

DEVELOPING A RECORDS MANAGEMENT SYSTEM FOR MBADIFA SACCO

BY

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DECLARATION

I Ninsiima Daphine hereby declare that this project report is my own and has never been submitted to any institution of learning for the award of any degree, diploma, certificate or any other academic award of any form.

Signature.....

Ninsiima Daphine

(STUDENT)

Date.....

APPROVAL

This is to certify that Ninsiima Daphine has been under my supervision and her project report under the title ‘A RECORDS MANAGEMENT SYSTEM’ is now ready for submission.

Signature

.....

MR KITUYI GODFREY MAYOKA
(SUPERVISOR)

Date.....

Dedication

I dedicate this project report to my parents, my brothers and sisters, sons and daughters plus my close friends, relatives and my lecturers for their tireless efforts towards making me what I am today.

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ABSTRACT

This report comprises the different stages in which the researcher passed through to develop a Records Management System for MBADIFA SACCO.

Chapter one comprises of the background of the study, objectives, scope and significance of the study.

Chapter two looks at literature review, here the researcher reviews the different information that was given by different scholars about the topic under study.

Chapter three consists of the Methodology which also gives an account of the research methods that were used to acquire information about the study topic.

Chapter four covers the system study and analysis; this also includes user and system testing.

Chapter five looks at system development and implementation; also in this chapter print screens of different system features are given.

Chapter six covers discussions, conclusions and limitations of the research; also information about the future work that needs to be undertaken by the organization is given.

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CHAPTER ONE

1.0 Introduction

This chapter included the background, problem statement, purpose of the study, objectives and the significance.

1.1 Background of the study

According to P.Robbins, F.Bikande, S.Ferris, U.kleih, G.Okoboi and T.Wandscheneider in their fourth manual '*Collective marketing for smallholder farmers*' Most Ugandan farmers work on small plots of land and cannot produce large volumes of goods for sell. As a result buyers exploit them by paying them a less amount of money yet they would pay a large amount for large quantities. In order to solve this, farmers need to form associations so that they can market their products collectively.

The Uganda National Farmers federation is the largest Non-governmental farmers association in the country; it was started in 1992 by individual farmers with the objective to mobilize the farming community and voices under one organization. It was initially called Uganda National Farmers Association but was later changed to Uganda National Farmers Federation to embrace various community Associations and Service providers.

Mbarara District farmers Association was started way back in 1994 as a branch of the Uganda National Farmers Association. Its aims are to unite farmers under one umbrella (MBADIFA) to access better services in the areas of production and marketing through lobby and advocacy as well as networking with relevant partners.

MBADIFA SACCO is a project that was birthed as a result of the association of farmers in Mbarara district, the major reason as to why it was started is to help farmers keep savings from their produce and also enable them access to loans at fairly low interest rates to carry out their operations effectively. Some of these loans offered by the SACCO include agriculture loans, school fees loans and commercial loans among others.

1.2 Statement of the problem

MBADIFA SACCO operated a manual system where client and staff records were kept in individual folder files. This system had far reaching implications on the staff management as evidenced by failure to retrieve client payments, delayed customer transactions, loss of funds by the organization among others. The SACCO has had a vision to capture a total of over one thousand clients by 2015, therefore the manual system would limit the process of record keeping, and this therefore called for a dynamic system that would enable it to have efficiency in managing the transactions of its clients.

1.3 OBJECTIVES OF THE STUDY

1.3.1 General Objective

The objective was to design and implement a Records Management system for MBADIFA SACCO so as to solve the problems that were being experiencing for example delays in information retrieval, the tiresome manual process of record keeping and insecurity of client information among others.

1.3.2 Specific Objectives

- 1) To analyze the existing system and identify requirements required to design a Records Management System.
- 2) To Design and develop a computer enabled Records Management System
- 3) To test and implement the Records Management System.

1.4 SCOPE

1.4.1 Subject Scope

In this project, the researcher concentrated on finding out the solutions to address the challenges that are currently affecting MBADIFA SACCO so as to develop an efficient Records Management system for it.

1.4.2 Geographic Scope

The research was carried out in MBADIFA SACCO a subsidiary of MBADIFA located in Mbarara District on plot 47/48 Akiki Nyabongo road.

1.5 Significance of the Study

- The research helps easing the process of information retrieval, help in ensuring information security of MBADIFA SACCO plus easing the entire process of record keeping.
- The research becomes a reference to other researchers who are trying to develop systems to address the problems associated with poor record keeping in farmer Associations
- The research helps the government to find an approach while addressing its first millennium goal of eradicating hunger and poverty.
- This research acts as a foundation to be used by other farmer associations like FAO and NAADS while addressing measures to ensure effective record keeping in their organization
- The research helps the student to fulfill the requirements for acquiring a Bachelors degree in Office and Information Management.

CHAPTER TWO

LITERATURE REVIEW

2.1 Introduction

This chapter reviewed the already existing literature about the topic being studied so as to come up with more knowledge about it.

2.2 Definition of terms

2.2.1 Data

Laudon 2001 claims that data refers to streams of raw facts representing events occurring in an organization before it is arranged into a form that people can understand and use.

Lucey 2004 says that data can originate from many forms but the machines but machines can only accept it in a machine sensible form.

Data can be described as a stream of raw facts representing events occurring in an organization before they have been organized and arranged in to a form that people can easily understand a data processing Thearling (2000).

2.2.2 Information

According to Kroenke (2000) information is data organized in form that humans can feed in the system.

