A COMPUTERISED CONTRIBUTORS ACCOUNT

A CASE STUDY OF NIGERIA SOCIAL INSURANCE TRUST FUND, ABUJA

BY

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THIS IS TO CERITIFY THAT THIS PROJECT WAS CARRIED OUT BY OBAJU O. MICHAEL AND SUPERVISED BY DR. S.A. REJU

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DEDICATION

This project is dedicated to the glory of the Almighty God and my Family:

i.   My Parent - Mr. and Mrs. Daniel Obaju Iyela, and

ii.   My Wife - Mrs. Mercy Michael Obaju.

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ABSTRACT

The Contributors' Account in Nigeria Social Insurance Trust Fund is concerned with the processing and storing of information on all the employers and employees who are the Contributors, and also see to the issuing of Statement of Account to all the Contributors.

There are millions of workers all over the country paying their contributions monthly to the Nigeria Social Insurance Trust Fund, and in a growing economy, there is need for a better method of storing this increasing information accurately on all the Contributors.

This project therefore develops a highly interactive and flexible Database Management System for effective information storage, retrieval and processing of Data on all the Contributors.

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CHAPTER ONE

INTRODUCTION TO SOCIAL INSURANCE ACCOUNT
(CONTRIBUTORS ACCOUNT)

1.1   BACKGROUND

The Nigeria Social Insurance Trust Fund (NSITF) is a social security pension Scheme designed to address the social needs of the covered population taking into account their capacities and the possibilities to invest fund which will accumulate as well as pay benefits accurately and promptly.

The need for security is inherent in human nature, therefore, the idea of Social Security Scheme is essentially to compensate for loss of income; promote health, prevent illness, and create conducive living conditions.

Social Security is defined by ILO as - the protection which society provides for it members through a series of public measures, against the economic and social distress that otherwise would be caused by the stoppage or substantial reduction of earnings resulting from sickness, maternity, employment injury, invalidity, old-age and death, the provision of medical care, and the provision of subsidies for families with children (UNDP/ILO/PROJECT: 1991).

The Social Insurance Schemes has the following as its main characteristics.

i.   Finance by contributions.
ii.   Is compulsory
iii.   Special Fund for benefits and administration.
iv.   Surplus Fund is invested.

v.   Right to benefit is secured through contributions.

vi.   Contributions and benefits often is related earnings.

The Nigeria Social Insurance Trust Fund is a partially commercialised enterprise that was transformed from the former National Provident Fund (NPF) by Decree 73 of 1993 to Social Security Scheme.

The National Provident Fund was originally established by Act of 1961, as a compulsory savings and income protection scheme for workers in the private sector and non-pensionable employee of the public sector in the event of the following contingencies:

a.   Retirement

b.   Withdrawal or Temporary unemployment

c.   Invalidity

d.   Emigration

e.   Death

The Provident Fund Scheme was replaced by the Social Insurance Trust Fund because of the following reasons:

a.   Insufficiency of Contributions.

b.   Lumpsum of terminal payment

c.   Inadequate benefits.

It was discovered that the total combined contributions of ₦8.00 per month or ₦96.00 per annum per contributor, during the NPF period, was far too small to provide a reasonable security for contributors. Furthermore, the Scheme does not compensate for the time value of money, inflation and currency and devaluation. The result is that benefits when paid mean very little in terms of purchasing power to the beneficiaries.

In view of the forgoing, the Federal Government designed the Nigeria Social Insurance Trust Fund (NSITF) which is aim at providing protection against the various contingencies, such as:

i. Social Insurance
ii. Work related accidents and injuries
iii. Hazards of Old age
iv. Emigration and Invalidity
v. Death of Breadwinner.

The NSITF involves contribution based on percentages of income. The amount of contribution is flexible and varies between individuals. The Scheme is a compulsory saving Scheme that covers employee in the private sector. The funding is done by employer and employee. An initial rate of 7.5% of the insurable incomes of the employee is planned and contribution is based on 2.5% and 5% for the employee and employer respectively.

1.2 DESCRIPTION OF STUDY AREA - CONTRIBUTORS' ACCOUNT.

The Contributors' Account is one of the most important departments in Nigeria Social Insurance Trust Fund. This department is concerned with all matters relating to the following:

i. Collecting of contributions.
ii. Issuing of Statement of Account
iii. Working hand in hand with the Benefit Department in the payment of Claimant.

In this account, the NSITF Decree provides that a combined contributions in the ratio of 5%, 2.5% of employee insurable earning are

to be paid monthly by employer/employee respectively to this Account. The contributions are to fall due on the last day of each month. All payment should be made at the stipulated contribution rates with crossed cheques or Bank drafts payable to Nigeria Social Insurance Trust Fund. All payment should also be accompanied by completed statutory form NSITF 06 and 05. The form NSITF 06 is the Advise of Payment of Contribution which will show the breakdown of individual contribution. Copies of these forms are to be made available to the computer section for data capture.

The Contributors' Account gives out pre-listed number newly registered employer and employee. This registration number is usually done once in a life time to avoid several account numbers for a particular person. It is after the registration that deductions from workers' salaries are made and paid to the Fund.

It is the function of this department to make sure that records pertaining to Contributors are processed and stored for future reference. Furthermore, the Contributors' Account also sees to the issuing of Statement of Account to each Contributor at the end of a specified period of time - usually quarterly or annually. However, the Fund has not been able to issue accurate statement of account to the Contributors for some years back because of manual processing of its record. This is one way that makes the computerization of this department a necessity if the Fund credibility has to be uphold.

