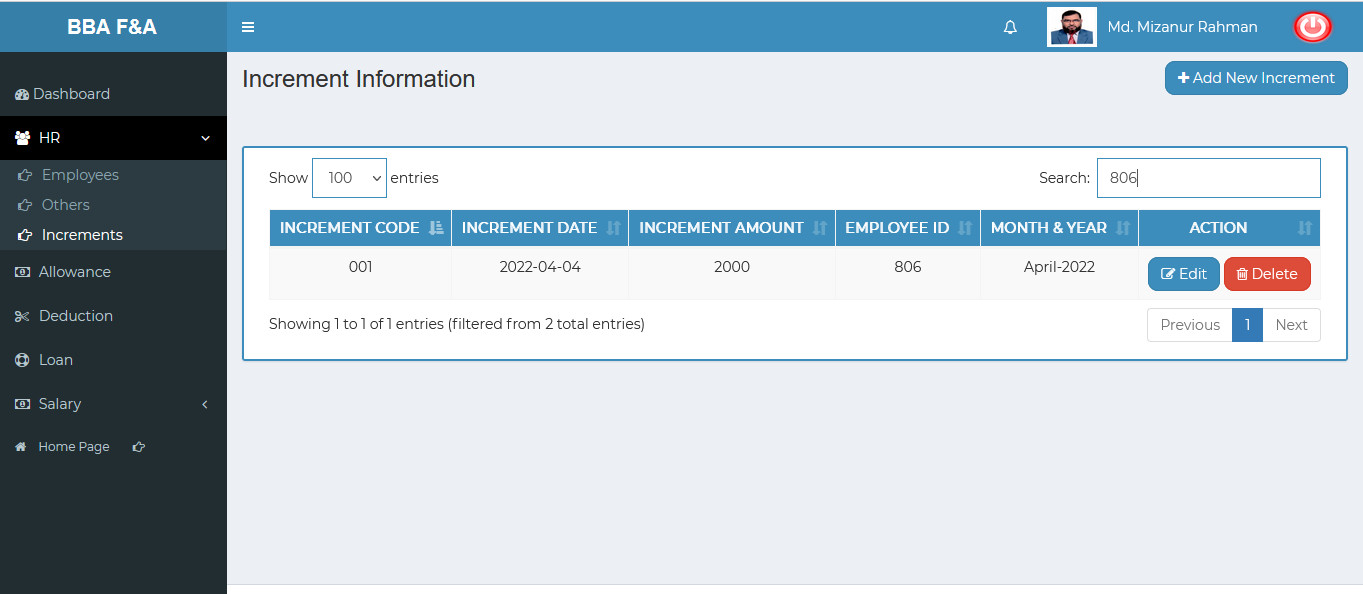


Figure 4.1.3.5: Search increment information

## 4.2: Allowance Menu Overview

**Overview of Allowance**

### 4.2.1.1: (Allowance) Entering allowance page input field

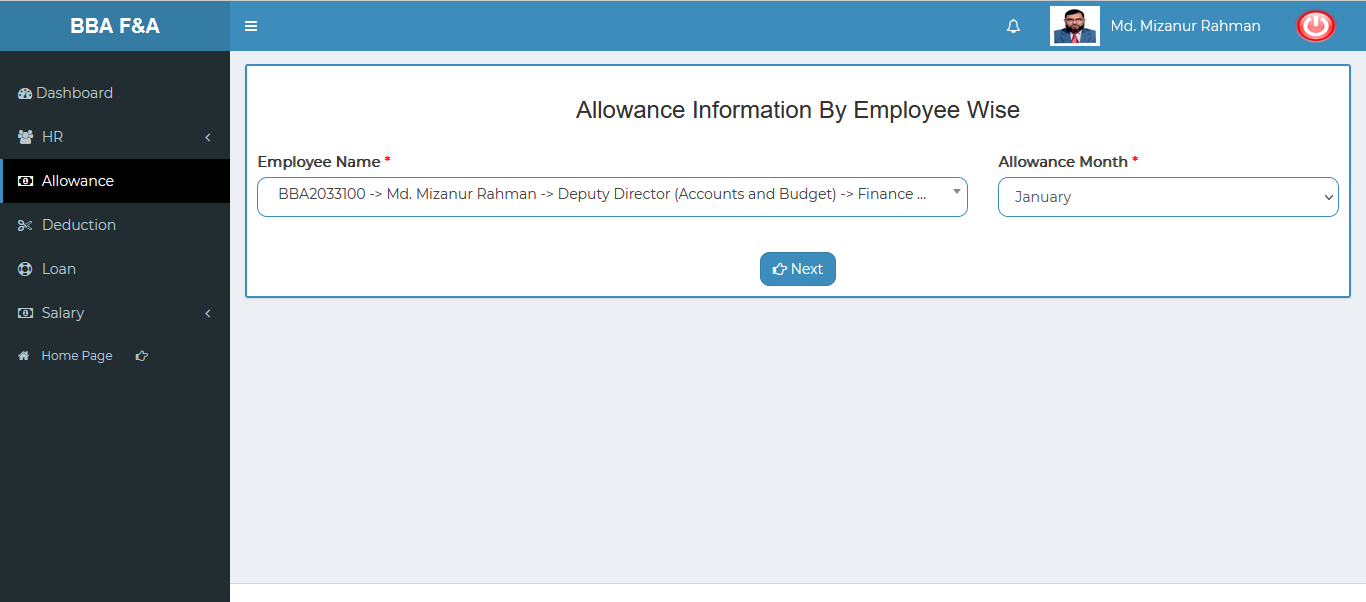


Figure 4.2.1.1: entering allowance page input field

### Adding & updating allowance input field: After clicking on the next button then looks like below adding & updating input form will display.

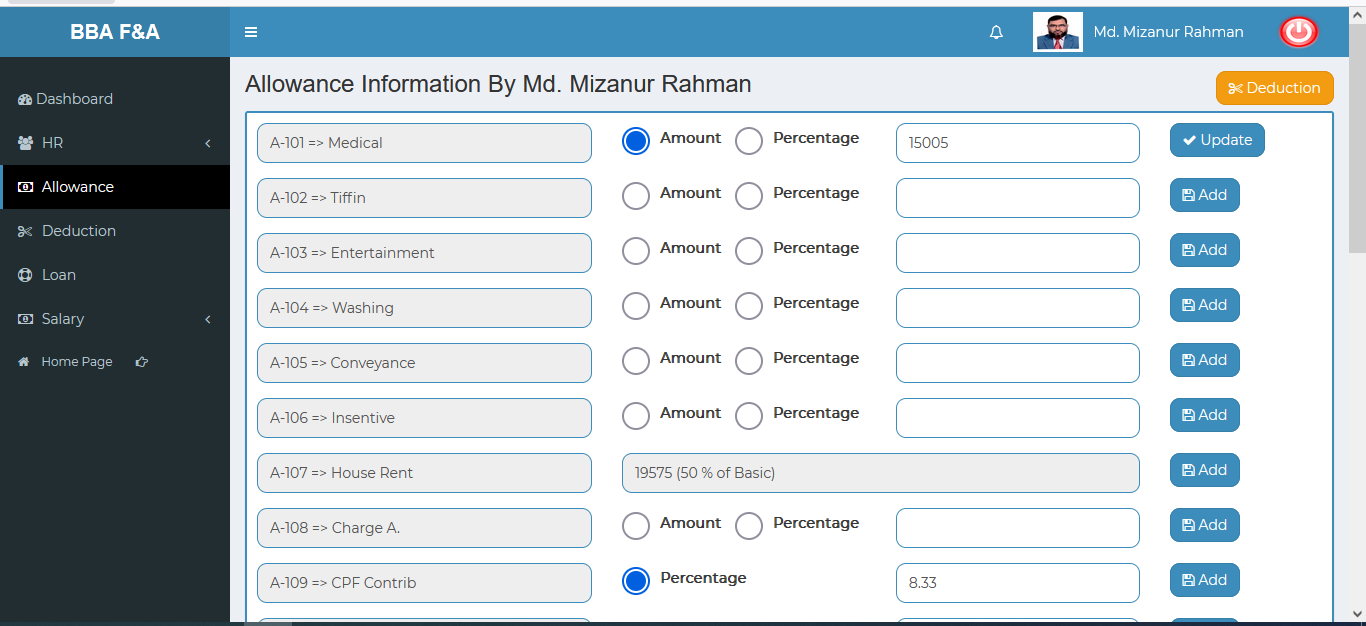


Figure 4.2.1.2: adding & updating allowance input field

## 4.3: Deduction Menu Overview

**Overview of Deduction**

### 4.3.1.1: (Deduction) Entering the Deduction page input field

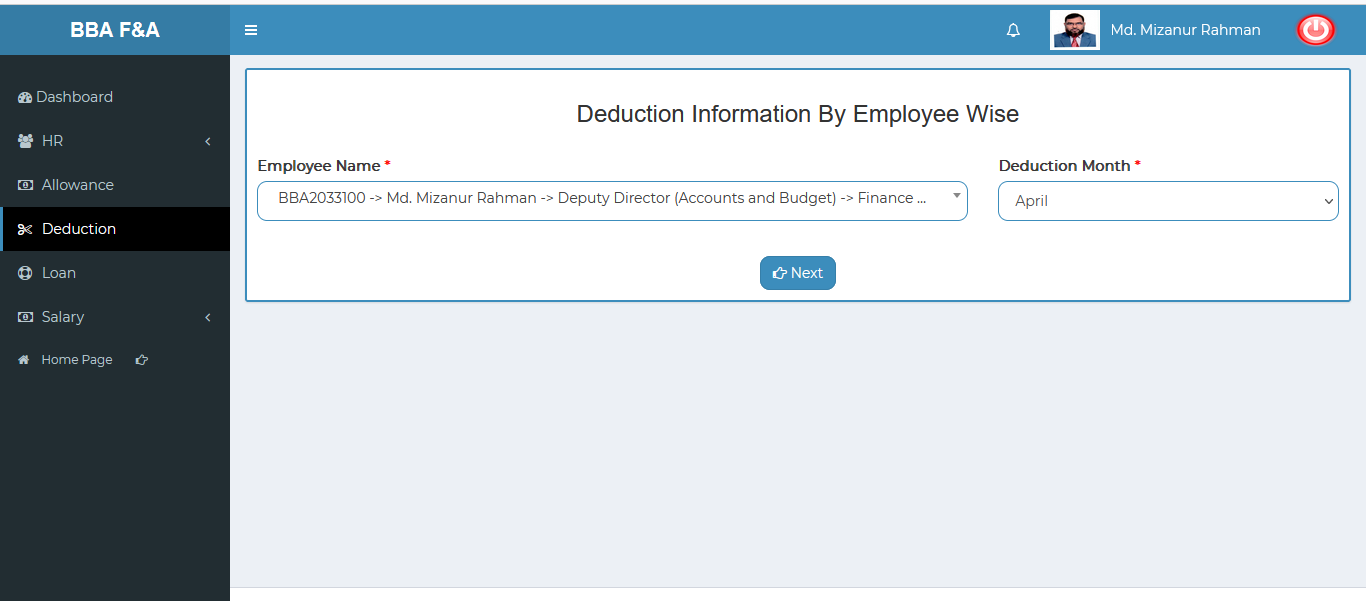


Figure 4.3.1.1: entering deduction page input field

### Adding & updating the deduction input field: After clicking on the next button then looks like below adding & updating input form will display.