2.2.3 A system

It is a group of interrelated components working towards achieving a common goal by accepting inputs, processing the inputs and producing output in an organized way Brien (1997).

2.2.2 Database

According to Conolly 2000, he suggested that a database is a collection of logically data stored in a database. He also noted that the main aim of a database is to provide ways of storing and retrieving database information so that it can be fast and efficient.

Quasney 2001 defines a database as integrated collection of logically related data element. A database brings together records previously stored in separate files into a common pool of data elements that provide data for many elements.

According to Peterson, the term record management was defined to include the activities designed to control the life cycle of a record that is from its creation to its ultimate disposal.

2.3 Records Management

According to Chopra 2000, records management is the management and control of records.

Langemo 1999 defines records management as being created through their processing distribution and identification of permanent archival retention. These technologies have become a management concern of record managers. Hence records management process takes a more strategic role in organizations. A very knowledgeable and proficient professional is required in the managerial position.

Records management is the systematic control of an organization's records, throughout their life cycle, in order to meet operational business needs, statutory and fiscal requirements, and community expectations. Effective management of corporate information allows fast, accurate and reliable access to records, ensuring the timely destruction of redundant information and the identification and protection of vital and historically important records along the same line Place and Hysop (1982).

2.5.1 Records management system

Records management is the field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use, and disposition of the records of a business or organization. There are two reasons for retaining non-current records. First is to satisfy the legal and fiduciary responsibilities of the organization for specific periods of time; second is to permanently retain those records which document the history of the institution Rick & Gow (1988).

2.3.2 Advantages of Record management

According Egwunyenga et al, (2002).Information is every organization's most basic and essential asset, and in common with any other business asset, recorded information requires effective management. Records management ensures information can be accessed easily, can be destroyed routinely when no longer needed, and enables organizations not only to function on a day to day basis, but also to fulfill legal and financial requirements. The preservation of the records of government for example, ensures it can be held accountable for its actions, that society can trace the evolution of policy in historical terms, and allows access to an important resource for future decision making

Organizations are increasingly acknowledging the fact that the effective control of recorded information leads to effective management which, in turn, means that information is more easily retrievable, readily identifiable and economically managed. Legislation is increasingly underlining the importance of good records management, in addition to being sound business practice. Compliance with Acts such as Freedom of Information and Data Protection is underpinned by effective records management: without properly organized and retrievable records, requests for information governed by statutory response timescales will be impossible to service.

Records form the corporate memory of public authorities. This is particularly important over time, as staff structures, policies, procedures and systems change. Unless deliberate action is taken to capture retain records, they will disappear into an electronic "black hole", thereby erasing the corporate memory. As archives, records convey today's knowledge and experience to future generations and form a vital element of Queensland's cultural heritage (Tower Software 2004).

2.3.3 Limitations of record management

According to Austin College,(2003)There are many limitations associated with records management

- Lack of record management policies and procedures
- Lack of qualified staff such as record manager, archivist

- Record management costs that are not immediately apparent
- Limited resources to implement the system according to the requirement.

2.3.4 Disadvantages of manual record keeping.

He also associates the following problems with manual records management as seen below:

- Record redundancy due to duplication and repetition.
- It is also associated with misplacement since in most cases the record concerning a particular transaction is kept in hard copy form
- Difficulty in retrieval, processing and storage

2.4 A database

Is an integrated collection of logically related data elements, furthermore a database consolidates records previously stored in separate files in to a common pool of data elements that provides data for many applications,(Quesnary 2001), Cornel(2003) defines data as a shared collection of logically related or records ready retrieved , manipulated to meet the user requirements.

Thomas and Conoly & Begg (2000) suggest that a database can be simply known as an organized collection of relative data. Formally may be defined as a collection of logically related data and a description of data desired to meet the information needs of an organization.

Hoffman. DR. (2003) defines a database as a collection of records stored in a computer in a systematic way so that a computer program can consult it to answer questions. For better retrieval and sorting each record is usually organized as set of data elements (facts).

2.4.1 Database Types

Data warehouse

A data warehouse stores data from current and previous year's data extracted from the various operational databases of an organization. It become the central source of data that

has been screened, edited, standardized and integrated so that it can be used by managers and other end-user professionals throughout an organization (Ling Liu et al, 2009)

Operational databases

These databases store detailed data needed to support the operations of the entire organization. They are also called subject-area databases (SADB), transaction databases, and production databases. Examples includes: customer database, personal database and inventory database. (Ling Liu et al, 2009)

Analytical database

These databases store data and information extracted from selected operational and external databases. They consist of summarized data and information most needed by an organization's management and other end-users. Some people refer to analytical databases as multidimensional databases, management databases, or information databases (Ling Liu et at, 2009).

Distributed database

These are databases of local work-groups and departments at regional offices, branch offices, manufacturing plants and other work sites. These databases can include segments of both common operational and common user databases, as well as data generated and used only at a user's own site (Ling Liu et al, 2009).

External databases

These databases provide access to external, privately-owned data online available for a fee to end-users and organizations from commercial services. Access to a wealth of information from external database is available for a fee from commercial online services and with or without charge from many sources in the internet. (Ling Liu et al, 2009)

Relational Databases

This is a collection of tabular structures that can be related to each other by a common field.

2.4.2 Advantages of relational databases

- Cut down on needless repetition of information
- Ensure more accuracy
- Facilitate updating and deletion of information
- Design avoids problems that occur with flat files, e.g. insertion and deletion anomalies

2.4.3 Characteristics of a database

Riaga (2004) characterized a database to have the following:

- Holds data that is required for many applications
- Related and organized data
- Cover key operational area of an organization
- Must reduce eliminate redundancies as far as possible

2.4.4 Database Security

This involved the measures used to maintain Confidentiality, Accuracy, Integrity of information stored in the databases. Each organization needed to decide the level of security that suits it. This required an evaluation of the sensitivity of the data within their database.

