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 into 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.

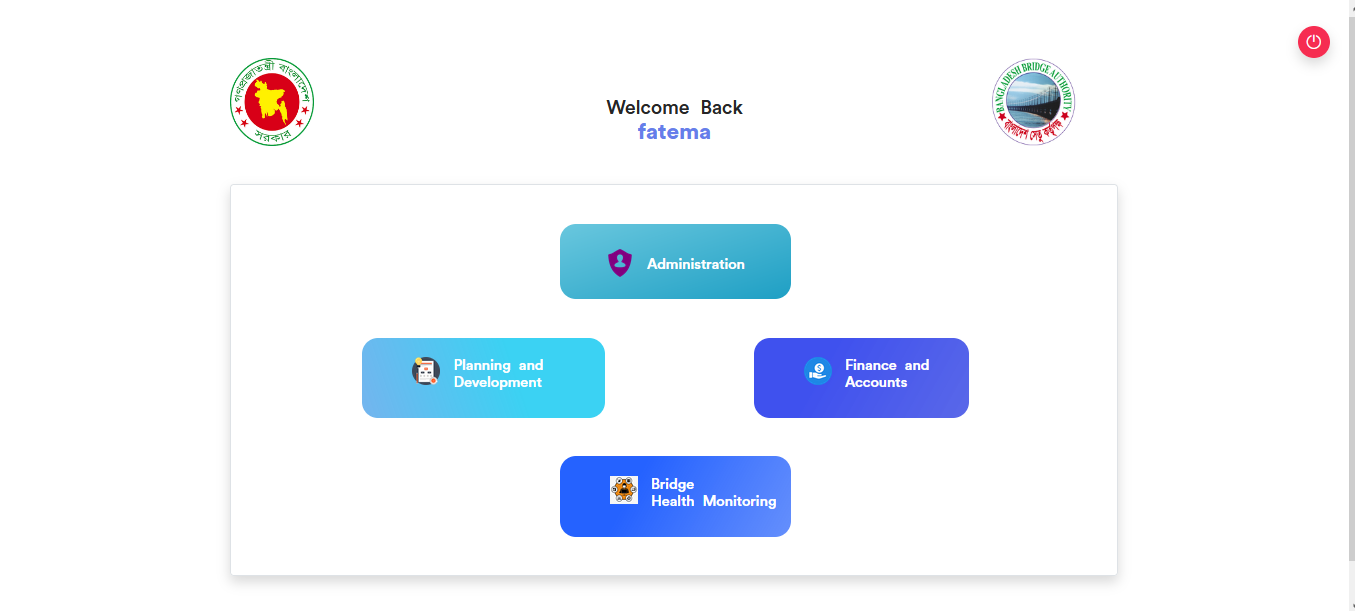


Figure 2.1: Dashboard of MCS

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. ACCOUNTS & BUDGET MANAGEMENT (SUB MODULE)

After clicking into Accounts and budget Management, it will redirect to the (Accounts & Budget Sub Module) dashboard with some menus.

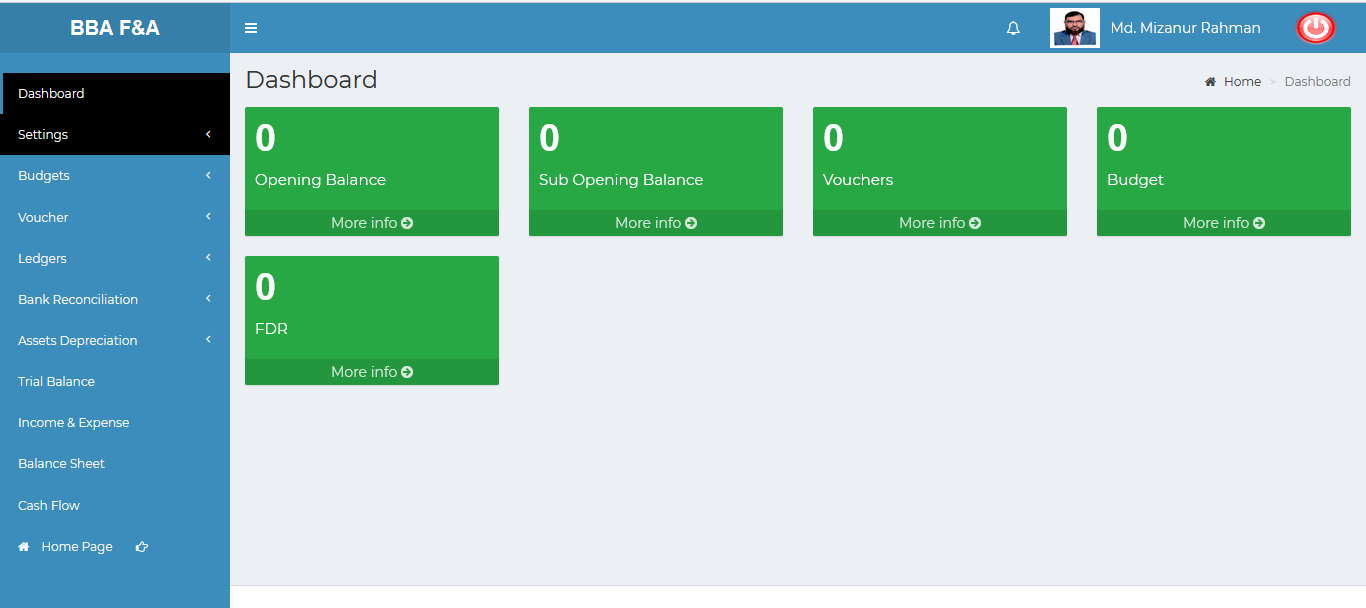


Figure 3: Dashboard of accounts & budget (sub module).

There are five segments on the right side of the Accounts & Budget Management Dashboard Such as **Opening Balance** ,**Sub Opening balance** ,**Vouchers, Budget** and **FDR.**

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

# 4.ACCOUNTS & BUDGET MANAGEMENT MENUS OVERVIEW

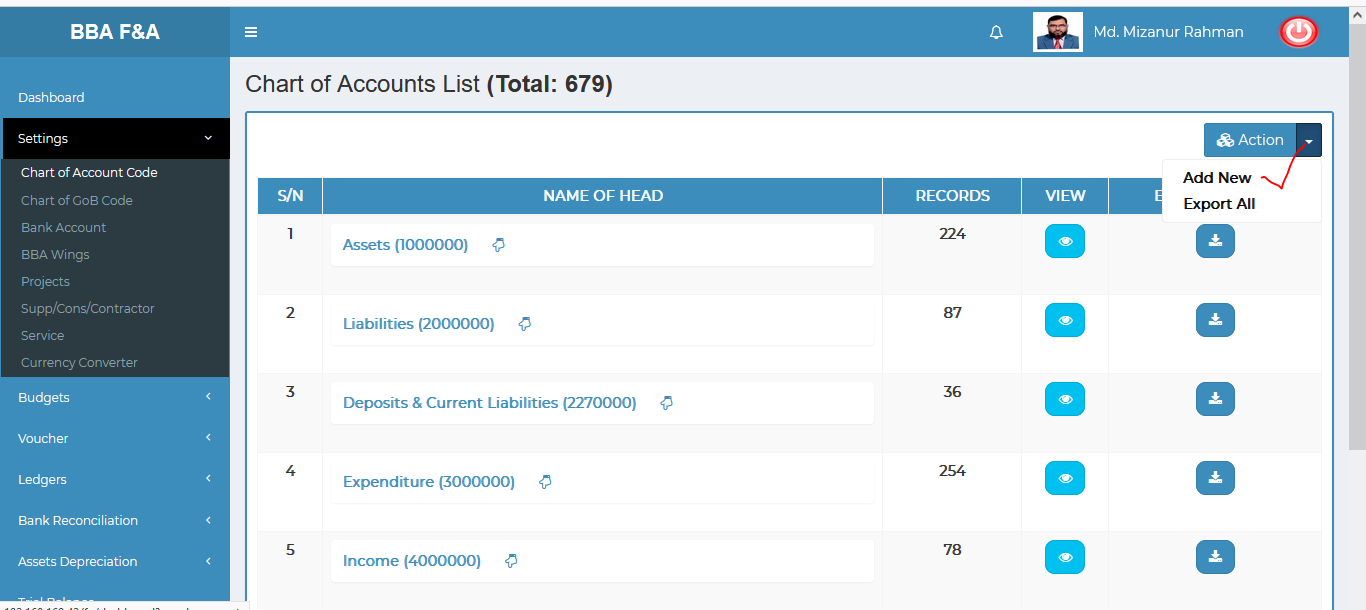
**Accounts & Budget Management Menus Overview**

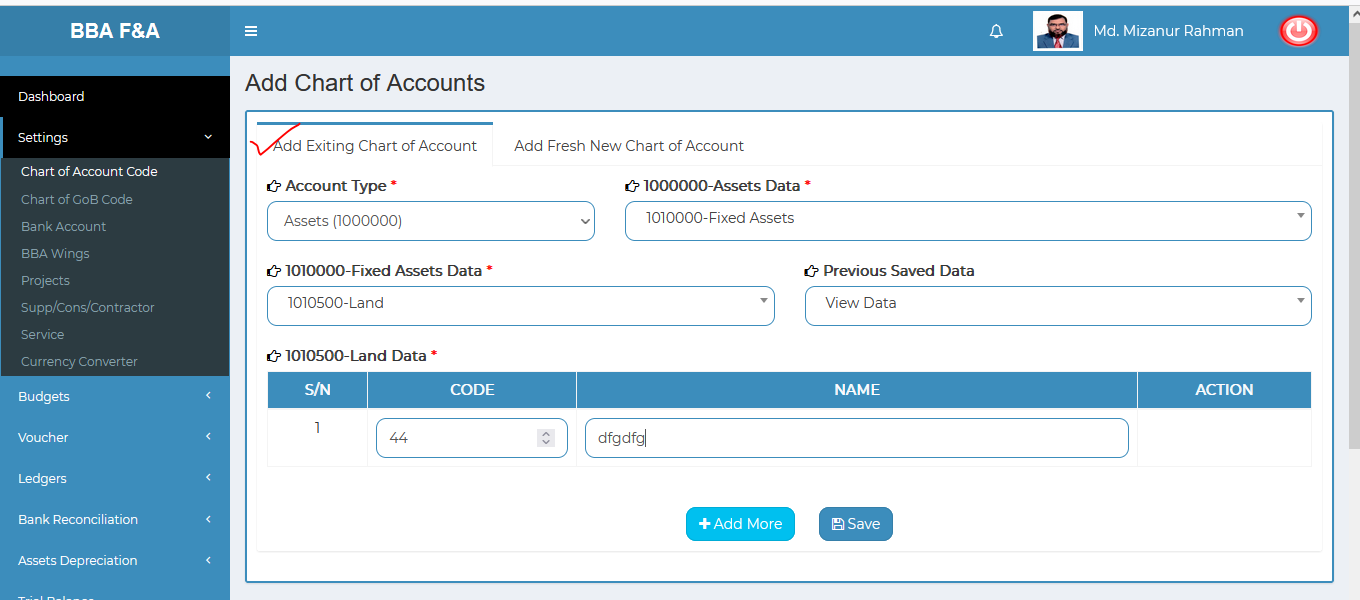
## 4.1: Settings Menu Overview

**Overview of Settings**

Click on the settings menu after that there will appear eight(08) sub-menu & they are **Chart of Account Code**, **Chart of GoB code, Bank Account** ,**BBA Wings** , **Projects** ,**Supp/Cons/Contractor** ,**Service, Currency Converter.**

### 4.1.1.1: Chart of Account Code (Settings) Add Account Code input field





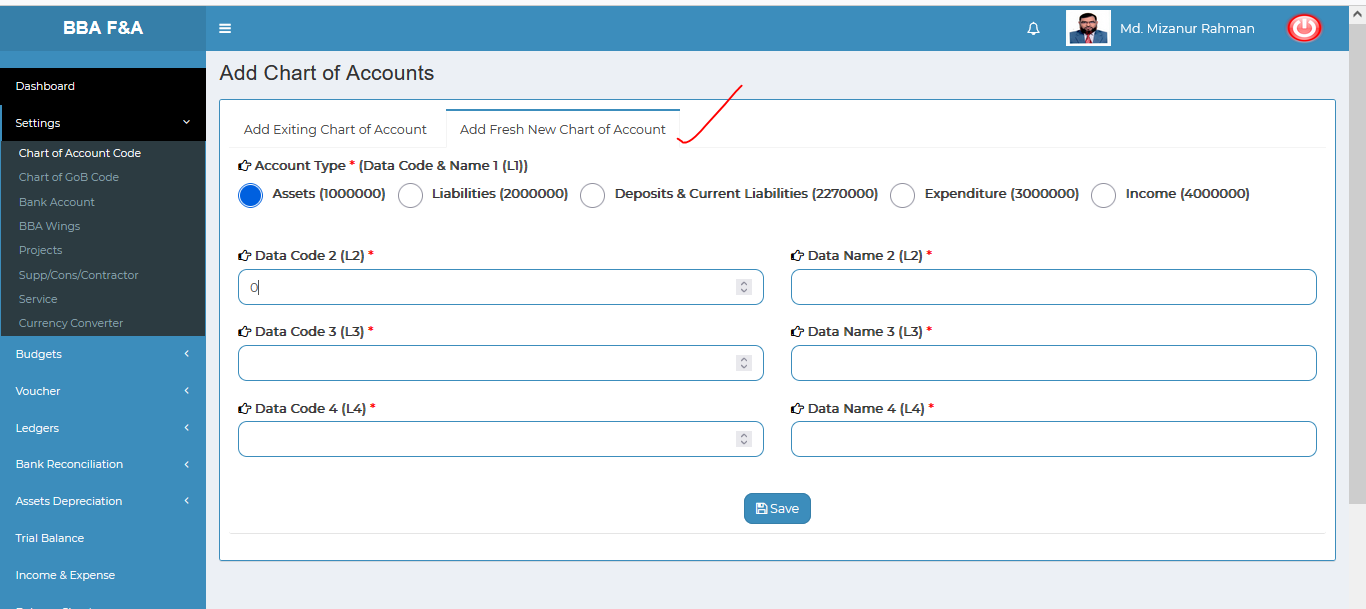
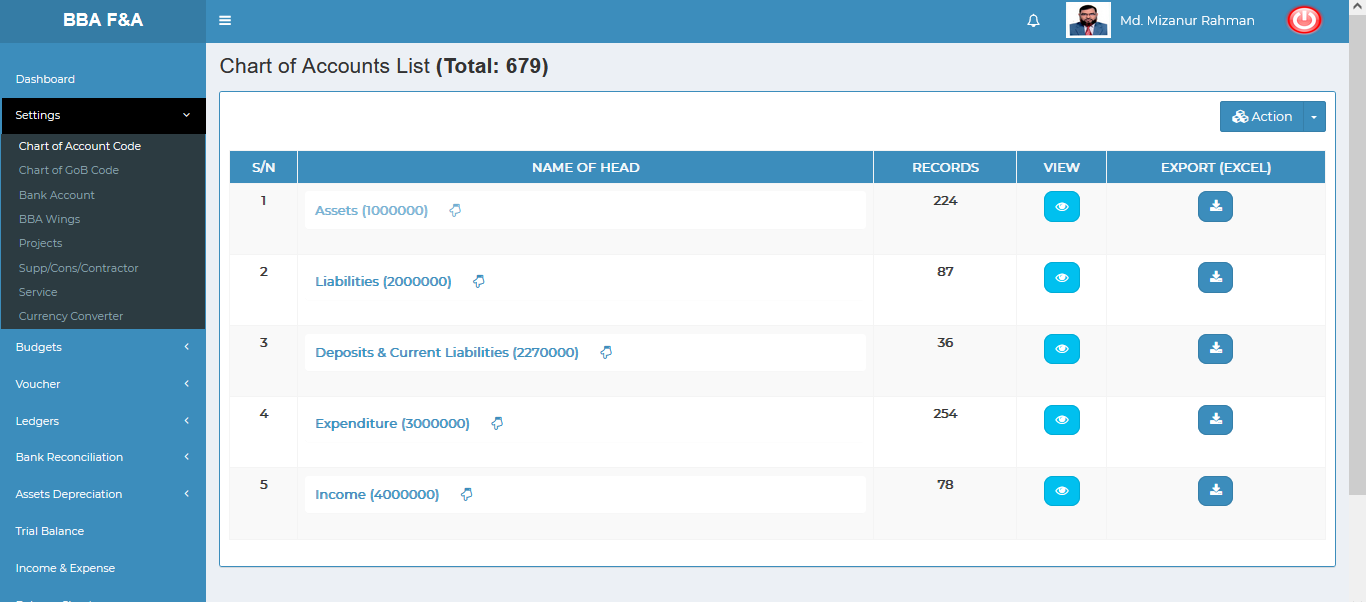
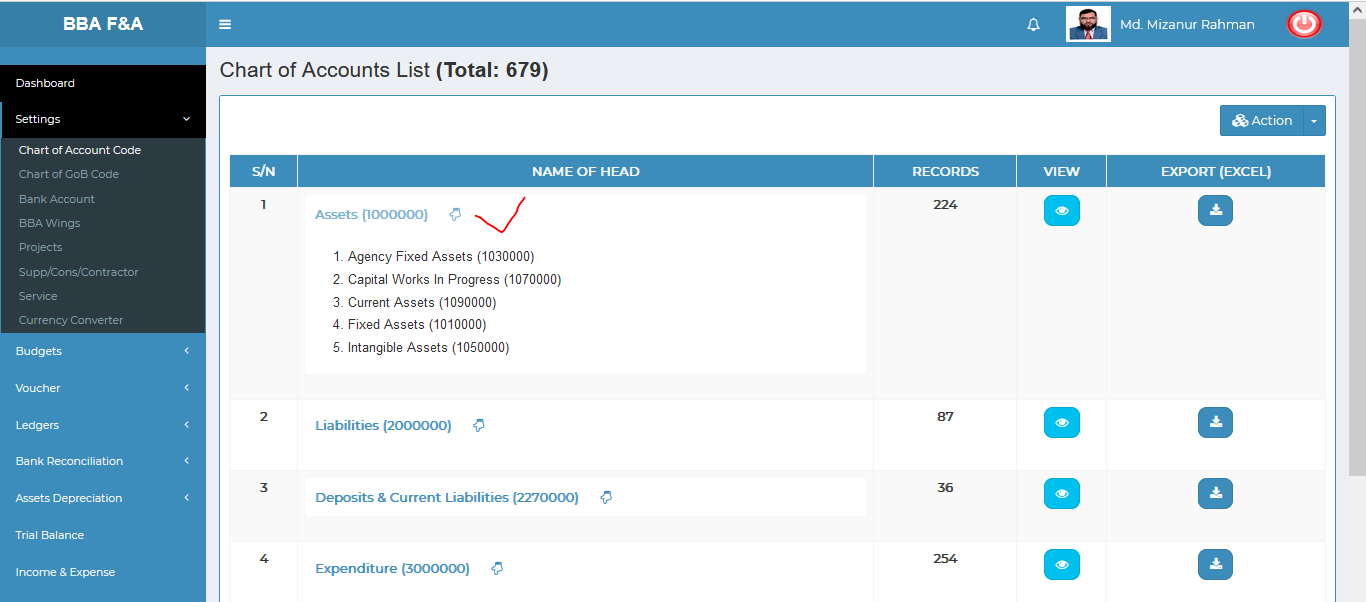


Figure 4.1.1.1: chart of account code(settings)add account code input field

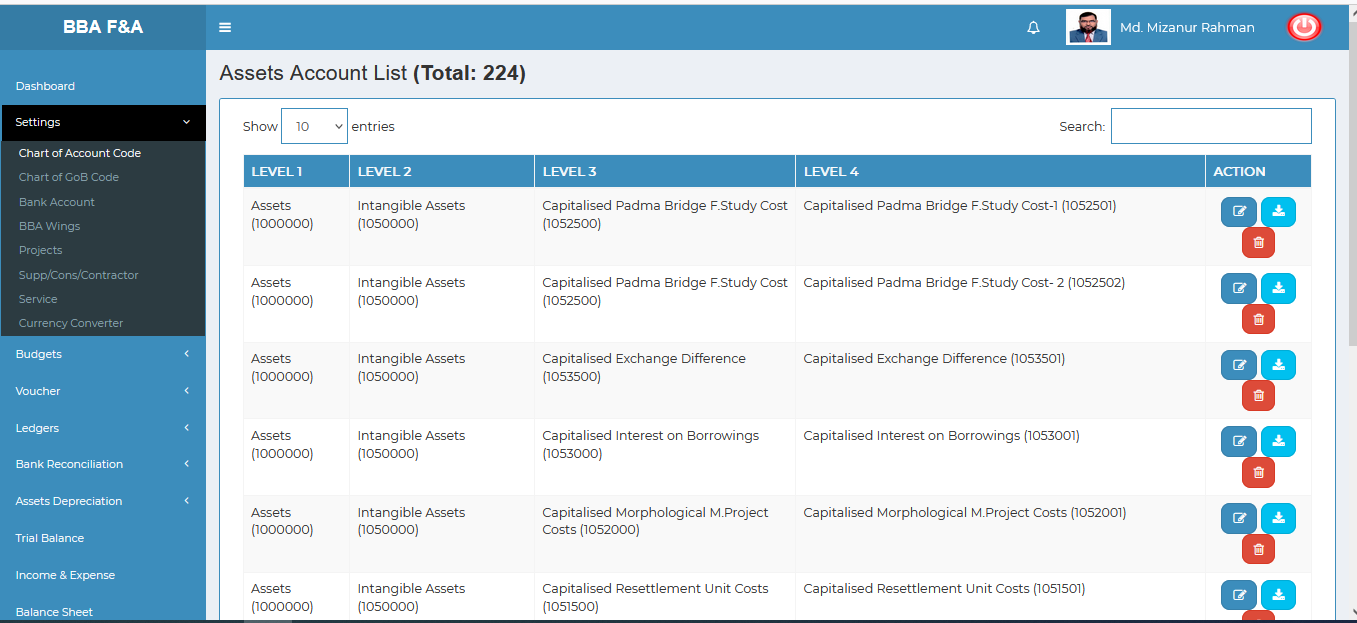
### 4.1.1.2: Chart of Account Code (Settings) View of details



For Exmaple, if the user wants to know about assets just click on the (Assets) arrow thumb and looks like information will display



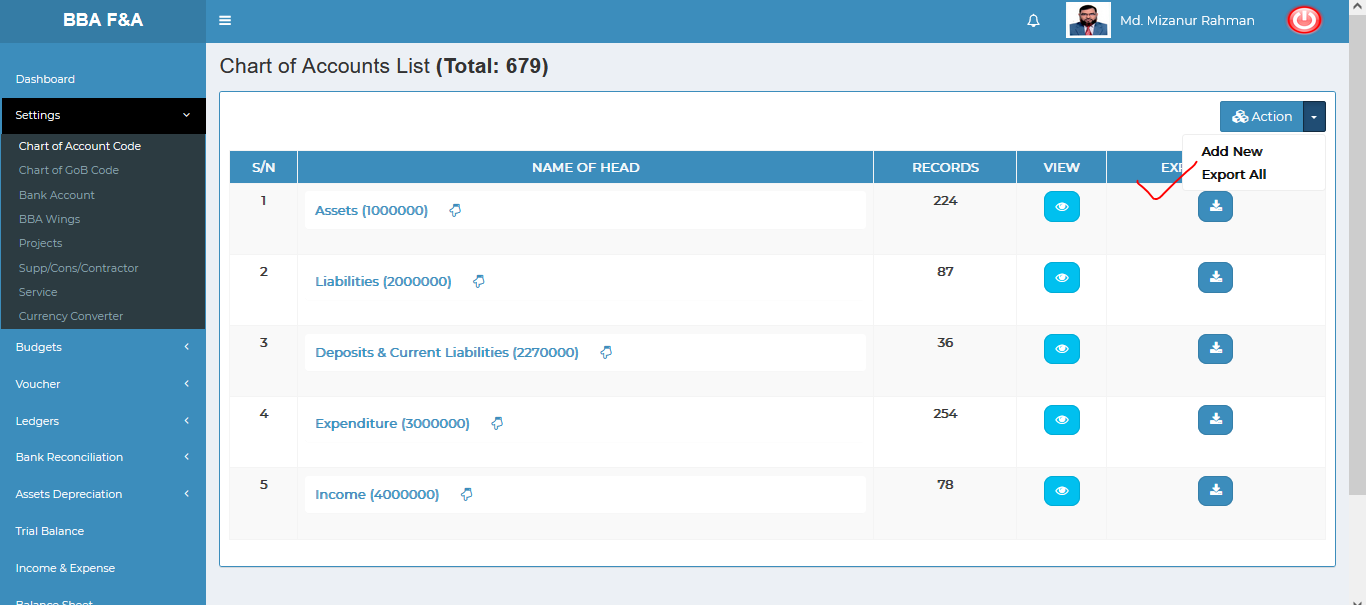
To know details about single assets information ,click on the view button then it will redirect to **Assets Account List** page which is look like the below scenario.