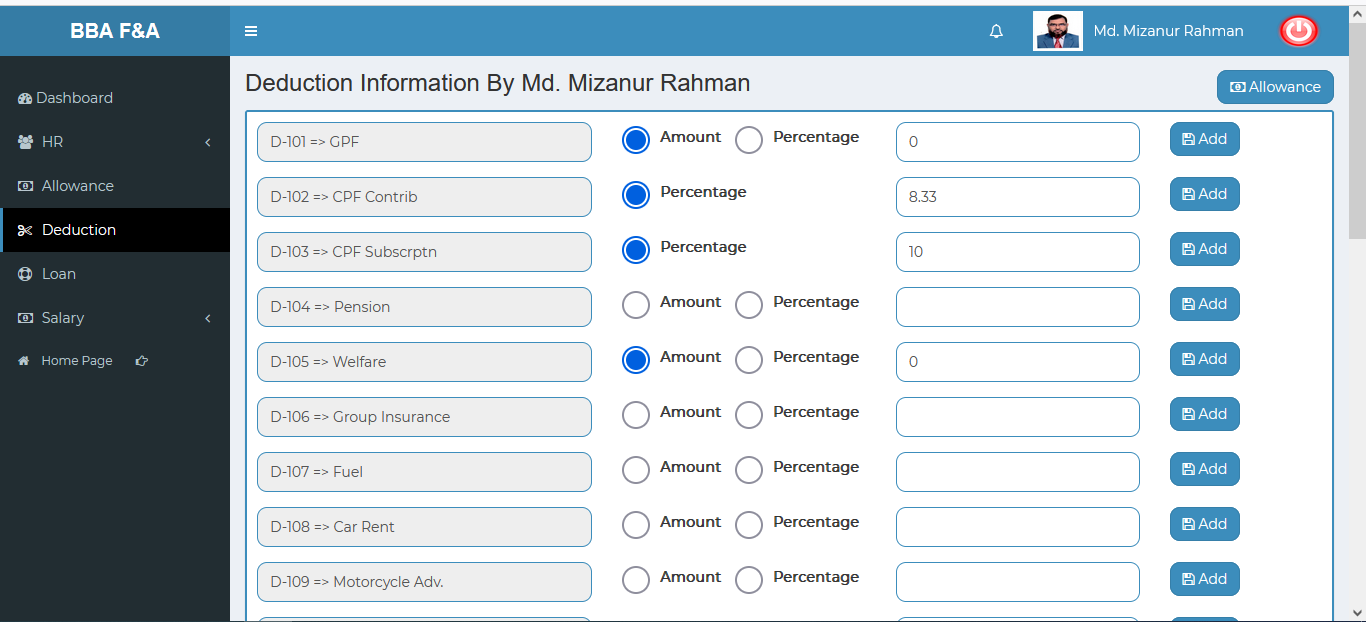


Figure 4.3.1.2: adding & updating deduction input field

## 4.4: Loan Menu Overview

**Overview of Loan**

### 4.4.1.1: (Loan) Add Loan input form

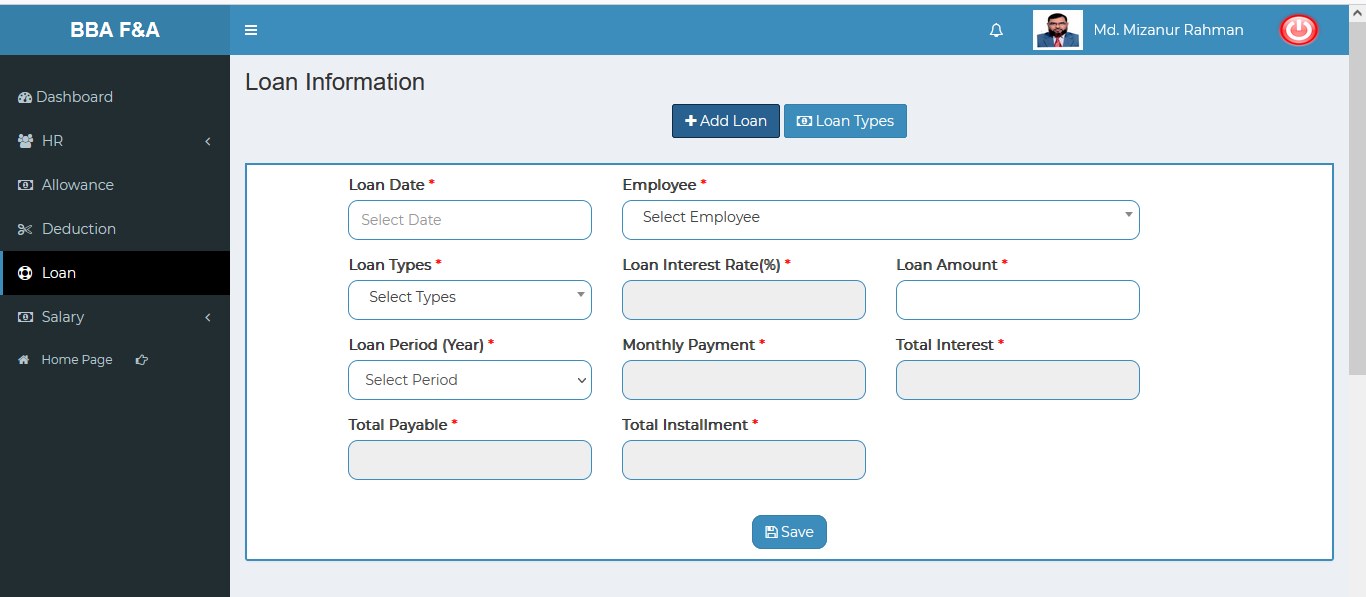


Figure 4.4.1.1: add loan input form

### 4.4.1.2: (Loan) View of all loan information

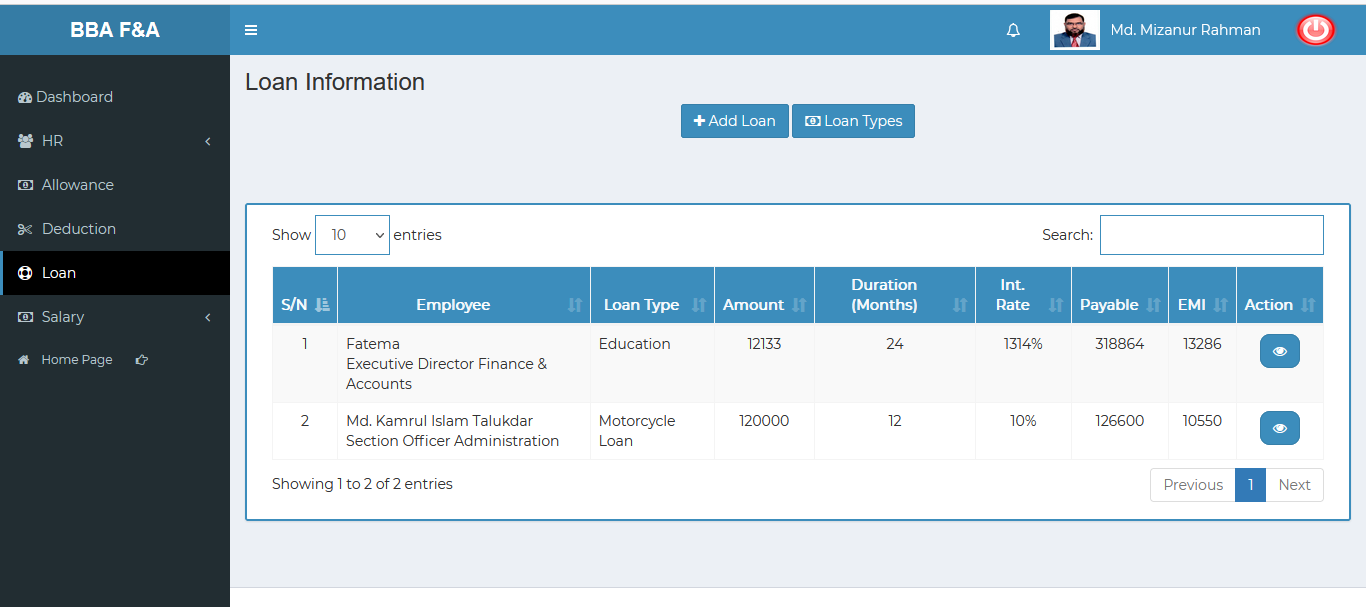


Figure 4.4.1.2: view of all loan information

### 4.4.1.3: (Loan) View of single employee details info

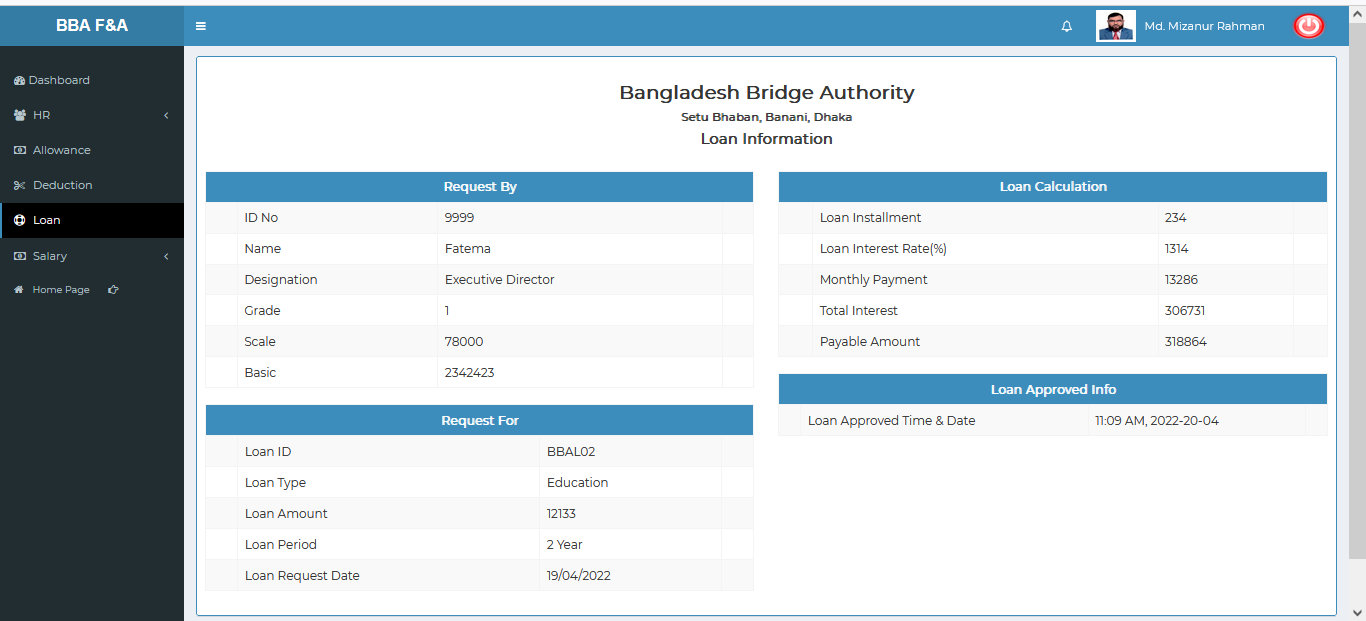


Figure 4.4.1.3: view of single employee details info

### 4.4.1.4: (Loan) Add Loan types input field

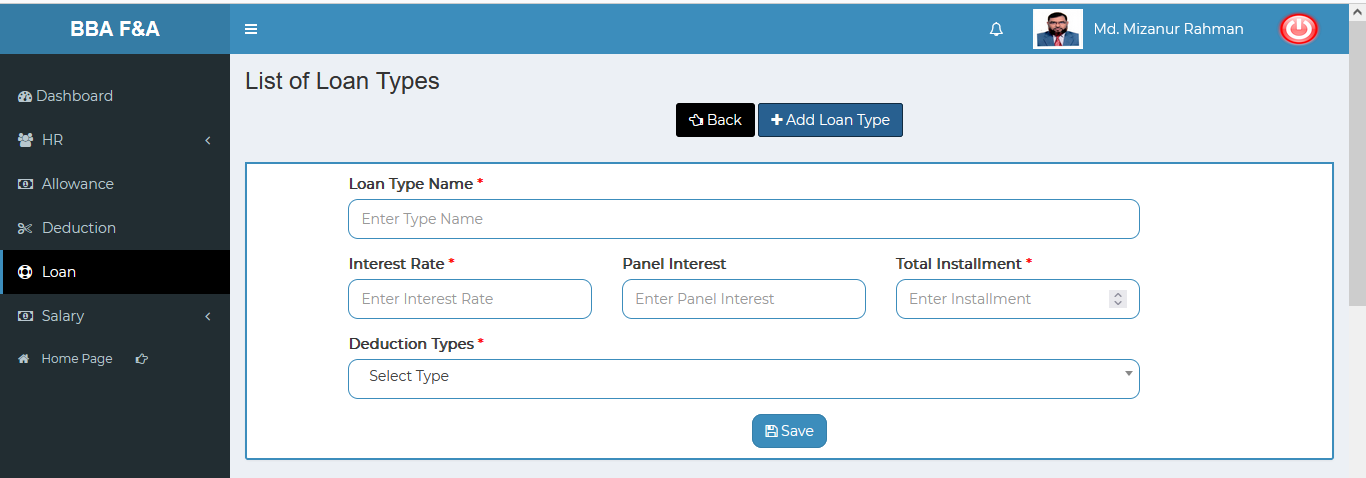


Figure 4.4.1.4: add loan types input field

### 4.4.1.5: (Loan)View list of loan types

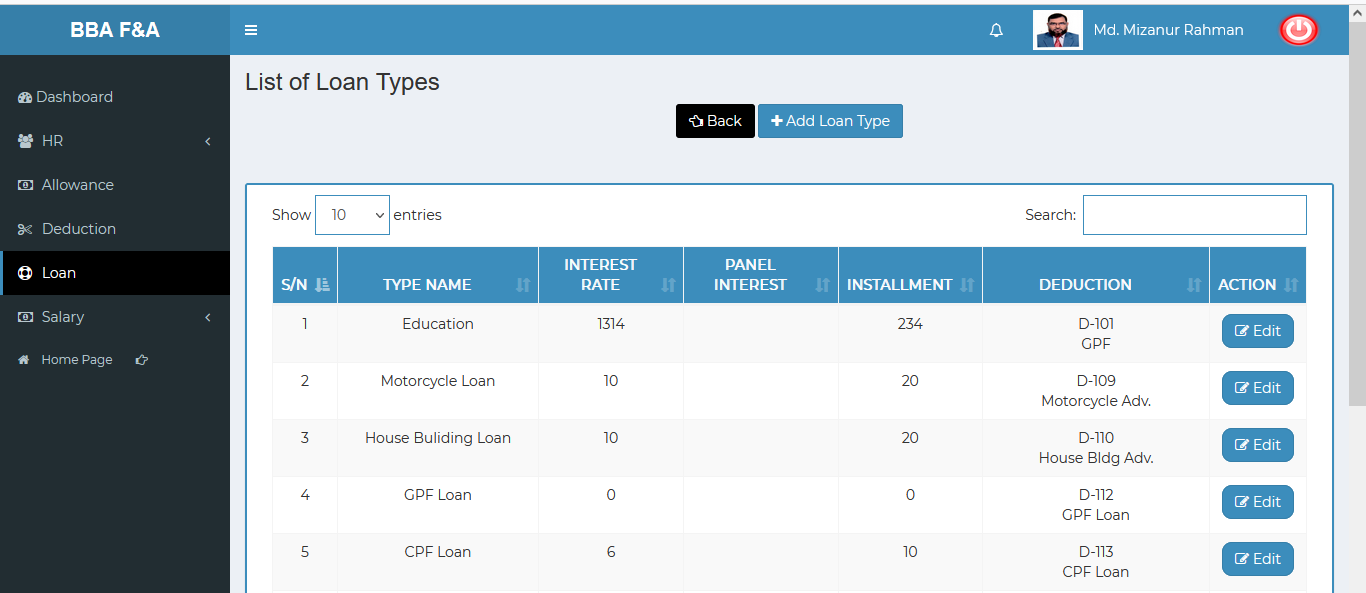


Figure 4.4.1.5: (Loan) view list of loan types

### List of Loan types edit: Click on the edit button after that looks like below scenario will appear. User can update the value as user required.