Modern relation databases come with security capabilities, that is; Oracle, Sybase, Microsoft SQL Server, Informix, DB2 are some of the database systems that have built-in security (Palmer, 2000).

2.5 Data Implementation

Implementation deals with the conversion between old systems to a target system in an organization. Therefore, if a company works with an old system, it may need to use a new system which is more efficient, has more work capacity.

2.5.1 Types of data implementation

- Bid bang
- Parallel adoption
- Phased adoption

2.5.2 Definition of data implementation types

The big band theory relates with the cosmological theory in which the start or new system is adopted at one moment in time.

In case of parallel adoption, the old and new systems are running parallel so that all the system users can get used to the new system but can still do work on the old system

Phased adoption means that the adoption will happen in several phases, so that after each phase, the new system is closer to be fully adopted by the organization (Turban, 2002).

2.6 Information systems

Olive and Champions (1996) asserts that a system is a set of inter related components working together to achieve a common goal so as to enable decision making. The components of the system are simply the identifiable parts of the system.

System elements: According to Matthew Schwartz, 2007, these are input, processes and output elements common to all systems. They are elements by which all systems are described and include:

Input: It is defined as the startup component on which the system operates. The input may be raw material, physical recourse and knowledge among others.

Process: This is the activity that makes possible transformation of input and output.

Output: It is defined as a result of operation. Its purpose is to show that the developed system has been able to address the problem that was identified.

In conclusion, a records Management system can improve the management of data and subsequently improve service delivery for an organization. Data users can accomplish tasks easily and create reports which are so critical for management decision making. Updates of reports can be easily achieved within short periods and minimal resources.

CHAPTER THREE

METHODOLOGY

3.1 Introduction

This chapter described the methods and techniques that were used to gather information about the current system used by MBADIFA SACCO. It also showed the requirement specifications that were needed to develop an effective records management system for the SACCO.

3.2 Research Design

In order to obtain views for the study, the researcher studied the existing manual system that was being used by the SACCO and also sought employees reactions on how they used the file based system to manage the transactions of the clients.

3.3 Sources of Data

These include both primary and secondary sources of data.

3.3.1 Primary sources

These are sources where data is used for the first time for which it was acquired; these primary sources included observations, interviews and site visits.

3.3.2 Secondary sources

These sources included literature and document review. Here the existing literature about the topic under study was reviewed.

3.4 Study Sample

The study included ten respondents, four were employees who work with SACCO, three were board members, two were clients of the SACCO and the one was the Manager of organization. Random sampling method was used because it gives the respondents an equal chance of participating in the study.

3.5 Data collection tools

3.5.1 Interviews

These were conducted with the employees of the organization. This method was used to identify the requirements of the MBADIFA SACCO database. With the use of the interviews as one of the data collection methods, the researcher clearly understood the perspectives of most users of the system while acquainting herself with the current system and finding their needs. Interview guides were used to aid in the interview process.

3.5.2 Literature review

This method was used where documents like reports, forms, journals and books were used to get more information about the case study.

3.5.3 Observation

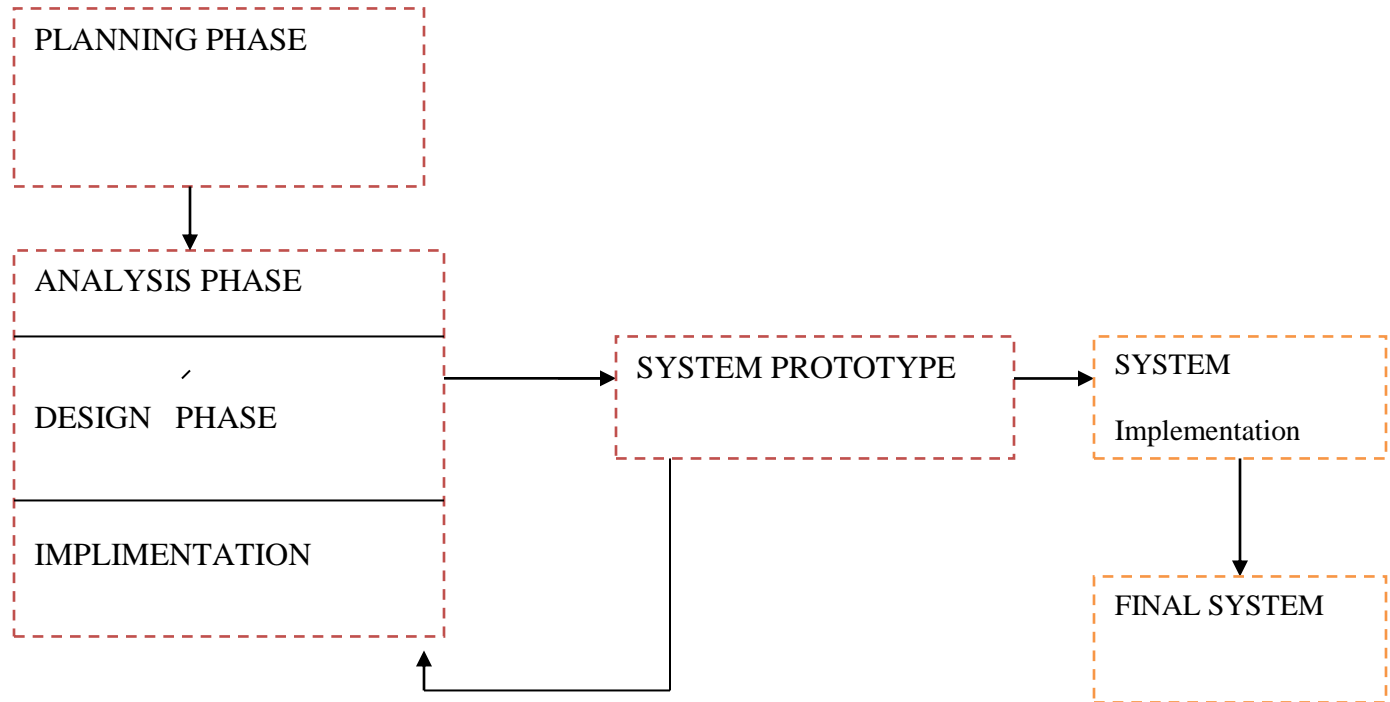
This was carried out on spot as the researcher was making routine visits to the organizational premises when conducting the research. This helped her to acquire fast hand information in the real world of operation of the system under study. This technique was effective in understanding the way work is done in the organization; it also helped the researcher in getting acquainted with the system.

