Sales and Inventory System for Ks Ply Tire Trading

In Partial fulfillment of the requirements in IT12/L System Integration and Architecture

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Chapter 1

THE COMPANY

Company Profile

In 2018, 8Ply Tire Trading was founded by Ma'am Mabelle S. Alderite. At first, her business journey was very small and simple. She started by buying and selling tires online, using Facebook as her only platform to reach customers. Even though the business was small, Ma'am Mabelle had a natural talent for sales talk. She knew how to communicate well with people, how to explain the products, and how to convince customers to trust her. Because of this, she was able to meet many potential buyers who later became her loyal customers.

At the beginning, most of her customers were only from Davao City, but as time went by, her reach expanded. More and more customers from outside Davao began to order from her online shop. Since she could no longer handle all the work alone, she decided to hire a delivery man to help bring the tires directly to her buyers. This step made her business more organized and reliable.

The business continued to grow little by little. Eventually, it reached the point where Ma'am Mabelle decided to open her first physical store located in Mapa, Davao City. In this store, she not only sold tires but also started to offer small services such as oil changes and tire replacement. She also hired more employees to support the daily operations of the business. She had a cashier to handle payments, a mechanic to work on vehicle services, and a driver to deliver online orders.

To make the business more systematic, she also created a separate office for sales. This is where Ma'am Mabelle and her staff would sit down, calculate the monthly income, track expenses, and prepare reports. Even though the business used a manual system at that time, it was still managed carefully.
As the business grew bigger, Ma'am Mabelle partnered with her mother's business, combining resources like staff and delivery drivers. This teamwork helped strengthen the operations and gave her more support in serving

customers efficiently. Over time, the business transitioned into a new name: KS Tire Trading. With its main branch and a new office in Maa, KS Tire Trading continues to operate and expand. Today, the business is more stable and trusted by many customers in the region. Ma'am Mabelle's journey from selling tires online through Facebook to building a physical store and eventually managing a larger trading business shows her dedication, hard work, and ability to adapt to the changing needs of the market.

KS Tire Trading now stands as a reliable tire provider, known not only for its products but also for its good service and the strong relationship it has built with its customers throughout the years.

Organizational Chart

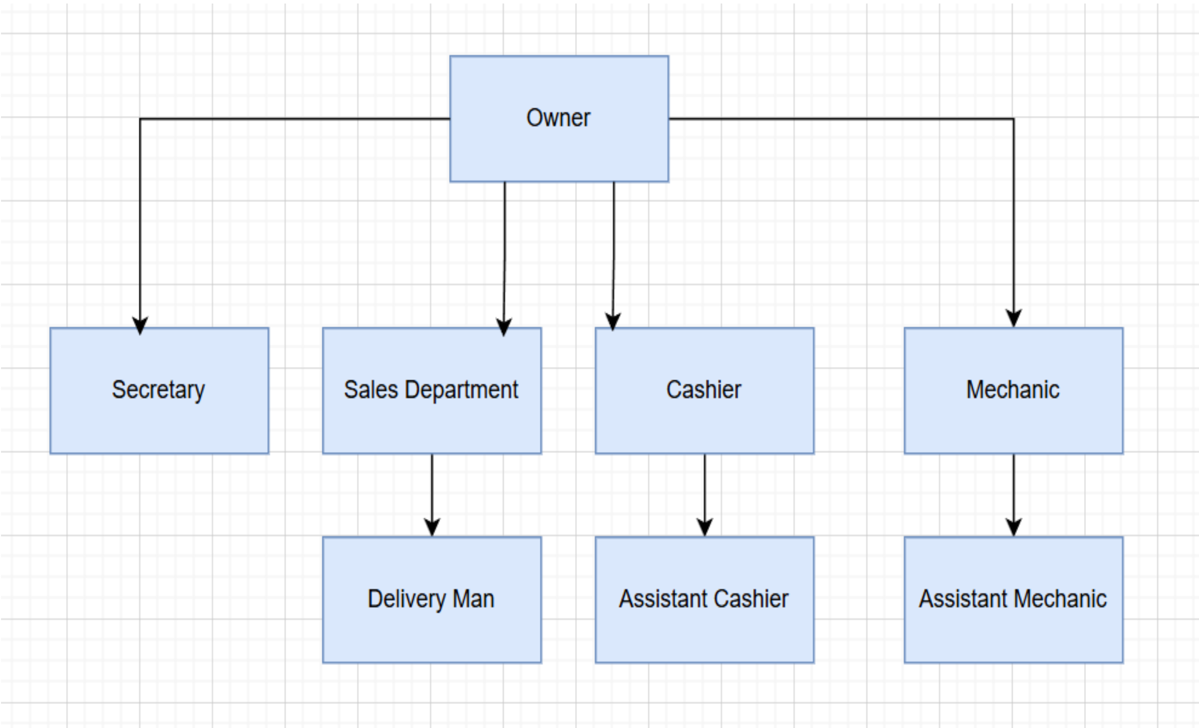


Figure 1. Organizational Chart

Business Environment

KS Tire Trading operates in a traditional business setting where most of the processes are done manually. The company follows a fixed working schedule from 8:00 AM to 5:00 PM, with employees receiving their salary every Saturday. The organization is small but functional, with each employee assigned to specific roles that help keep the business running smoothly.

The cashier plays a dual role in the business. Aside from handling customer payments, the cashier is also in charge of managing inventory and recording sales transactions. This ensures that the daily income and stock of products are properly monitored, although the system remains manual.

On the service side, the mechanic is responsible for handling customer vehicle needs such as tire replacement, oil change, and other basic maintenance services offered by the shop. This division of tasks allows the business to cater to both product sales and customer services effectively.

Delivery services are also provided, where an assigned driver handles online orders placed through the company's Facebook page or directly from customers outside the physical store. This helps the business reach a wider market and maintain convenience for buyers who cannot personally visit the shop.

In terms of employee management, KS Tire Trading implements a straightforward salary system. Employees are paid weekly every Saturday, based on their daily attendance. If an employee is absent, a salary deduction is applied equivalent to the minimum wage for that day. This policy encourages punctuality and regular attendance, ensuring smooth operations and fair compensation.

Although the processes are not yet automated, KS Tire Trading maintains a clear structure in its daily operations. Ma'am Mabelle and her office staff handle the preparation of monthly sales reports and financial calculations, making sure the business stays organized and on track.

The business environment of KS Tire Trading reflects a small but growing enterprise that relies heavily on manual processes, teamwork, and the dedication of its employees. Despite the limitations, it continues to provide reliable products and services to its customers in Davao City and beyond.

Description of the Existing System

Daily Time Record

KS Tire Trading uses a manual Daily Time Record (DTR) to monitor attendance. Employees work from 8:00 AM to 5:00 PM, with slight tolerance for being a few minutes late, but they must strictly log out at 5:00 PM. Absences are taken seriously; employees must inform Ma’am Mabelle beforehand, otherwise, a salary deduction equivalent to one day’s minimum wage applies. The DTR is the basis for computing weekly salaries, which are given every Saturday.

Cash Advances

KS Tire Trading allows employees to request cash advances, but the process is manual and informal. Employees must directly ask permission from Ma’am Mabelle, who decides whether to approve or deny the request. If approved, the amount is deducted from the employee’s weekly salary, which is given every Saturday. All records of cash advances are written manually, making the process simple but dependent on accurate monitoring by the cashier or management.