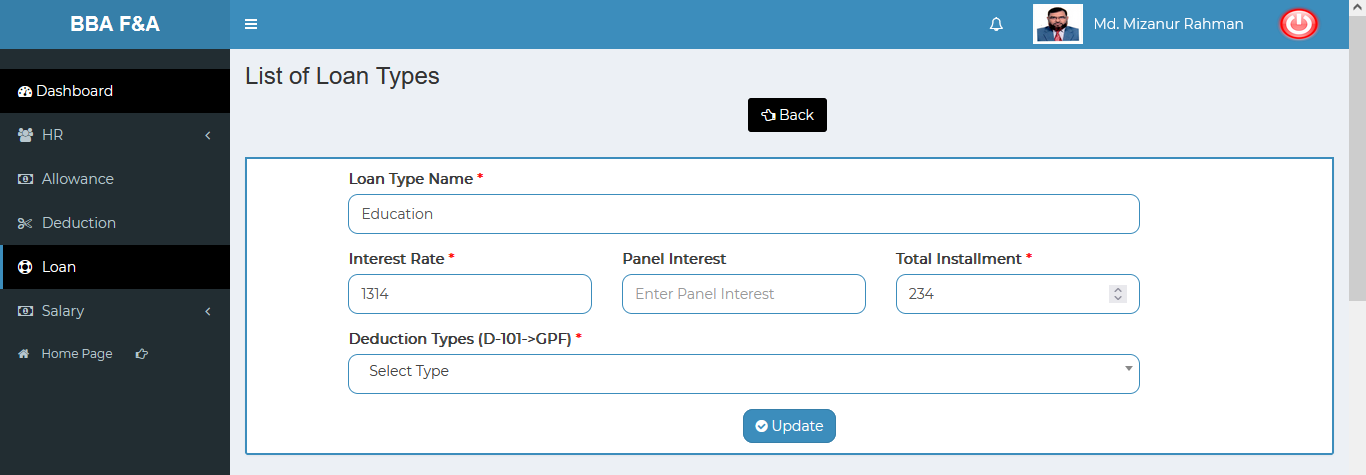


Figure 4.4.1.6: List of loan types edit form

### 4.4.1.7: (Loan) Search loan information

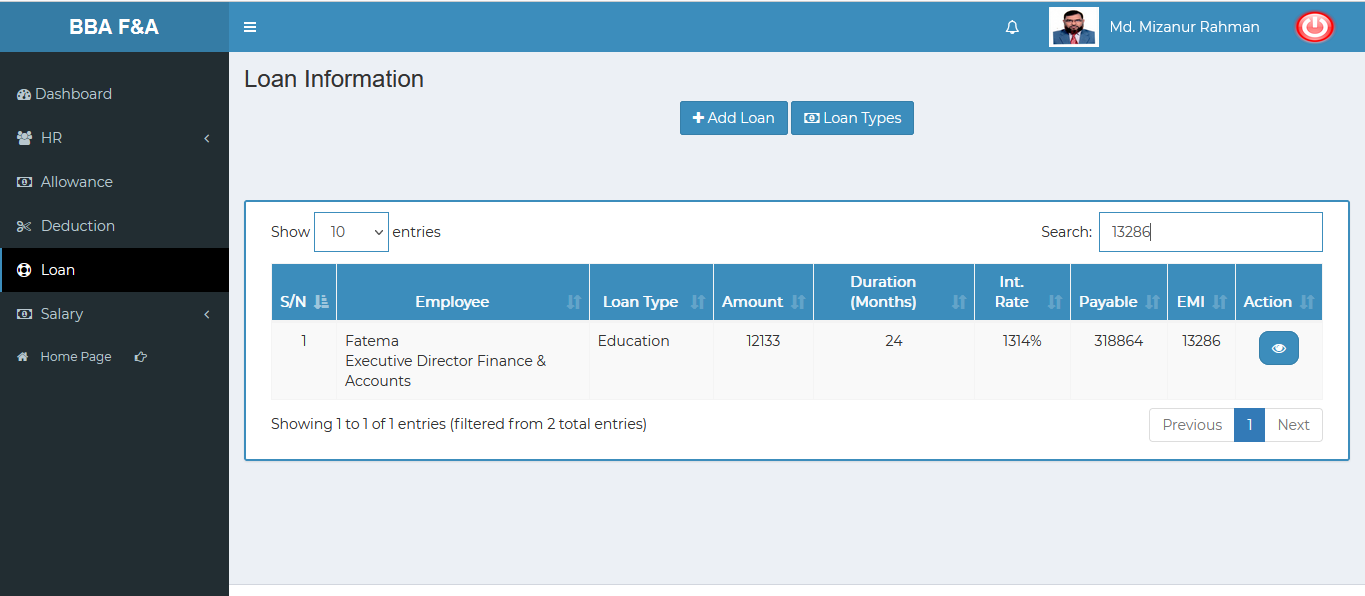


Figure 4.4.1.7: search loan information

## 4.5: Salary Menu Overview

**Overview of Salary**

### 4.5.1.1: Salary Process (Salary) Month wise salary process input field

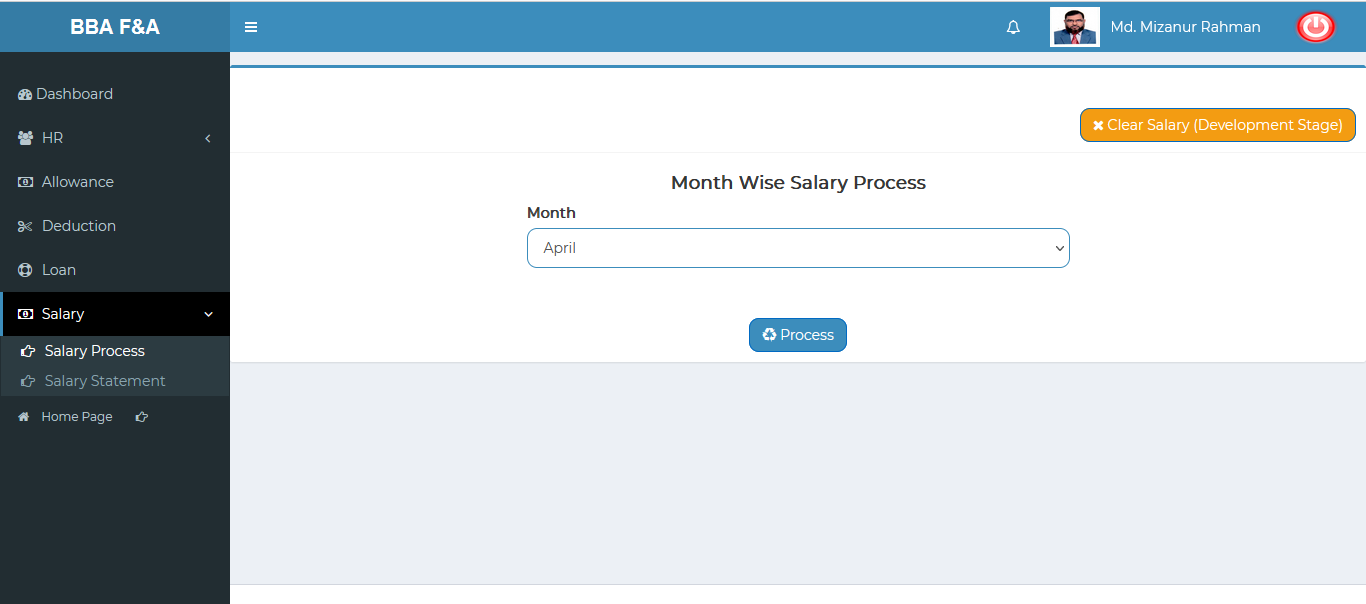


Figure 4.5.1.1:month wise salary process input field

### 4.5.2.1: Salary Statement (Salary) Month and Grade wise salary input field



Figure 4.5.2.1: month wise salary input field

Month wise all employee salary report: Fill in the month wise salary input field with appropriate value and clicks the search button ,it will redirect to month wise salary report page



Figure 4.5.2.2: view of month-wise all employee salary report

### Month wise single employee salary Details :

Click on the view button, it will redirect to month wise single employee salary details page.

Figure 4.5.2.3: month wise single employee salary details

### Month wise all employee salary report generate:

Clicks the view all pdf button ,it will redirect to month wise all employees salary details page.

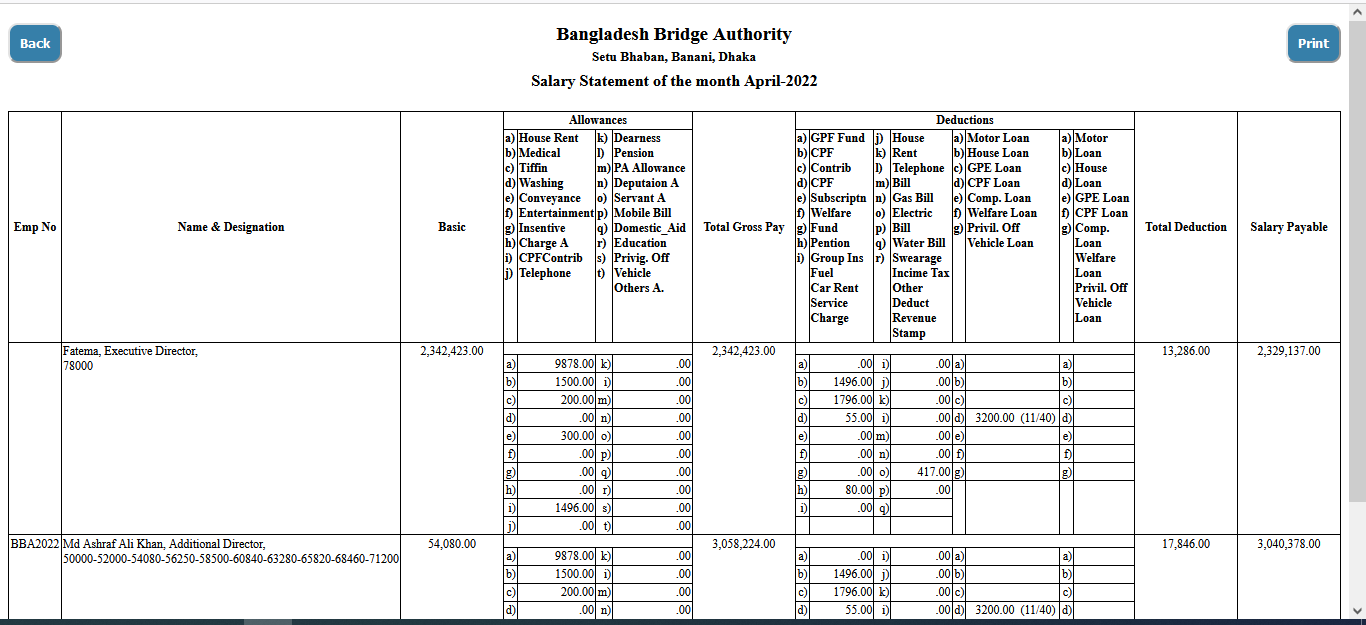


Figure 4.5.2.4: month wise all employee salary report generate

### Month wise all employee salary report Print:

Click on the print button after that looks like printing functionality will appear.

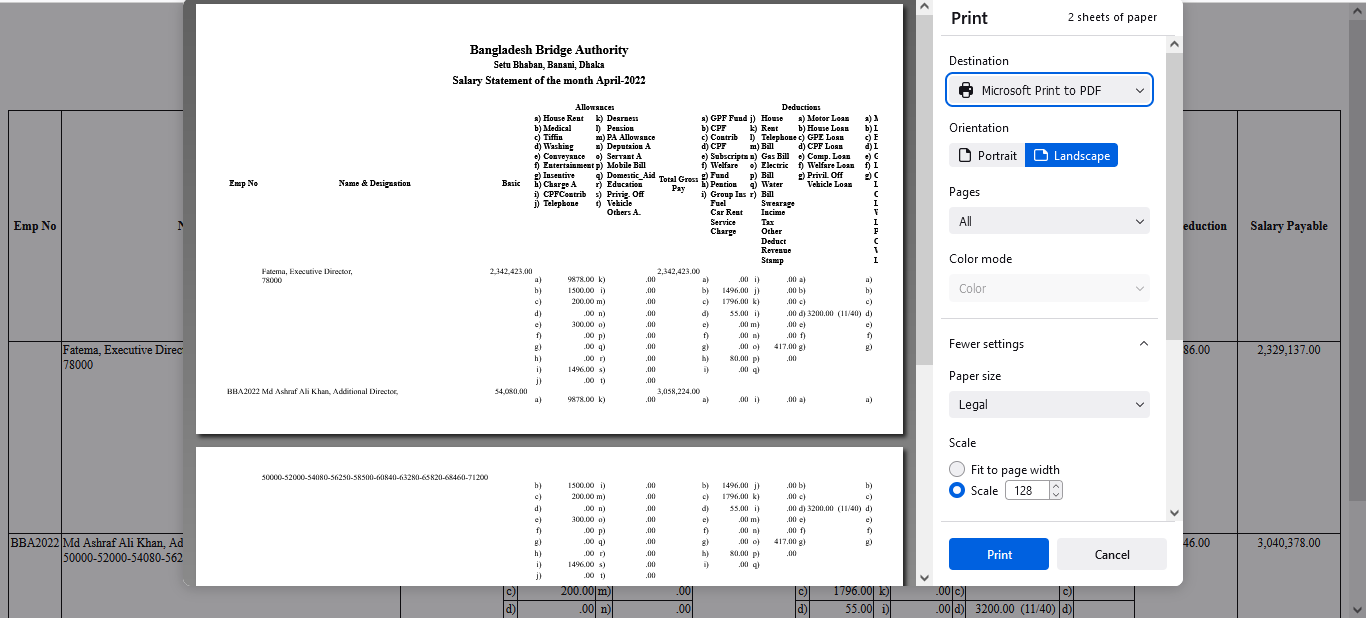


Figure 4.5.2.5: month wise all employee salary report details print

# 5.CPF MANAGEMENT (SUB MODULE)

After clicking into CPF Management, it will redirect to the (CPF Sub Module) dashboard with some menus.

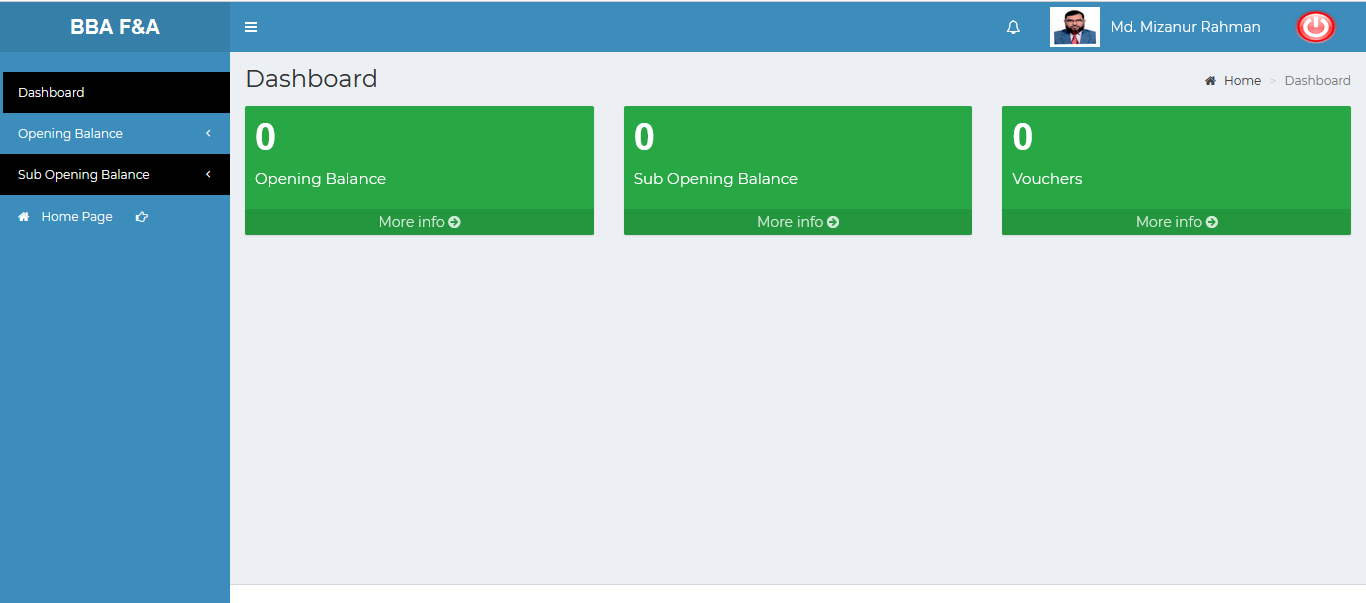


Figure 5: Dashboard of CPF (sub module)

There are three segments on the right side of the CPF Management Dashboard Such as **Opening Balance, Sub Opening Balance ,Vouchers .**

To get the details info about (**Opening Balance, Sub Opening Balance, and Vouchers**) just click on the More info link after that it will redirect to the relevant details info page.