3.5 SYSTEM LIFE CYCLE.

This looks at the stages that the system goes through from the planning stage up to implementation stage

3.5.1 PROTOTYPING METHODOLOGY:

Here under prototype the researcher took her time to expose the system to the end users at the stage of the system prototype, the researcher did this so that she could evaluate the requirements of the system. She carried out this three times after then she went back and rectified the analysis, design stages and finally implemented the final choice of the end users.



3.6 SYSTEM REQUIREMENT SPECIFICATIONS

3.6.1 User requirements:

This looks at the end users expectations from the developed system

3.6.2 Functional requirements:

This looks at the inbuilt functionalities that the system is supposed to perform.

3.6.3 Non functional requirements:

These are the ones that are concerned with the security of the new system.

3.6.4 System requirements:

Hardware and software are those that are to be used in development of the new system.

3.6.5 Participants in the new system:

- System developer/student
- System users (Employees of MBADIFA)
- Board members
- Clients of the Sacco

3.7 FEASIBILITY STUDY.

3.7.1 The Economical feasibility: looked at the cost effectiveness of the new system

3.7.2 Technical feasibility: looked at the compatibility of the new system with the existing technology of the organization.

3.7.3 Legal feasibility: whether the new system would be in line with the legal laws.

3.7.4 Operational feasibility: top managers view about development of new system.

3.7.5 Time feasibility: time frame of the new system development.

3.8 SYSTEM DESIGN

The researcher used the following software to the following:

- Microsoft office word for doing system documentation before development
- Microsoft office access integrated with visual basic for the system development
- Windows 7 to provide graphical user interface for the designer
- Antivirus software for keeping the system free from any malware.

3.9 SYSTEM TESTING

- The researcher carried out the user acceptance testing to find out whether all the requirements were the right ones.
- Unit testing was also carried out to check the codes in the system whether they were all running well with no errors.
- System testing: is another test that researcher carried out to check and see whether the system design was corresponding in good terms with the coding of the system.

3.10. SYSTEM IMPLEMENTATION

The researcher preferred parallel method of implementing the system. This is where the current manual system continues working alongside the new system until the users fully adapt to the new system.

CHAPTER FOUR

SYSTEM ANALYSIS AND DESIGN

4.1 Introduction

This chapter looked at evaluation of the current system in terms of the way it has been operating and problems associated with it, how the requirement and system analysis was carried out in terms of system, user, functional and non functional requirements, hardware and software requirements, some of the system participants like the developer, designer and end users. Finally the chapter also looks at system design in terms of entity relationship diagrams, dataflow diagrams.

4.2 System Analysis

This looked at the current system and the way things have always been done, thereafter requirement analysis phase followed on where the researcher concentrated on identifying the user, system, functional, non functional requirements, hardware and software requirements which she needed to develop the new system.

4.2.1 Defining the problem

The researcher took a tour to the SACCO offices in Mbarara, to see the way data was being captured, stored and maintained. She realized there were difficulties that were observed like old files, misplacement of some files, the file cabinets were not enough, long time taken to find a single record plus loss of some documents. She thus concluded that the problem facing the Sacco was poor record keeping.

4.2.2 Feasibility study

Technical feasibility: This was carried out to see whether the developed system fits within the technology that the organization had been using.

Economic feasibility: This survey was carried out to check whether the developed new system was going to be cost effective in terms of controls attached to it and the maintenance, purchase of the software and the hardware that were to be used .

Legal feasibility: This was performed in order to find out whether the developed system would be in line with the information privacy Act; which deals in protecting the privacy of all the users of the system.

Operational/Behavioral feasibility: was concerned with finding out whether the Top managers were in line with the to-be operations of the new system, bearing in mind the negative and the positive effects that implementation of the new system would come with.

Time/Schedule Feasibility: This survey and study was carried out in order to be sure whether the development of the system was going to be in the time schedule given from the organization. That is to say when they expect the system to be complete

4.2.3 Requirement specifications.

4.2.3.1 Major participants in the system

- General Secretary of MBADIFA
- Employees of the SACCO
- Stakeholders
- Departmental heads
- System developer/Student
- Clients of the SACCO

4.2.3.2 User Requirements

- Electronic storage and retrieval of customer's records.
- The end user should have knowledge in Microsoft office access application.
- Timely generation of electronic customer's records and files.