In the **Assets Account List Page** user can **edit**, **delete,Search** and **download-(** excel file which is the same categories lavel-2 data).

Figure 4.1.1.2: chart of account code(settings)View of details

### 4.1.1.3: Chart of Account Code (Settings) Download All



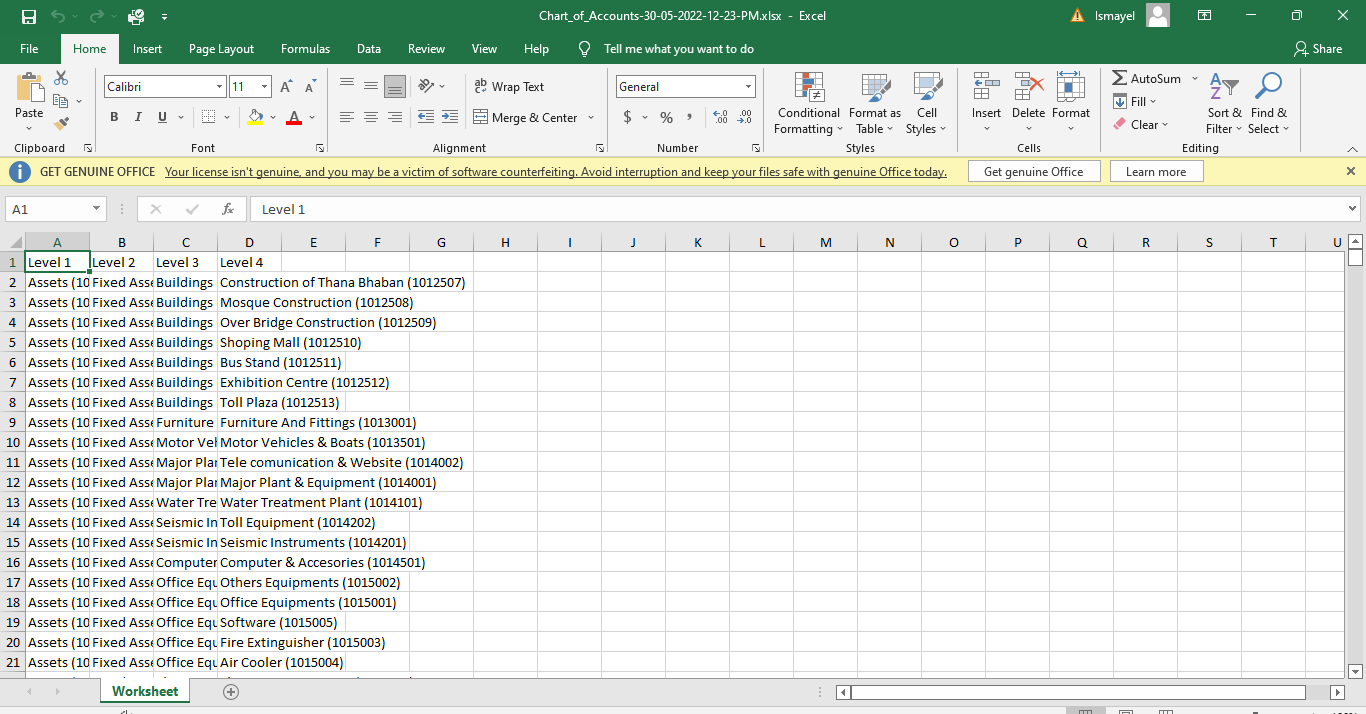


Figure 4.1.1.3: chart of account code(settings)download all

### 4.1.2.1: Chart of GoB Code (Settings) Add GoB Code input field

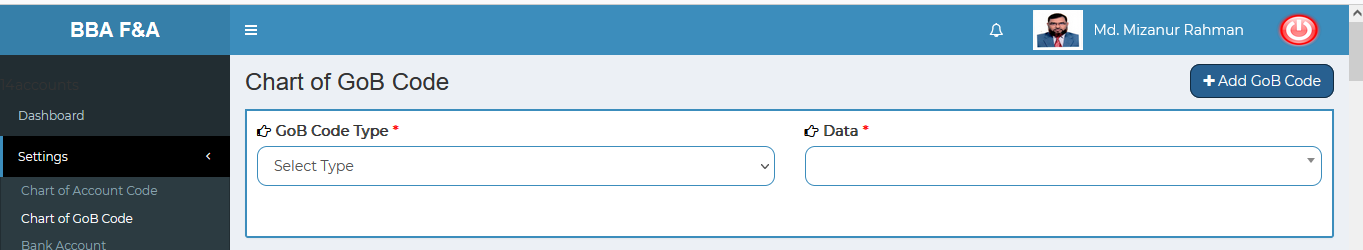


Figure 4.1.2.1: chart of gob code(settings)add gob code input field

### 4.1.2.2: Chart of GoB Code (Settings) View of details

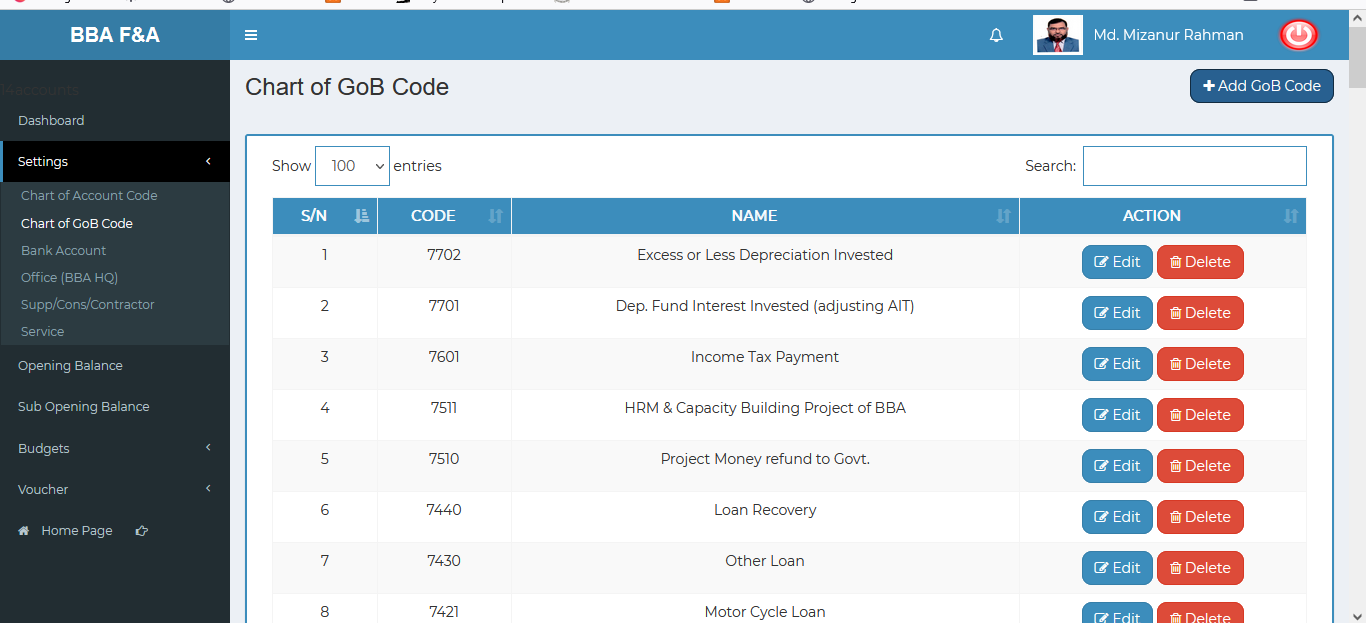


Figure 4.1.2.2: chart of Gob code(settings)View of details

### 4.1.2.3: Chart of GoB Code (Settings) Edit Input Field

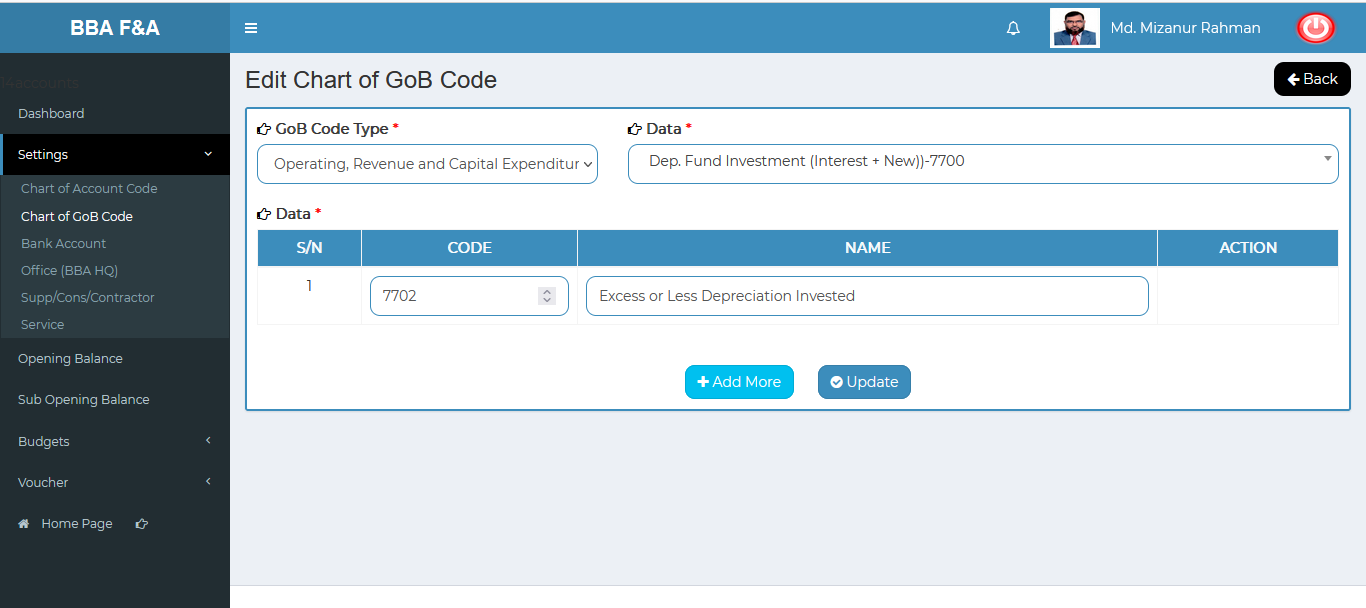


Figure 4.1.2.3: chart of GoB code (settings) Update input field

### 4.1.2.4: Chart of GoB Code (Settings) Delete

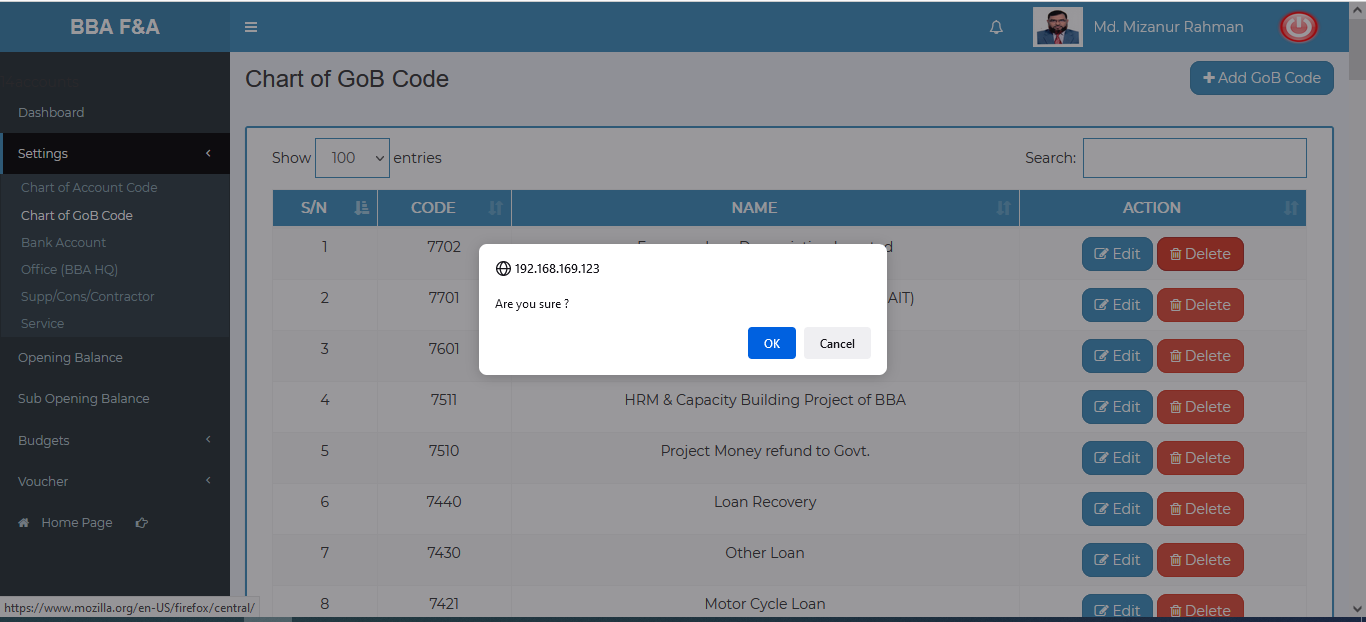


Figure 4.1.2.4: chart of GoB code(settings)delete

### 4.1.2.5: Chart of GoB Code (Settings) Search

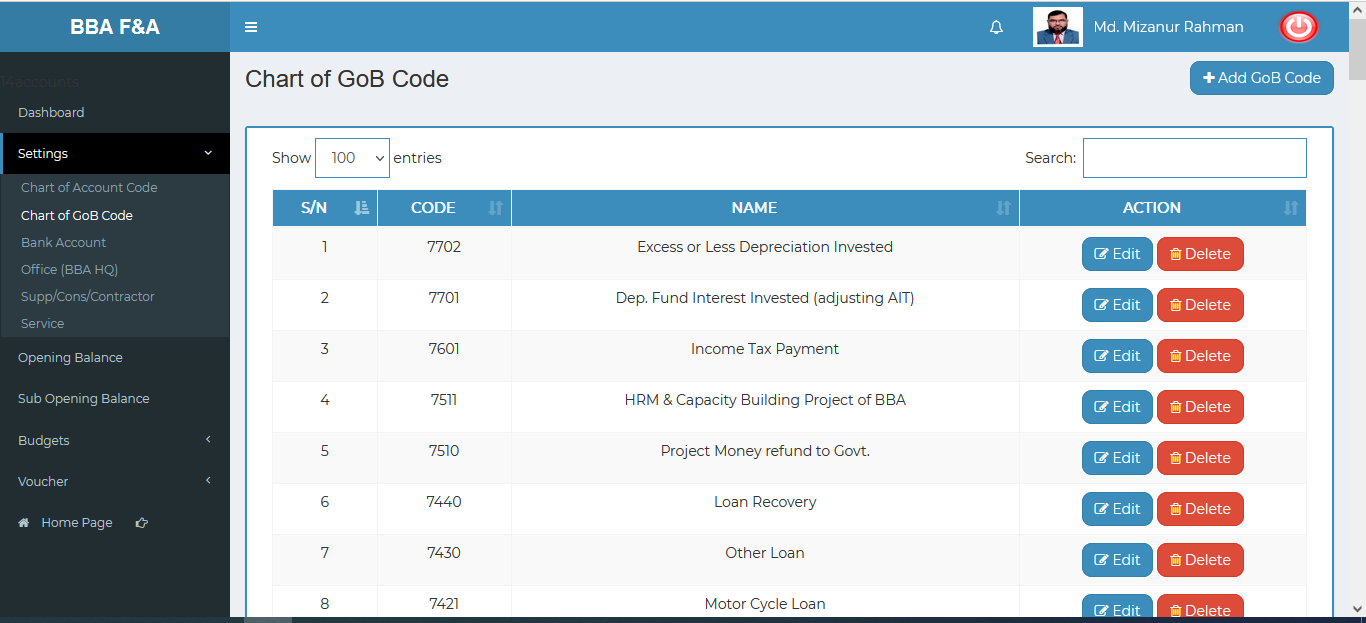


Figure 4.1.2.5: chart of GoB code(settings)before search

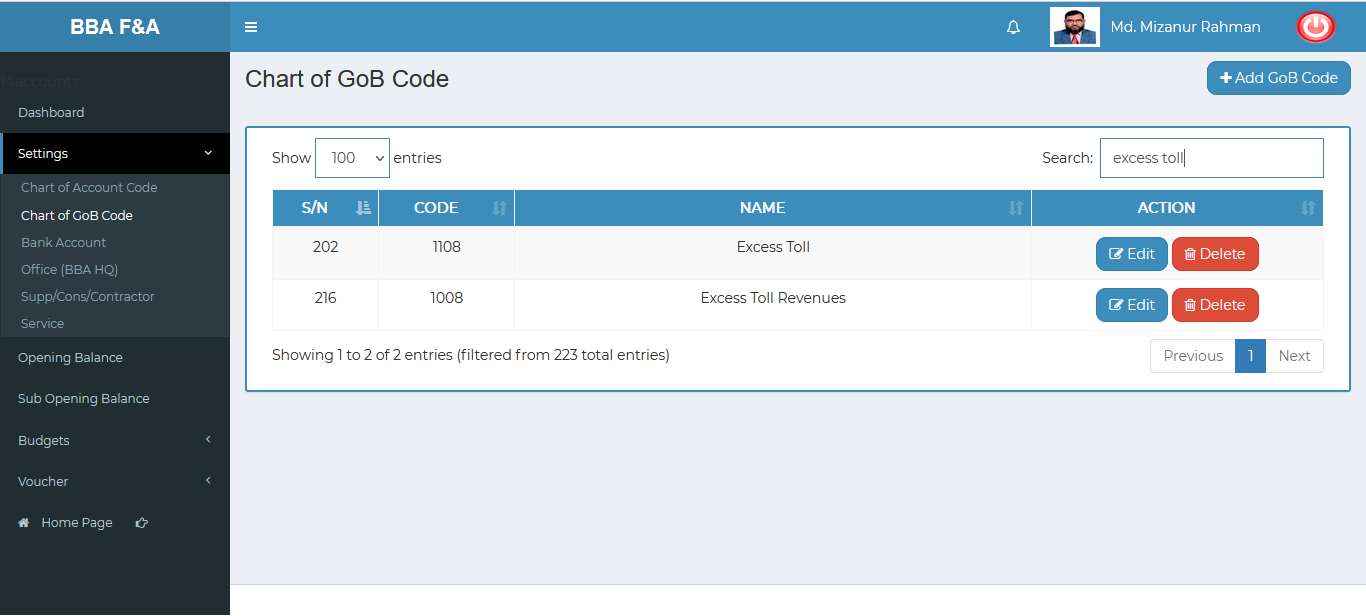
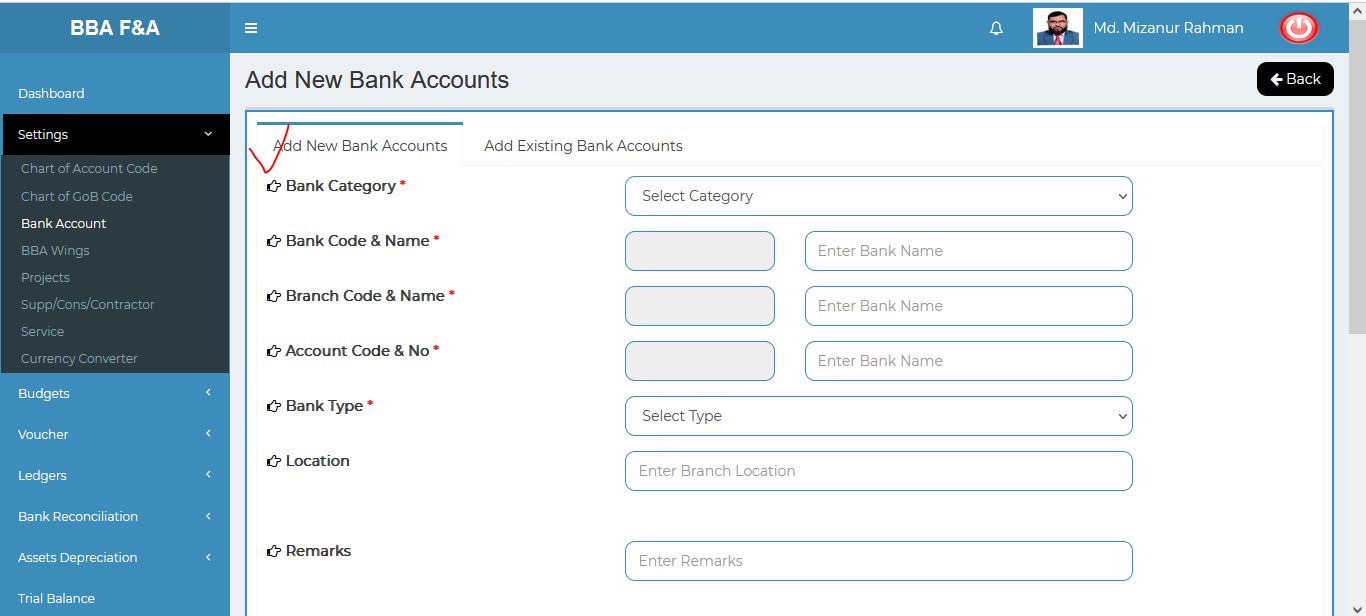