Preparation for Pay slip

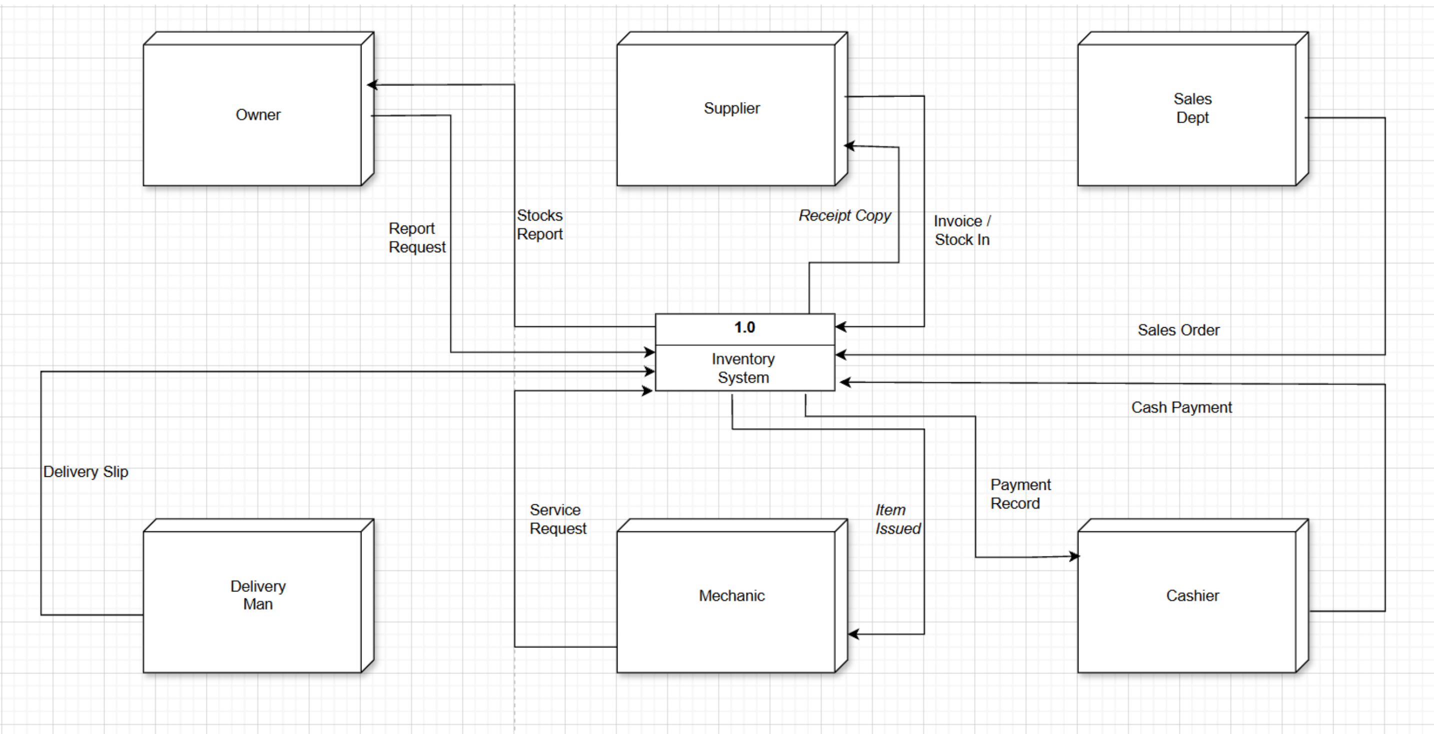
At KS Tire Trading, salaries are prepared manually every Saturday. Ma’am Mabelle checks the Daily Time Record, absences, and cash advances. She writes a simple payment slip showing the total pay and deductions. Afterward, she personally hands the salary in cash along with the slip.

Computation of Salary

At KS Tire Trading, salaries are computed weekly. The basis is the Daily Time Record from 8:00 AM to 5:00 PM. If an employee is absent, a deduction of one day's minimum wage is applied. Cash advances are also deducted from the total weekly pay. The final amount is then prepared and given every Saturday.

Generation of Pay slip

After computation, Ma'am Mabelle writes a simple payslip by hand, showing the employee's gross pay, deductions, and final salary. She then hands the payslip together with the cash salary every Saturday. There is no hard calculating in salary because at the time they applied, everything is fixed and already stated.



Data Flow Diagram

Figure 2. Data Flow Diagram

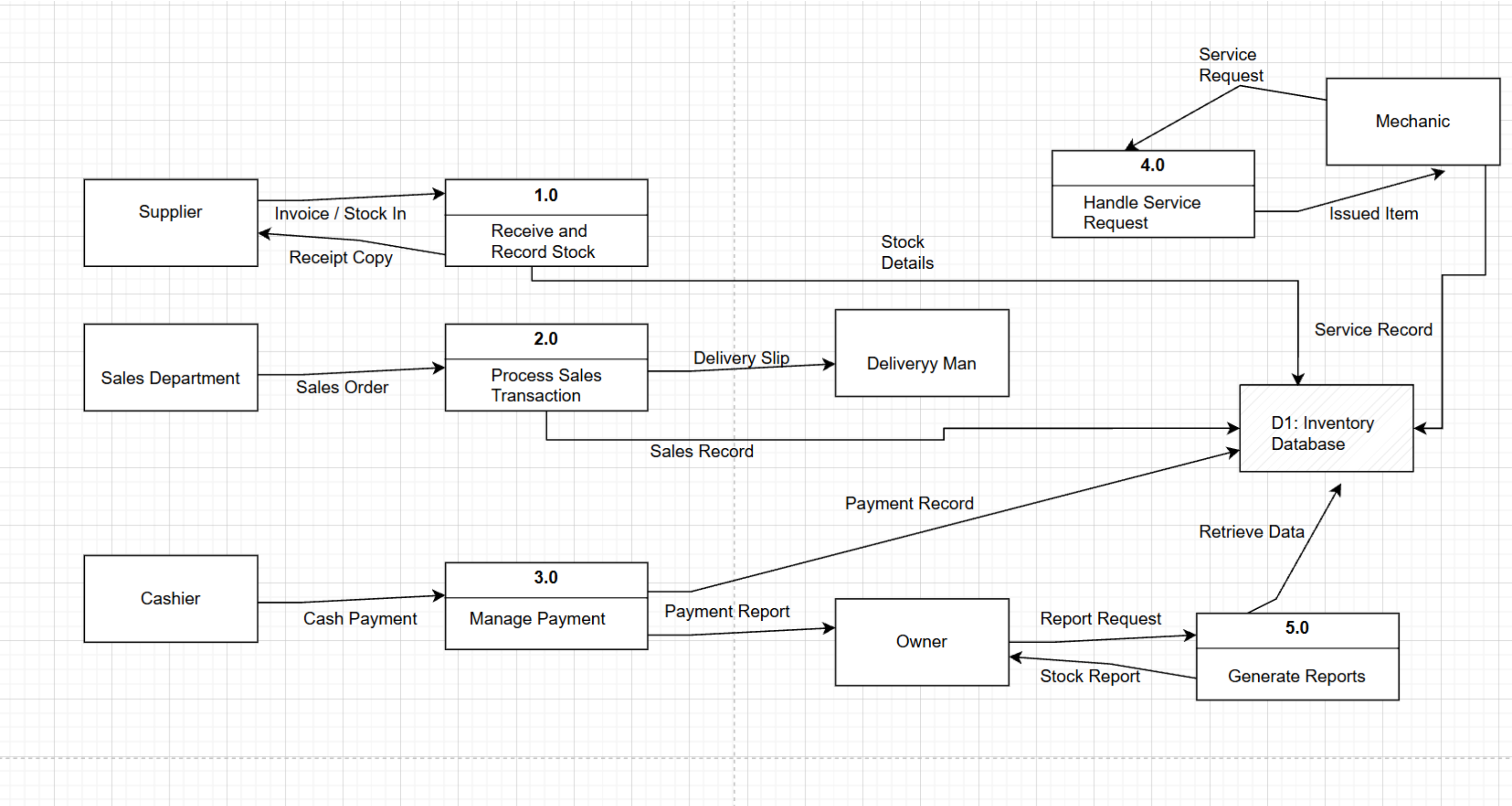


Figure 3. Level 0 Diagram

Figure 3. Level 0 Diagram

Chapter 2

THE PROBLEM

Statement of the Problem

This study seeks to address the identified problems below of the company in terms of their current processes.

Validating the Daily Time Record of the Employee is Time consuming.

The company has a range of 400 to 500 employees. Some of these employees are using the Jeon-soft system for the DTR, others are using the DTR card. Every cut-off date of a certain payday, the HR will generate the DTR from Jeon-soft System for those employee who are using the system. The system will only generate the log-in and log-out record of the employee. The HR will calculate the number of hours rendered by those employees who are using the system and the number of hours for the overtime. Then, the HR will also validate the DTR of those employees who are using the DTR card. After calculating and validating, the HR will encode those calculated hours in the Excel file. This process is done twice a month.

There is Time consuming on the part of the HR because aside from calculating individually the hours rendered by the employees who are using the system, HR will also calculate and validate the DTR card. Every excel file of an employee for doing the calculations will take a lot of time for approximately 5-10 minutes for the HR has to check one by one the report generated from Jeon Soft system and the DTR which manually entered by some of the employees. Also there are instances that there is a malfunction of the Biometric, those employees who are using the system will utilize the DTR card for their attendance. In this scenario, the scope of checking and validating the DTR takes a lot of time.

Tedious process in updating and monitoring the Cash Advance Form of the Employees

Every payroll date there is deduction for cash advances. In such payroll date also, the HR has to update the CA form for the payment and remaining balances of the employees. Out of 500 employees, an average of 150 employees have cash advances. After releasing of the pay slip, the HR will gather all the CA forms for updating. The HR will open the Excel file to check the payment and who are those employees have CA deductions. Then the HR will update one by one the CA forms. There are instances that some of the employees has not deducted for their CA, the HR has to prepare a record for double deductions on the next payroll date.

There is a tedious process since there are number of employees to update in terms of CA. Gathering all the employee who has a CA deduction to update will consume a lot of time because they will manually update of how much will be the remaining balances of the employee using the excel file, and well as preparing another record for double deductions is quite tiresome in the HR side because they will check all of the employee who paid the payment for the CA and if there are some employee that they forgot to deduct for the payroll date then the HR personnel will then prepare another record for a double deduction in the next payroll date, in which it affects the other responsibilities of HR and the salaries of those affected employees for a double deduction on the next payroll.

Tiresome in preparing the Salary of the Employees

After checking and validating the DTR, the HR has to encode one by one, the number of hours and the overtime hours of the employees in the Excel file, by this process since the company is only using the excel for the calculations of the payroll of all employees, encoding the number of hours and the overtime hours of each employee will spent more effort for approximately about 2-3 minutes for every employee. Each employee has its own worksheet in the Excel file. Aside from encoding the number of hours rendered within the payroll date, the HR has to encode the deductions for SSS based on the Salary bracket. The HR has to review the SSS contribution table based on every employee's gross salary. Then, the HR will encode the PhilHealth amount, the HDMF amount and the cash advances deductions. In cash advances, the HR has to refer the CA form of those employees.