4.2.3.3 Functional Requirements.

- The system should be able to give a report on of the loan amount taken by the client and also the number of periodic payments to be made by the customer depending on the loan term.
- The system should be able to store customer's records electronically.
- The system should be able to give a report summarizing all customers' transactions with the SACCO.

4.2.3.4 Non Functional requirements

These are requirements which are not used by the end users and the management but they are essential to the Sacco Records Management system. For example security

- The system was developed in a way that there is a single /centralized information control.
- The system was designed in a way that whichever user intends to log on to the system, she /he must get authorized access first before proceeding on through use of correct user name and correct password.
- Different privileges are attached to different users. What the administrator can do with the data in the database like alter, delete or update data. Other users also have their own actions they can perform with the system.

4.2.3.5 System requirements

These are the hardware and software requirements that provide platform for the new system

4.2.3.6 Hardware Requirements

- The system required a fully functional computer system of Pentium (IV) processor; with clock speed 2.1 GHZ and 248MB RAM to operate effectively and efficiently without problems
- Flash disk for backing up the system and preventing the loss of important files
- Modem was needed for carrying out research
- Printers were also required for printing out the required downloads

4.2.3.7 Software Requirements.

- Microsoft office word for doing system documentation before development
- Microsoft office access integrated with visual basic for the system development
- Windows 7 to provide graphical user interface for the designer
- Antivirus software for keeping the system free from any malware.
- Used recover my file in instances when the files were lost and needed to be recovered immediately.

4.3 System Design

The researcher used structural design of the system. The system design looks at the actual representation of the system.

4.3.1 Physical design/Data dictionary

This shows a list of entities used, their data types and their description; these can be seen below

Customer Table

| Attributes | Data type | Description |
|--------------------|-----------|--|
| Customer_id (PK) | Text | Contains unique customer identifier/code |
| Customer_FirstName | Text | Contains customer first name |
| Customer_LastName | Text | Contains customer second name |
| Address | Text | Contains the physical location of the customer |
| Date of birth | Date/time | Contains the date of birth of a customer |
| Occupation | Text | Contains the occupation of a customer |

Staff Table

| Attributes | Data type | Description |
|------------------------|-----------|-----------------------------|
| Staff_id (primary key) | Text | Contains unique staff code |
| Staff_Firstname | Text | Contains staff first name |
| Staff_Lastname | Text | Contains Staff last name |
| Title | Text | Contains the title of staff |

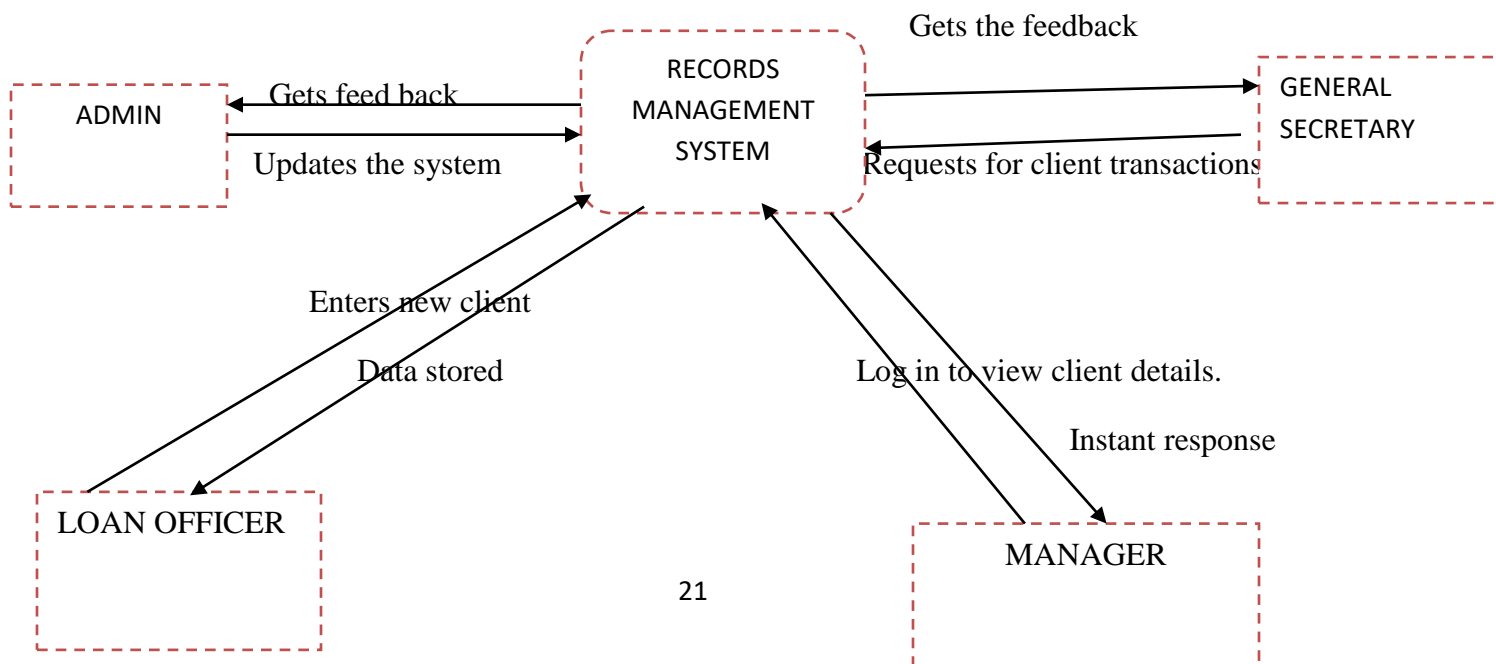
Loan Table

| Attributes | Data Type | Description |
|-----------------------|-----------|---|
| Loan Code | Text | Contains unique code of loan |
| Issue Date | Date/time | The date when the loan was issued out |
| Amount | currency | The amount of loan given to a client |
| Customer(Foreign key) | Text | Contains a unique code of the customer to whom the loan was given |
| Staff(Foreign Key) | Text | Contains the staff that issued out the loan to the customer. |