Figure 4.1.2.5: chart of GoB code(settings)after search

### 4.1.3.1: Bank Account (Settings) Add Bank Account



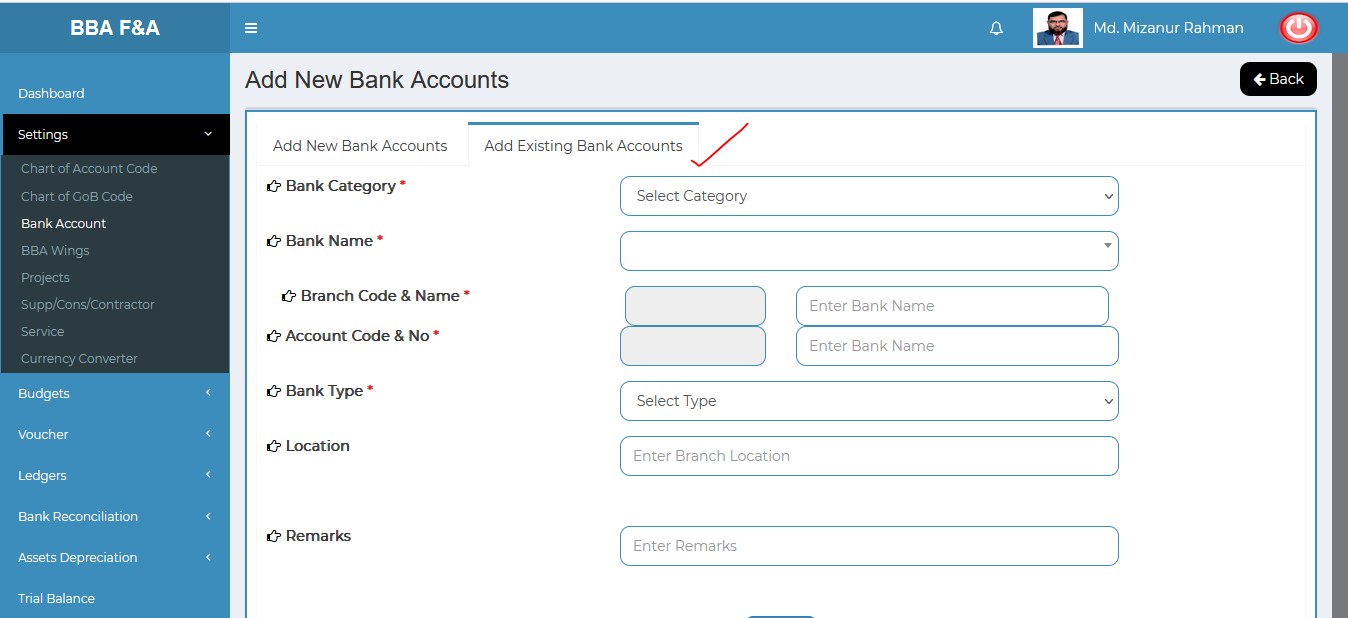
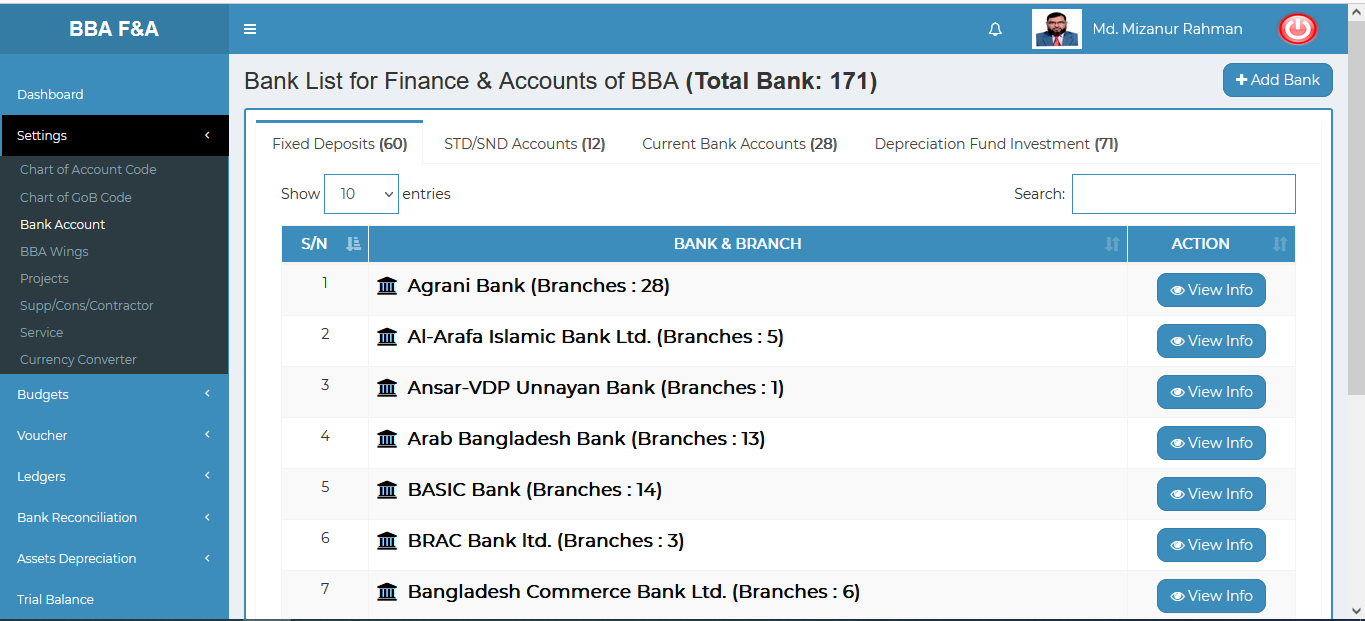


Figure 4.1.3.1: Bank account (settings)add bank account input field(New & Existing)

### 4.1.3.2: Bank Account (Settings) View of details( Bank list for finance & Accounts)

**Fixed Deposits**: Click on the view info to see the branch list of bank. User can update ,delete bank & branch name. . User can also see the data in pdf format & print out it.



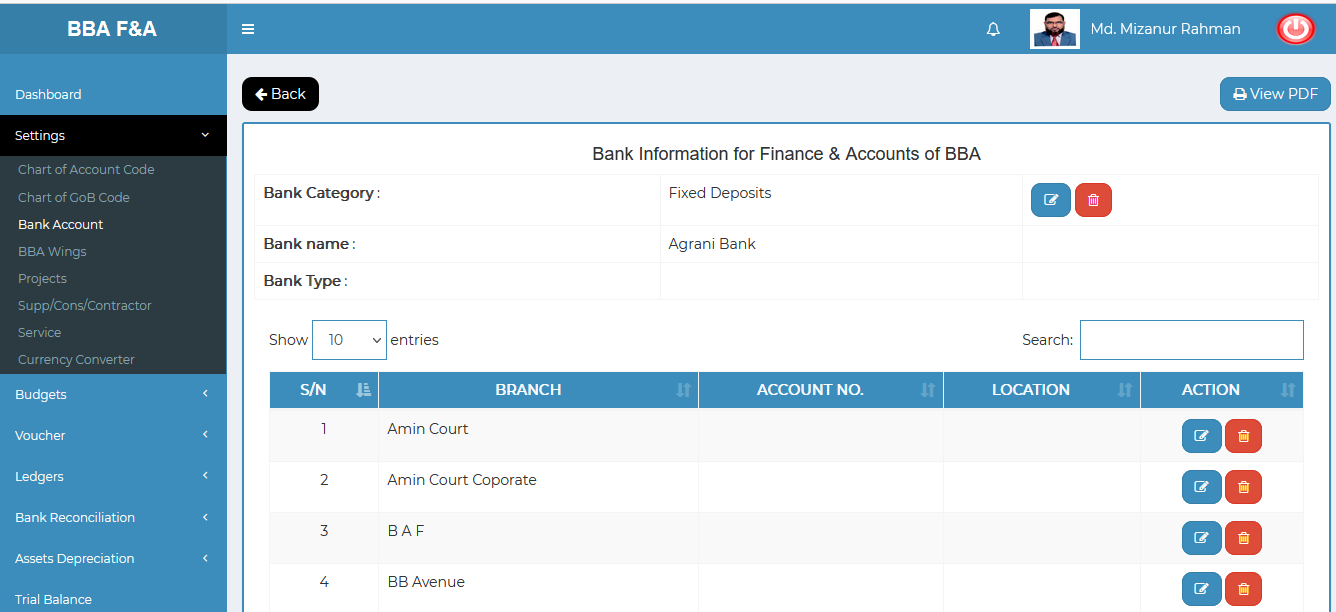
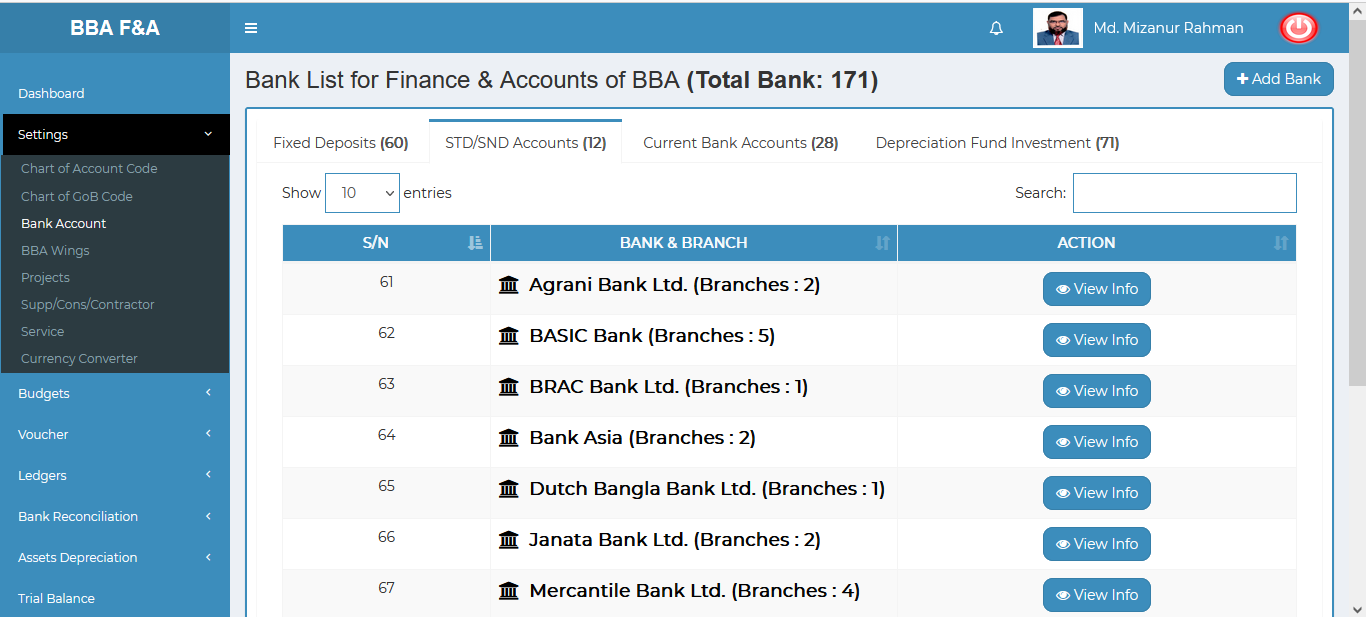


Figure: fixed deposits Bank & branch list

**STD/SND ACCOUNTS**: Click on the view info to see the specific branch list of bank. User can update ,delete bank & branch name. . User can also see the data in pdf format & print out it.



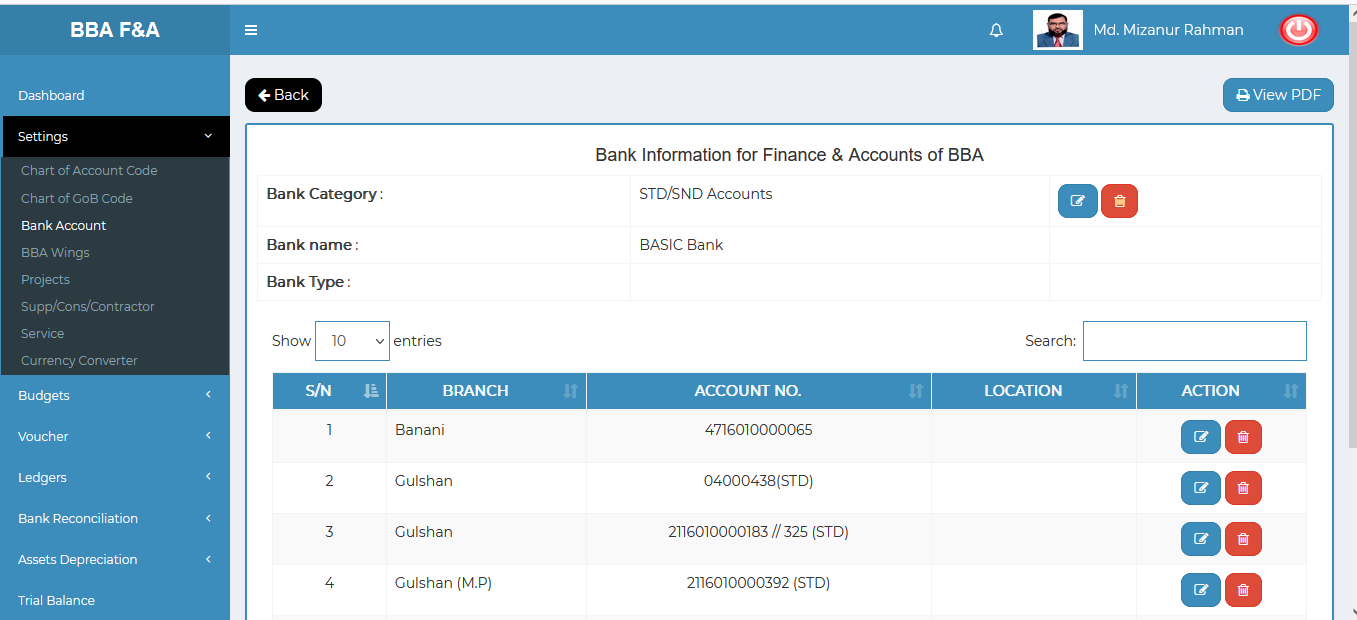
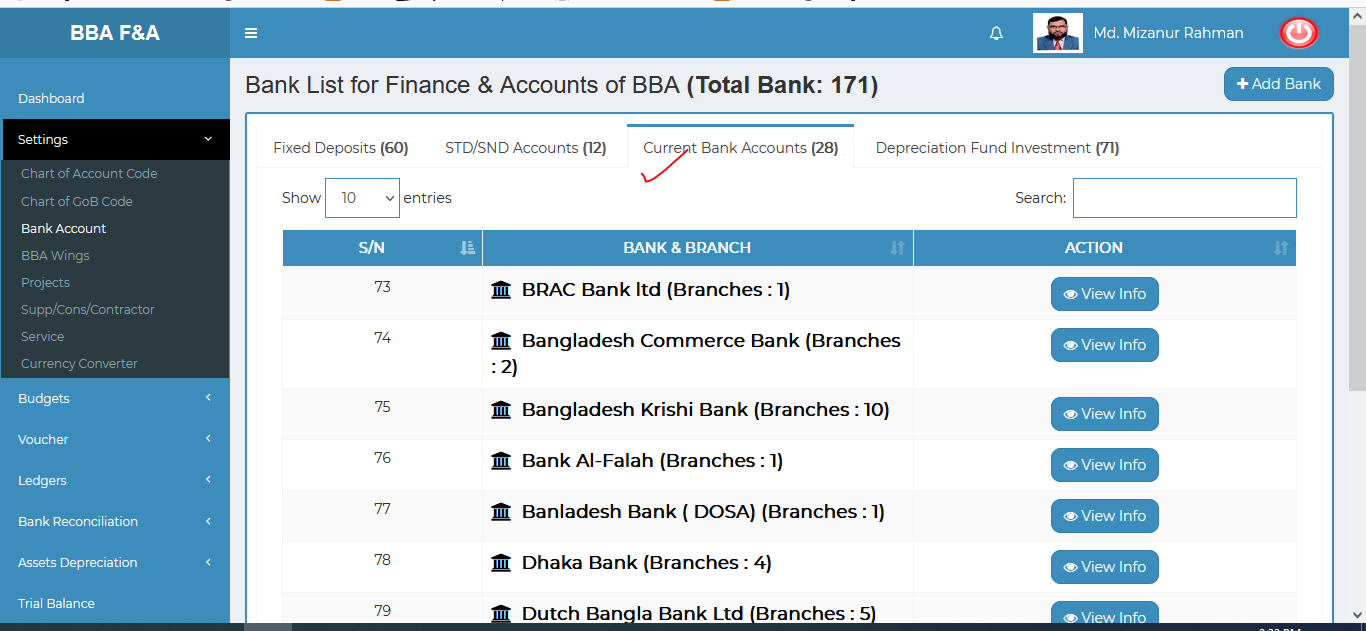


Figure: std/snd accounts Bank & branch list

**CURRENT BANK ACCOUNT**: Click on the view info to see the specific bank branch list. User can update ,delete bank & branch name. . User can also see the data in pdf format & print out it.



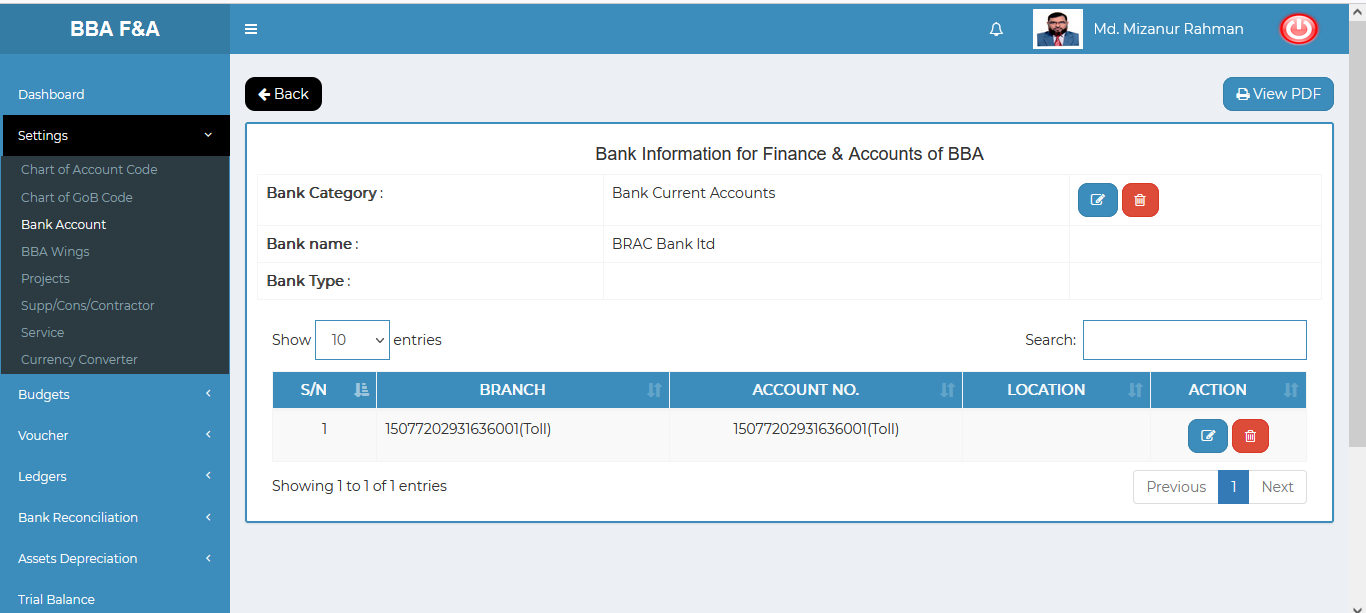
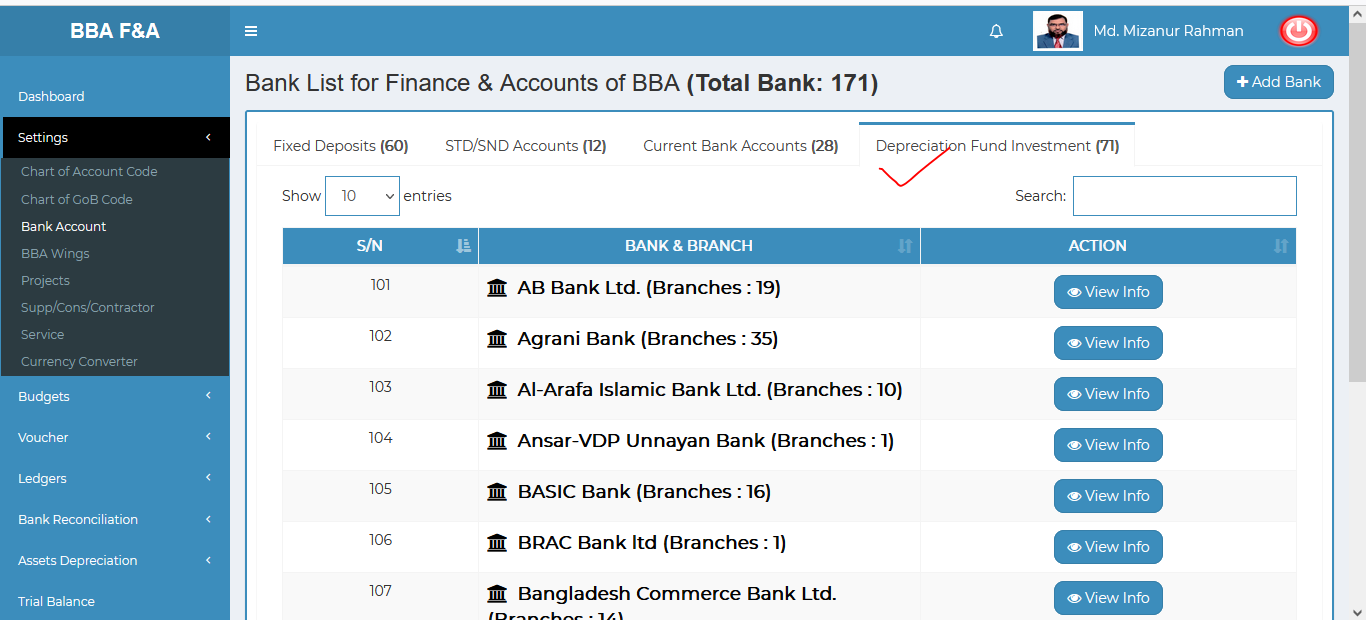


Figure: CURRENT BANK ACCOUNT Bank & branch list

**DEPRECIATION FUND INVESTMENT**: Click on the view info to see the specific bank branch list. User can update ,delete bank & branch name. User can also see the data in pdf format & print out it.