The preparation is tiresome because not all employees have the same SSS amount for deductions and cash advances deductions. Individually, the HR has to flip the SSS contribution brackets and the CA form.

Feasibility Study

Operational Feasibility

Shifting from a manual system to an automated system really a challenge to the organization because it might totally change their current processes in terms of how it will be done. However, during the data gathering phase, the employees as main workforce to implement the new system are providing and are willing to extend their support to improve the current system of their organization. The administration is also willing to provide training to those employees who do not have experience with technology-driven processes.

Technical Feasibility

The company currently has a complete set of computers in preparing their legal documents but are not enough for implementing the new system. Thus, to hasten their current processes and enhance accuracy of payroll calculations, the company is willing to invest whatever resources essential for the success of the proposed computerized system. Also, the resources and development team are readily available within Davao City area whenever needed.

Economic Feasibility

It's been a long time since the company had plan to shift their system especially that the company had grown up and a number of process and employees were added. With that, the company has able to raise funds for the cost of the system based on the cost breakdown below.

Table 1. Development Team Estimated Cost

Human Resource for Developing the system	Number	Rate per hour	Man Days (8 hours/day)	Total Amount
Programmer / Web Developer	X 2	Php 197.00	360 hrs	141, 840.00
Project Manager / Systems Analyst	X 1	Php 1,050	76 hrs	79,800.00
Tester / Quality Assurance Analyst (QAA)	X 1	Php 391.00	60 hrs	23,460.00
Administrative Assistants	X 1	Php 83.00	16 hrs	1,328.00
Total Cost				246,428.00

The rate per hour of the resource personnel is taken from the hourly rate for industry in the Philippines as shown from the source indicated below.

Source
PayScale (2020). Hourly Rate for Industry in Philippines: Sofware Development, pages 1-3, Retrieved August 2019, from https://www.payscale.com/research/PH/Industry=Software_Development/Hourly_Rate

Table 2. Hardware and Software Cost

Hardware and Software Specs	No of units needed	Price	Total Amount
MSi A320 A10 9700 8GB RAM DDR4 500GB HD A4Tech Keyboard Mouse 19 in Monitor Headset AVR Computer Table Windows 10 Photoshop Sony Vegas MS Office 2010	X 2	Php 16,500	33,000.00

Table 3. Effort Cost

Activities	Cost
Meeting Meals (250 / pax) x 5 meeting x 5 persons	6,250.00
Printing Cost	1,000.00
Gasoline Cost	5,000.00
TOTAL Cost	Php 12,250.00

Schedule

The table below shows the estimated project duration is ten (10) weeks from Monday to Saturday. Tester and Programmers will start from start 8:00am up to 7:00pm. The Project Manager spend four (4) daily to do the task.

Table 4. Gantt Chart

Activities	Week										Responsibility
	1	2	3	4	5	6	7	8	9	10	
Identifying problems, opportunities and objectives											PM (24 hrs)
Determining human information requirements											PM (24 hrs)
Analyzing system needs											PM (24 hrs)
Designing the recommended system											Programmer (60 hrs)
Developing and documenting software											Programmer (240 hrs)
Testing and Maintaining the system											Tester (60 hrs)
Implementing and evaluating the system											Programmer (60 hrs)
The impact of Maintenance											PM (4 hrs only)

Chapter 3

THE SOLUTION

Methodology

The researcher will utilize the Systems Development Life Cycle with Human Computer Interaction model, of which it follows the eight (8) steps in incremental manner.

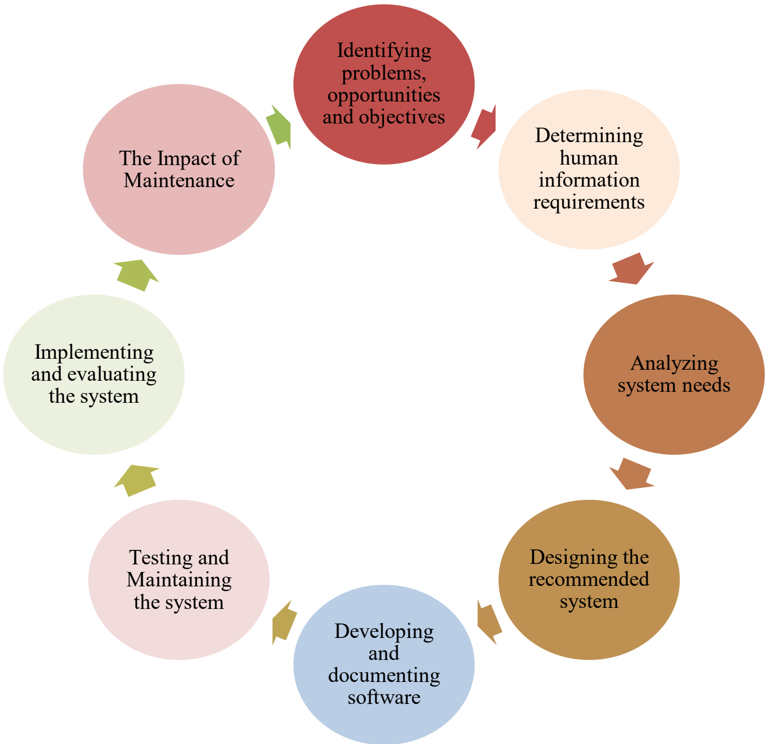


Figure 4. SDLC Cycle

System Objectives

To integrate Jeon-soft Database to the Payroll System

The database of Jeon-soft system will automatically link to the payroll system and generates a DTR report of every employee. Those employees under manufacturing department will also use the Jeon-soft system. The DTR from the remote areas will be automatically synchronized to the payroll system.

To provide a module for filling up the Cash Advances

The prototype will provide an online module for Cash Advances of every employee, they will just log in their account so that they can access the online form for Cash advances. After they fill up the form the employee will submit it for approval process. Then after the submission, the prototype will automatically notify the admin account specifically in the Cash Advance list that there are some employees who submit a CA form for approval.

To automatically generate CA deduction per pay day and monitor cash advances payment

The prototype system has a feature that will automatically deduct the CA of the employee every pay day based on minimum amount. If in case the employee would like to increase the CA deduction, he/she alter the minimum amount using their account. The system captures the amount being entered by the employee and automatically deducts from their next payroll date. The admin account as well as the employee account can monitor the Cash Advance payment.

To check employee of CA balances

Every employee in the company are required to have an account. One of the features of the account is that the employee can review their CA balances.

To provide accurate and efficient payroll report

The proposed pay roll system is already linked with the Jeon-soft database where every employee who log in and log out using the biometric will be stored in the database and then linked in the pay roll. The pay roll report is more accurate and efficient because the it lessens the human intervention and paper consumptions.

To view and print the pay slip online

Every employee has its own account, with that they can access and print their own pay slip through online. Anytime and anywhere they could be able to check the update of their account and the company's official announcements.

System Requirements

Hardware Requirements

The system is running with internet connectivity to link the DTR and the payroll system. To smoothly run the system, there is a need for the following hardware specifications.

For Accounting and HR use

1. A Computer Set for the Accountant intended for payroll and accounting reports with MSi A320 A10 9700 processor, 8GB RAM DDR4, 500GB HD for file storage, A4Tech Keyboard Mouse, 19 in Monitor, Headset, printer, AVR and a computer table. The HR department will use their existing computer set.
2. A router, Cat 5 cable to connect the computer of Accounting Department and HR directly to the Internet Service Provider.

For employees use

1. A Computer Set for the Accountant intended for payroll and accounting reports with MSi A320 A10 9700 processor, 8GB RAM DDR4, 500GB HD for file storage, A4Tech Keyboard Mouse, 19 in Monitor, Headset, AVR.

2. A router, Cat 5 cable to connect the computer of employees to the Internet Service Provider for capturing the daily time record and remote application of leave and cash advances.

Software Requirements

To run the system smoothly, it must have the following software requirements for both employees, HR and accounting.

1. The platform must be in Windows 10, MS Office 2010, and a MYSQL database.
2. The recommended browser for the system is Google Chrome latest version.