# 6. CPF MANAGEMENT MENUS OVERVIEW

**CPF Management Menu Overview**

## 6.1: Opening Balance Menu Overview

**Overview of Opening Balance**

Click on the Opening Balance menu after that there will appear three (03) sub-menu & they are **Create , Manage** and **Report.**

### 6.1.1.1: Create (Opening Balance) Accounts Opening Balance Entry Form

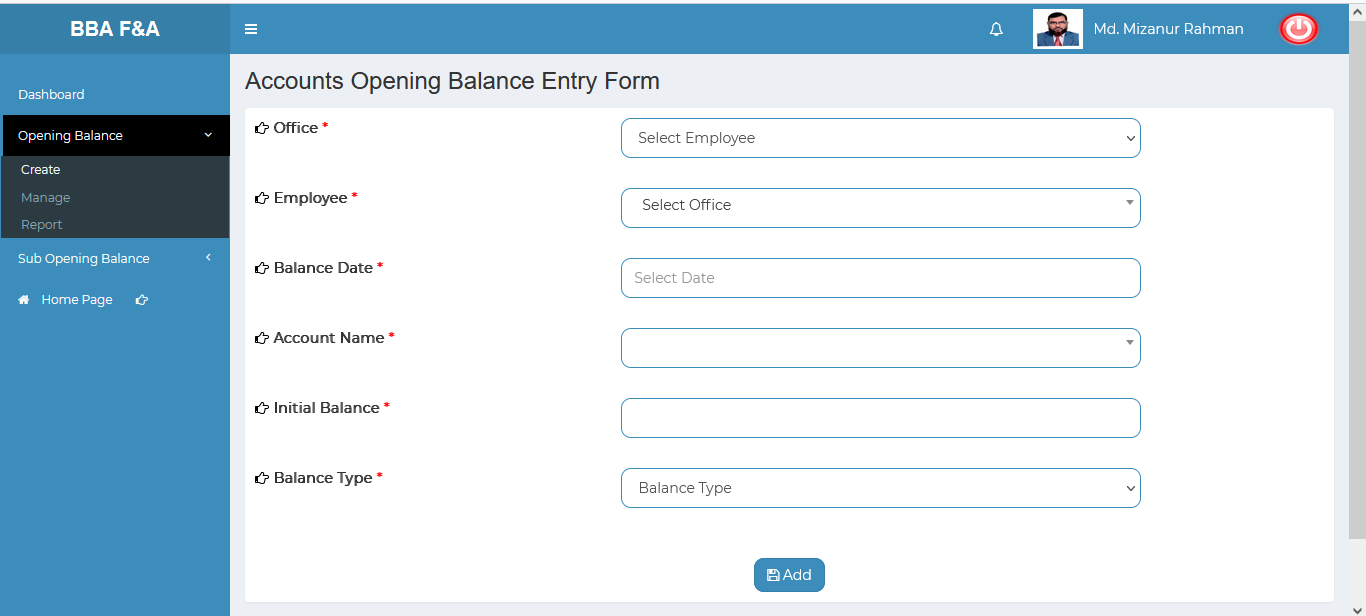


Figure 6.1.1.1: accounts opening balance entry form

### 6.1.2.1: Manage (Opening Balance) View of Details accounts opening balance

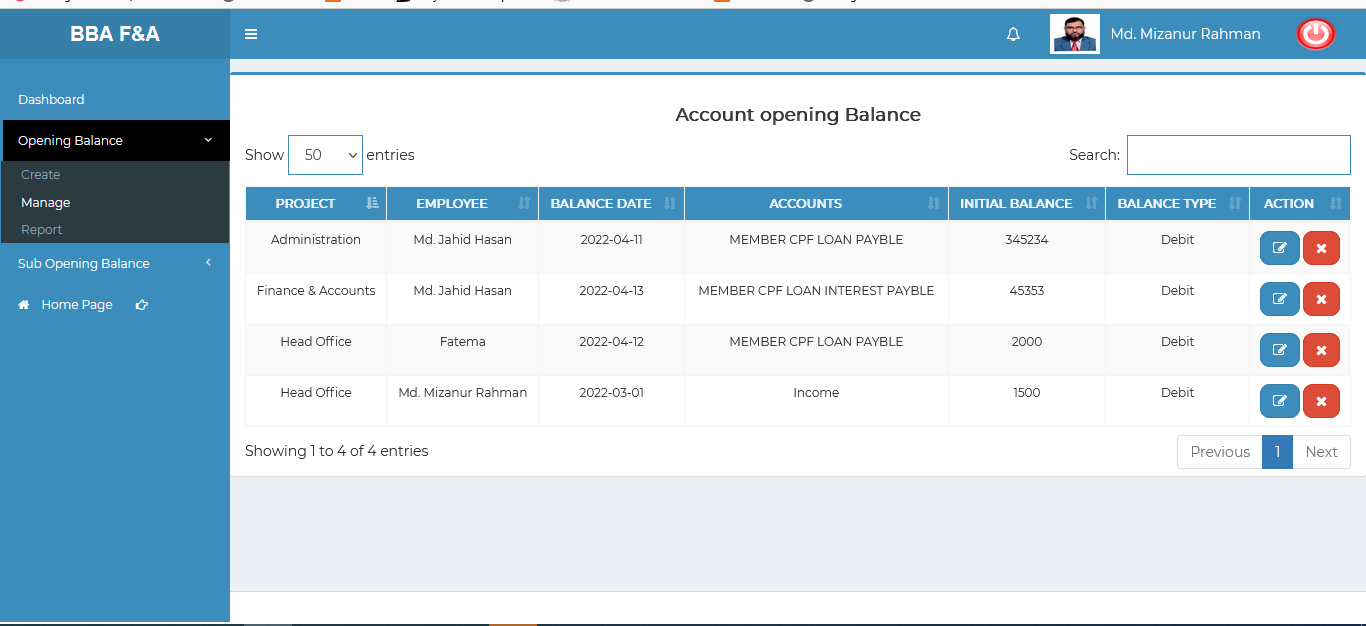


Figure 6.1.2.1: view details of accounts opening balance information

### 6.1.2.2: Manage (Opening Balance) Opening balance data edit form



Figure 6.1.2.2: Update opening balance Information

### 6.1.2.3: Manage (Opening Balance) Delete opening balance data

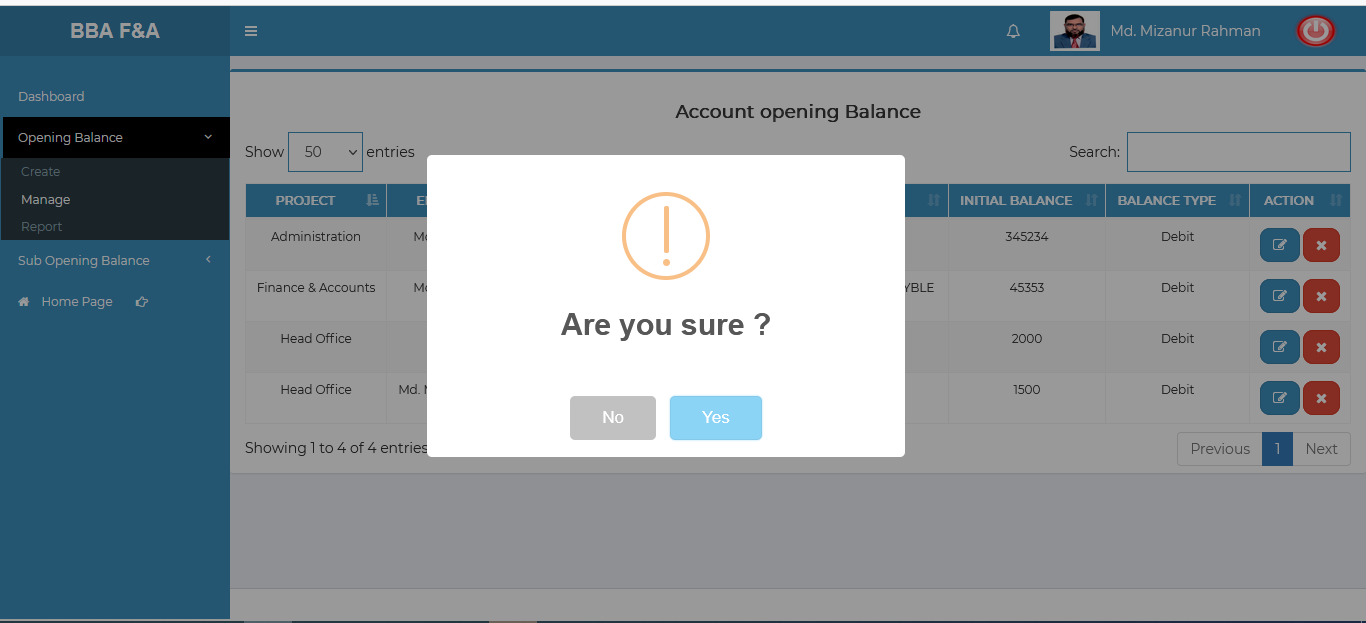


Figure 6.1.2.3: delete opening balance data

### 6.1.2.4: Manage (Opening Balance) Search opening balance data

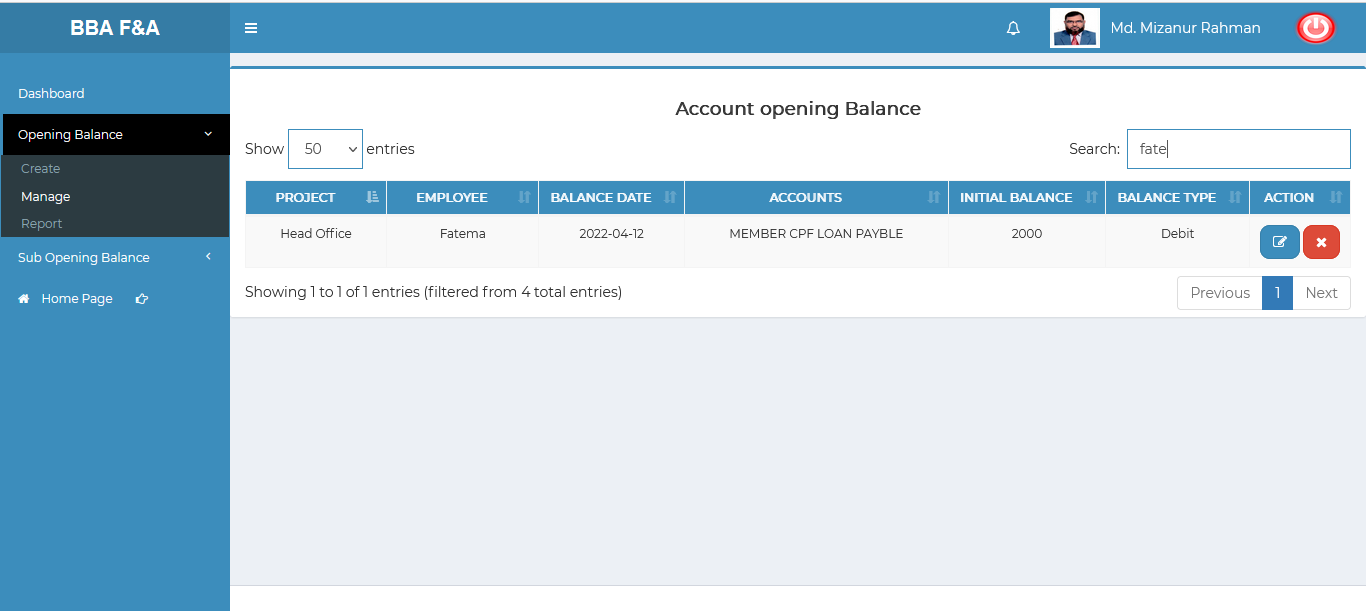


Figure 6.1.2.4: search account opening balance data

### 6.1.3.1: Report (Opening Balance) incomplete(under processing…..)

## 6.2: Sub Opening Balance Menu Overview

**Overview of Sub Opening Balance**

### 6.2.1.1: Create (Sub Opening Balance) Accounts Sub Opening Balance Entry Form

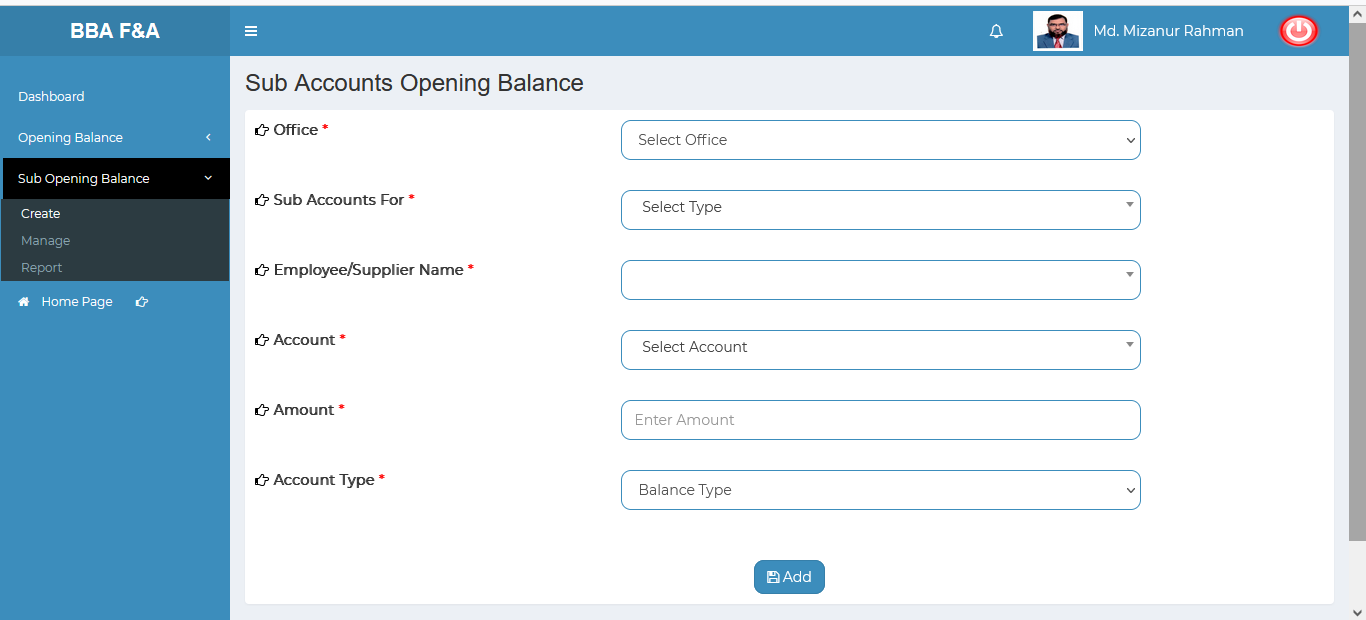