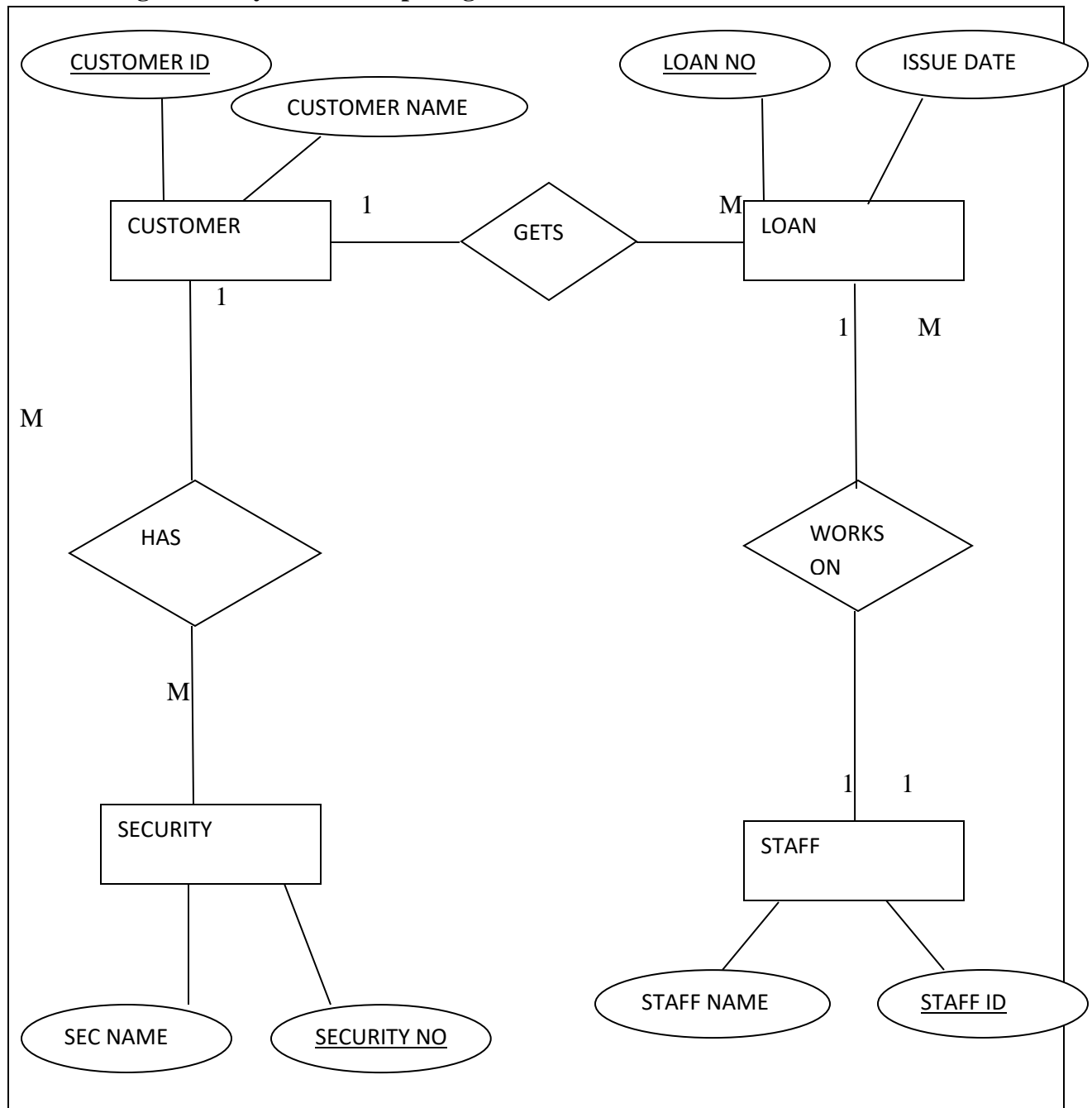
Security Table

| Attribute | Data Type | Description |
|---------------|-----------|--|
| Security_No | Text | Contains a unique identifier of security |
| Security_Name | Text | Contains the name of security |

4.3.2 CONTEXT DIAGRAM OF THE SYSTEM



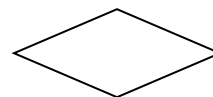
4.3.3 Logical Entity Relationship Diagram