Entity Relationship Diagram

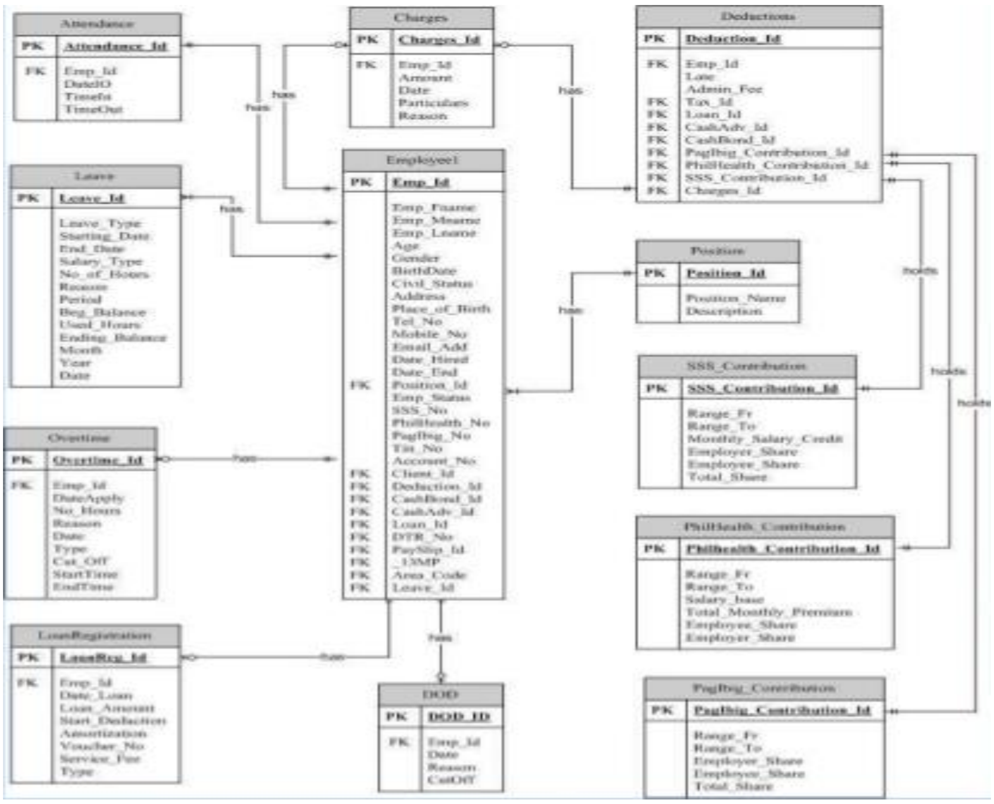


Figure 5. Entity Relationship Diagram

USE CASE

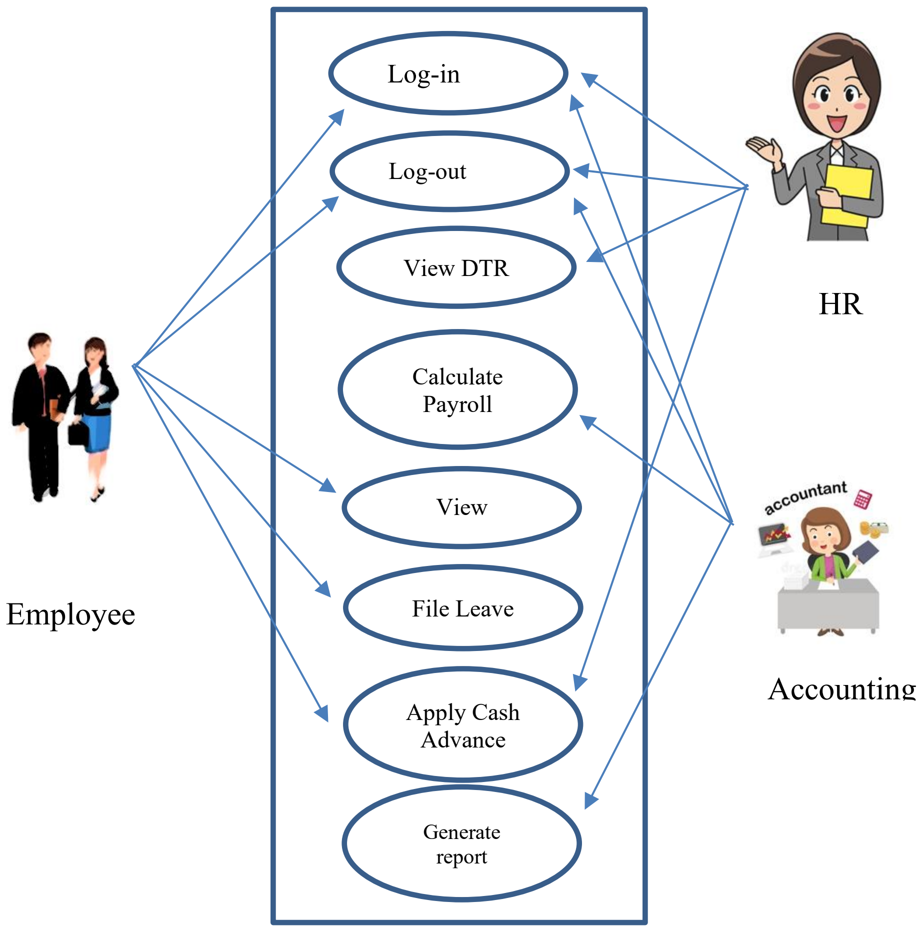


Figure 6. USE Case

Scope and Limitation

The study is focusing on the payroll system of the company from the recording of the employees DTR, calculations of the payroll and the generation of the pay slip. The system is a standalone because only the HR is the authorized personnel to prepare the payroll of the employees.

The prototype will integrate the database from Jeon-soft DTR system to the payroll system to automatically capture the number of hours rendered by the employees and the number of overtime hours. Also, the prototype will automatically calculate the SSS deduction based on the SSS Salary contribution table. For the cash advances, the prototype has its own table to keep the payment made and the remaining balances of the employee. It will automatically deduct the balances and stop the deduction when fully paid. If in case employee has to increase the minimum amount for deductions, the prototype will provide an interface to modify the amount. The prototype also automatically provides a deduction for Philhealth and HDMF.

Security Plan

The system will utilize the VPN-IPSec security, where it uses a tunneling system to access the system in an intranet infrastructure for the security of the application over the internet. For the user control, each user will have their own username and password. The HR and accounting departments have their own access privilege. The HR can only access the employees' records in terms of their daily time record summary, update employees' status and approve leave applications of the employees. The authorized users in the accounting department cannot manipulate the DTR approved by the HR. The accounting department can only use the DTR records for determining the numbers of days worked and the rate of the employee. In terms of cash advances approval, the system can automatically monitor if employee has still existing advances, approval of current advances will become pending. The system also will automatically notify each employee to update their password every six (6) months for security purposes.

Implementation Plan

The researcher will recommend for a direct implementation to determine the effectiveness of the system as early as possible. Early detection of bugs can be addressed immediately while the development team are still available.

System Evaluation

The evaluation of the system is based on the likert rating scale, of which five (5) is the highest and one (1) is the lowest in terms of the level of satisfaction.

5 Very Satisfied 4 Satisfied 3 Fair 2 Poor 1 Needs improvement

Table 6. System Evaluation

Criteria	5	4	3	2	1
Ease of Installation					
Ease of Use					
Compatibility with the hardware requirements					
Compatibility with the software requirements					
Security					
Responsiveness of the application with the different browsers and devices					

System Prototypes

Admin Interface

Figure 7. Login Form

This is the form where the admin need to fill-up his/her account together with the email and password in order for him/her to log-in his account and as well as the Forgot Password link button and the Terms and Agreement link button.

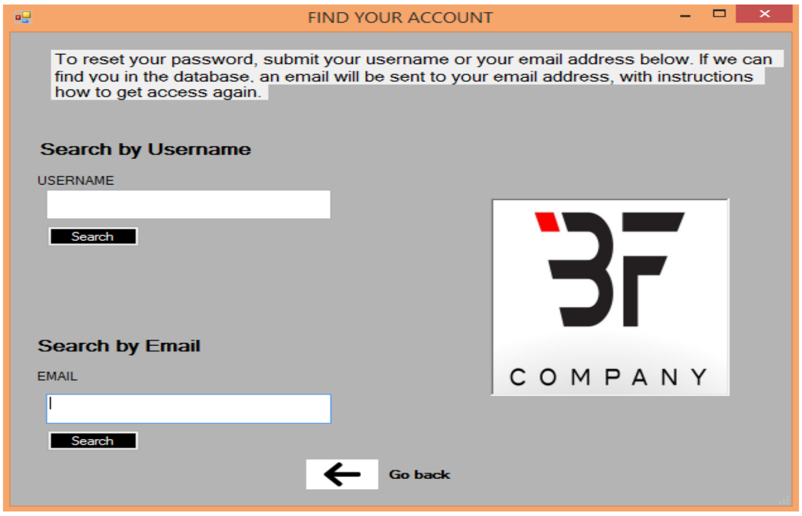


Figure 8. Forgot Password

This form will be the one to pop up when you clicked the Forgot Password in the Log in form. This Figure is being used if the admin forgot his/her account password, then he/she will fill-up his/her email account or own username.

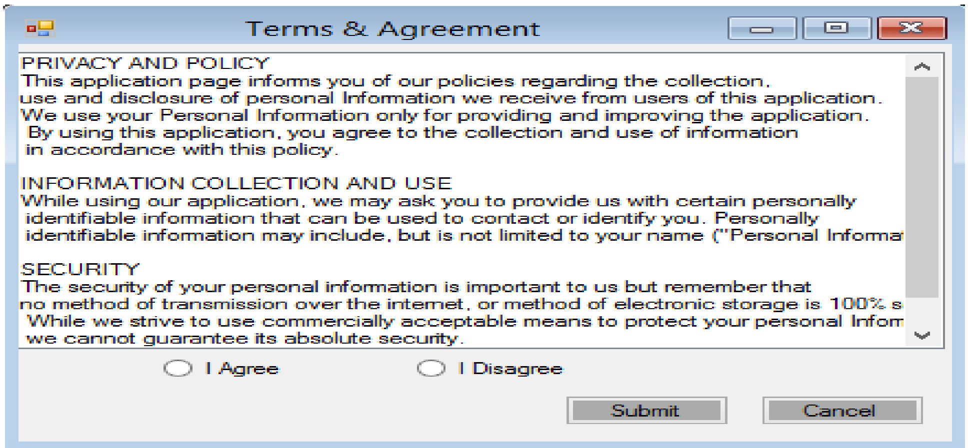


Figure 9. Data Privacy

This form will be the one to pop up when you clicked the Terms and Agreement link button in the Log in form. This phase is where the admin is reading the Terms and Agreement of the System, in order for them to enter the system they need to accept first the Agreement of the system.