Figure 6.2.1.1: Accounts sub opening balance entry form

### 6.2.2.1: Manage (Sub Opening Balance) View of details sub opening balance

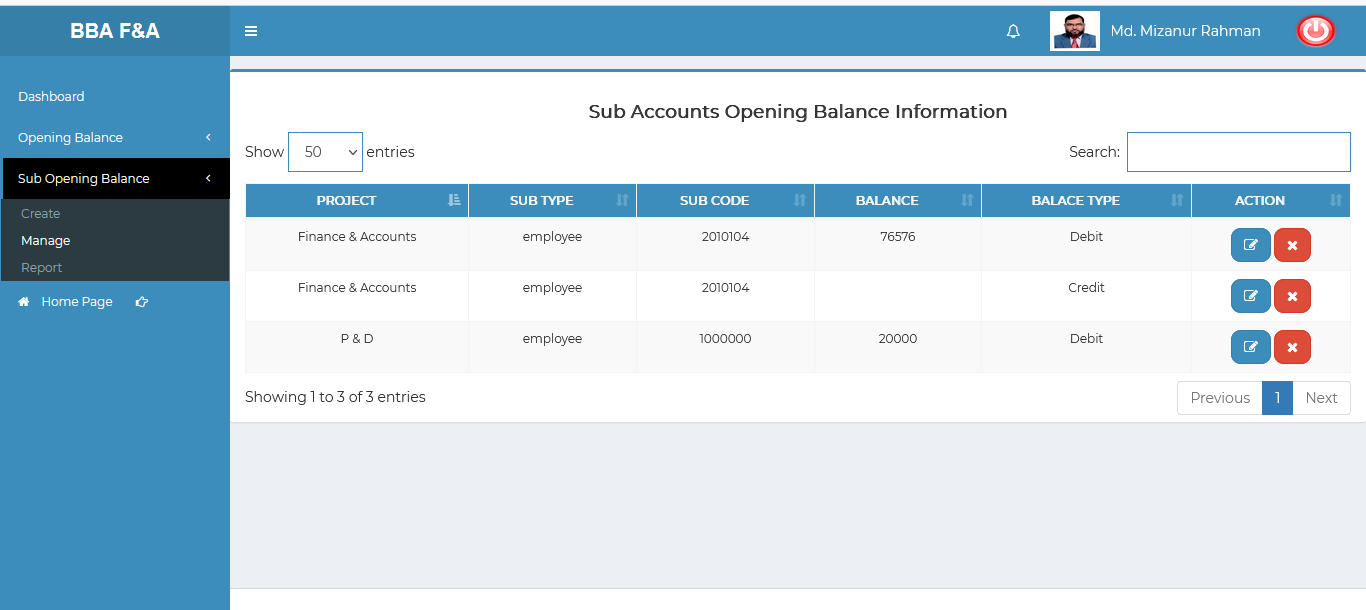


Figure 6.2.2.1: Sub Accounts opening balance information

### 6.2.2.2: Manage (Sub Opening Balance) Update sub opening balance information

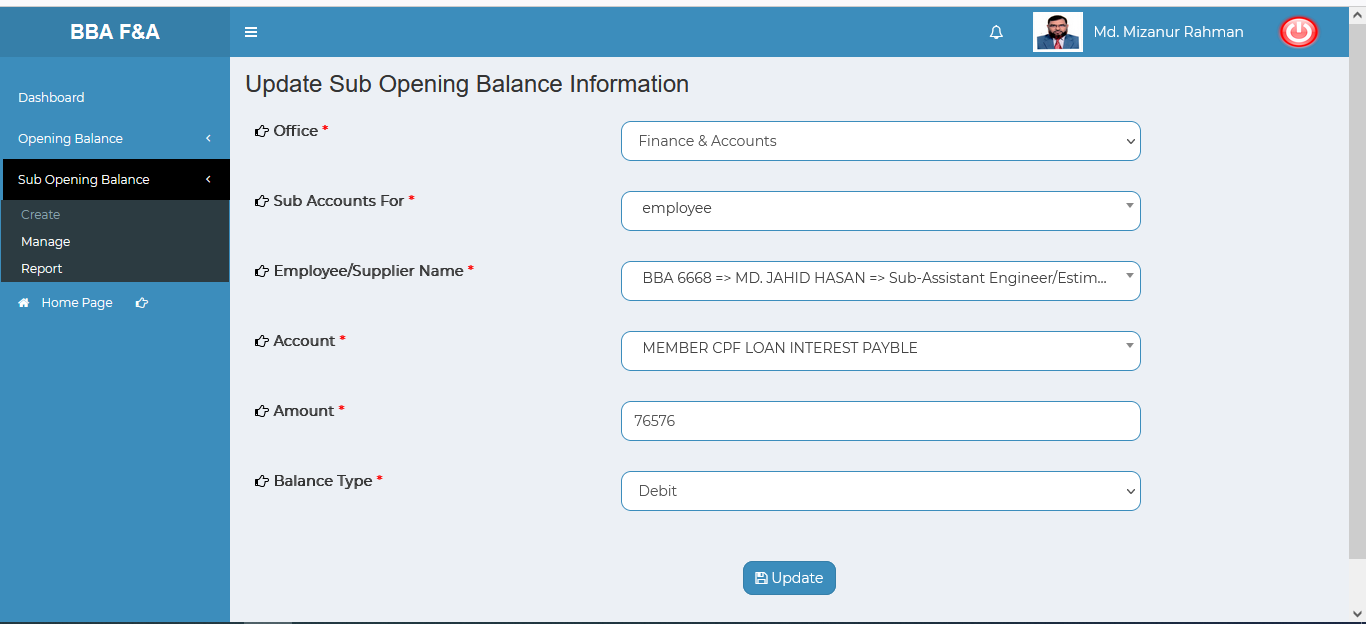


Figure 6.2.2.2: update sub opening balance information

### 6.2.2.3: Manage (Sub Opening Balance) Sub opening balance data delete

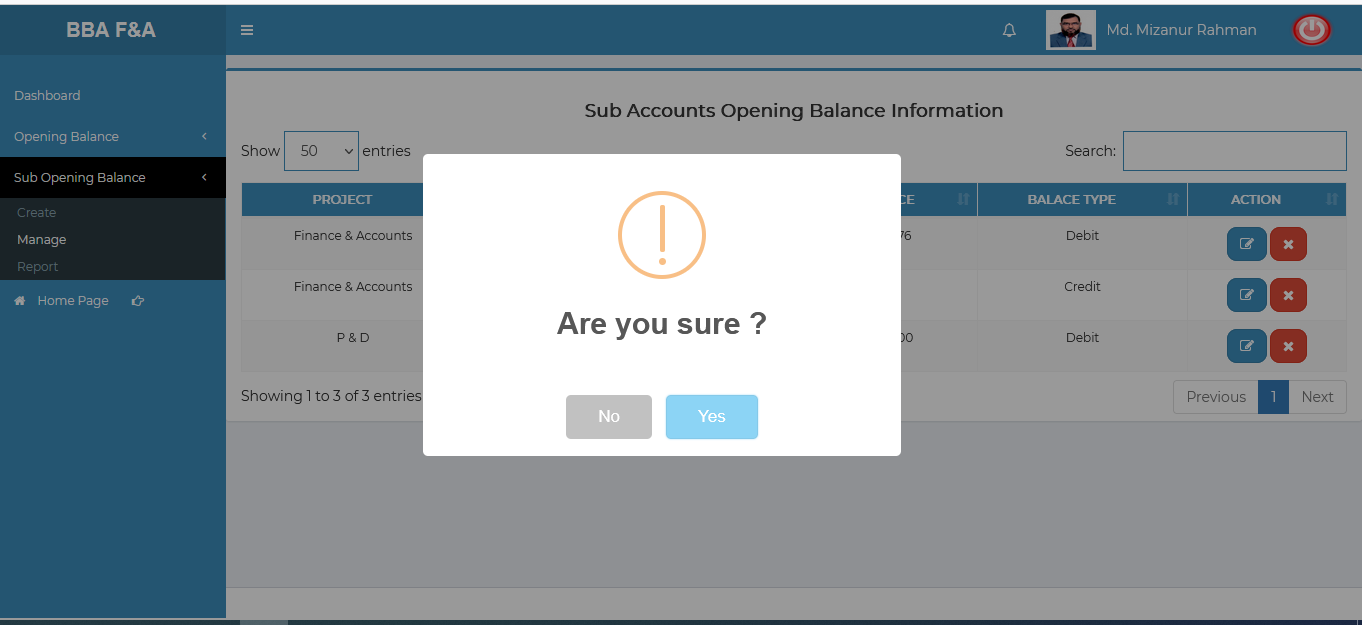


Figure 6.2.2.3: Sub Opening balance data delete

### 6.2.2.4: Manage (Sub Opening Balance) Search Sub Accounts opening balance information

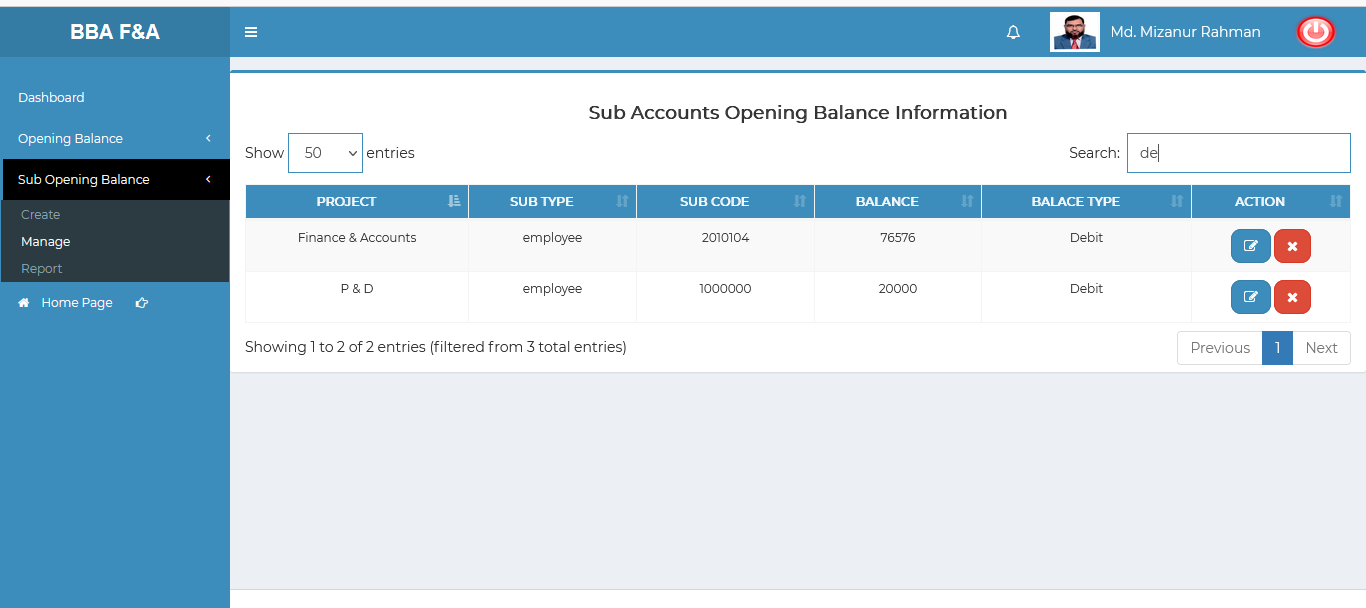


Figure 6.2.2.4: search sub accounts opening balance information data

### 6.2.3.1: Report (Sub Opening Balance) incomplete(under processing…..)

# 7.FDR MANAGEMENT (SUB MODULE)

After clicking into FDR Management, it will redirect to the (FDR Sub Module) dashboard with some menus.

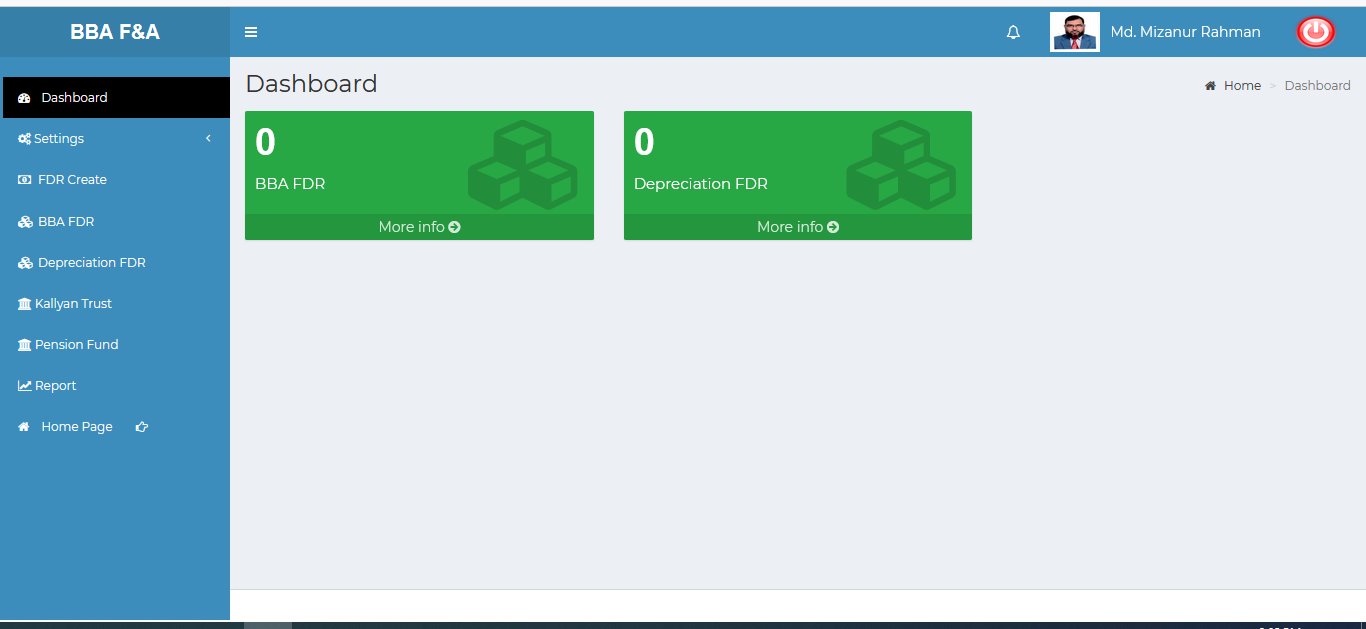


Figure 7: Dashboard of FDR (sub module).