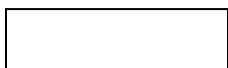
KEYS



Key Attribute



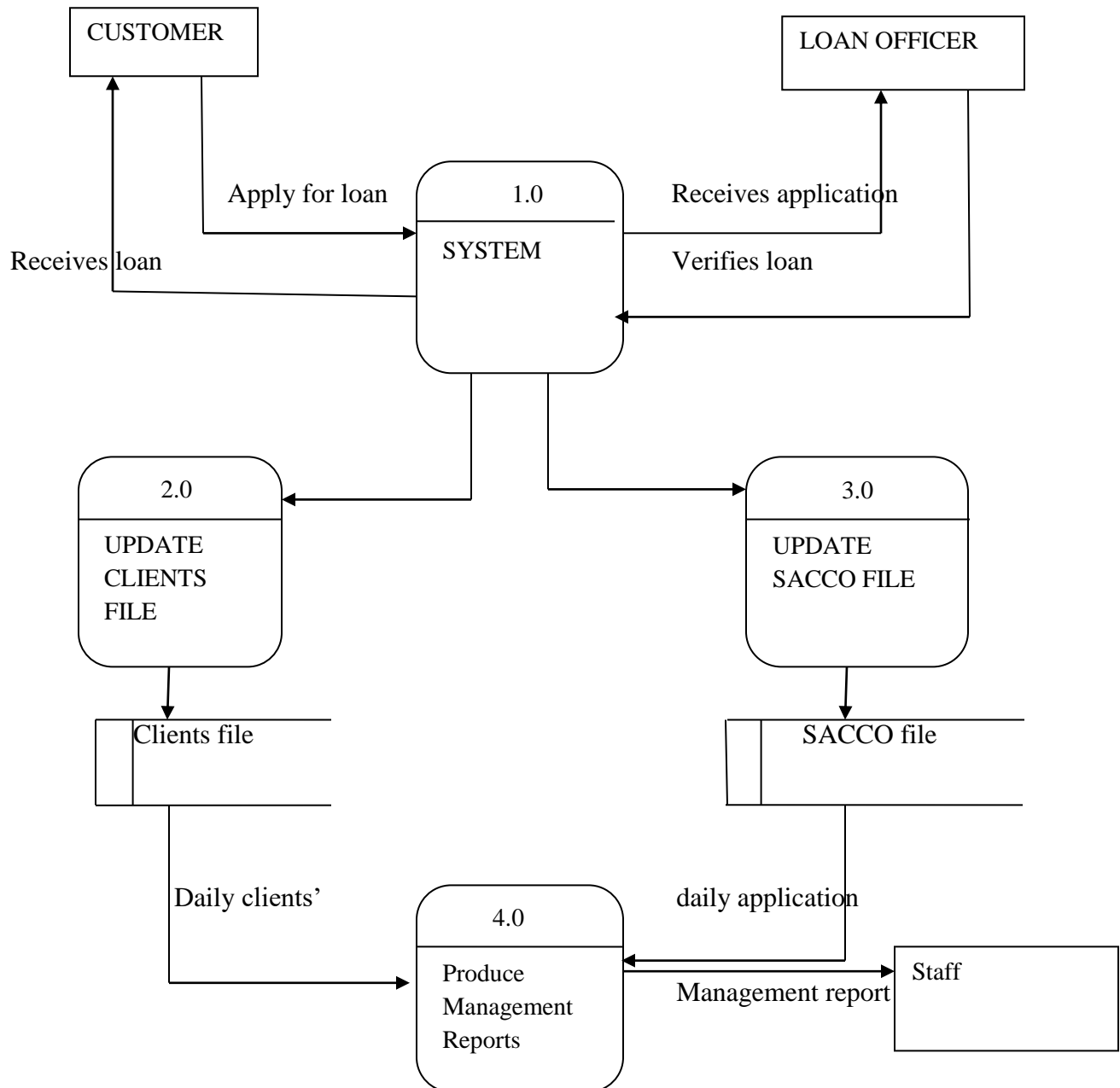
Activity



Entity

4.3.4 Dataflow diagram for the new system.

This was designed to show the follow of information from the time a client applies for loan to the time the loan is given and tracks the repayment processes.



CHAPTER FIVE

SYSTEM DEVELOPMENT

5.1 Introduction

This chapter talks about system development, results of system testing and system implementation. They can all be seen below:

5.2 system development

The development of the SACCO's Records management system was achieved using a graphical interface (GUI) menu screen, data entry forms, reports were also derived using Microsoft access 2007 as a data base tool

5.2.1 System features

Print Screens of different reports and forms were shown under this section.

Figure 1 Login Form

This login interface was used to the system to access the main menu bar user interface to the data entry forms and reports using a pass word to access the data.

The image shows a screenshot of a web-based login form titled "login form" in the browser window. The form has a dark red header bar with the text "MBADIFA SACCO RECORDS MANAGEMENT SYSTEM" in yellow, serif, all-caps font. To the right of the header, the date "20 April, 2013" and time "4:49:15 PM" are displayed. The main body of the form is orange and contains two input fields: "ENTER USER NAME" and "ENTER PASSWORD". Below these fields are two buttons: "SIGN IN" and "EXIT". The bottom of the form is a solid dark red bar.

Figure2 Switchboard

The switchboard helps the system users to access the different features of the database.



Figure3 Members Registration Form

This was designed for registering members into the system

Figure4 Members borrowing form

This form was designed for entering members borrowing details

MBADIFA SACCO RECORDS MANAGEMENT SYSTEM

Search client

MEMBER BORROWING

ID: Code: mb03
 FirstName: Tina LastName: Tana
 Date_of_Birth: 12/24/1990 Age:
 Gender: Female

Occupation: Telephone: 0789654
 Location: Bugolobi Position: Member
 Hire_date: 4/19/2013 Time_spent:
 Accumulated:

Add Record First Record Next Record Previous Record Last Record Delete Record

| ID | DateOfBorrow | Amount | Accumulated | Security | Guarantor |
|---------|--------------|--------|-------------|----------|-----------|
| * (New) | | | | | |

Figure5 Loan repayment form

This was designed for entering customers' repayment trends.