Figure 10. Home Page

This form is the home page of the system under the admin account. The homepage consists of 5 different kinds of Button which is the Employee button for the employee management form, Payroll button for the Payroll Form, leave button for the leave details like Leave list and Leave request, Cash Advance button for the Cash Advance list and Cash Advance request, , and the Log out button to log out the current log in account or you wish to change account.

Figure 11. Employee Form

The Employee management form under the Employee button in the homepage form is the processes were the admin could add, archive, and edit employee information. The admin can also use the search box for the fast searching of the employee this is the main list of every employee in the company.

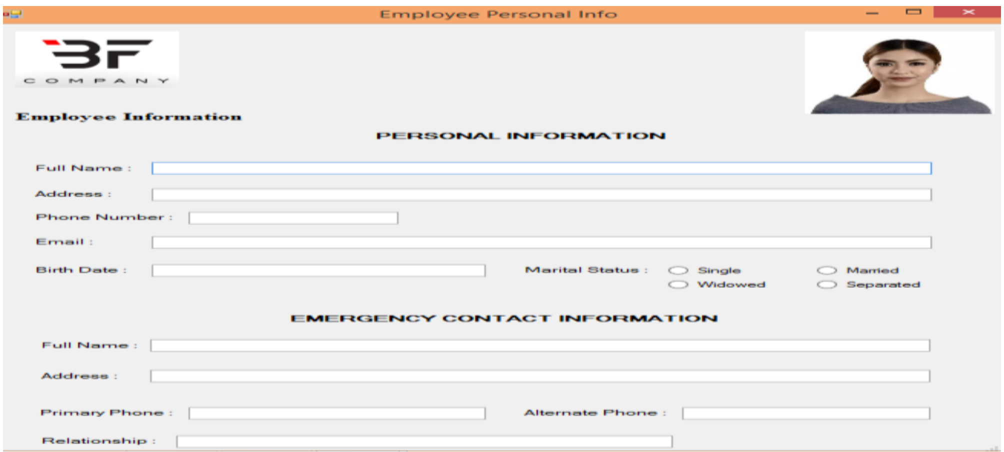


Figure 12. Employee Personal Info. Form

This form will show up when the admin will click some names in the Employee form list in figure 14. This form shows the Personal Information of every employee in the company including the Emergency Contact information of the employee.

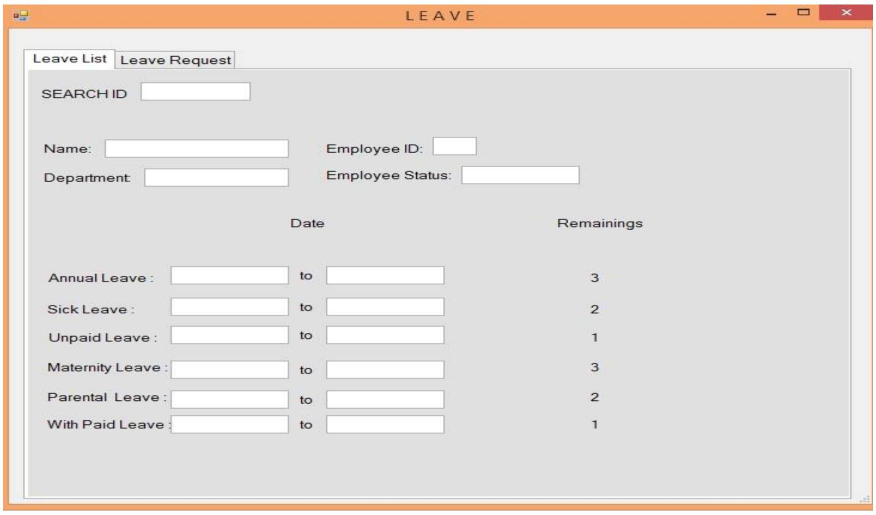


Figure 13. Leave List

This form is under the Leave button in the homepage. This form shows that the admin can search employees and check the leave details of every employees and can know what is the remaining leaves that the employee can used. The admin can only use the search box for searching the specified employee.

Figure 14. Leave Request

This form is the other tab under the Leave button in the Homepage. This form shows one of the features of the system where in the admin can see the leave request from every employee, and he/she will know who are those employees whom take their leaves. The admin can view their leave request form by clicking the View request link button.

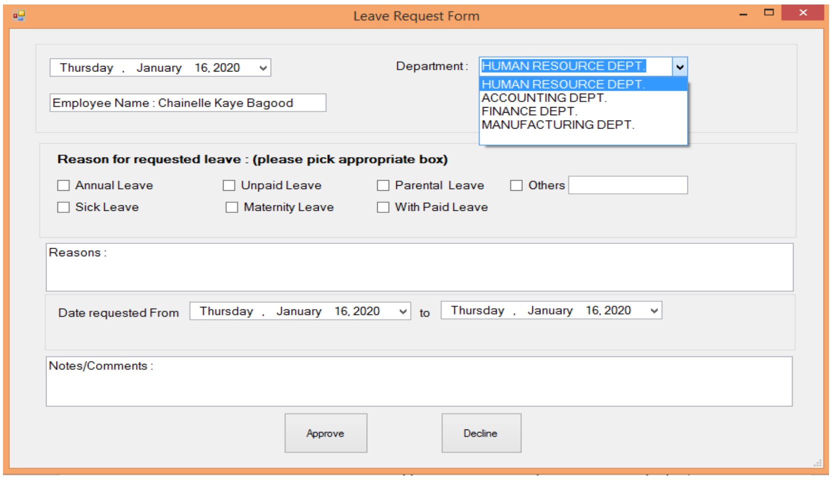


Figure 15. Approve Leave Form

After clicking the View request link button this Form will be the one to pop up and it shows on how the admin approved the leave request from the employee, then after that the admin approved the request then it will notify to the employees account that the request he/she submitted is already approved.

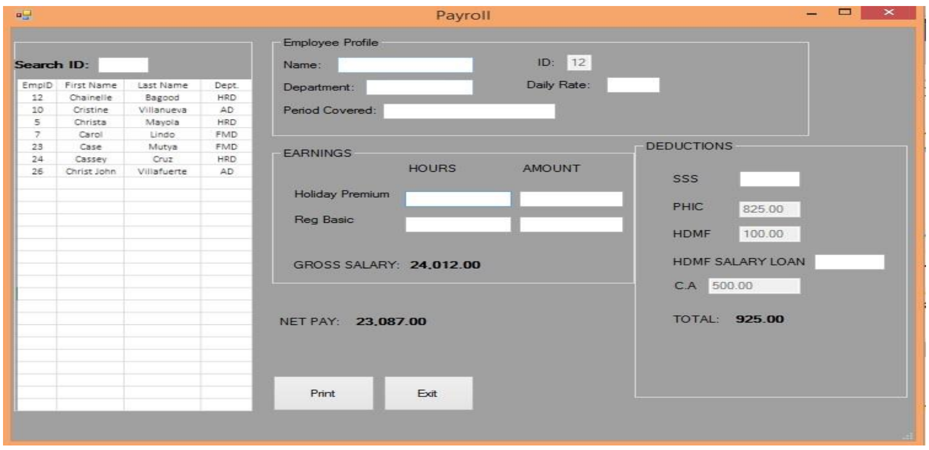


Figure 16. Payroll

This Payroll form is under the Payroll button in the homepage. This form shows that the admin can search the names of employee in the search box for the calculation of every employee's payroll. Then after all of the Calculations for the payroll the admin then can already print the payroll.

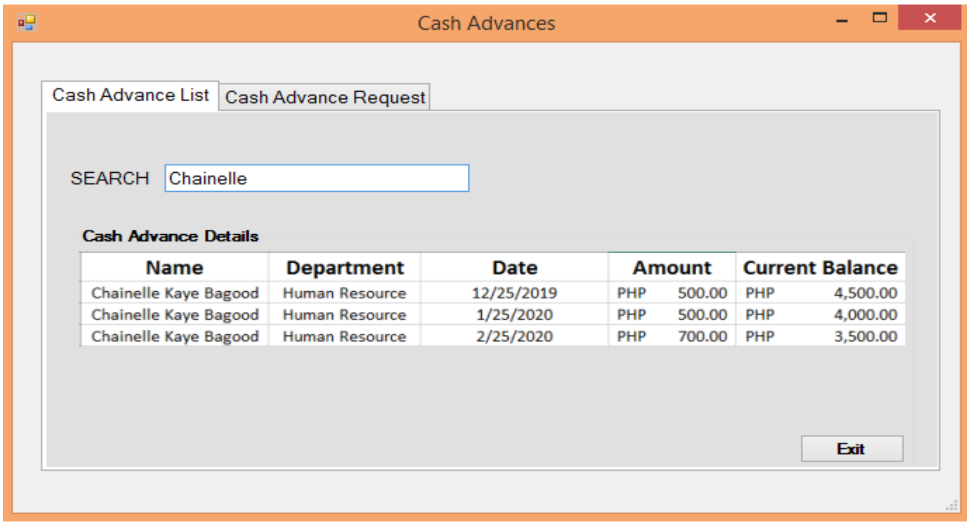


Figure 17. Cash Advance List

This form is under the Cash Advance button in the homepage. This form shows that the admin can search employees and see the Cash Advance history of the employee.