There are two segments on the right side of the FDR Management Dashboard Such as **BBA FDR** & **Depreciation FDR.**

To get the details info about (**BBA FDR , and Depreciation FDR**) just click on the More info link after that it will redirect to the relevant details info page.

# 8.FDR MANAGEMENT MENU OVERVIEW

**FDR Management Menu Overview**

## 8.1: Settings Menu Overview

**Overview of Settings**

### 8.1.1.1: Bank (Settings) Add Bank Entry Form

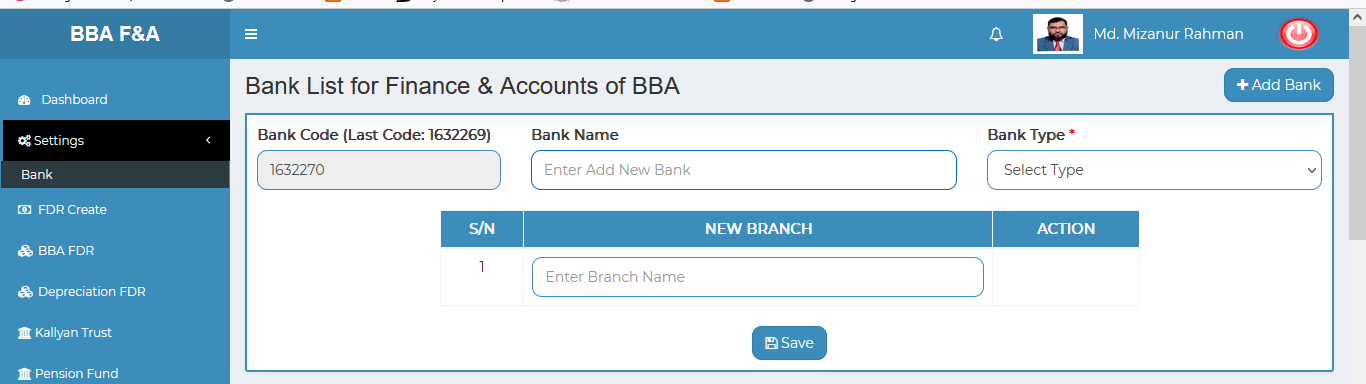


Figure 8.1.1.1: bank (Settings) add bank entry form

### 8.1.1.2: Bank (Settings) View details of bank

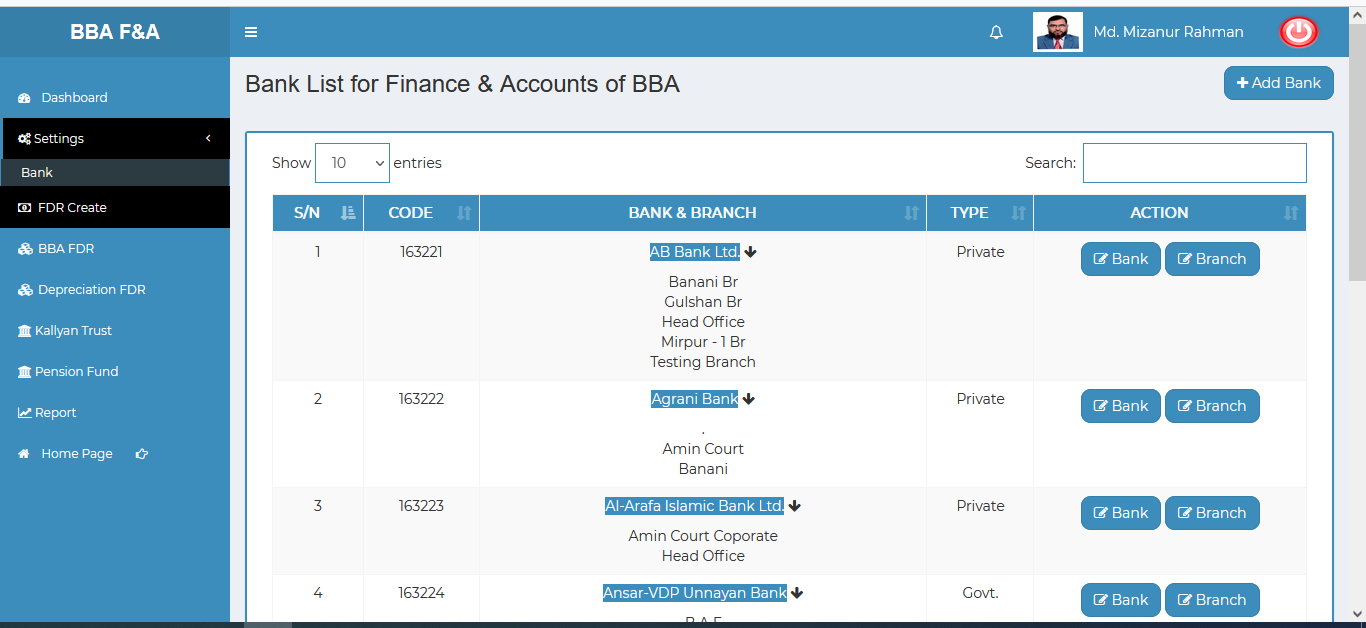


Figure 8.1.1.2: bank(settings) view details of the bank

### 8.1.1.3: Bank (Settings) Update bank type info

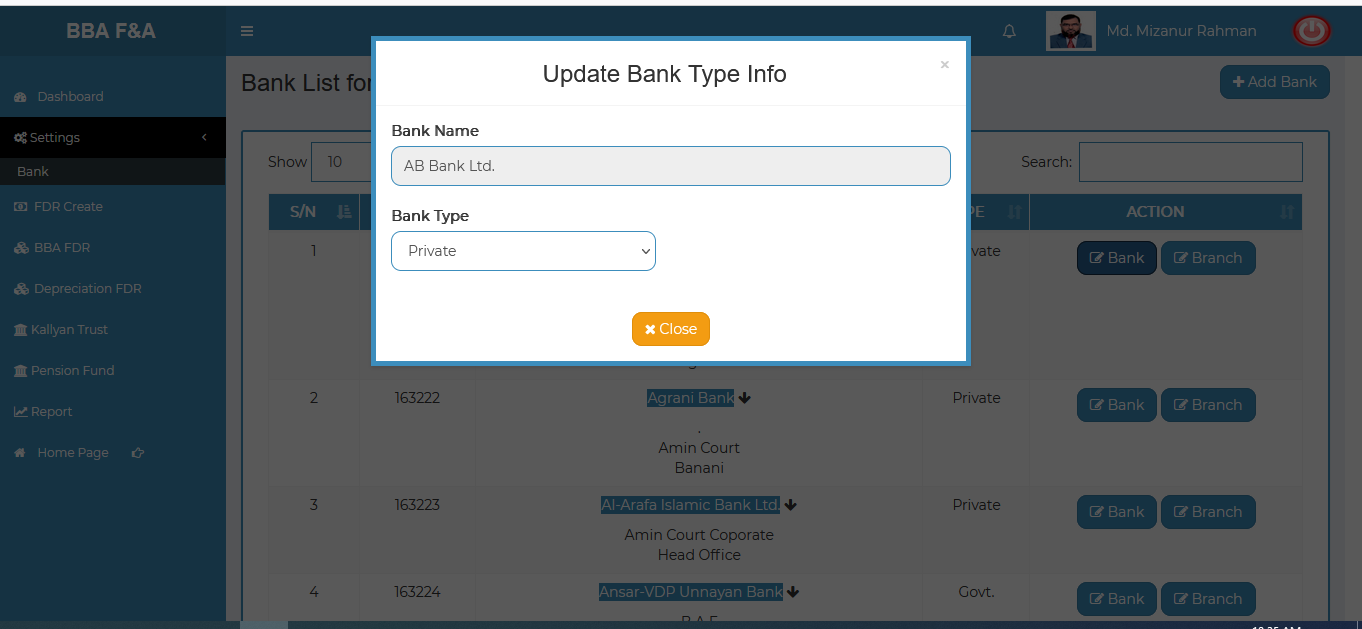


Figure 8.1.1.3: bank(settings) Update bank type info

### 8.1.1.4: Bank (Settings) Update branch type info

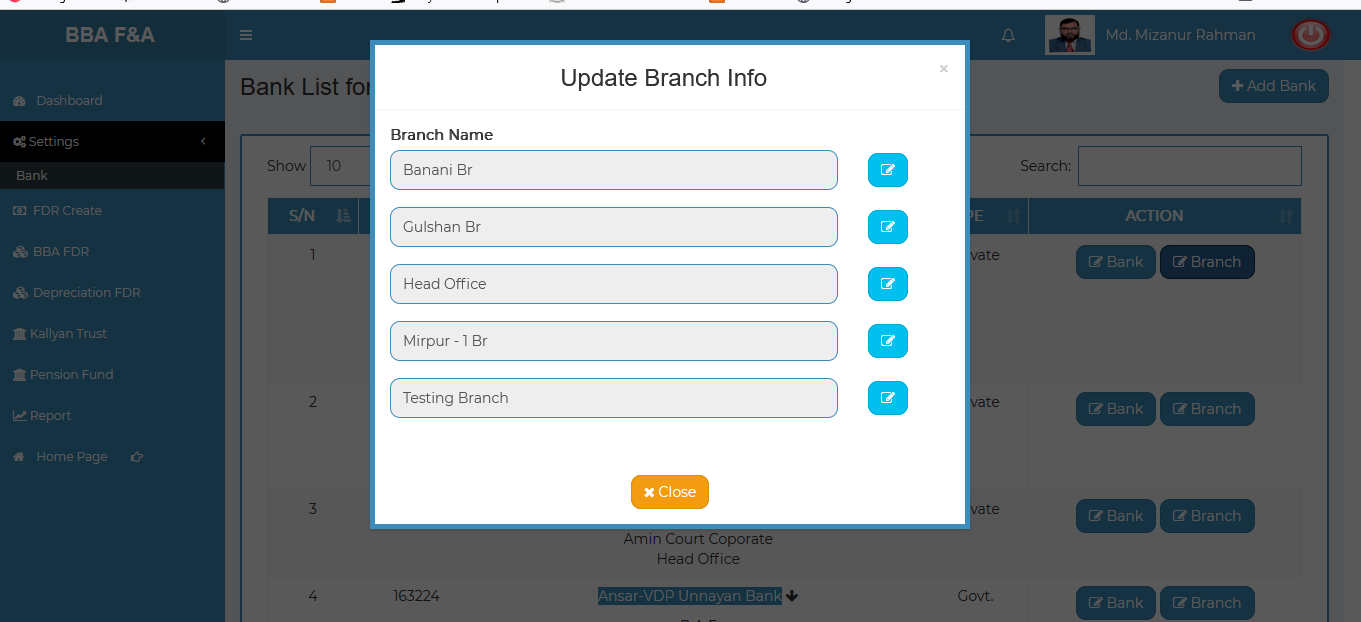


Figure 8.1.1.4: bank(settings) Update branch type info