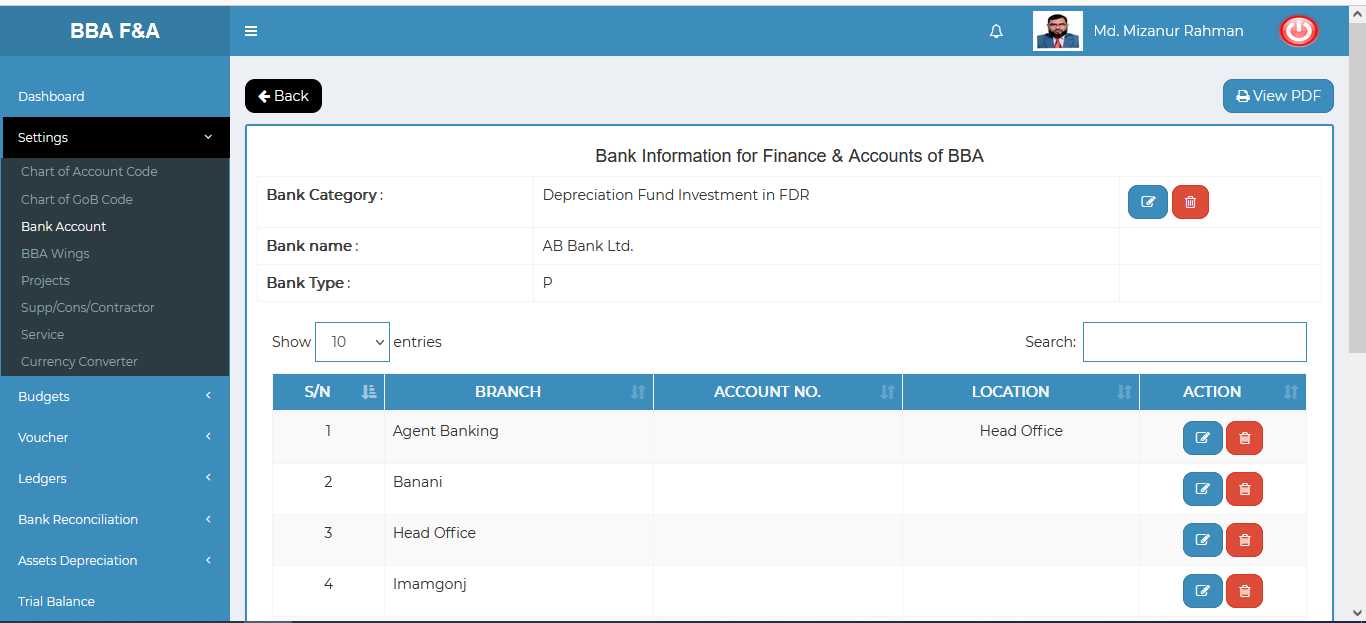


Figure: depreciation fund investment Bank & branch list

Figure 4.1.3.2: Bank Account (settings) View of details(bank list for finance & accounts)

### 4.1.3.3: Bank Account (Settings) Search

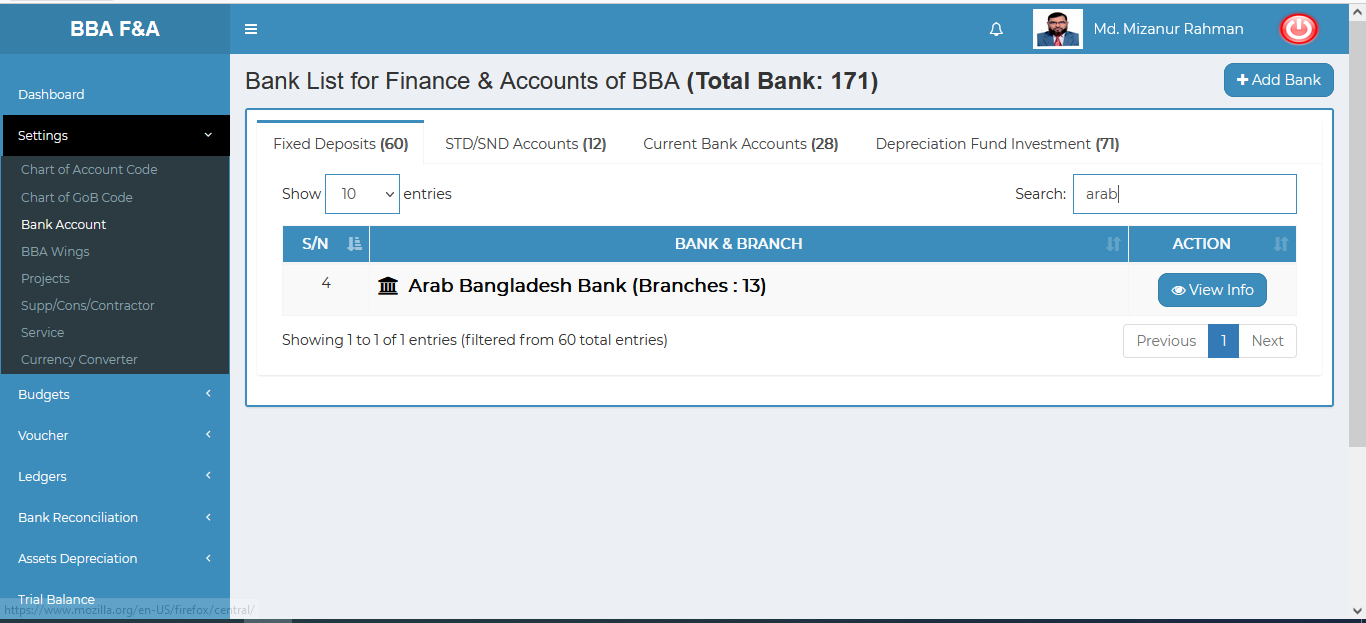


Figure 4.1.3.5: Bank account (settings) search

### 4.1.4.1: BBA Wings (Settings) BBA Wings view

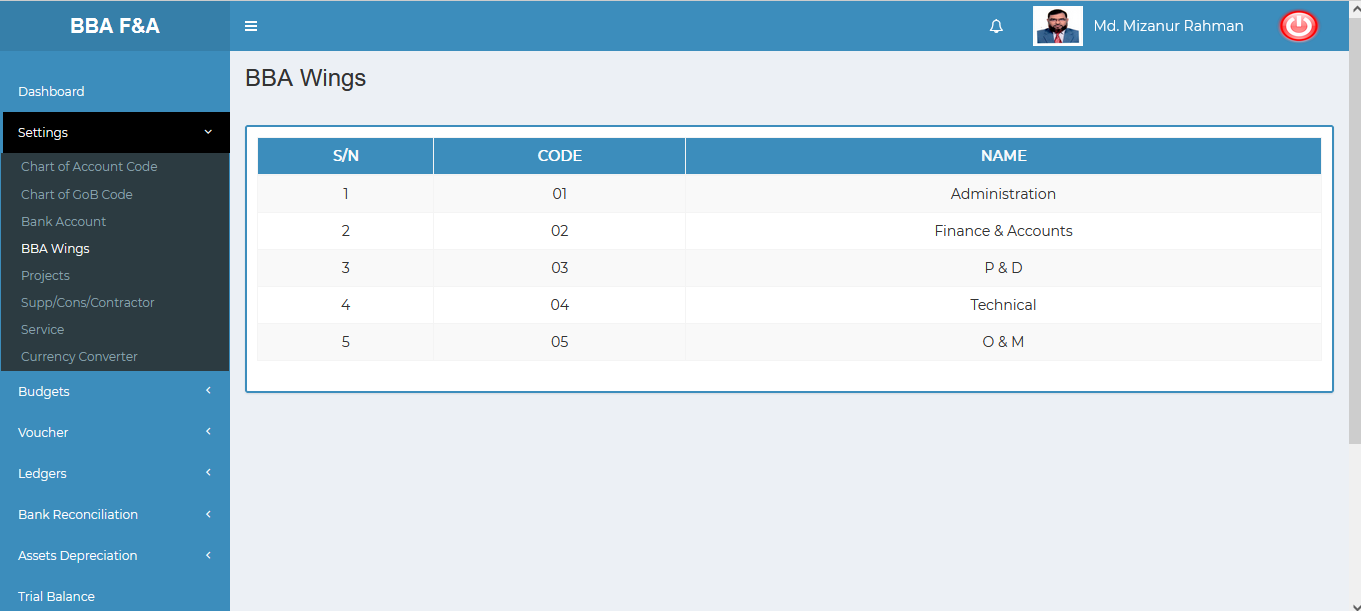


Figure 4.1.4.1: BBA wings (settings) bba wings view

### 4.1.5.1: Supp/Cons/Contractor (Settings) Add Data (Supplier,Consultant,Contractor) Input Field

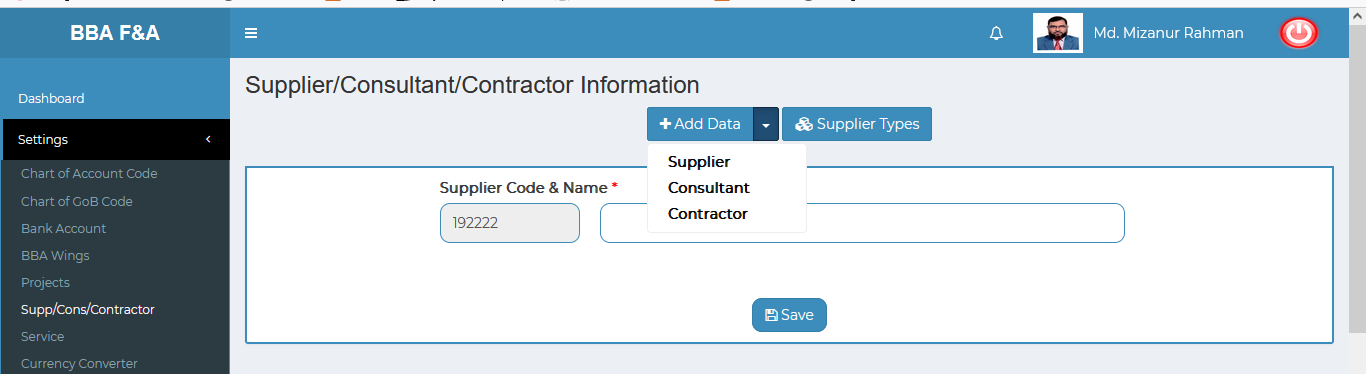


Figure 4.1.5.1.1: Supp/cons/contractor (settings)add data(supplier) input field

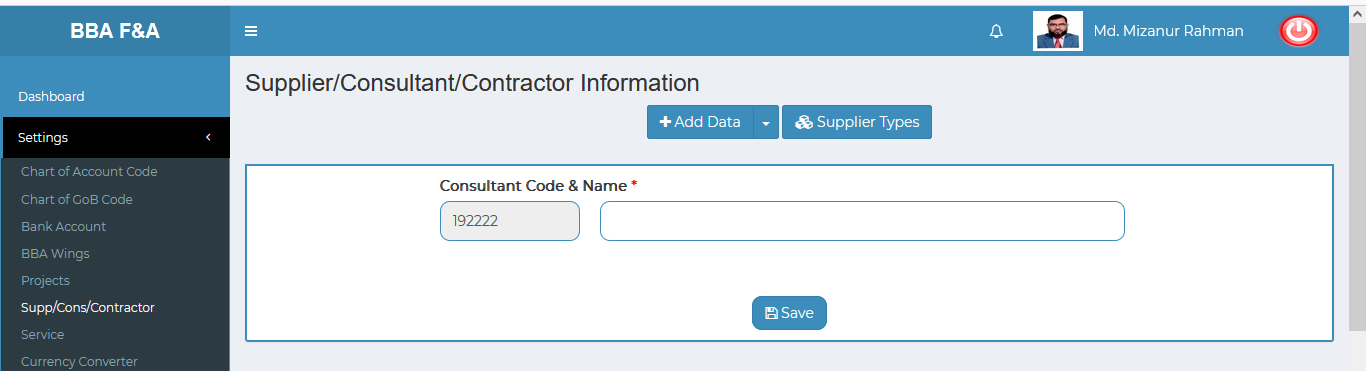


Figure 4.1.5.1.2: Supp/cons/contractor (settings)add data (consultant) input field

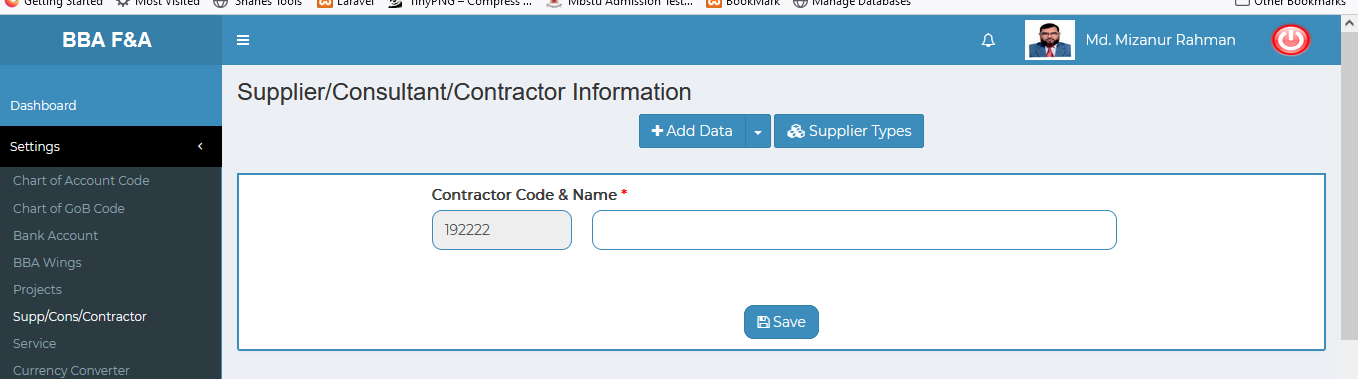


Figure 4.1.5.1.3: Supp/cons/contractor (settings)add data (contractor) input field

### 4.1.5.2: Supp/Cons/Contractor (Settings) View of details



Figure 4.1.5.2: Supp/Cons/Contractor (settings) View of details

### 4.1.5.3: Supp/Cons/Contractor (Settings) Add Supplier type Input Field

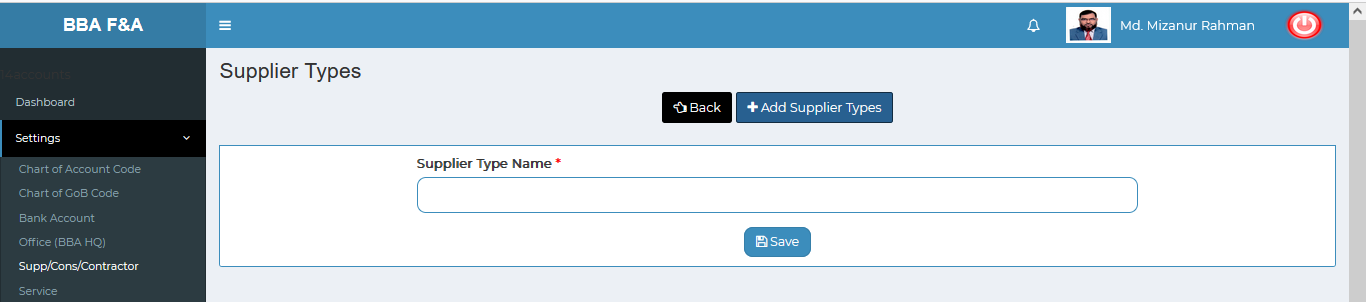
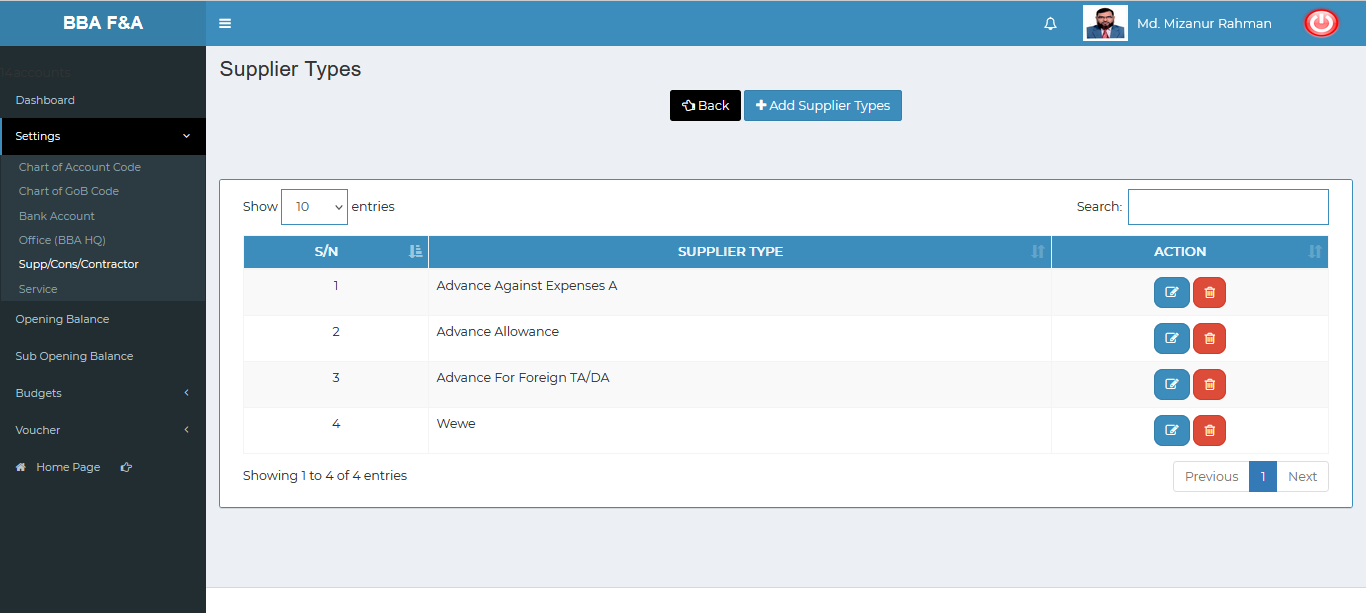


Figure 4.1.5.3: Supp/Cons/Contractor (settings) Add supplier type input field

### 4.1.5.4: Supp/Cons/Contractor (Settings) View Details of Add Supplier type

 Figure 4.1.5.4: Supp/Cons/Contractor (settings) view details of add supplier type