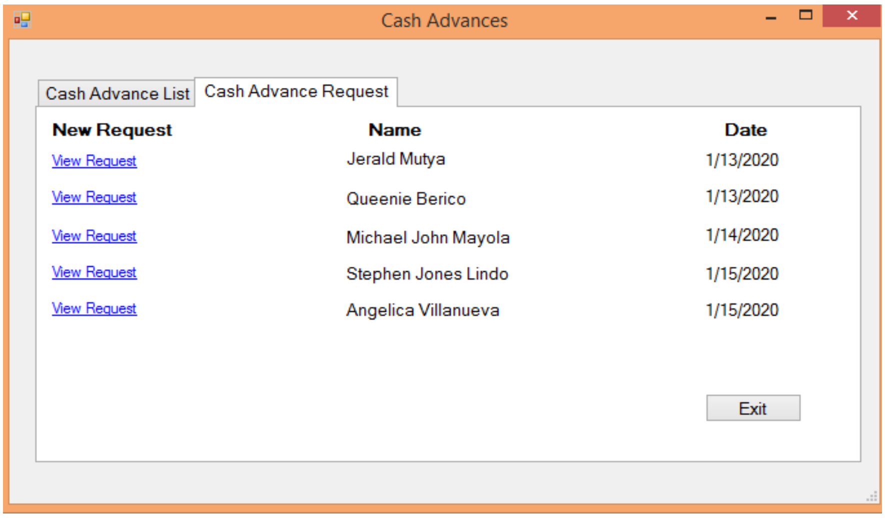


Figure 18. Cash Advance Request

This form is the one of the two (2) tab of the form Cash Advances button in the homepage. One of the features of the system is that the admin can see the Cash Advance request from every employee, and he/she will know who are those employees whom take their Cash Advances. The admin can view the CA request by clicking the View request link button.

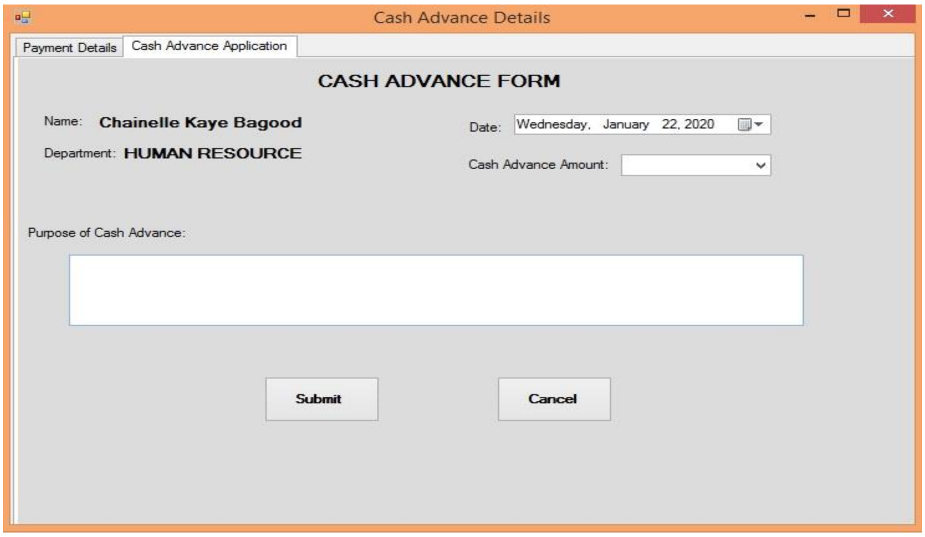


Figure 19. Approval of Cash Advance Request

After clicking the view request link button this form will be the one to pop up. This form shows on how the admin approved the Cash Advance request from the employee, then after that the admin approved the request then it will notify to the employees account that the request he/she submitted is already approved.

After all of the transaction or process that done inside the system if the admin then wants to log out in the system, then he/she can just easily click the log out button to log out successfully in the system.

User Interface

Figure 20. Log-in Form

This is the form where the admin need to fill-up his/her account together with the email and password in order for him/her to log-in his account and as well as the Forgot Password link button and the Terms and Agreement link button.

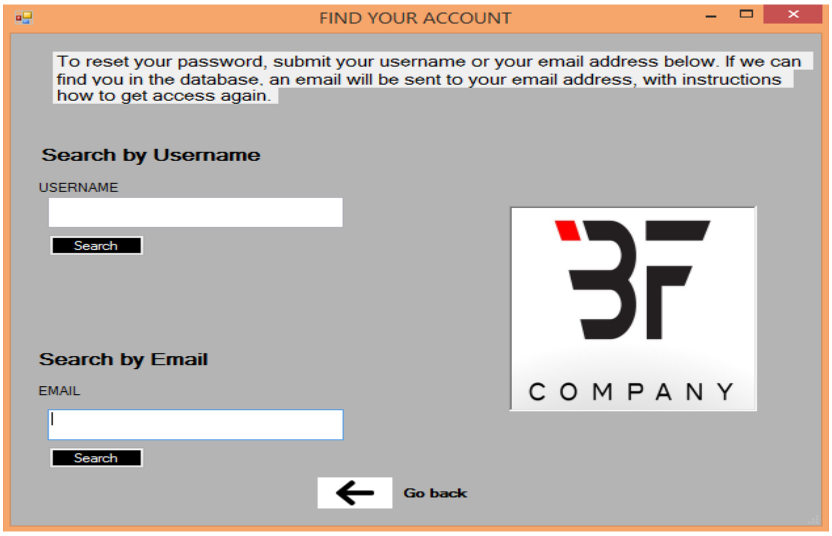


Figure 21. Forgot Password

This form will be the one to pop up when you clicked the Forgot Password in the Log in form. This Figure is being used if the admin forgot his/her account password, then he/she will fill-up his/her email account or own username.

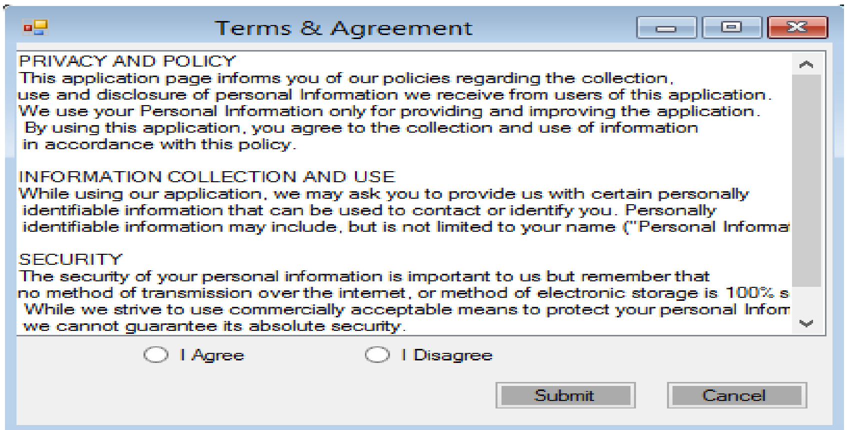


Figure 22. Terms and Agreement

This form is where the user is reading the Terms and Agreement of the System, then if the user agree the Terms and agreement of the system the he/she will click first the “I agree” button and submit it, so that he/she can use the system.

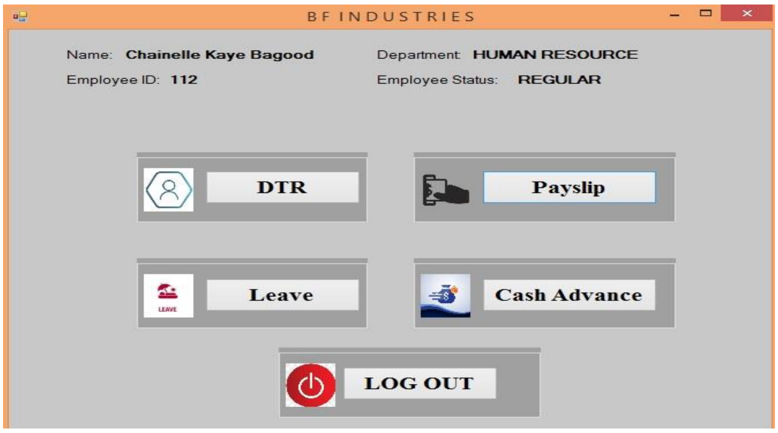


Figure 23. Home Page

This form is the home page under the user account the home page consists 5 buttons which is the Employee button, this button is being used by the employee if he/she want to know his/her daily attendance. The Payroll button this button is every time the employee wants to see his/her own pay slip. The leave button is used for filling up leave because the system itself has a features that the application for leave is through online. The Cash advance button is used also by the employee for them to take CA through online. And the Log out button, this button is being used if the employee wants to log out his/her account.