### 8.1.1.5: Bank (Settings) Search

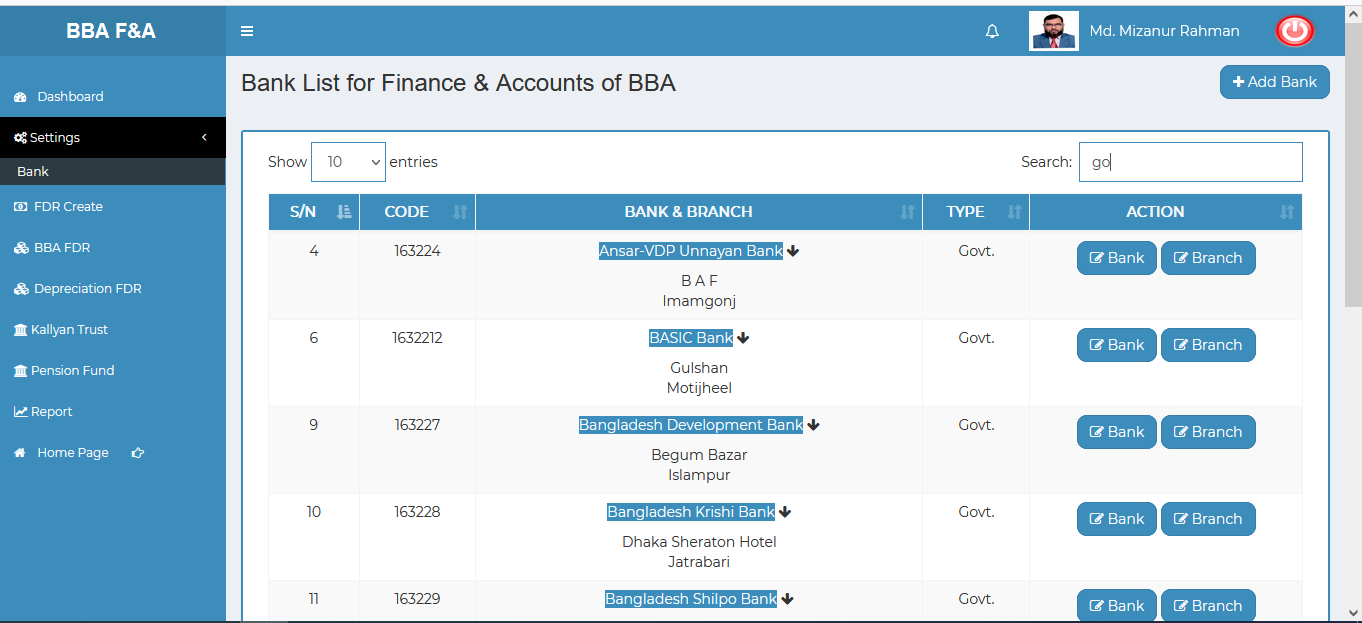


Figure 8.1.1.5: bank(settings) search

## 8.2: FDR Create Menu Overview

**Overview of FDR Create**

### 8.2.1.1: (FDR Create) input field

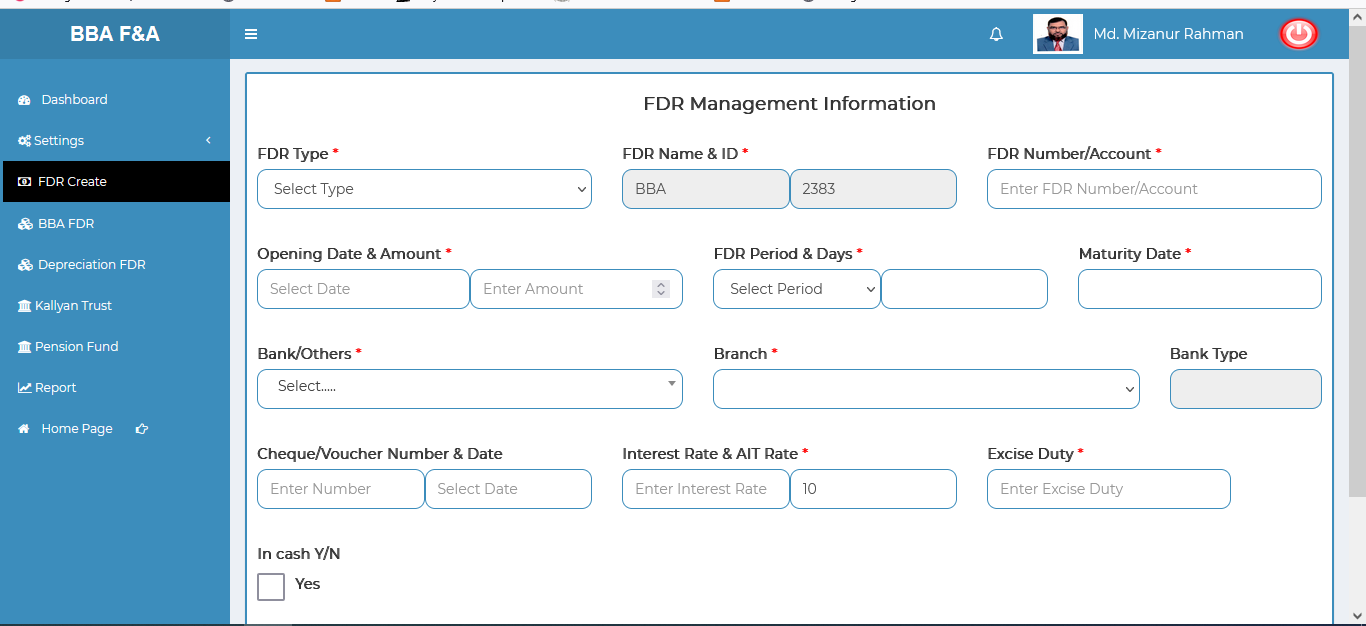


Figure 8.2.1.1: (fdr create) input field

## 8.3: BBA FDR Menu Overview

**Overview of BBA FDR**

### 8.3.1.1: (BBA FDR) View of BBA FDR Information

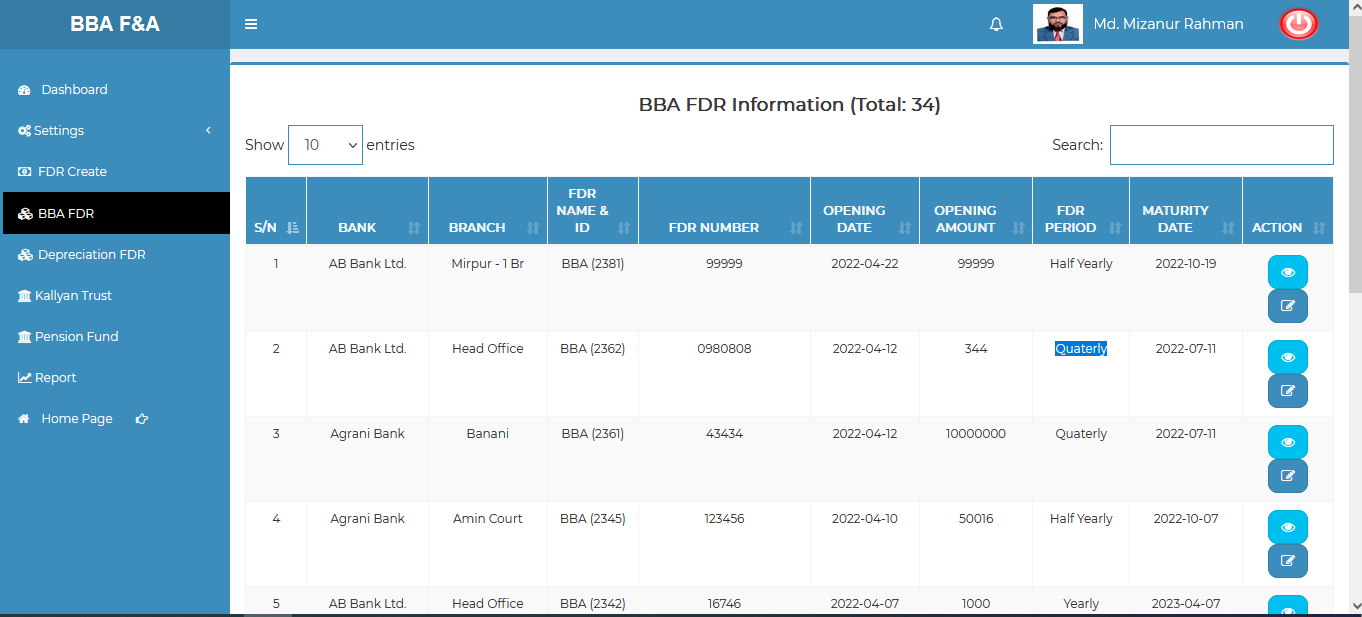


Figure 8.3.1.1:(BBA fdr) view of BBA fdr information

### 8.3.1.2: (BBA FDR) View of Single Details

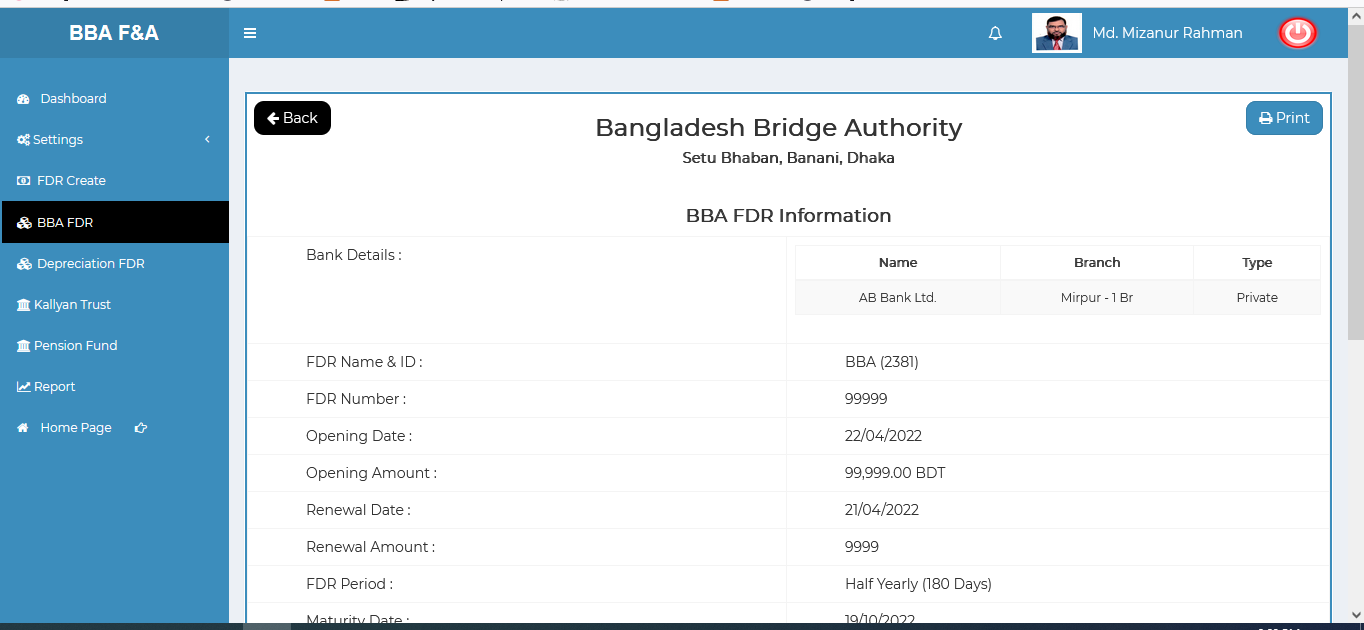


Figure 8.3.1.2: (BBA FDR) view of single details

### 8.3.1.3: (BBA FDR) Update input form

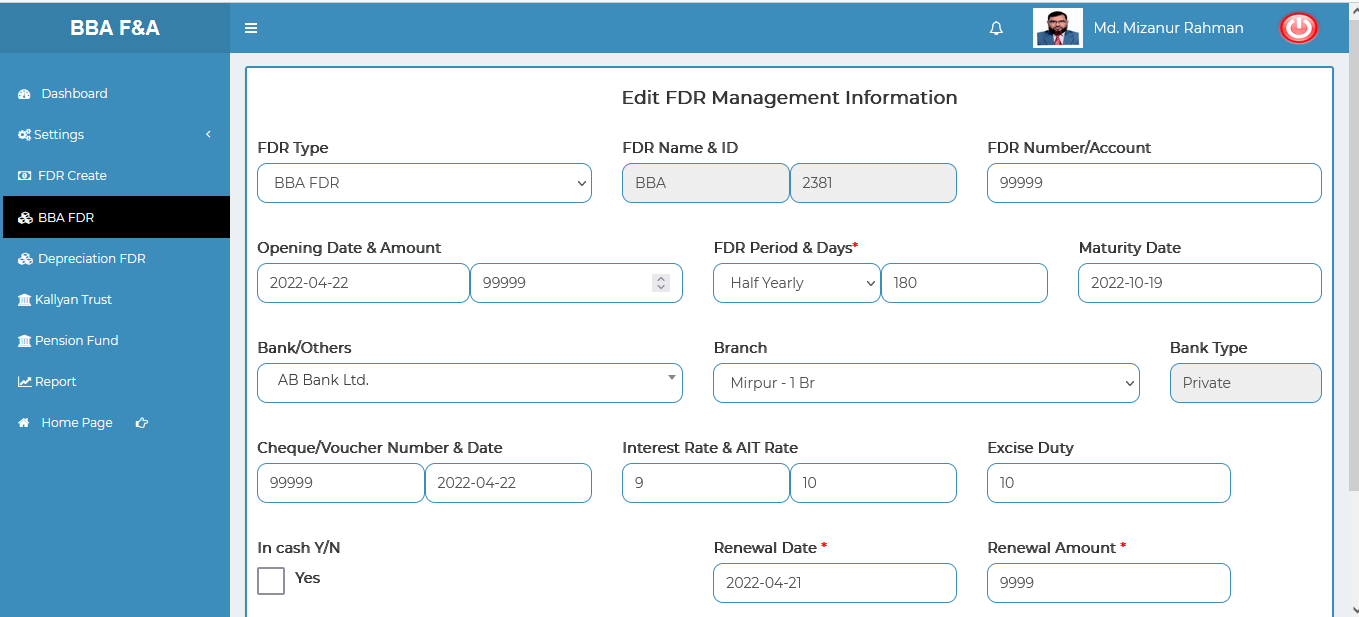


Figure 8.3.1.3: (BBA FDR) update input form

### 8.3.1.4: (BBA FDR) Search

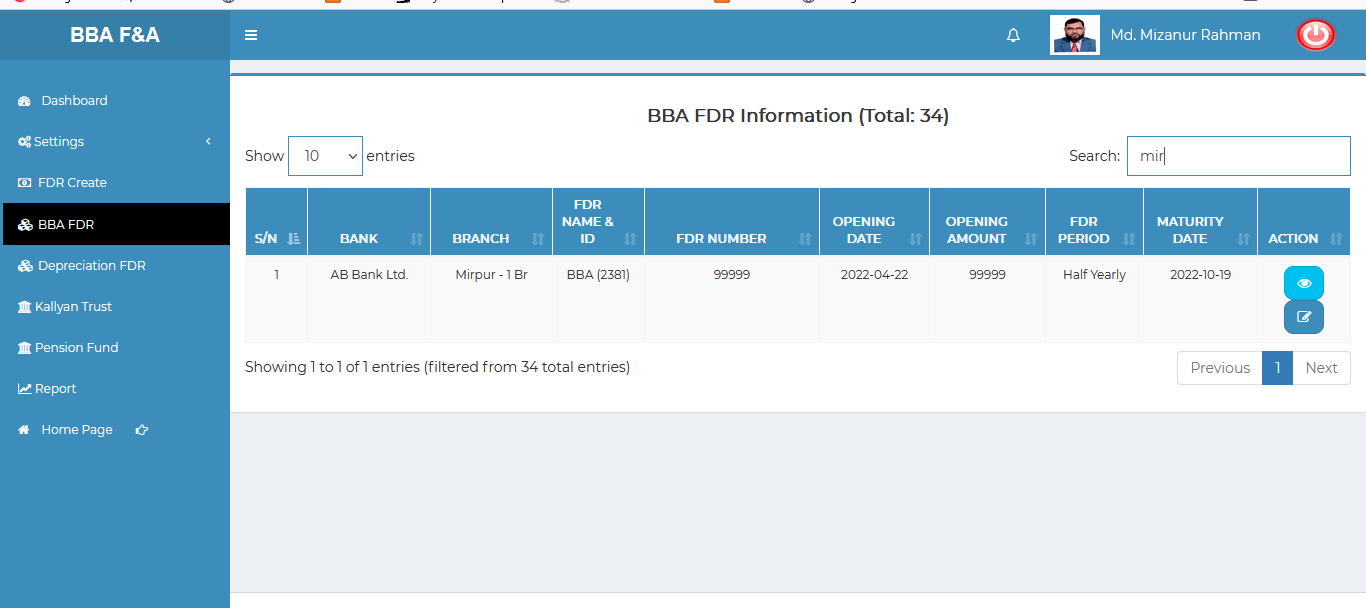


Figure 8.3.1.4: (BBa FDR) search