### 4.1.5.4.1: Supp/Cons/Contractor (Settings) Add Supplier type Edit

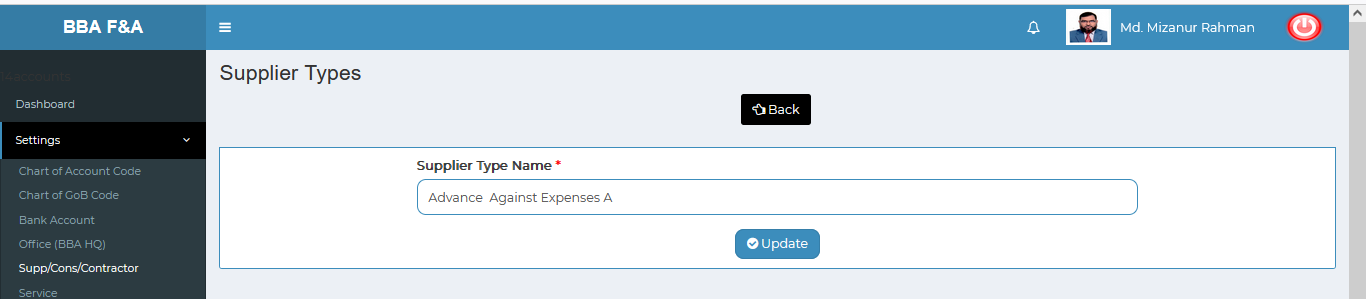


Figure 4.1.5.4.1: Supp/Cons/Contractor (settings) Add supplier type edit

### 4.1.5.4.2: Supp/Cons/Contractor (Settings) Add Supplier type Delete

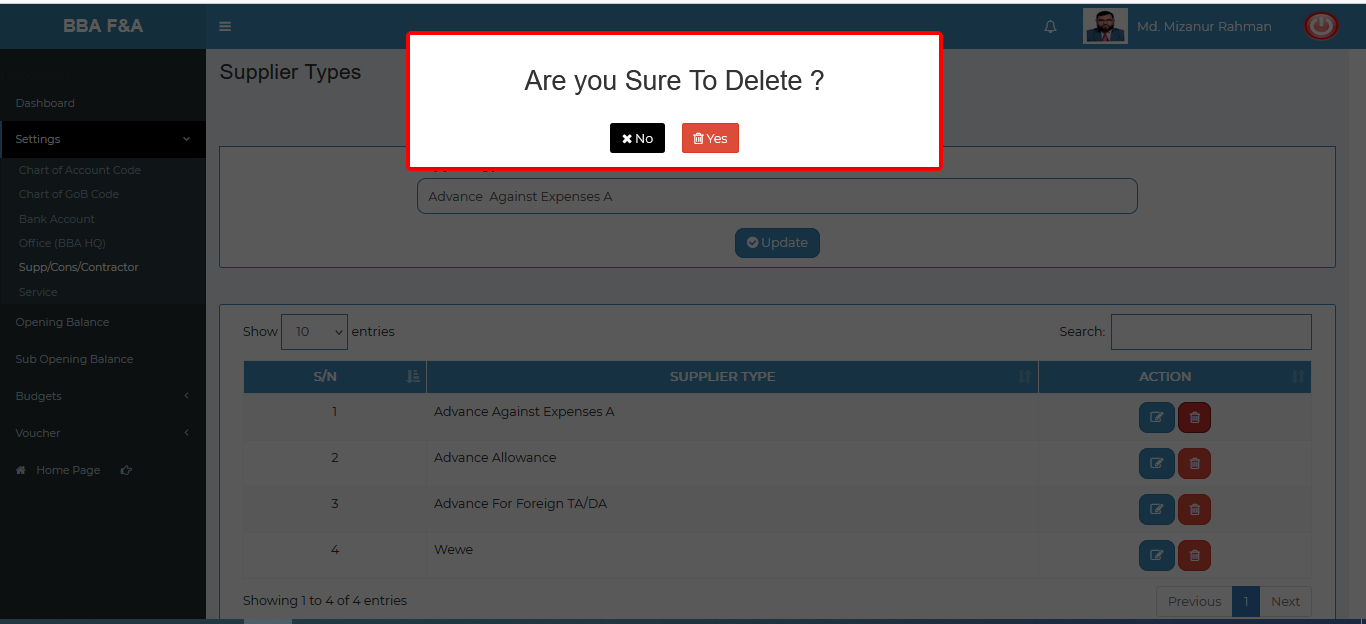


Figure 4.1.5.4.2: Supp/Cons/Contractor (settings) Add supplier type delete

### 4.1.5.5: Supp/Cons/Contractor (Settings) Edit Input Field

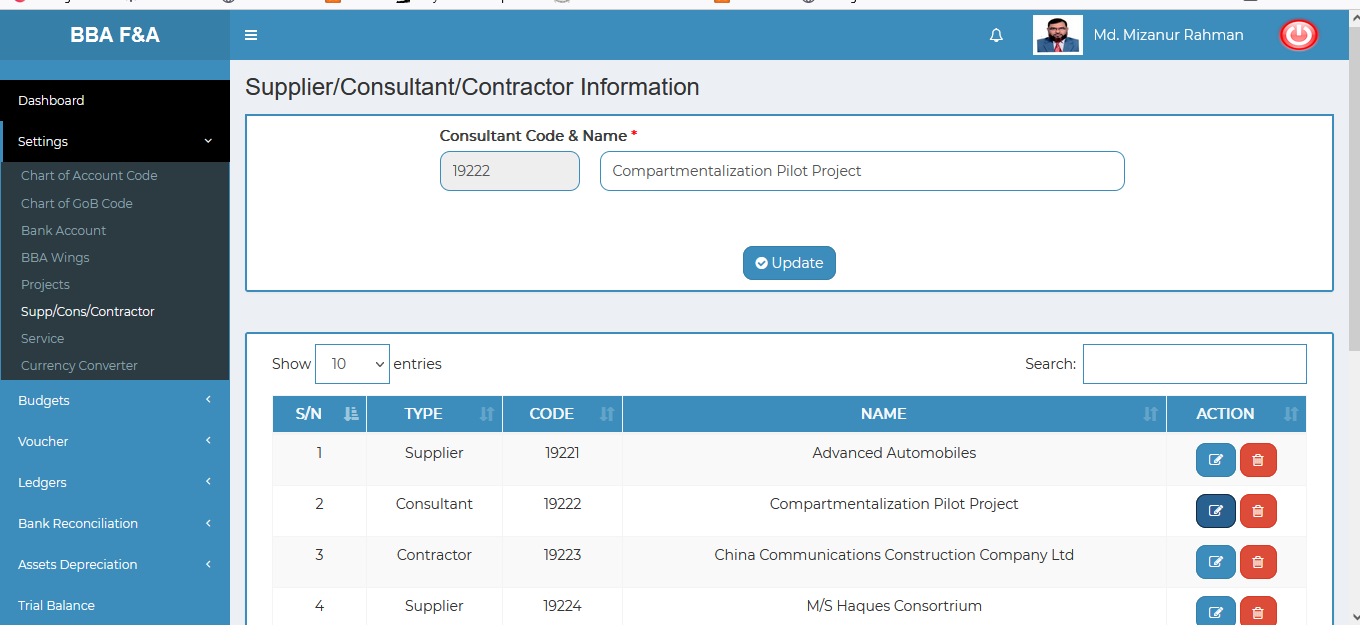


Figure 4.1.5.5: Supp/cons/contractor (settings) Update input field

### 4.1.5.6: Supp/Cons/Contractor (Settings) Delete

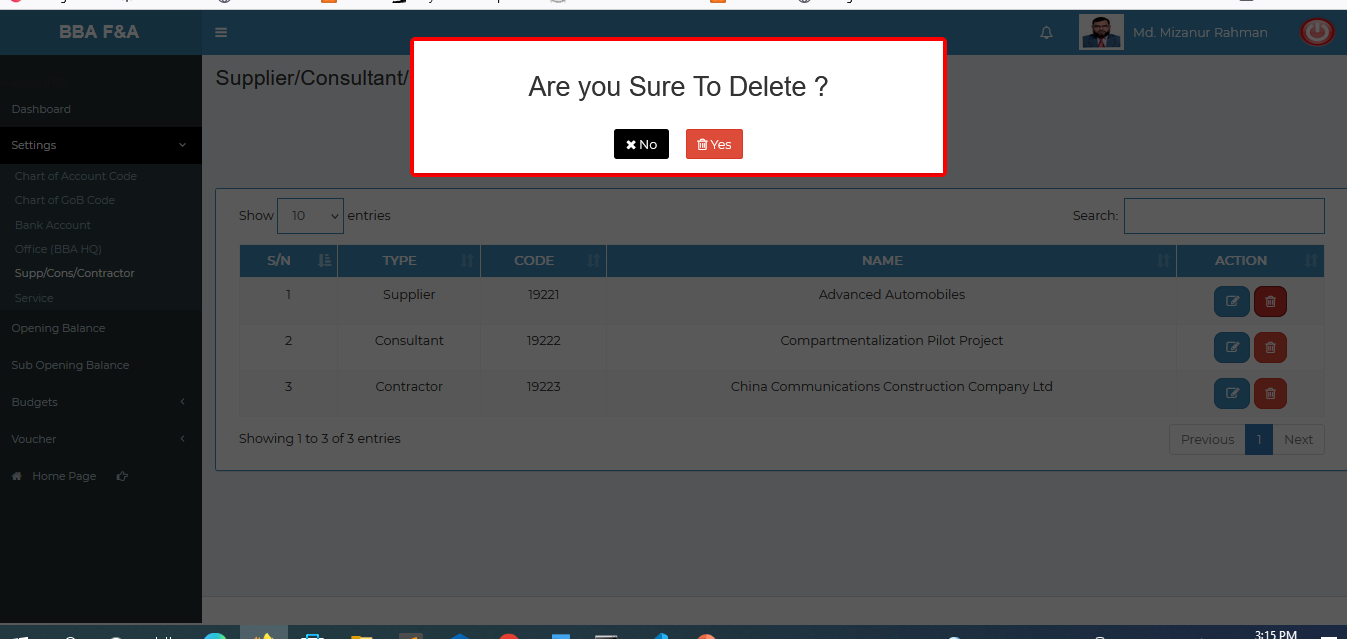


Figure 4.1.5.6: Supp/Cons/Contractor (settings) Delete

### 4.1.5.7: Supp/Cons/Contractor (Settings) Search

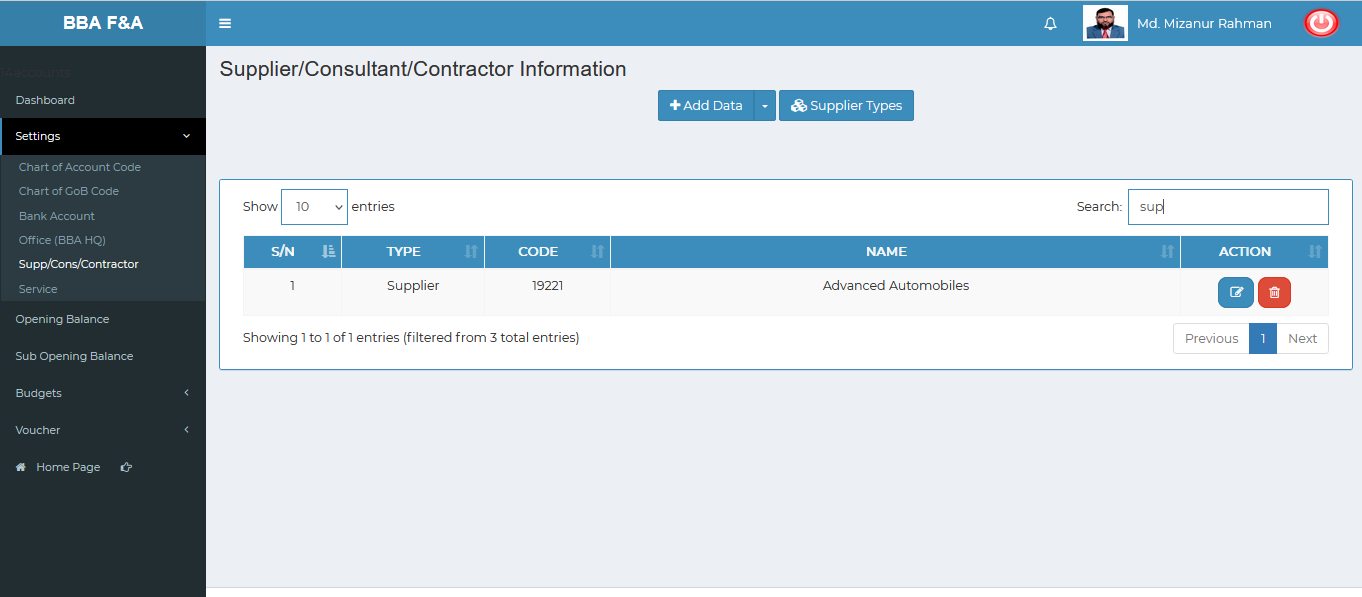


Figure 4.1.5.7: Supp/Cons/Contractor (settings) search

### 4.1.6.1: Service (Settings) Add New Service

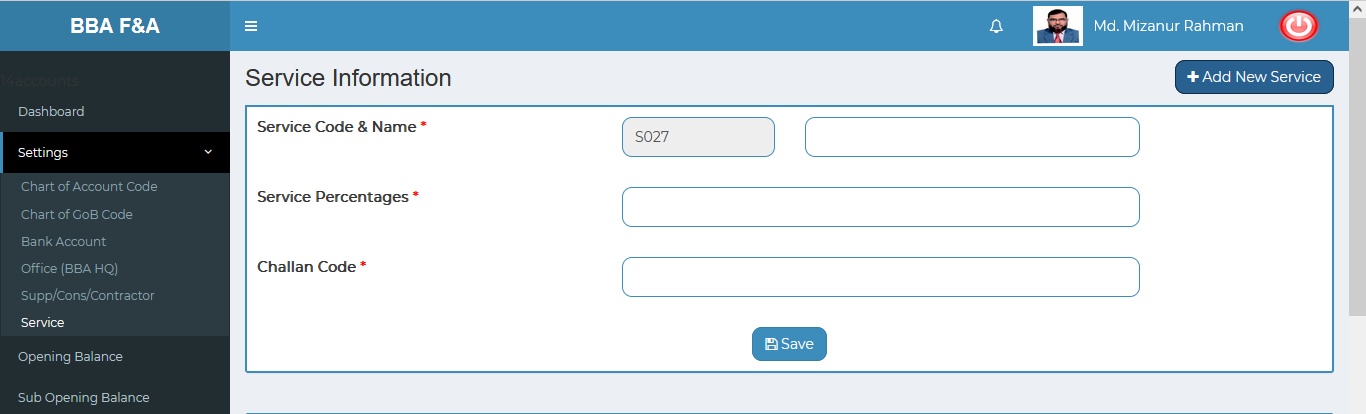


Figure 4.1.6.1: Service (settings)add new service input field

### 4.1.6.2: Service (Settings) View of service list details

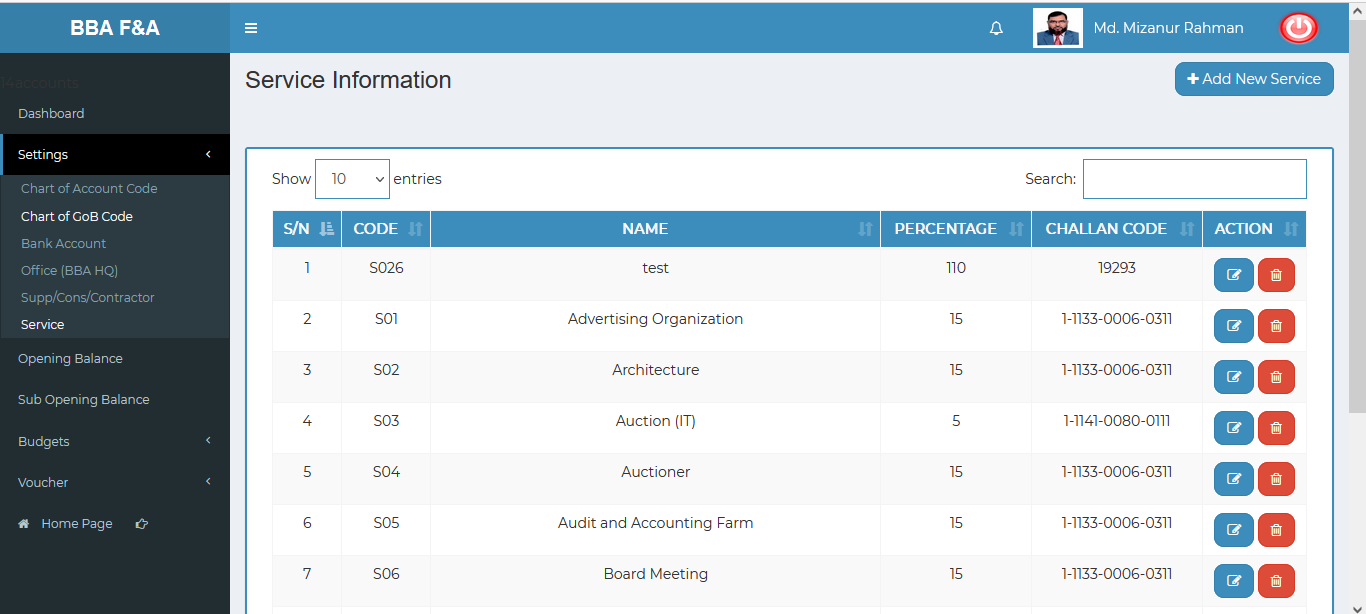


Figure 4.1.6.2: Service (settings) View of service list details

### 4.1.6.3: Service (Settings) Edit Input Field

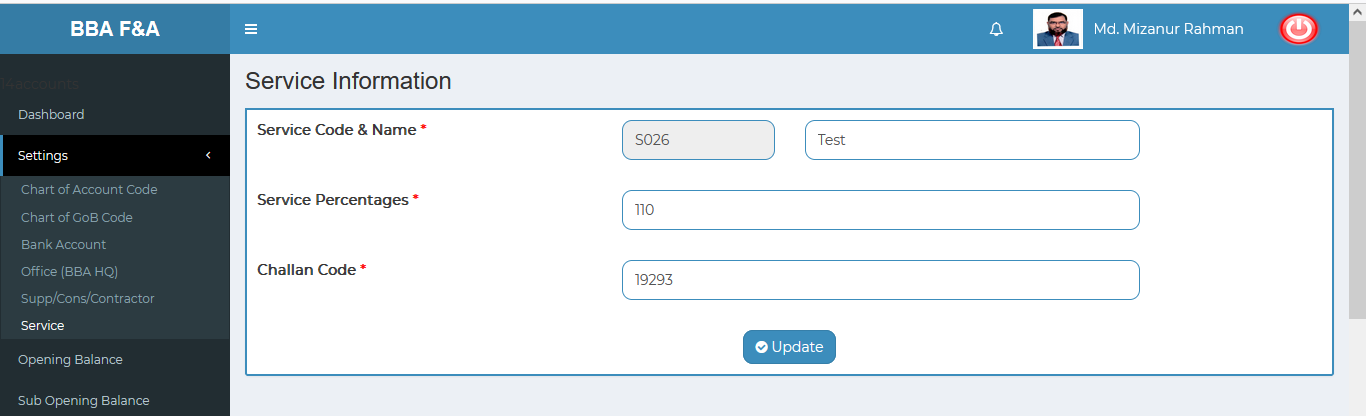


Figure 4.1.6.3: Service (settings) Update input field

### 4.1.6.4: Service (Settings) Delete

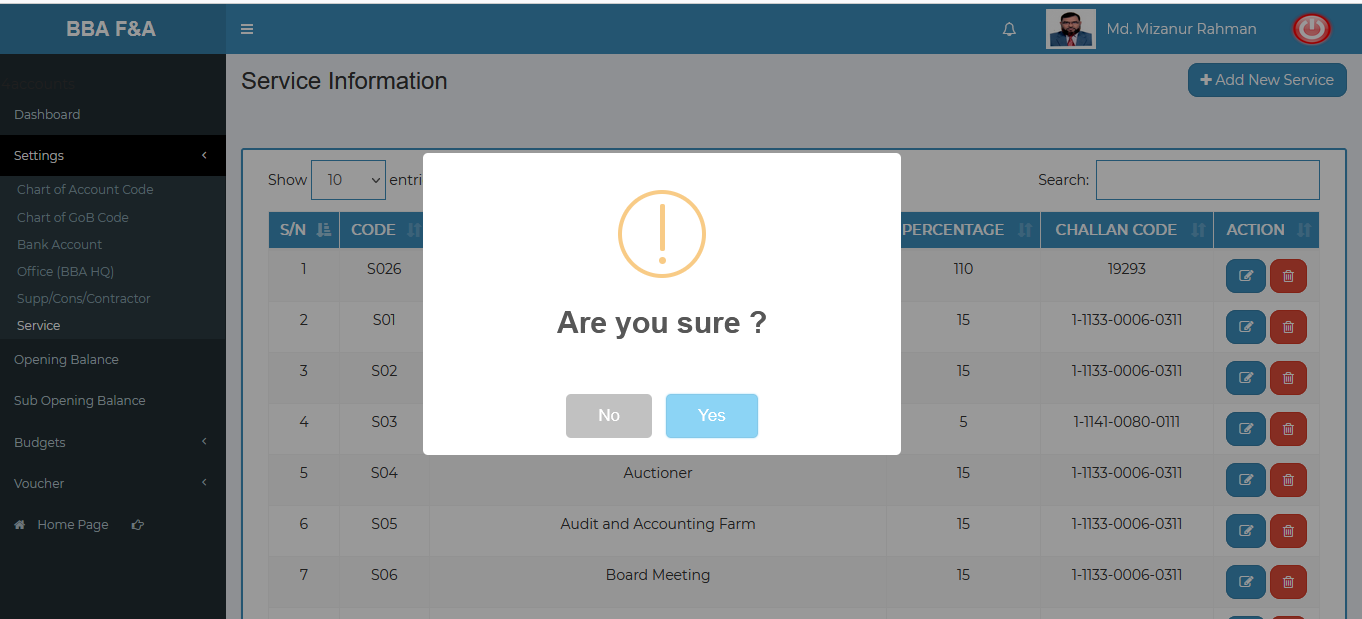


Figure 4.1.6.4: Service (settings) delete

### 4.1.6.5: Service (Settings) Search

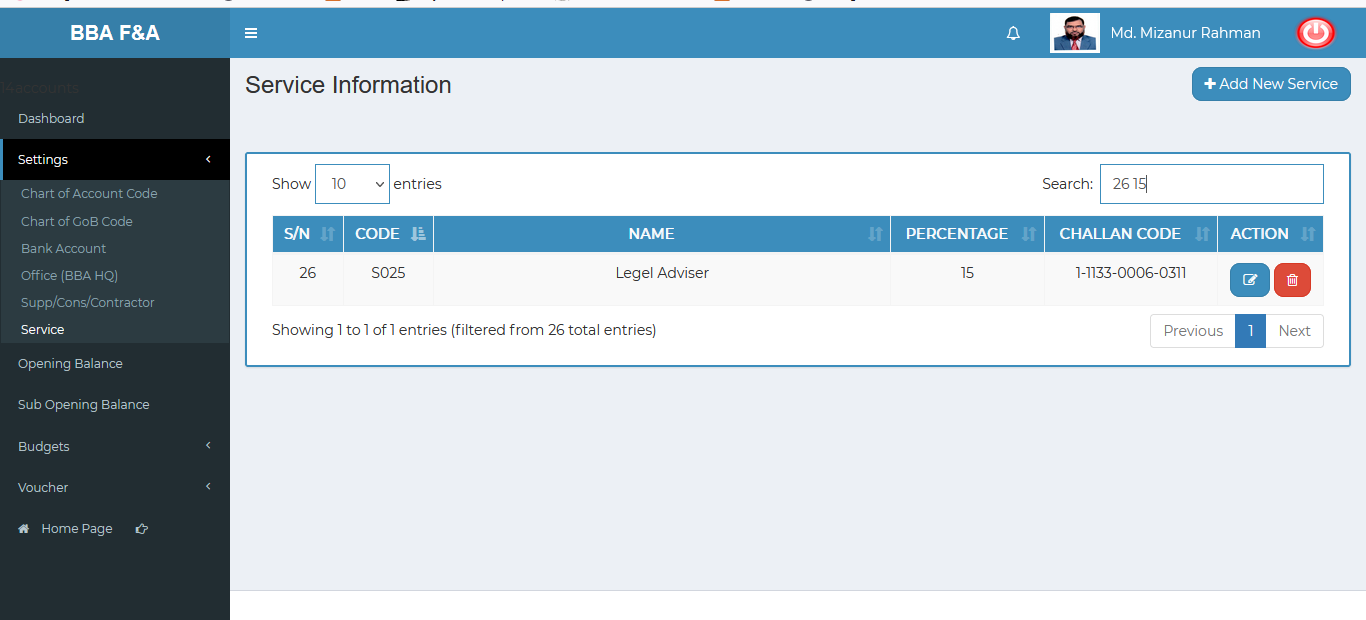


Figure 4.1.6.5: service (settings) search

### 4.1.7.1: Projects (Settings) Add Project input field

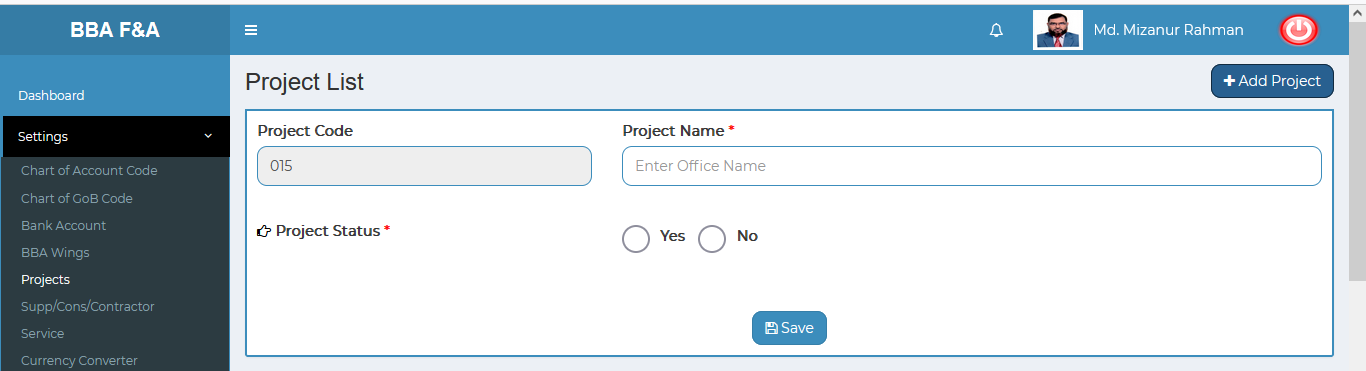


Figure 4.1.7.1: projects(settings) add project input field

### 4.1.7.2: Projects (Settings) View details of project list

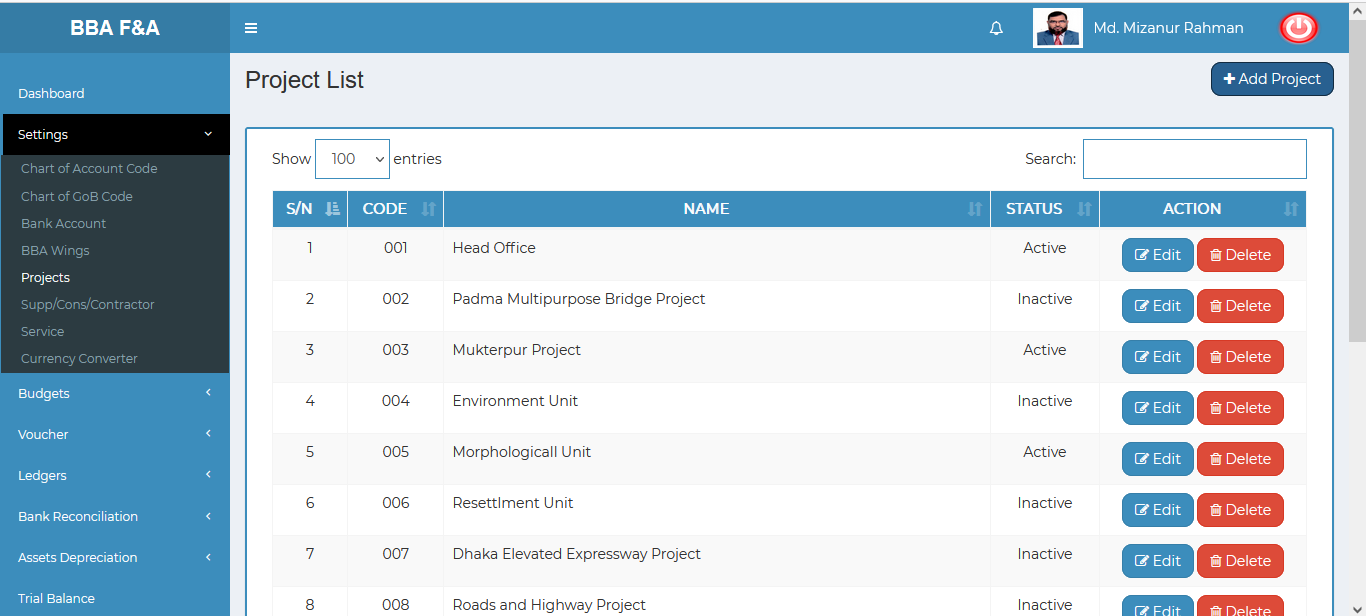