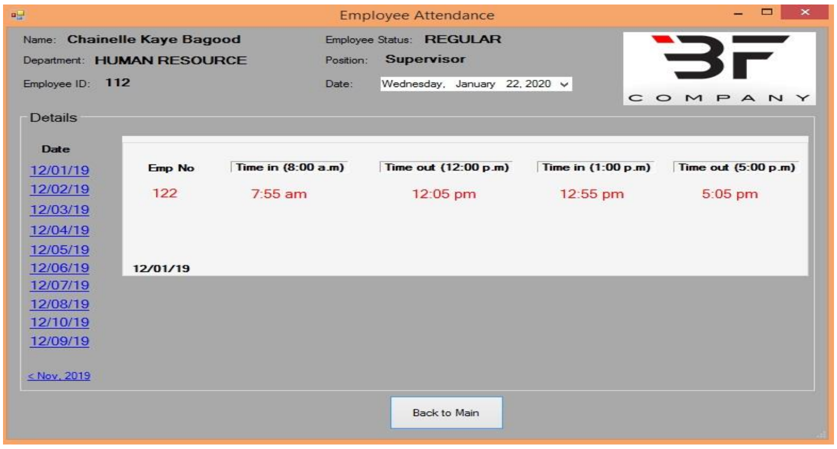


Figure 24. Employee Attendance

This form shows that the user/employee can see his/her own daily attendance in order for him/her to be aware about his/her own performance.

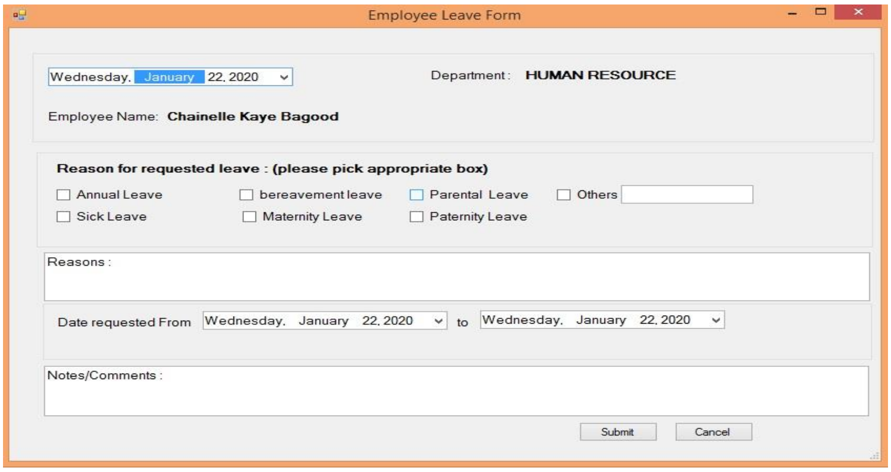


Figure 25. Employee Leave Form

This form is the leave form of the employees, wherein the employee can apply leave through online, he/she only need to filled up all the information in the leave form and click the “submit “button if he/she want to submit it and wait for approval from the admin, and if not he/she just click the “cancel” button if he/she want to cancel his application.

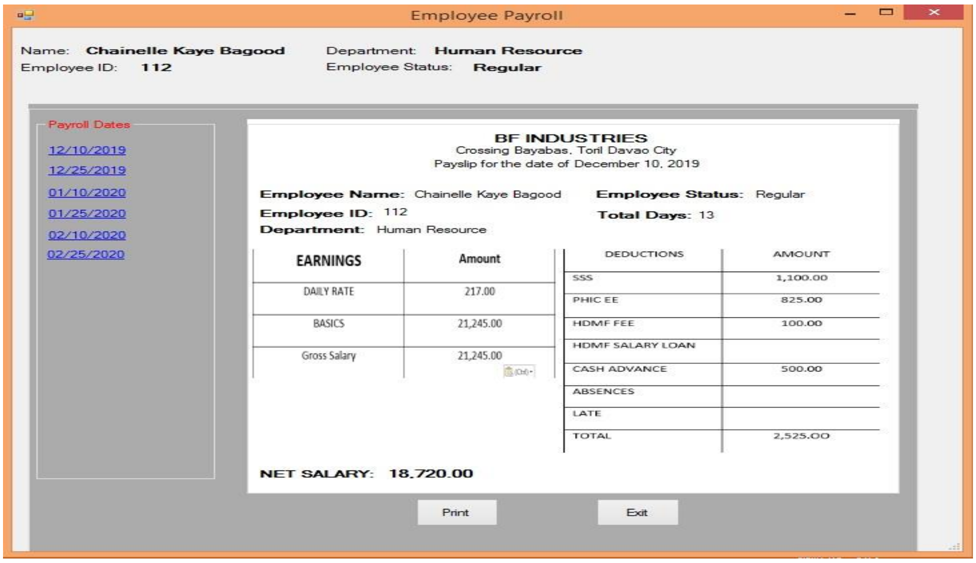


Figure 26. Employee Payroll

This form is one of the features of the system where in the employee can see his/her own pay slip, and if he/she want to print it then he/she will click the “print” button for him/her to print his/her own pay slip. And if he/she don’t want print his/her pay slip the he/she will just click the “exit” button to go back to main page.

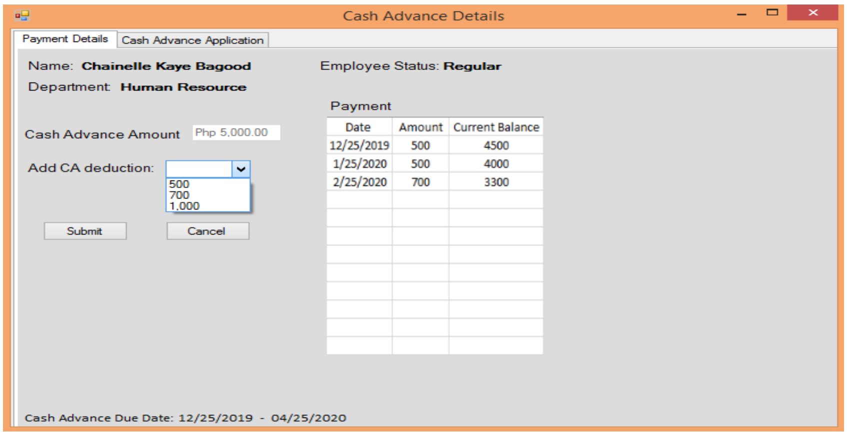


Figure 27. Cash Advance Payment Details

This form shows that the employee can see his/her Cash Advance history payments, and can request to increase deduction for his/her account, and if he/she want increase his/her CA deduction then he/she will just click the “submit” button then the deduction will automatically deduct his/her own payroll, but if he/she don’t want to increase his/her CA deduction then he/she will click the “cancel” button to cancel his/her own request.

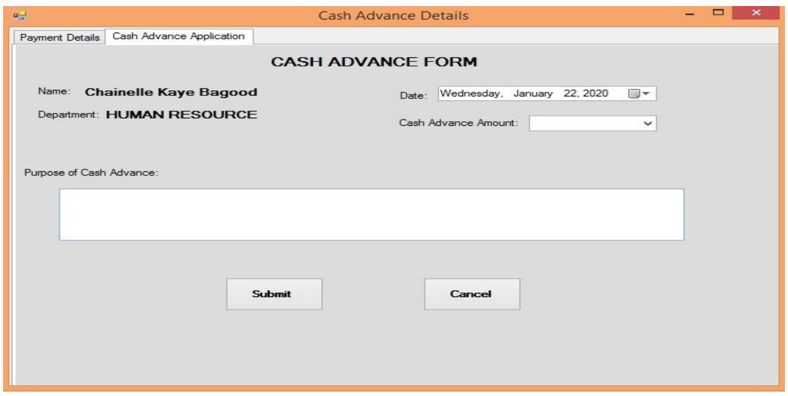


Figure 28. Cash Advance Form

This form is the other tab form of Cash advance button which is the Cash Advance form, if the employee wants to take his/her CA he/she can apply through online by using this online CA form. Then after he/she finished to filled up the CA form then he/she will click the “submit” button then his/her form will be forwarded to the admin account then the admin will be the one to approved the CA request from the employee. But if he/she wants to cancel his/her request then he/she will click the “cancel” button to cancel request.

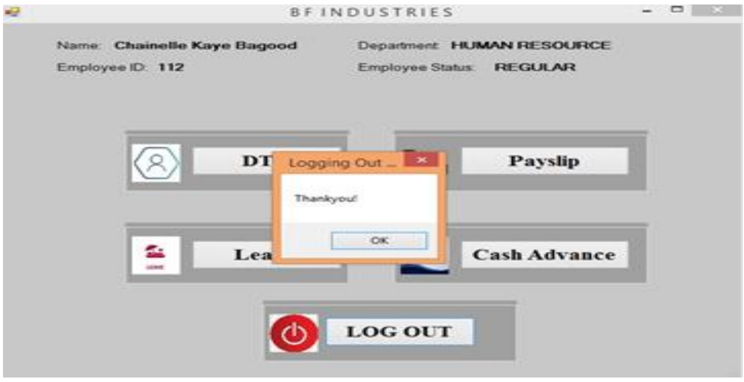


Figure 29. Log out

This form is the Log out process of the system under the user account, if the employee wants to log-out his/her account then he/she will just click the “log-out” button then he/she will successfully log out his account.

