**A Web-based Report Management System of Kazama Grameen Inc.**

**Analysis of the Current System:**

1. The company is often heavily dependent on manual process and far from being fully automated. For example, many of the reports that wind up on manager’s desks are actually or may be spreadsheets that is manually populated with data and encoded by staffs. The data encoded by the staff will process to the Audit and Financial Officer and will approved by the Branch Managers and will process to send in to the Head Office.

2. The process of creating the report is actually through the Spreadsheet Excel then it will export to PDF. These will list all the data needed to encode. The process of sending the reports are through sending it through delivery.

3. It will take for atleast 1-2 days to receive the delivery. It causes slow production. The reports need to process on time but it will not because it sends manually.

4. The effectiveness of the email is not efficient and effective. The organization tried it once but did not satisfied for the result. The Audit and Financial Officer are the one who sends the report to the main branch. Lately they try it to send via Email but they have been said that email is not that organized. It causes loads of messages because every branches needs to send the report and the Accounting cannot handle it properly.

5. The process of the report is every branches will send the report to the Accounting on the Head Office. The report has been sent by the Audit and Financial Officer and later will be approve by the Branch Manager. The process is to send a daily report which is consisting of the collected funds through the lending services of the organization. Monthly and annual report is also needed. The process for this are just the same.

**Objectives of the System:**

1. The main objective of the system is to create a web-based system that can be use by the organization in generating and sending a report. The goal is to send the report to the main office not just by sending email or sending it through delivery but rather through the use of the proposed system.

2. To maintain the daily or weekly production of the organization where the Central Manager of the Main Branch can monitor the daily production of the other branches all over Luzon. This can be maintained by the capability of the proposed system to monitor all daily productions/generated reports.

3. One objective of the proposed system is to have its functionality where the Admin can set a specific time to accept daily reports. For example the submission of daily reports of different branches is set to 5:00 pm, therefore the other branches can no longer submit their reports unless the Central Manager will allow them to send again. If other branches does not sent their daily reports, this will notify the Main Branch through the system. There will be a list of all the branches in the system and it can be track what branches does not sent their report. The main branch will notify the other branches regarding the issue.

4. To create a flexible system where it can be also implemented in other organizations. The proponent wanted to create a useful system.

5. All information about the loans and the amount are in the systems. The system can generate a pdf of all the list. Its purpose is to send it all to the Main office branch.

**Significance of the Study:**

1. The proponent’s proposed system will benefit to the whole company. The usability of the system will going to have a huge impact to the organization itself because it will change the way they use the manual reporting system before.

2. Audit and Financial Officer – As for the one who sends the daily, monthly and annual report of the different branches, they were also the one who will benefit the system. The manual process will get easier as they were to use the proponent’s system.

3. Accounting. They are the one who will check and will receive the reports sends by the AFO. The significance of the study is that they will get notified easily of the reports by the usability of the proposed system.

4. The development of the system will be having its own flexibility. The system can be implemented in other firms it is because Kazama Grameen is not only the company who are using a Report Management System. Some firms can be using also the same Methodology of the Report Management System.

5. Future Researchers. The system will benefit the future researchers as they will be having a resources in the future in their respective research. They can use this research study as their reference to create a web-based system that will be needing a documentation in their system chosen.

Theoretical Framework