Figure 4.1.7.1: projects(settings) view details of project list

### 4.1.7.3: Projects (Settings) Edit

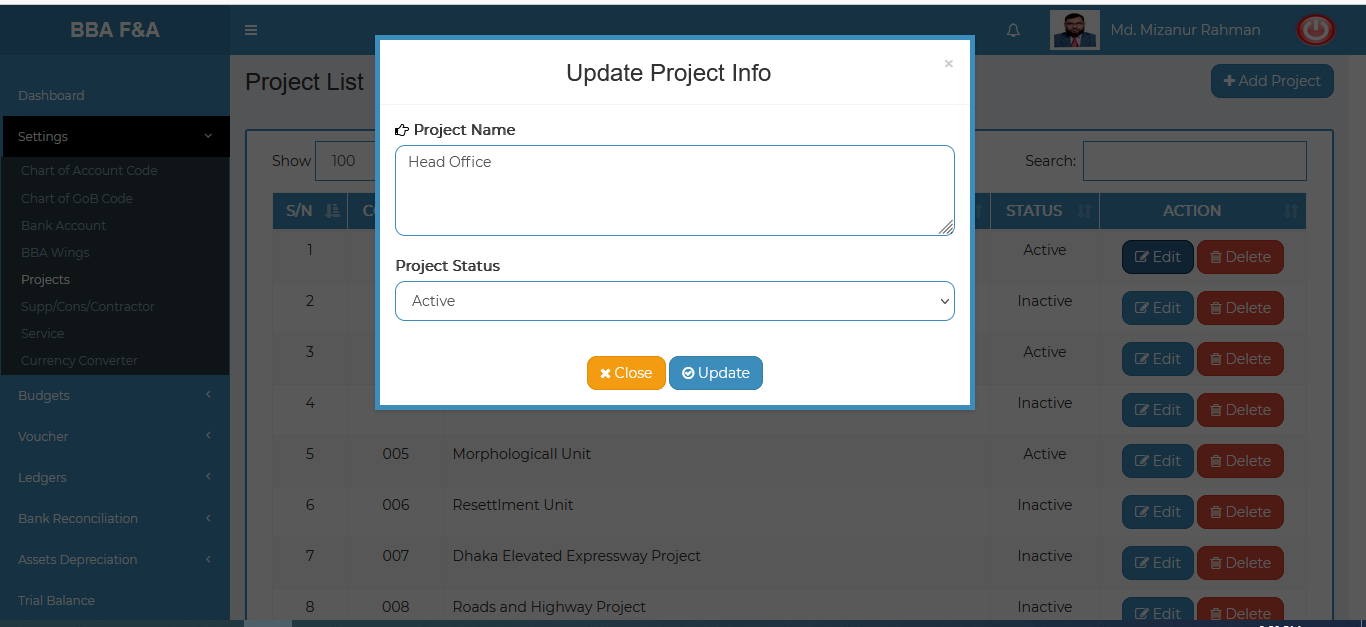


Figure 4.1.7.3: projects(settings) update input field

### 4.1.7.4: Projects (Settings) Delete

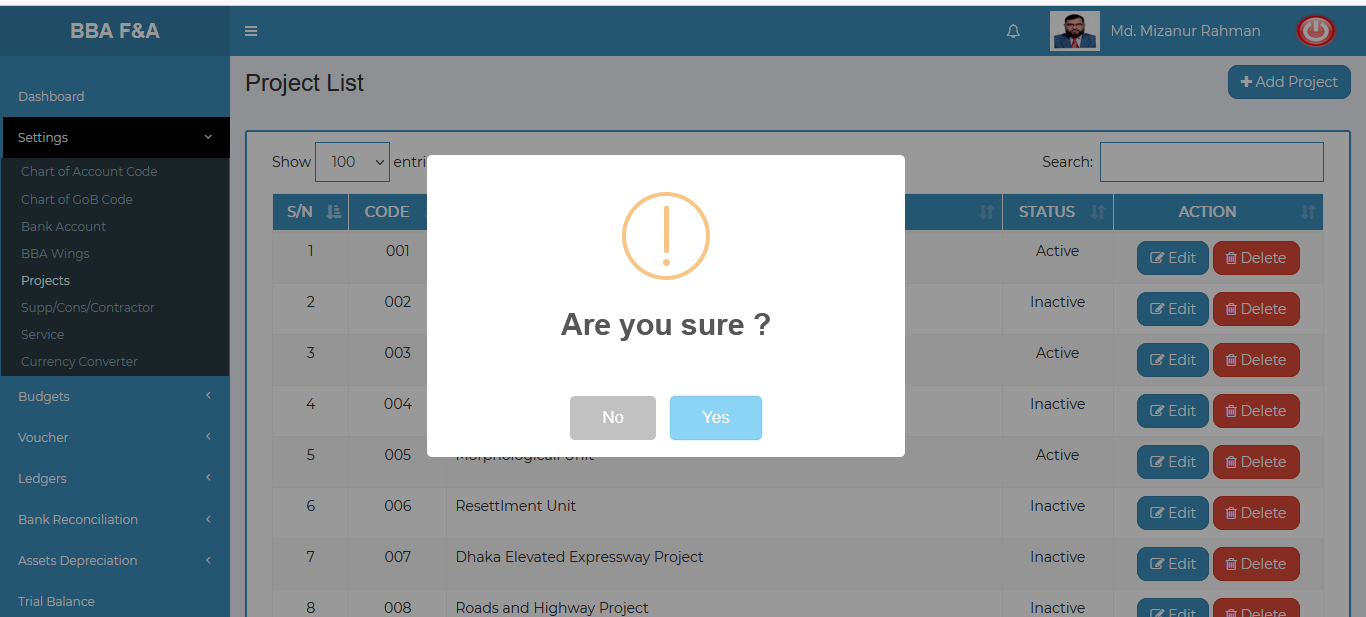


Figure 4.1.7.4: projects(settings) data delete pop-up modal

### 4.1.7.5: Projects (Settings) Search

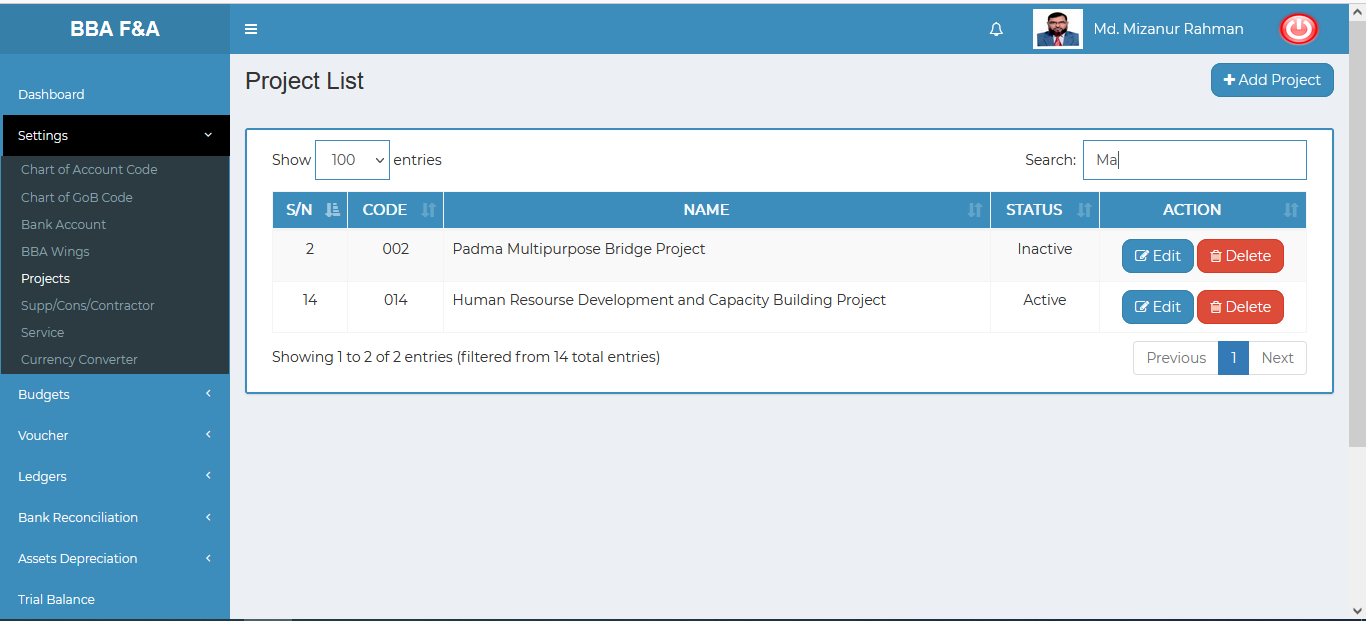


Figure 4.1.7.5: projects(settings) search

### 4.1.8.1: Currency Converter (Settings) Currency Converter input field

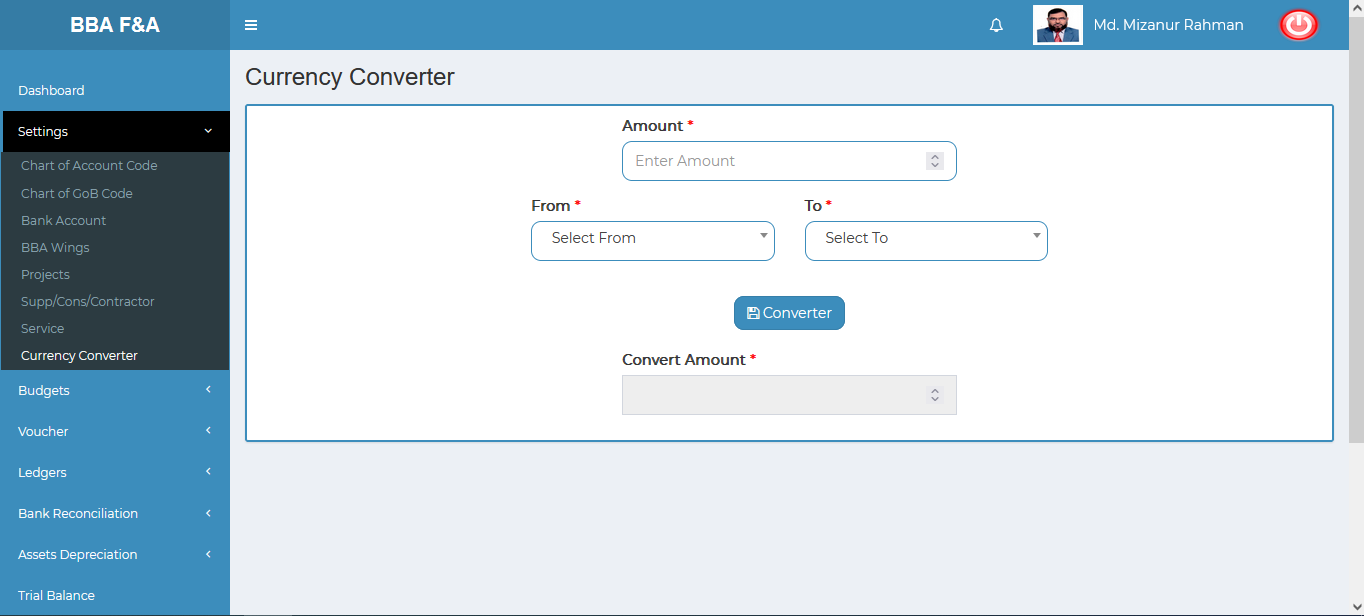


Figure 4.1.8.1: currency converter input field

## 4.2: Budgets Menu Overview

**Overview of Budgets**

Click on the Budgets menu after that there will appear seven(05) sub-menu & they are **Budget Entry , Budget Manage ,Expenses Entry, Manage Expenses , Report .**

### 4.2.1.1: Budget Entry (Budgets) Budget Entry input field

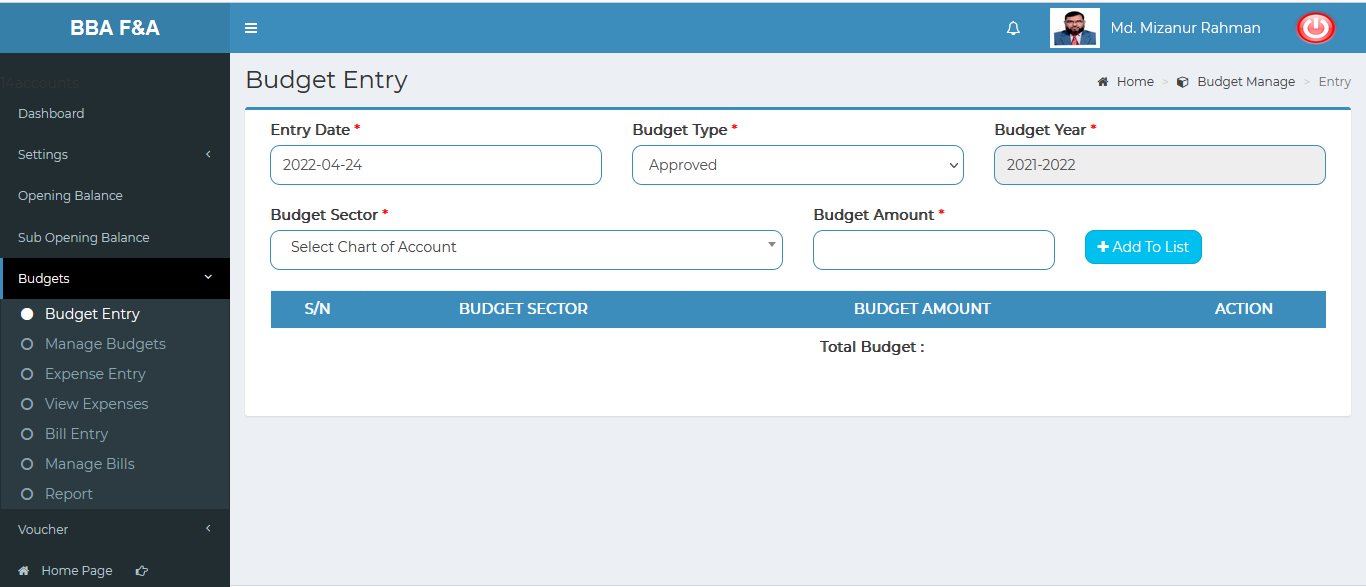


Figure 4.2.1.1: Budget entry(budgets) budget entry input field

### 4.2.1.2: Budget Entry (Budgets) View of Budget Entry Data

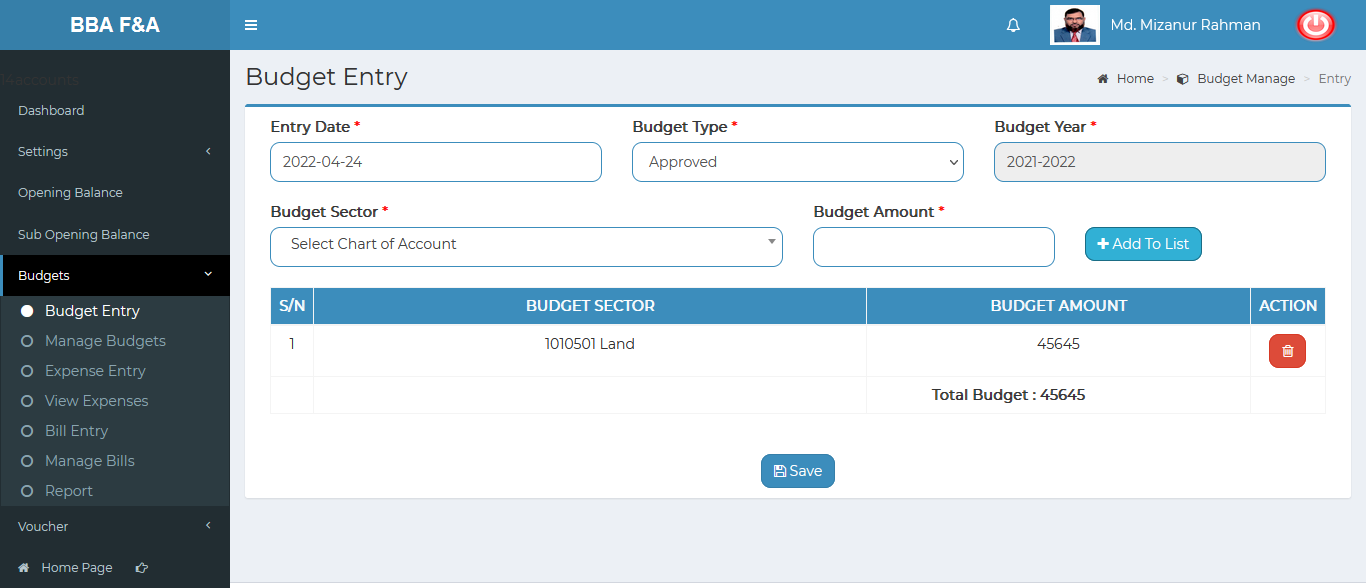


Figure 4.2.1.2: Budget entry(budgets) view of budget entry data

### 4.2.2.1: Manage Budget (Budgets) View all budget info (Year Wage)

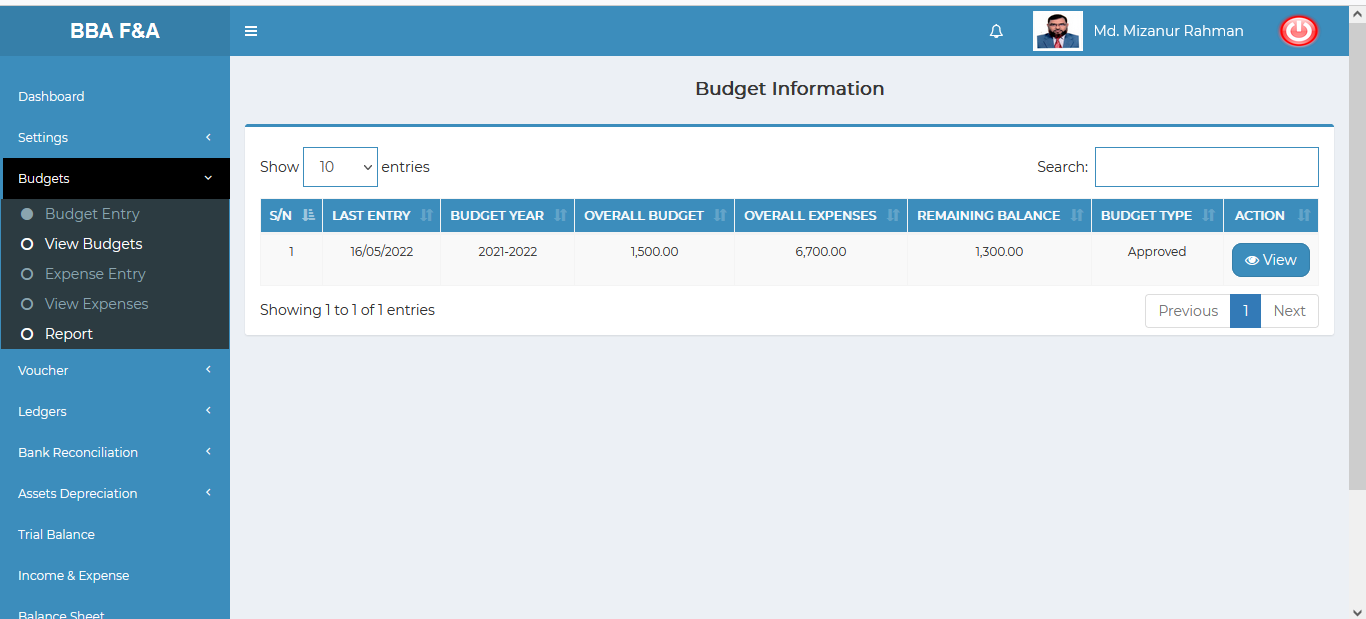


Figure 4.2.2.1: manage budget (budgets) view of all budget info (year wage)

### 4.2.2.2: Manage Budget (Budgets) View of single budget info

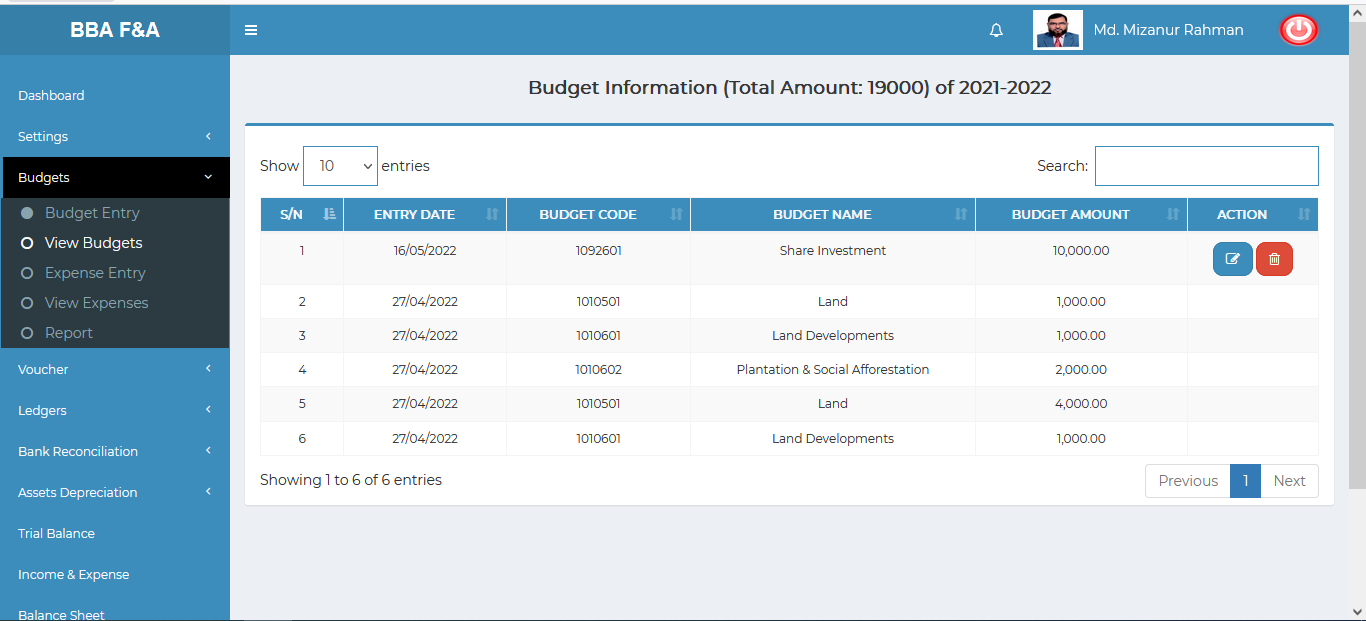


Figure 4.2.2.2: manage budget (budgets) view of single budget info

### 4.2.2.2.1: Manage Budget (Budgets) View of single budget info (Edit)

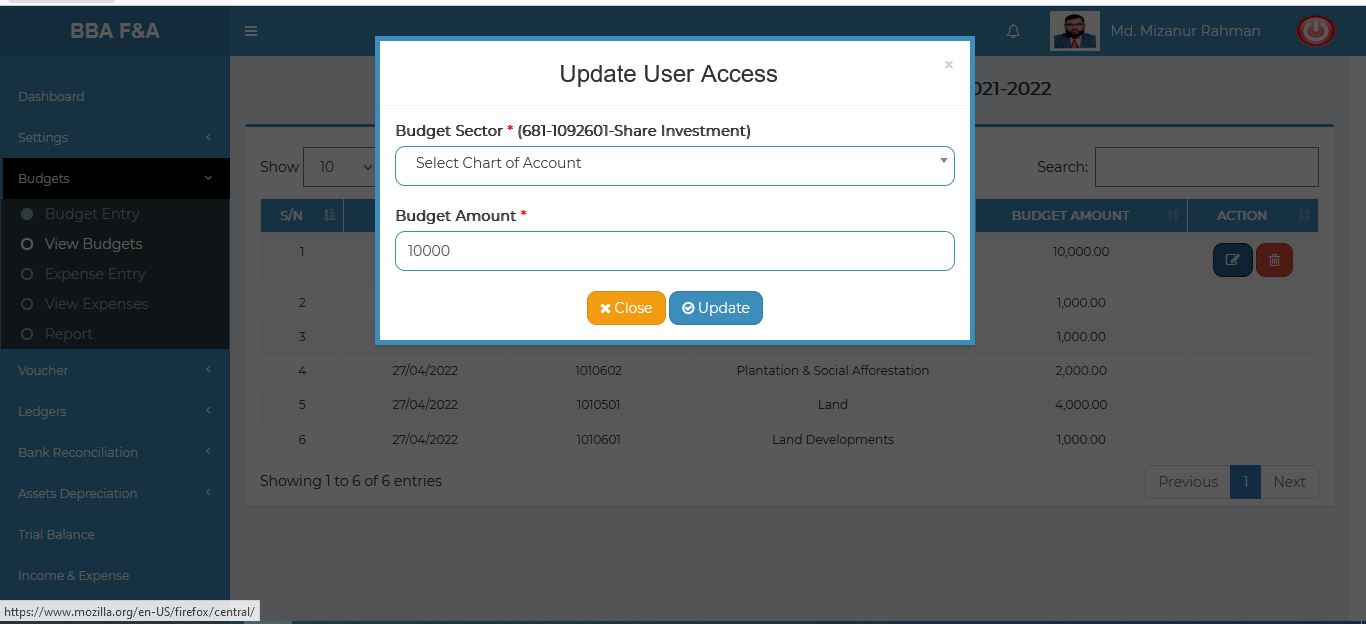


Figure 4.2.2.2.1: manage (budgets) view of single budget info (edit)