Super Admin Interface

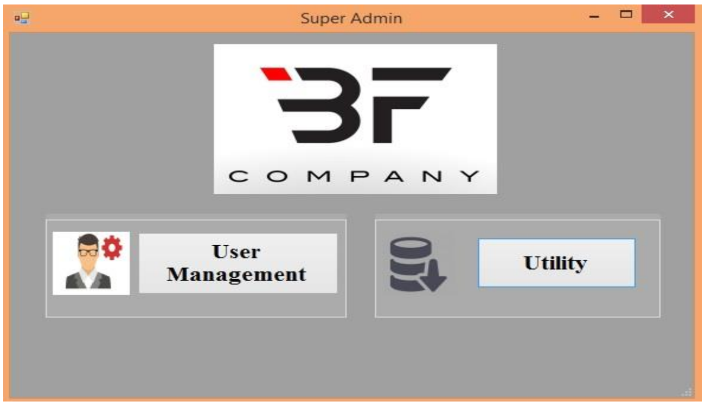


Figure 30. Super Admin Interface

This form is the super admin interface that has two (2) different button the User management and utility button.

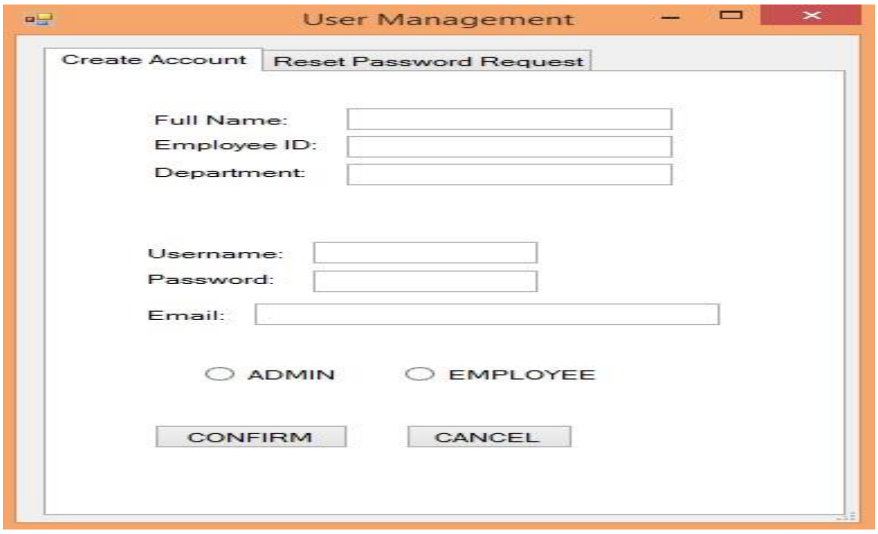


Figure 31. User Management

This form is the user management where in this form is the form where the super admin created the accounts of every users of the system.

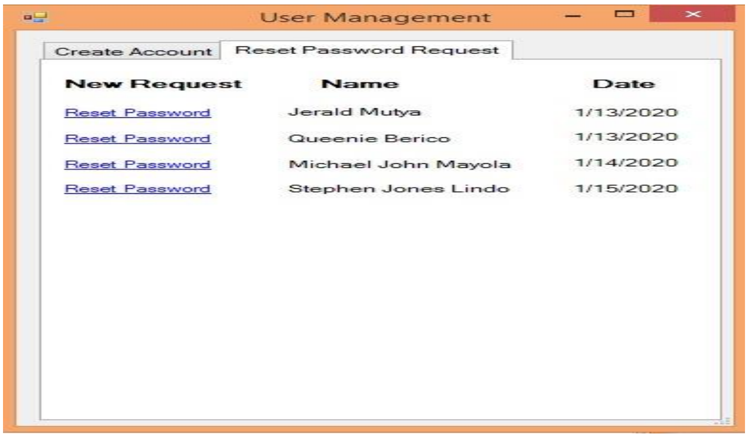


Figure 32. Reset Password Request

This form is the process where the super admin will reset every user password. This process is being done if the user forgot his/her own account password.

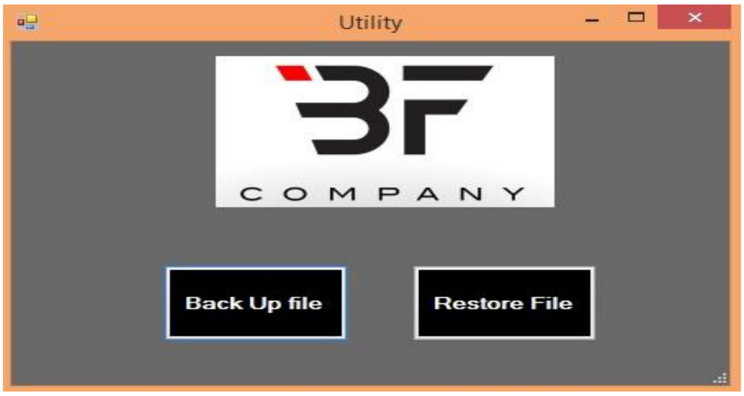


Figure 33. Systems Utility

This form is the other button under the super admin interface, this form has a two (2) different button, the backup file and restore file button.

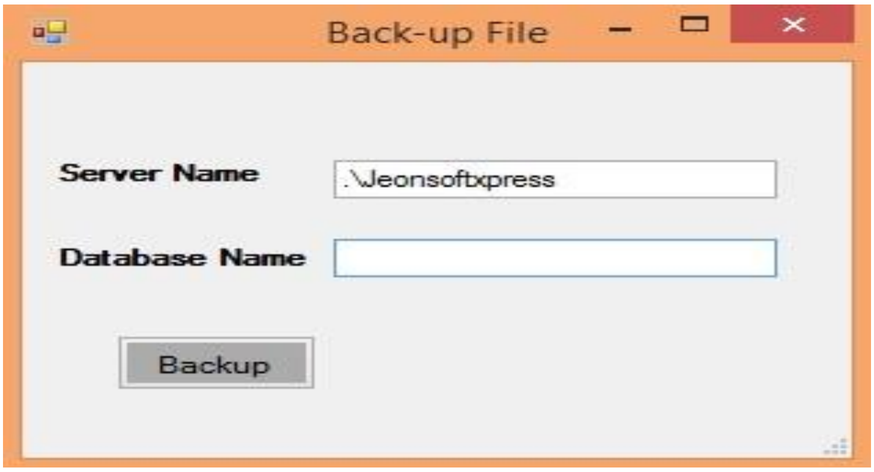


Figure 34. Backup File

This form will pop up if the super admin will click the “backup file”: button, this form is used if the super admin wants to have a backup file of some important files in the company.

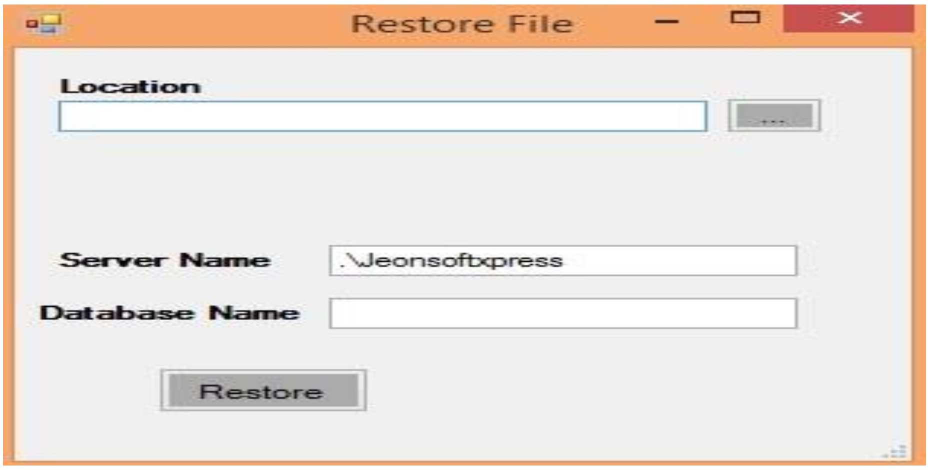


Figure 35. Restore File

This form is the restore file form under the super admin interface, this form is used if one of the users of the system deleted some important files so then the super admin will go to the utility and go to this form, and he/she can just easily restore the delete file.

Appendix A

Test Plan and Test Cases

Appendix B

Survey Questionnaire

Appendix C

Curriculum Vitae

Curriculum Vitae

Name of Student

Address:
Contact Details: email or cellphone number

Photo

Education

Tertiary Level

Course :
Year Level :

Senior High Level

School Name :
Strand :
Awards/Honor:

Junior High Level

School Name :
Awards /Honor :

Work related skills/interests/Certifications Passed:

- ERP Systems
- Good Speaker

Work Experience

Company Name:
Position :
Date From /To :

Appendix D

Source Code