**HOW TO MANAGE BUSINESS INFORMATION?**

En. Hisham is a successful entrepreneur that had founded a very innovative private school. He started the business four years ago with 15 students and two teachers. Initially, he recorded all the transaction and information of students and teachers in a physical book. Soon after, he learned some computer skills provided by Microsoft Office such as MS Word and MS Excel. As time goes by, the data was getting bigger and more difficult to manage.

Currently, the center has 500 students and growing. Someone suggested to him to buy enterprise software that may cost more than RM30,000. He hesitates to invest in this application looking at its high cost plus he does not know whether the application can really meet the organization requirement. Moreover, it may require a very skillful staff to handle the software. In fact, the process of managing his business information is very straightforward.

The things that he wants are as below:

1. Recording and retrieving students’ data (*fields required includes, name, address, phone, email, parent name, registration date*).
2. Recording and retrieving teachers’ data (*fields required includes, name, address, phone, email, start date*).
3. Recording student fees and generate fee receipts.
4. Recording teachers’ salary and generate simple pay slips (at least three items i.e. basic salary, overtime allowance, and bonus).
5. Recording administration expenses (*by expense category e.g. utilities, rent, insurance, etc.*).
6. A report showing total income by fee items *(popular at the top*).
7. A report showing total salary by teachers’ name *(largest at the top*).
8. A report showing total administration expense by expense category *(largest at the top*).
9. A loss report showing total fee, salary, admin expenses as well as gross profit and net profit by month.

You and three of your friends from UMK are doing industrial training in the school. What would you do with reference to information technology knowledge in order to help En. Hisham to manage his business data?

Additional Note:

All the data entry must be conducted through user-friendly forms (NOT through table) by using form elements such as textbox or combo box.

For recording student fees or teachers’ salary, do follow how you developed sales record in terms of creating tables, queries and the form. The differences are as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Sales Record | Student Fee | Teachers Salary |
| **Target Users** | Customers | Students | Teachers |
| **Form Items** | Sale Items | Fee Items | Salary Items |
| **Detail Items** | Products | Fee Details | Salary Details |
| **Report** | Sale Receipt | Fee Receipt | Pay Slip |

For recording administration expenses, two tables are required (expense and expense\_category). Refer the lab activity guideline how to relate expenses and expense category by looking at how you make relationship between sale and customer table.

For reports, you may use blank form to create dashboard view (as in lab 6 video) showing listboxes of all type of reports required.

To create a simple profit and loss report, you can study this sample at <https://bit.ly/2ZihETl>.

You may add any related additional function and use your creativity to make your application as real and practical as possible.

Don’t forget to include a suffix of last three digits one of your group member for all names of tables, fields of table, forms, reports, queries and macros as your practice in lab tutorial activities as part of the evidence to show the originality.

Submission Note:

* Submission deadline is week 13.
* Upload to the ecampus to submit the softcopy of MS access database file
* Submit a hardcopy of the important screenshot of your project (e.g. table relationship, table design view, forms interface, all reports).