### 4.2.2.2.2: Manage Budget (Budgets) View of single budget info (Delete)

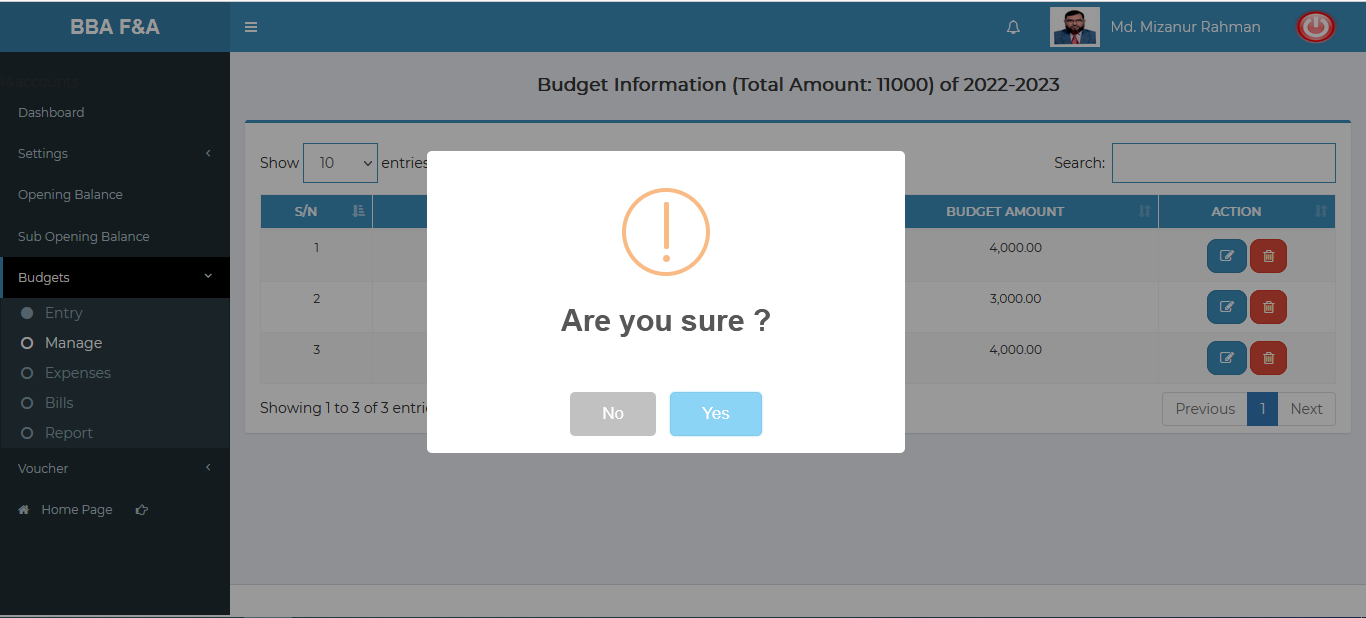


Figure 4.2.2.2.2: manage budget (budgets) view of single budget info (delete)

### 4.2.2.3: Manage Budget (Budgets) Search

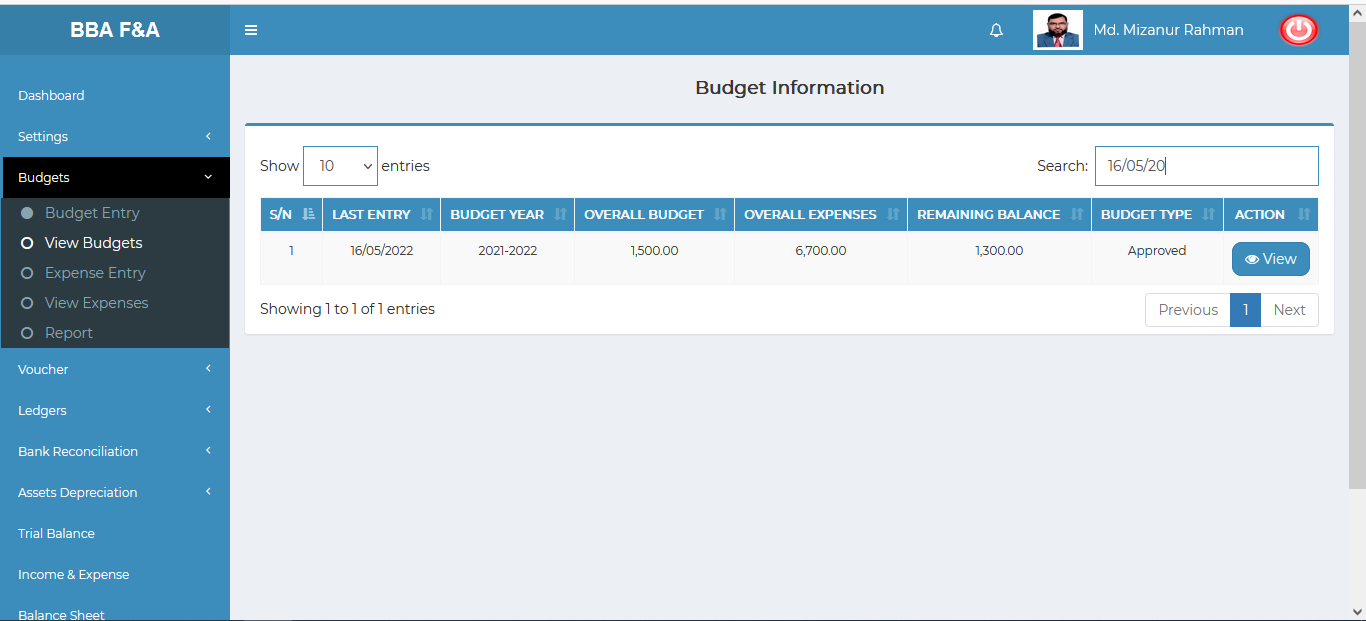


Figure 4.2.2.2.2: manage budget (budgets) search

### 4.2.3.1: Expense Entry (Budgets) Expense Entry input field

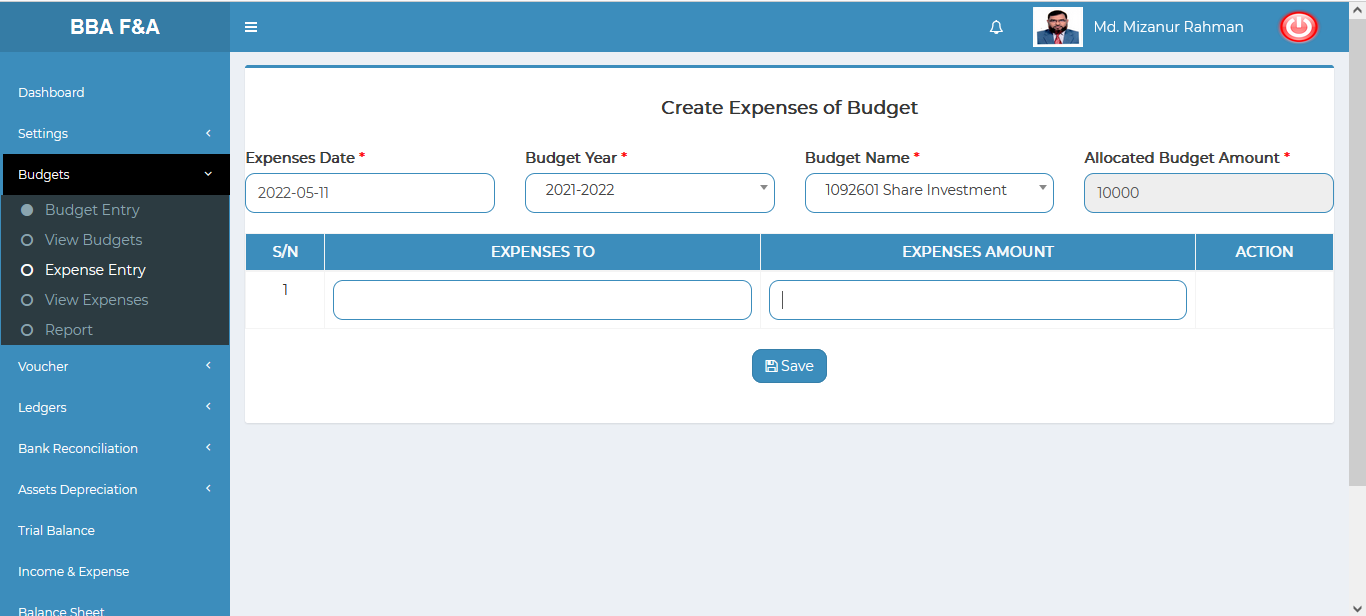


Figure 4.2.3.1: Expenses entry input field

### 4.2.4.1: Manage Expenses (Budgets) View details of budget expenses information

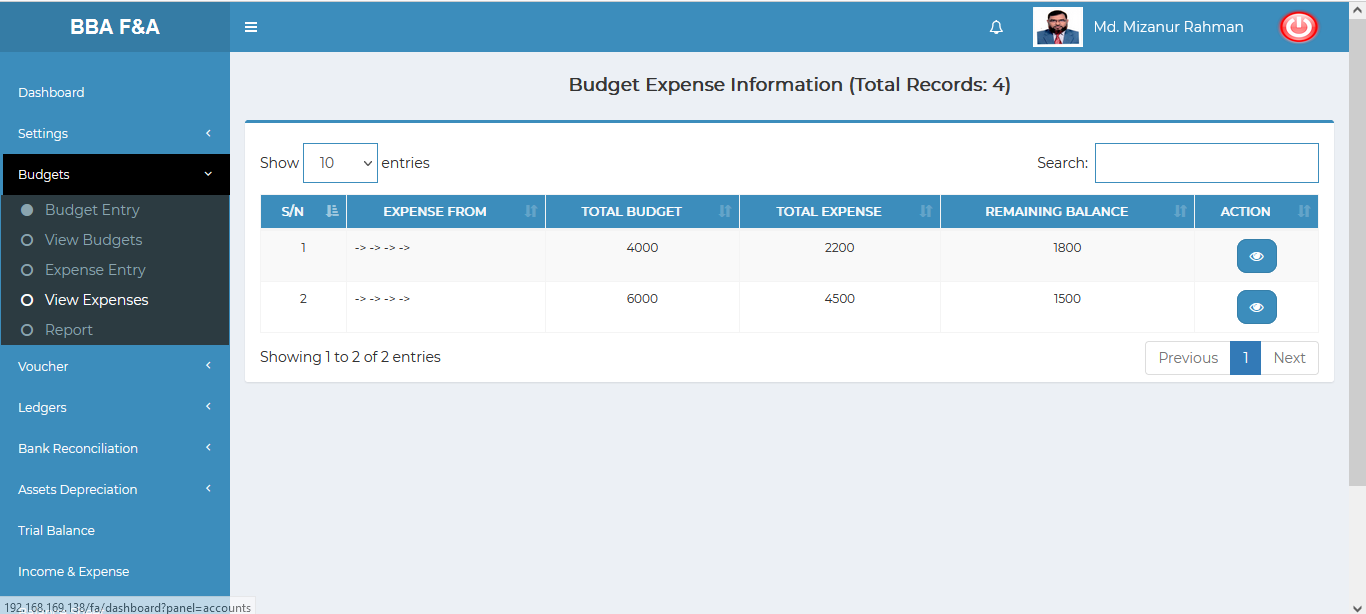


Figure 4.2.4.1: View details of budget expenses information

### 4.2.4.2.1: Manage Expenses (Budgets) Single budget expenses information

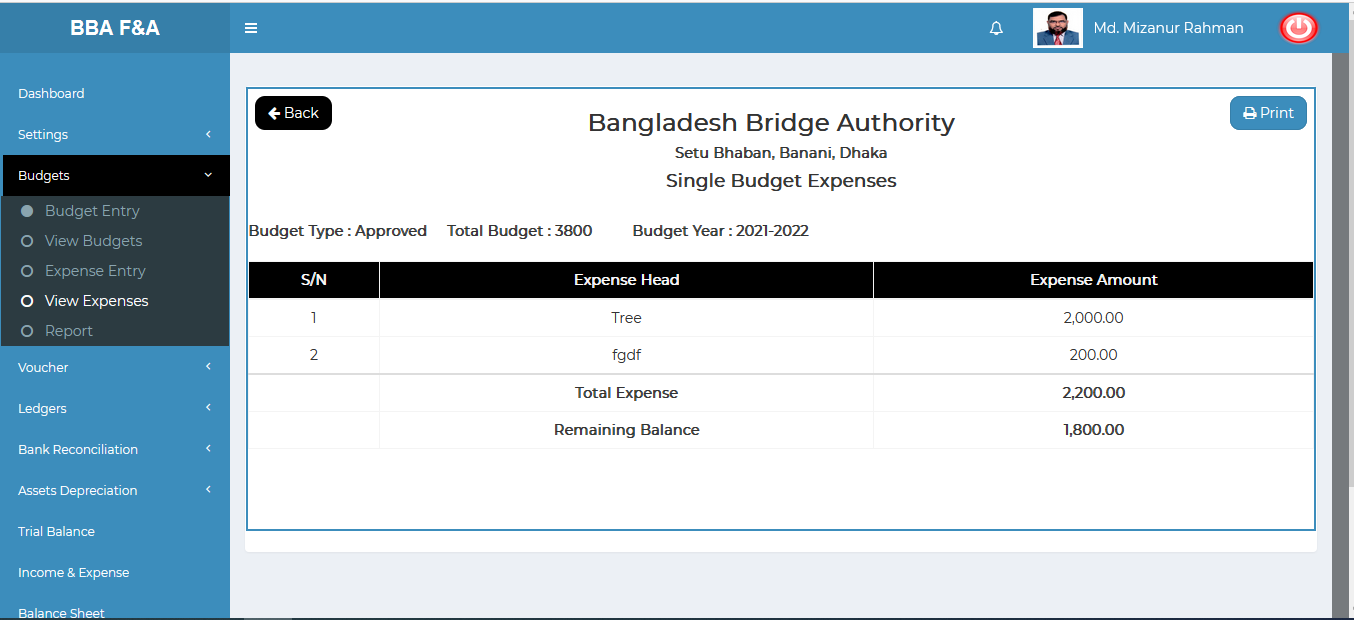


Figure 4.2.4.2.1: Single budget expenses information

### 4.2.4.2.2: Manage Expenses (Budgets) View details of budget expenses information(Print)

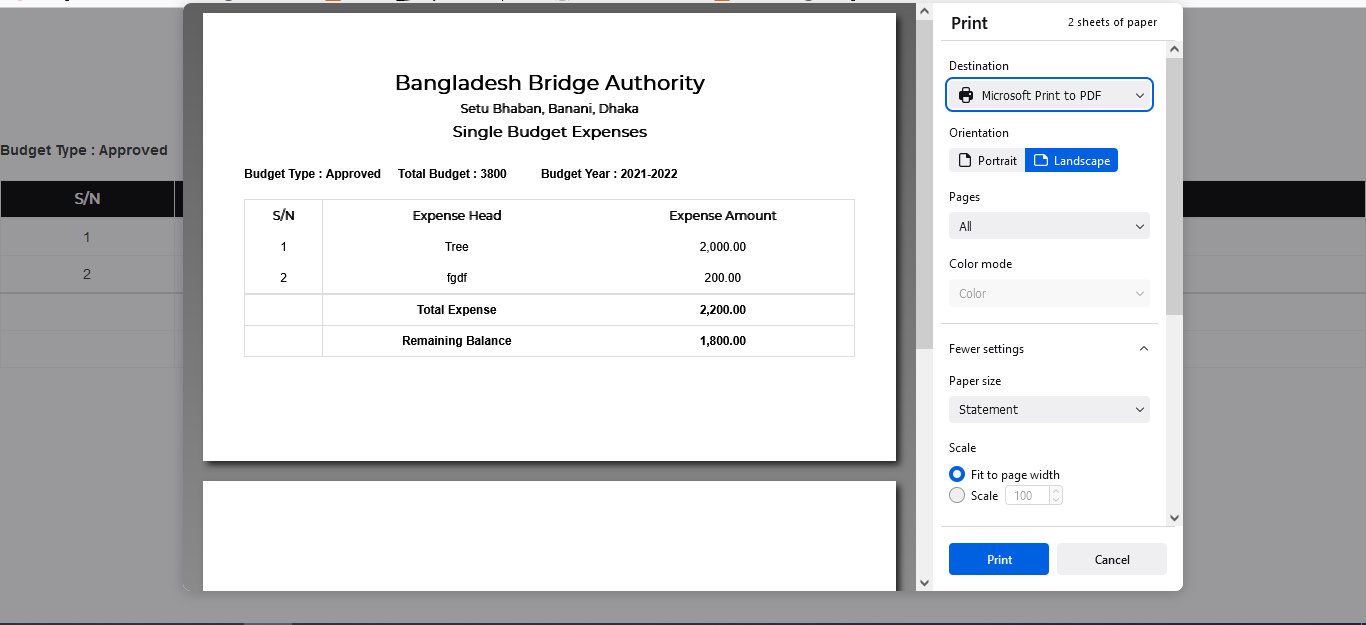
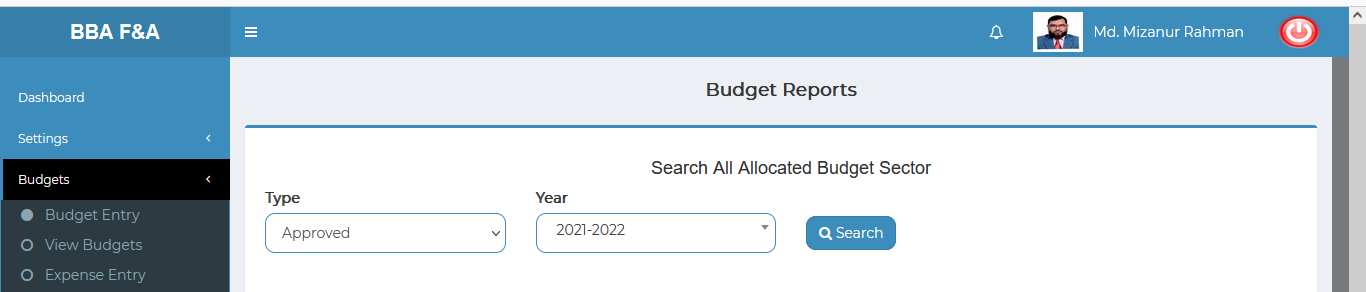


Figure 4.2.4.2.2: Single budget expenses information(print)

### 4.2.5.1: Report (Budgets) Search all allocated budget sector



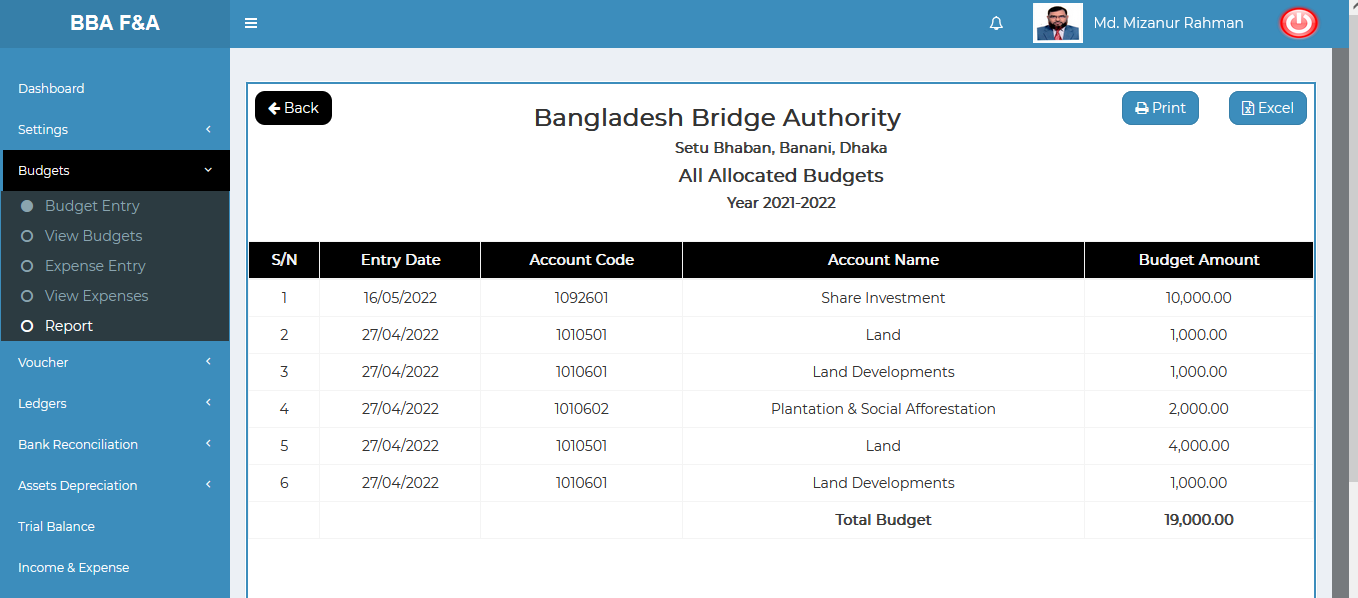
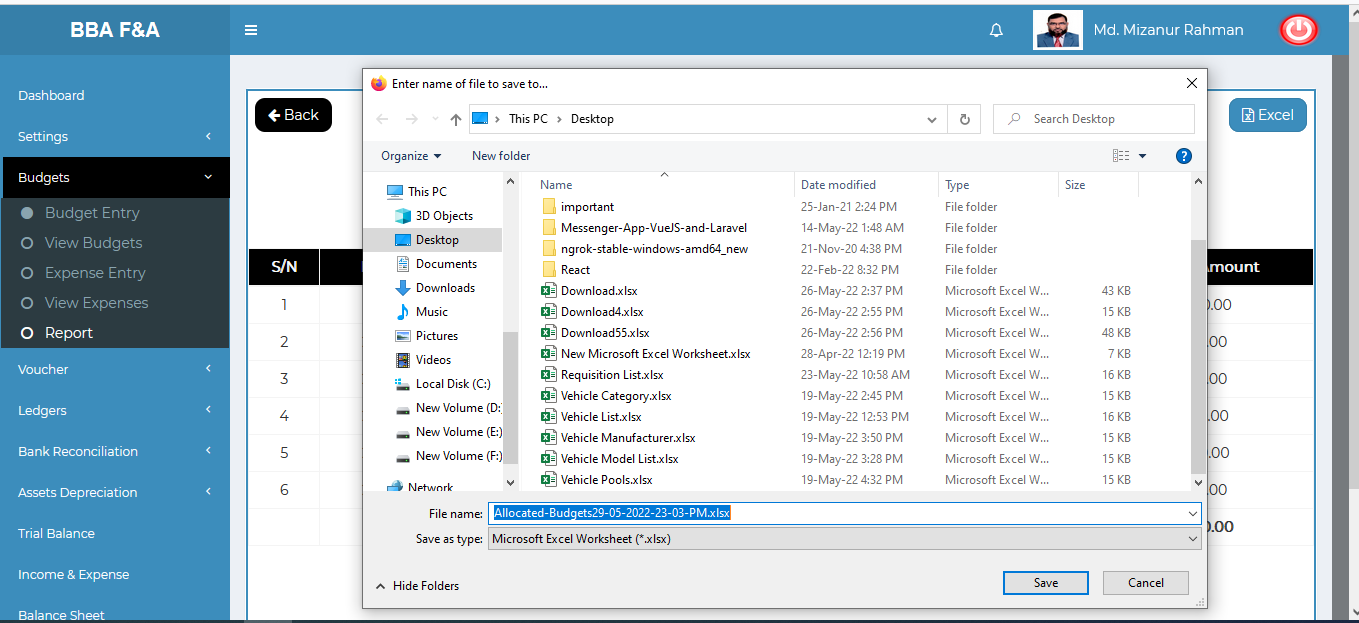