MBADIFA SACCO RECORDS MANAGEMENT SYSTEM

Search for Client

CUSTOMER LOAN PAYMENT

Customer_id: mb04 TelephoneContact: 0778564321
 First Name: Atukunda PhysicalLocation: MUBS
 LastName: Patience AccountNo:
 D O B: 4/4/1997 Staff: Litz
 Age: Account Type: Savings Account
 Gender: Female
 Occupation:

Back to Menu

| ID | PaymentDate | PeriodicPayment | accumulatedAmount | BalanceDue | Membercode |
|---------|-------------|-----------------|-------------------|------------|------------|
| * (New) | | | | | |

Reports

The system gave details containing report of customers' details, members' details, loan payment details. Below is an example of a customer report derived from the system. This report gives the details about the customers of canon world limited.

Figure6 Application report

This was designed to show the number of periodic payments a client would make when given a particular amount of the loan.

**MBADIFA SACCO RECORDS
MANAGEMENT SYSTEM**

Loan Application Form

Name: daphin **Term:** 3
Date: 4/1/2012
Loan: 2,000,000.00

| | | | | |
|--------------|--------------|------------------|-----------------|--------------|
| 2,000,000.00 | Month | Principal | Interest | Total |
| x 0.05% | 1 May 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| 100,000.00 | 2 Jun 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| x 3 | 3 Jul 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| 300,000.00 | 1 May 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| + 2000000 | 2 Jun 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| 2,300,000.00 | 3 Jul 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| 2,300,000.00 | 1 May 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| / 3 | 2 Jun 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| 766,666.67 | 3 Jul 2012 | 666,666.67 | 100,000.00 | 766,666.67 |
| | Total | 6,000,000.00 | 900,000.00 | 6,900,000.00 |

Figure7 Clients report

This shows different clients and their respective loan terms.

session name: MBADIFA (1000)

All clients

**MBADIFA SACCO RECORDS
MANAGEMENT SYSTEM**

All clients [Back to Menu](#)

| AppID | Name | Date | Loan | Term |
|-------|-------------|-----------|---------------|------|
| 16 | daphin | 4/1/2012 | 2,000,000.00 | 3 |
| 17 | BEREZ | 4/18/2012 | 55,367,322.00 | 5 |
| 18 | LUTALO | 4/3/2012 | 30,000,000.00 | 6 |
| 23 | KATUSHIME | 4/9/2012 | 200,000.00 | 4 |
| 29 | JINGO | | 0.00 | 0 |
| 30 | nash | 9/2/2012 | 3,000,000.00 | 4 |
| 31 | pius | 7/2/2012 | 20,000,000.00 | 6 |
| 32 | poi | 7/1/2012 | 3,450,000.00 | 8 |
| 33 | tumuhimbise | 6/5/2012 | 10,000,000.00 | 6 |
| 34 | HINDU | 7/1/2012 | 6,000,000.00 | 6 |
| 35 | SIUM | 11/4/2012 | 20,000,000.00 | 8 |
| 36 | daphin | 8/1/2012 | 20,000,000.00 | 6 |
| 37 | jackson | 7/2/2012 | 20,000,000.00 | 8 |
| 38 | mr john | 10/1/2012 | 20,000,000.00 | 8 |
| 39 | vicky | 11/1/2012 | 30,000,000.00 | 8 |

5.3 Results of the System Testing

Testing was done by the designer at every stage after which the system users tried out the application with the sample data of the manual system .The outcome of the testing process produced reliable results which proved user satisfaction.

5.4 User Training

The system administrator conducted user training. The system was incorporated with three users each having their privileges to different forms. It was the role of the administrator to train other users how to use the system.

5.5 System Implementation

The new system was implemented using parallel method of implementation; that is to say the new system was implemented hand in hand with the previous manual system that was being used by the SACCO, this process was to run for six months until all the users of the system were acquainted with knowledge on how to use the new system. Thereafter the old system would be left out.

CHAPTER SIX

DISCUSSION, CONCLUSION AND RECOMMENDATION

6.0 Introduction

This chapter covered the discussion, conclusion and recommendation of research findings. It mainly provided answers to the questions the researcher posed in an attempt to accomplish the objectives of the research, which encompasses development of a system, which is cheaper, user friendly and optimally manage records.

6.1 Discussion

Once MBADIFA SACCO has acquired a Records management system, there will be easy management of large volumes of data than that which is handled using a manual system and to enable quick and better access of customer's records through the system.

The implementation put more emphasis on the information that was got from MBADIFA SACCO through the observation method and interviews that were used for data collection, this information related to the problems that were associated with the manual system

6.2 Conclusion

The objective of developing an information system for MBADIFA SACCO has been achieved and the system is running smoothly. Customer's records can easily be fed into the system.

6.3 Limitations

During the process of system development, the following shortcomings were observed;

- Limited knowledge on the requirements of the users of the system
- Fatigue and exhaustion of the researcher
- Difficulties of accessing the software needed during system development
- Limited finances.

6.4 Recommendation

For MBADIFA SACCO to continually provide timely and efficient information certain features have to be incorporated in to the system for effective information management.

These features include;

- i. System securing should be emphasized to minimize information leakage, loss, and distortions.
- ii. Any problem with the new system should be documented and rectified immediately
- iii. In order for the users to be able to use the system they should be given proper training continually.
- iv. Performance targets should be set in order to upraise the system.

6.5 Future work

It should be noted that having a Records Management System does not necessary mean an effective process of records management with the adverse changes in technology. Therefore, the SACCO needs to keep updating its database to match with the recent trends in the time to come.

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