## 8.4: Depreciation FDR Menu Overview

**Overview of Depreciation FDR**

### 8.4.1.1: (Depreciation FDR) View of Depreciation FDR Information

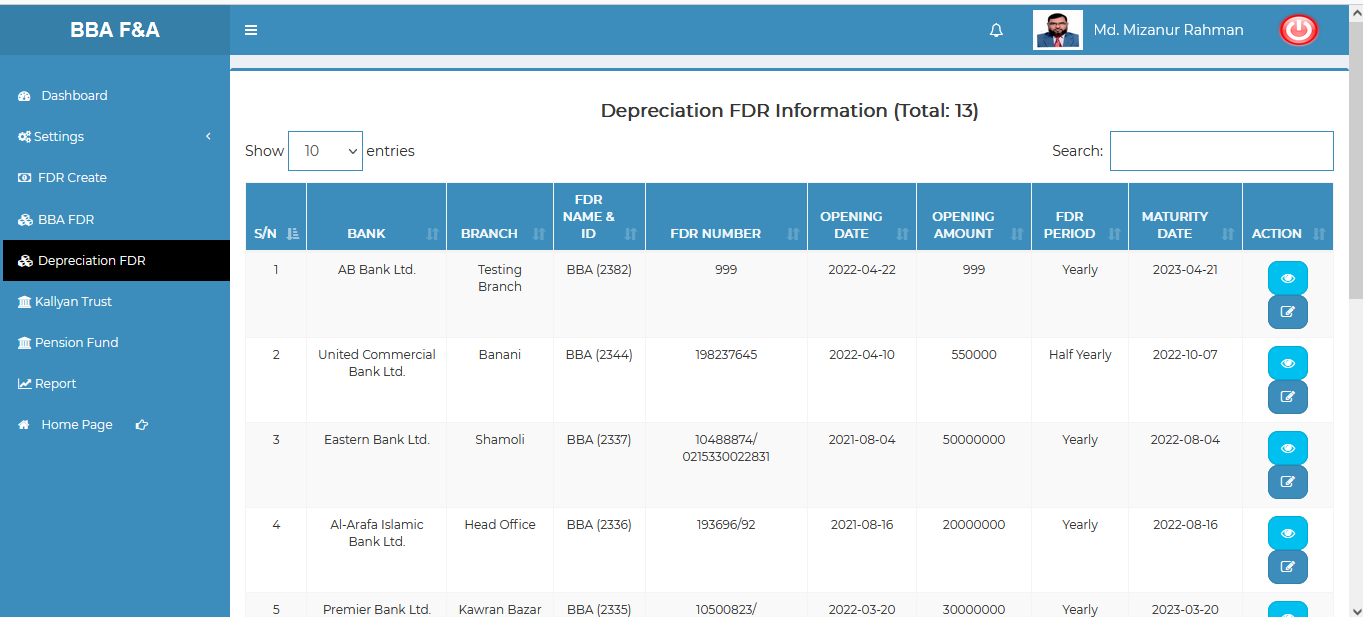


Figure 8.4.1.1: (depreciation FDR) view of depreciation fdr information

### 8.4.1.2: (Depreciation FDR) View of Single Details

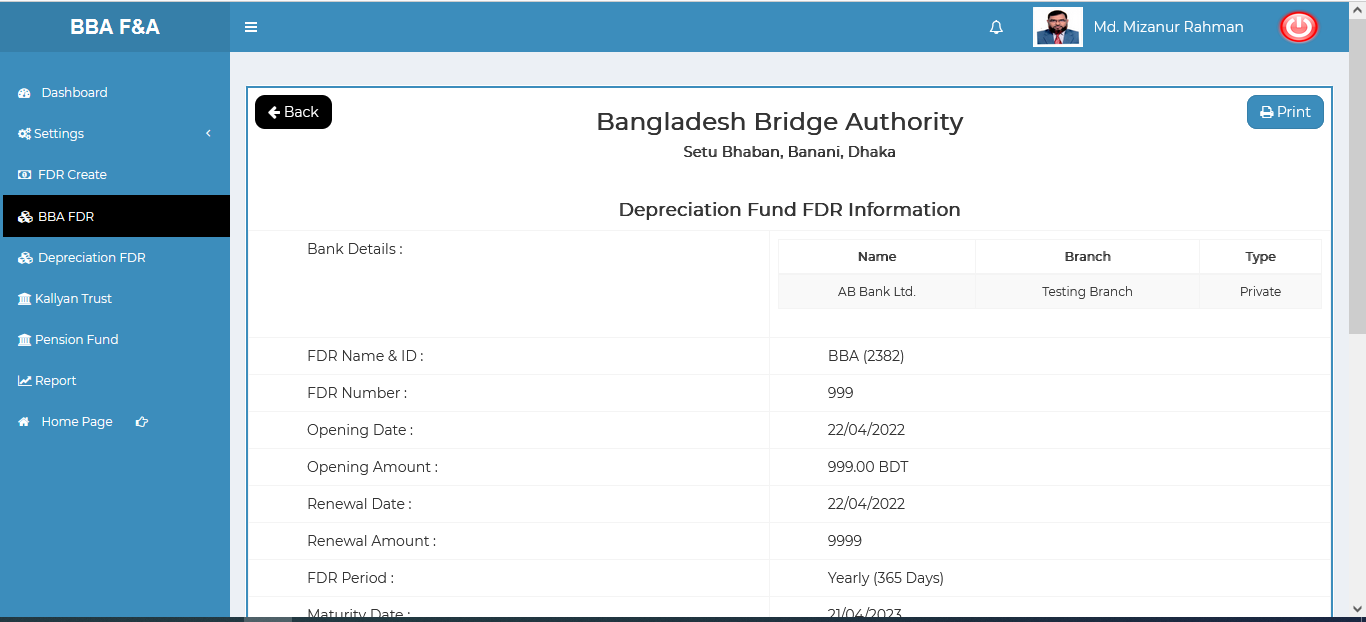


Figure 8.4.1.2: (depreciation FDR) view of depreciation single details

### 8.4.1.3: (Depreciation FDR) Update input form

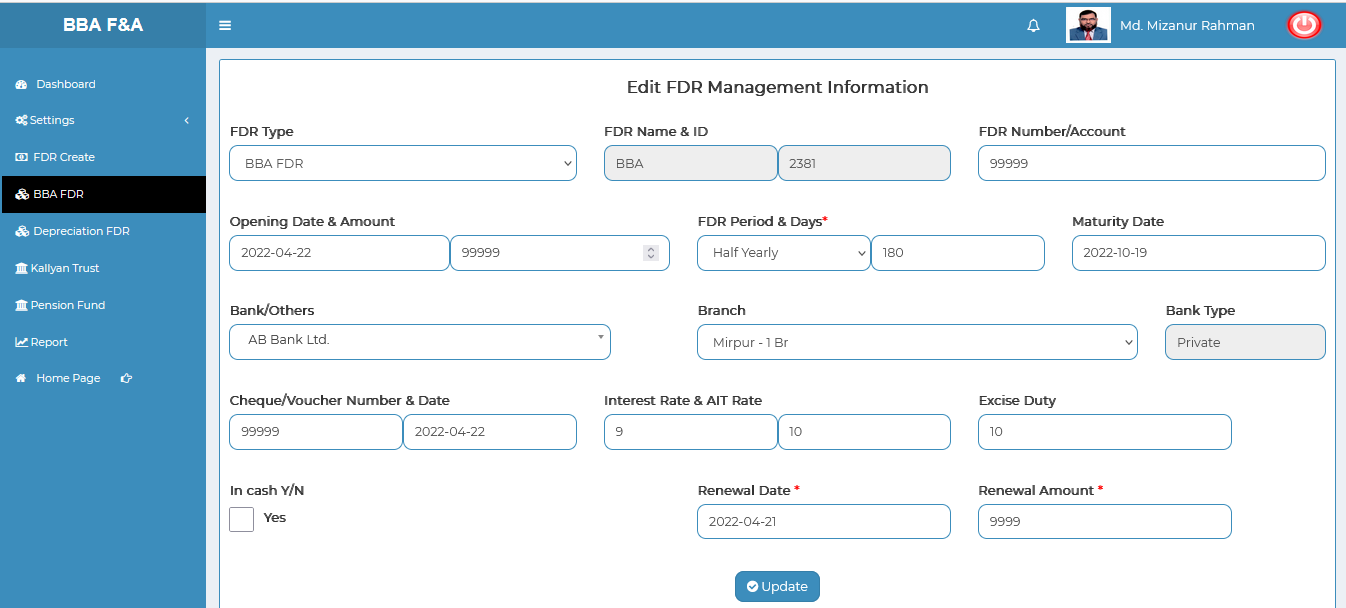


Figure 8.4.1.3: (depreciation FDR) update input form

### 8.4.1.4: (Depreciation FDR) Search

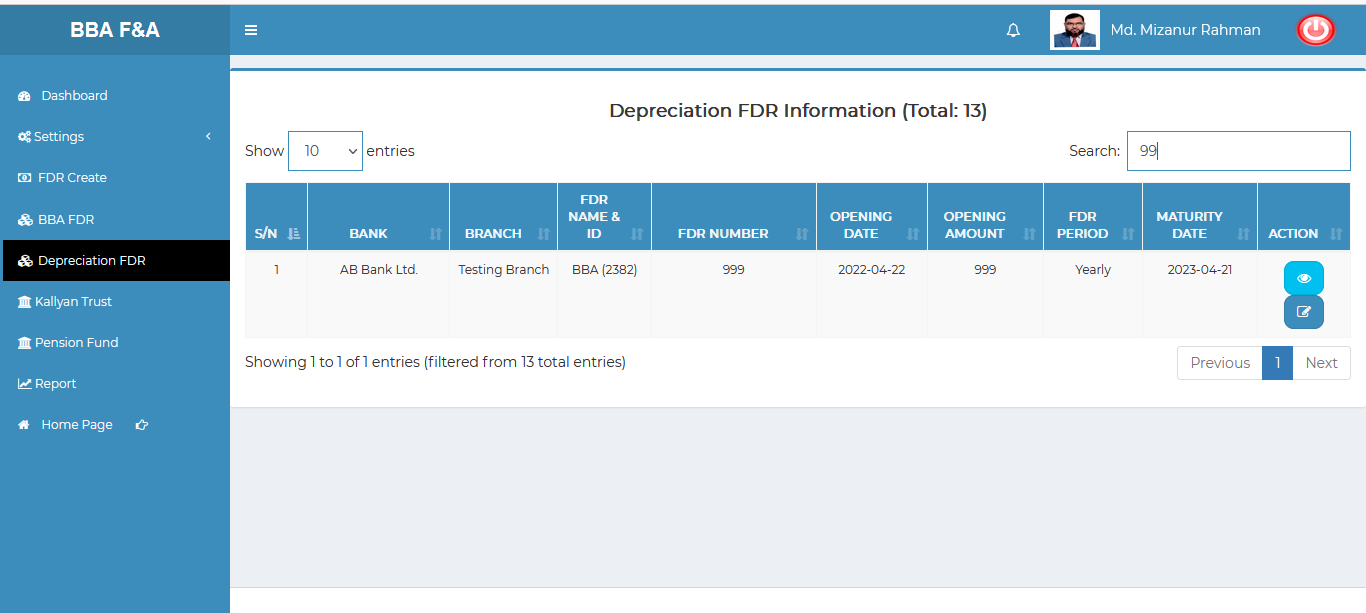


Figure 8.4.1.4: (depreciation FDR) search

## 8.5: Kallyan Trust Menu Overview (Not working ,under processing……)

## 8.6: Pension Fund Menu Overview (Not working ,under processing……)

## 8.7: Report Menu Overview

**Overview of Report**

### 8.7.1.1: (Report) FDR Report generator input field

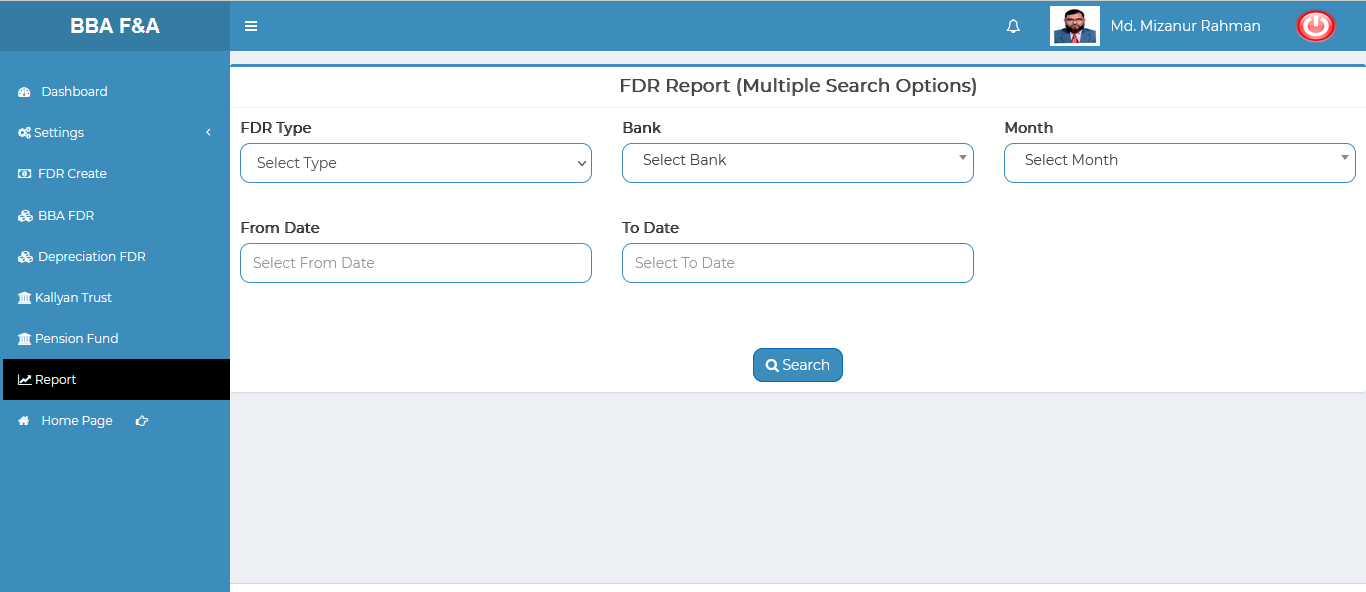


Figure 8.7.1.1: (Report) fdr report generator input field