Figure 4.2.5.1: all allocated budget data(search) result

### 4.2.5.1.1: Report (Budgets) Search all allocated budget sector(Download excel file)



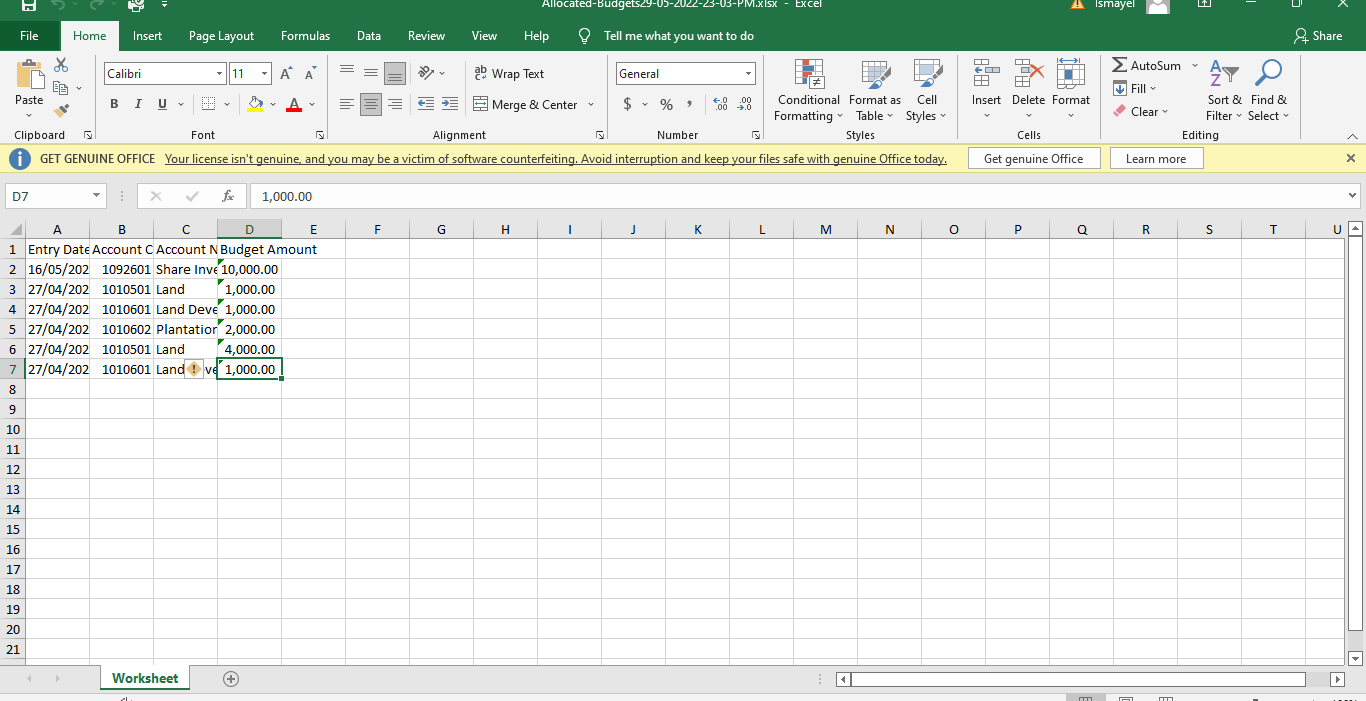


Figure 4.2.5.1.1: all allocated budget download & excel file data

### 4.2.5.2: Report (Budgets) Search all expenses (from allocated budget sector)

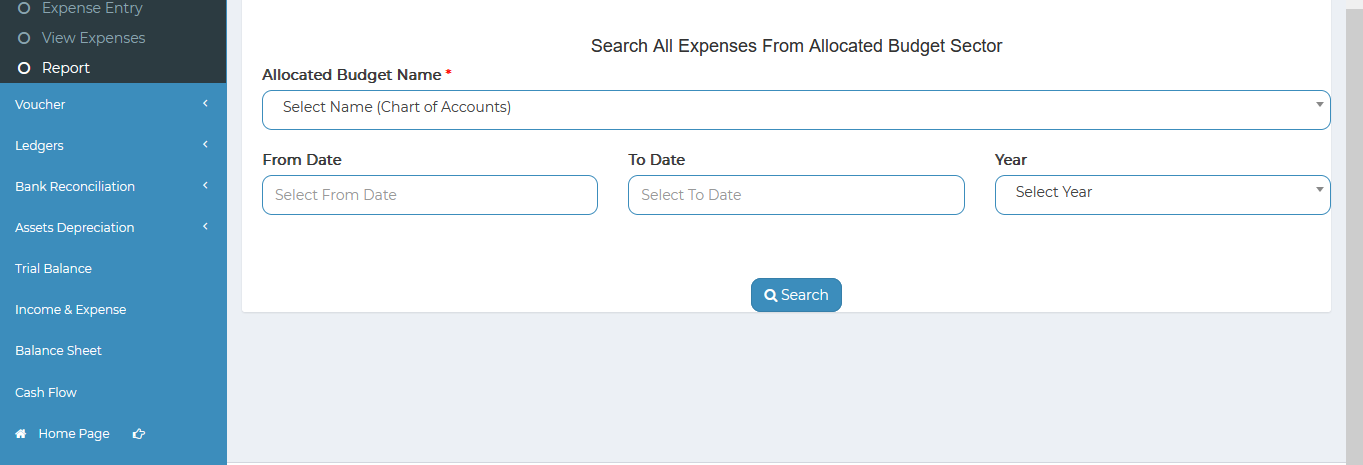


Figure 4.2.5.2: all expenses(search) input field

## 4.3: Voucher Menu Overview

**Overview of Voucher**

Click on the Voucher menu after that there will appear three (03) sub-menu & they are **Entry , Manage,Old Records.**

### 4.3.1.1: Entry (Voucher) Voucher entry form

Figure 4.3.1.1: Manage (Voucher) all voucher information list

### 4.3.1.2: Manage (Voucher) View Single voucher Details

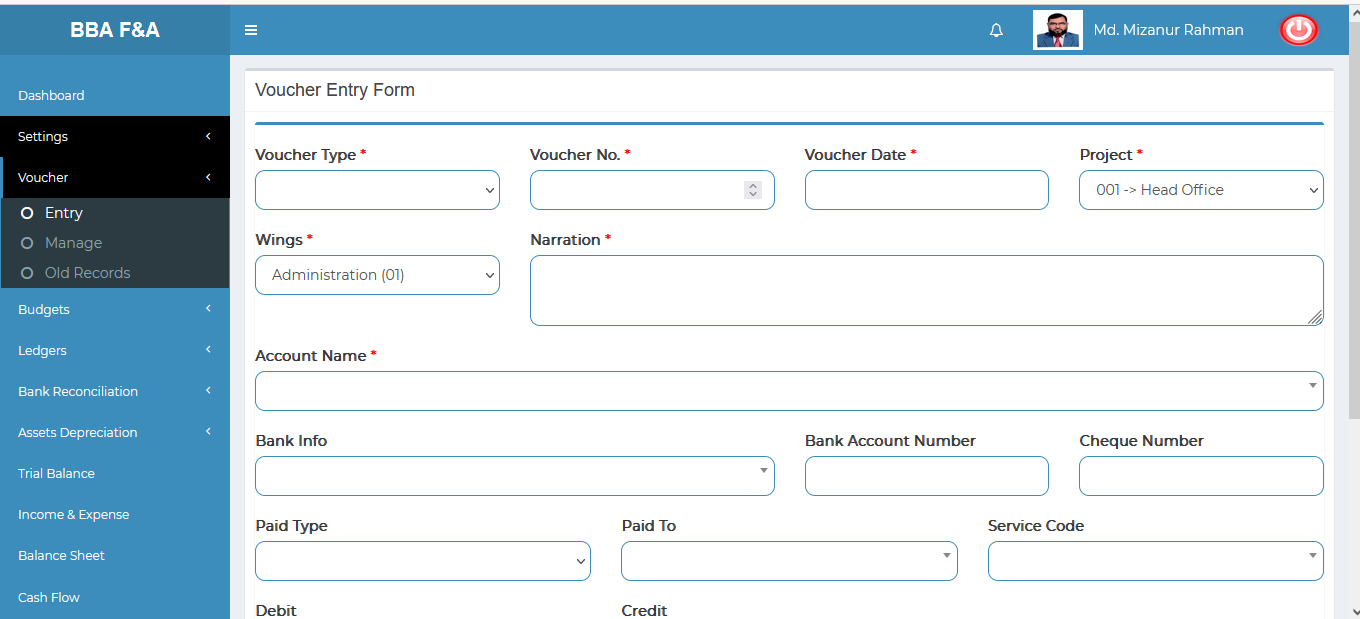


Figure 4.3.1.2: voucher entry input from

### 4.3.2.1: Manage (Voucher) View Voucher Information

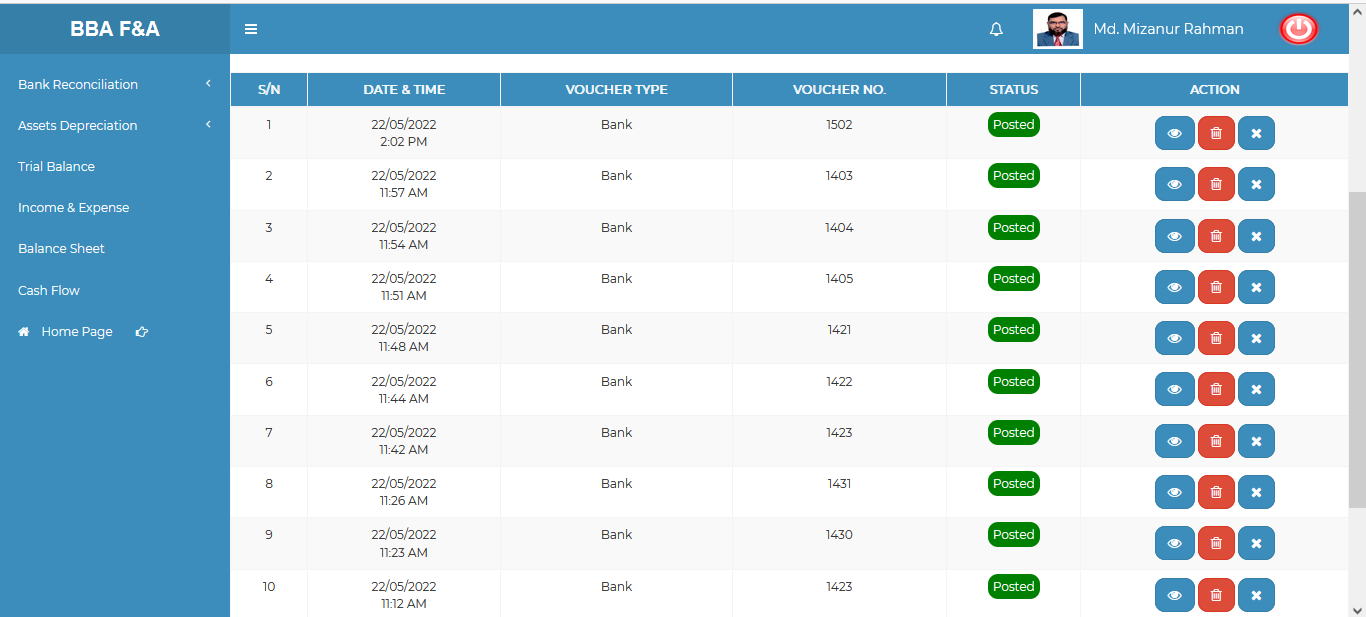


Figure 4.3.2.1: voucher information list

### 4.3.2.2: Manage (Voucher) Single voucher details information

**View:** single voucher details list

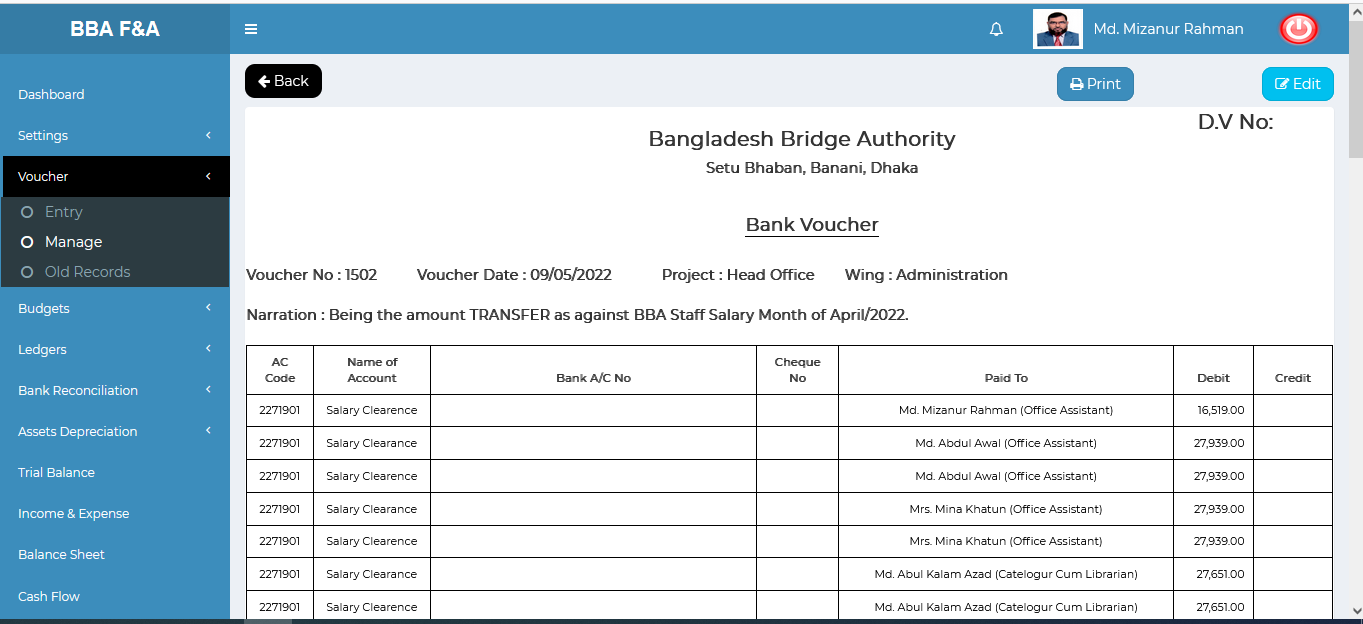


Figure: Single voucher details list

**Edit**:Click on the edit button it will redirect to edit page.User can update the voucher information as user required.



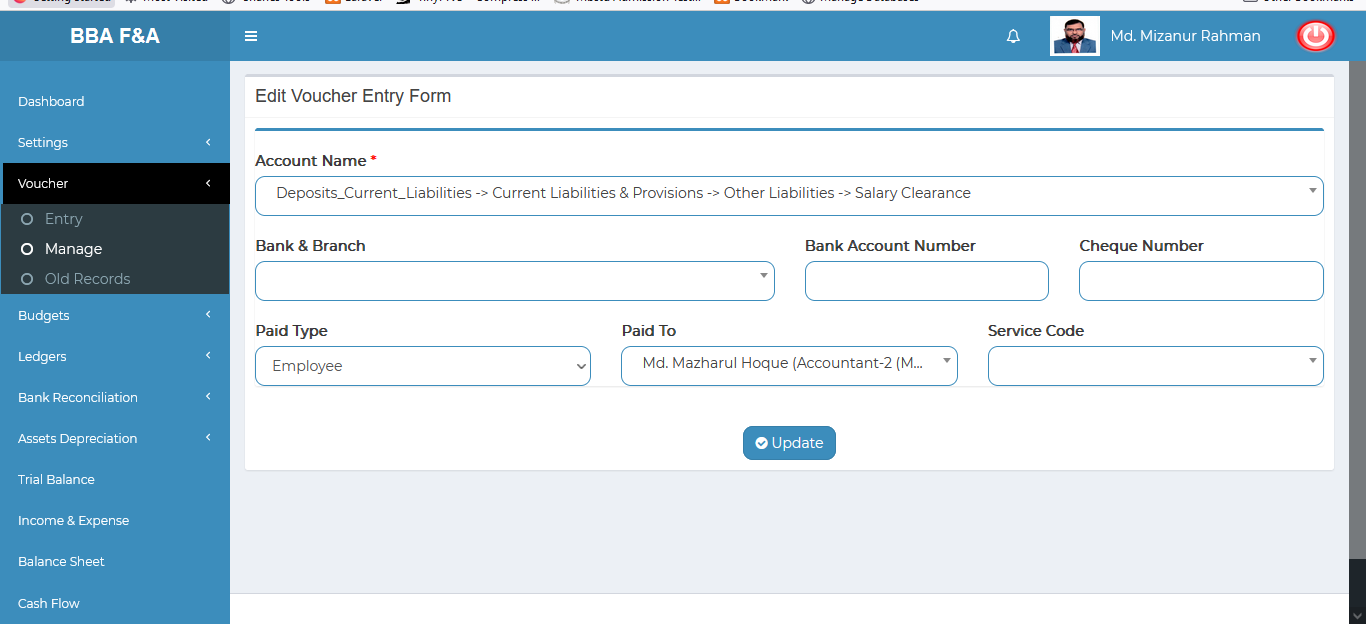
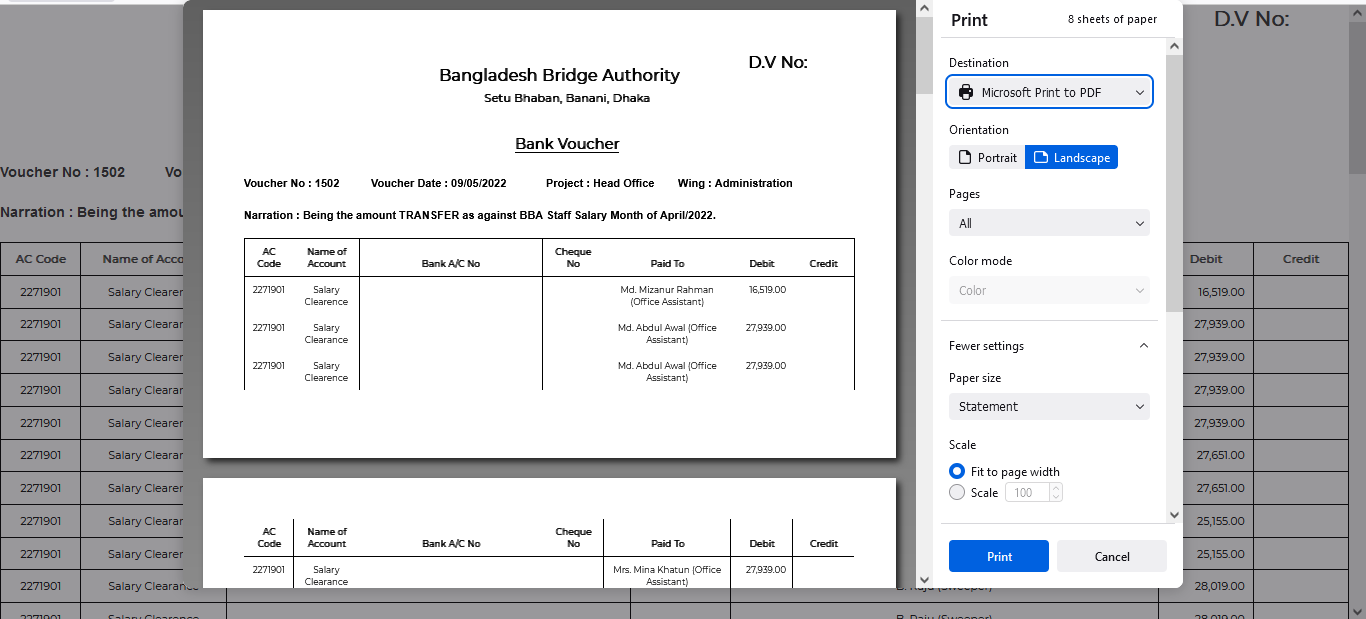


Figure: Single Voucher edit form

**Print**: Click on the print button after that looks like printing functionality will appear as we see in the below picture.



### 4.3.4.1: Old Records (Voucher) Search old record input field & Search result(Old Voucher info)

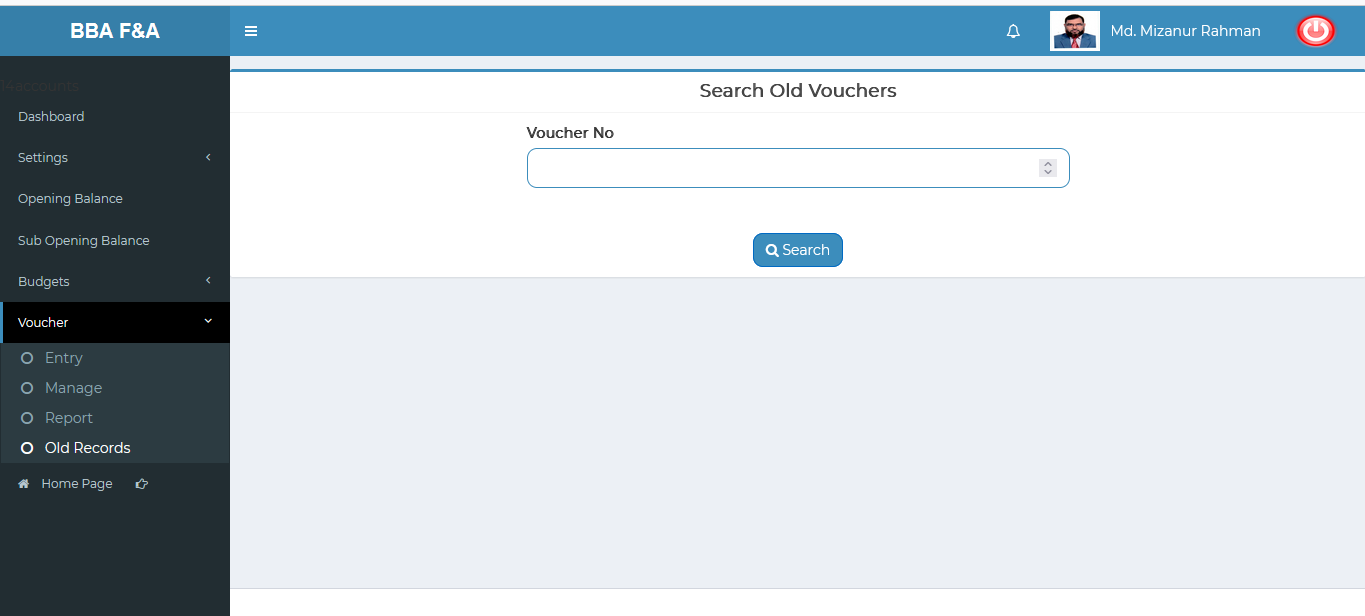


Figure 4.3.4.1: old records (Voucher) search old record input field

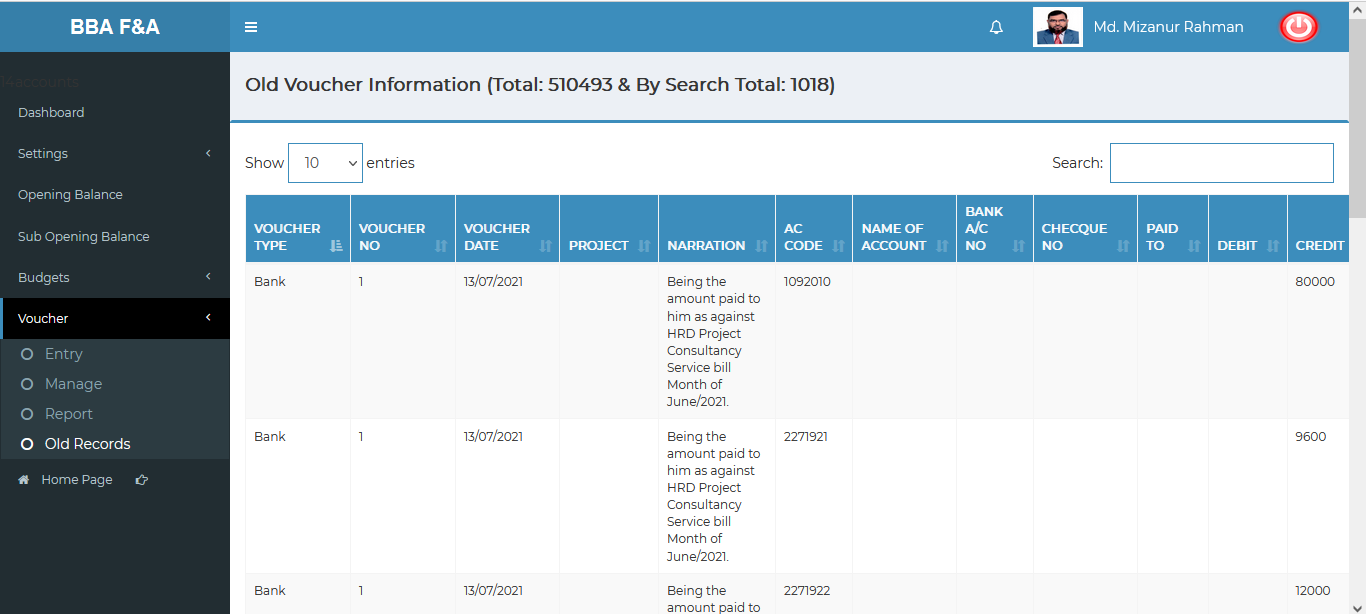


Figure 4.3.4.2: old records (Voucher) old records