The Benefit Department also liase with the Contributors' Account in the payment of benefit to Claimant. This department is supposed to provide all the information on every benefit Claimant who had been a contributor, especially concerning his contribution records. It must be noted that Benefit cannot be paid unless proper records of payment are maintained. The various types of benefit will be discussed in chapter two.

1.3 <u>COMPUTERIZATION</u>

For the Fund to perform, to expectation or meet up with its objective of workers welfare, it must be able to pay Claimant their benefit accurately and as at when due.

Records of all Contributors must always be up to date for future reference and processing. The necessary processing and storing of data being done manually with the use of microfiche is out date and cumbersome, and may therefore be proven to errors. Furthermore, most of the information concerning contributors that are kept in file often get lost in transit.

For some years now, the Fund was been called names by Contributors because, statement were not issue to them and the problem still remains with us. And this is mainly due to improper arrangement of records and in some cases unavailability of accurate data for processing.

The purpose of this work is therefore to develop a highly interactive and menu driven computer base system for storing and processing of data on all the workers paying their contribution monthly to the Fund.

We are now in the computer age since technology all over the world has gone computerised; it is necessary for the organisation to move along the changes of the time. It is also widely known fact that computer is the most efficient data processor. With this in mind, it is envisaged that the processing time will reduce immensely and it will be highly accurate since most of the manual operations are expected to be taken over by computer.

The above fact will be more appreciated, when the time lag of processing of workers' claim and benefit is taken into consideration. Currently, it takes a benefit Claimant about a month or more who sent in his application for benefit to be processed and paid.

There are also cases of duplicated payment of claim, that is, a once paid Claimant still come forward for another payment. The cause of this may not be unconnected with the non availability of accurate records or well processed and store record.

Therefore, computerization of the Contributors' Account will definitely help in improving the services of the organisation to achieving its objective of improving workers welfare.

1.4   AIMS AND OBJECTIVES

The aim and objective therefore is to have a computerised system of the Contributors' Account in form of an interactive database management system that will accept all information concerning a contributor, such as below:

i.   Registration number of the employer.
ii.   Registration number of the employee.
iii.   Name of the employee.
iv.   Effective date of joining the Scheme.
v.   Basic salary of employee.
vi.   Deduction being made on employee basic salary (i.e. 2.5%).
vii.   Employer contribution (i.e. 5%).
viii.   Total contribution (7.5%).
ix.   The month/year of contribution.

From the above, the objective of computerizing the Contributors' Account is to be able to keep accurate records of all millions of worker paying their contribution monthly to the Fund. Therefore, adequate measure is necessary to ensure that all information on a contributor - like his identity and the amount being contributed monthly is properly recorded and stored.

Furthermore, the computerization is aim at being able to issue statement of account to individual Contributor on demand, which will boost the image of the organisation.

The Nigeria Social Insurance Trust Fund objective is committed to workers welfare. Therefore, the major function is to be able to pay worker their entitlement, i.e. benefit, when they are done. With computerization, benefit Claimants shall not go through the kind of problems they experience now, because the manual processing of claim which ordinarily may take weeks could be done with the use of the computer within some few hours.

Above all, efficiency and productivity, which is the watch word of any organisation will surely be increased.

CHAPTER TWO

NIGERIA SOCIAL INSURANCE TRUST FUND (NSITF)

2.1   INTRODUCTION.

In this chapter, emphasis will be laid on the operation, employer/employee coverage; registration of employers/employees, contributions and benefits payable under the Scheme.

As earlier mention in my chapter one.   The NSITF is a Social Security arrangement that aims at the provision of employment, income protection for the hazards of old age, emigration and invalidity, occasion by withdrawal from employment.   The Scheme was established by Decree No. 73 of 1993 of the Federal Military Government of Nigeria and was formally launched on the 4th June, 1994 and has since replaced the National Provident Fund (NPF).

I will like to refresh your memory on the National Provident Fund which was in operation before it was replaced by the current NSITF.   The National Provident Fund entails a terminal payment of benefit and this benefit includes the total contributions paid by the employee and employer plus the accruing interest.   The benefits in NPF were old age, withdrawal and emigration.   The payments were based on lumpsum.

The changed from National Provident Fund to NSITF became necessary because the position of investible Fund available through the low rate of contributions into the Fund could not meet the obligations i.e. could not provide the envisaged income - loss protection that beneficiaries looked forward to when they retire or are incapable of working.   Furthermore, the lumpsums provided by the Provident Fund could not meet the need of beneficiaries in view of the high rate of inflation in the country, hence the need for an arrangement that will provide continuous payment of some income to the retained contributions.

It is against this background that the NSITF that will meet this expectation came into place.

The bipartite finding of NSITF Scheme does not only recognise the differences that exist in status but is also indexed to the income of individual. The NSITF is obviously more comprehensive than the NPF Scheme where the combined contribution to the Scheme of ₦8.00 per month or ₦96.00 per annum has no relevance to the present economy reality of this country, in other words, the contribution is far too small to provide reasonable security. In NSITF Scheme, the total combined contributions is based on percentage contribution of 2.5% and 5% of insurable earnings of the employee by employer respectively.

All along, the Nigeria Government has attempt a kind of Social Security arrangement through the payment of gratuity on retirement and thereafter a periodic payment of pensions for the rest of the life of the beneficiaries. Unfortunately, only employees in the public sector of the economy were covered and they constituted a small percentage of the total work-force in the economy. Basically, the NSITF will adequately cater for the future of the large majority of workers in non pensionable employment of the private sector.

2.2 COVERAGE AND EXEMPTION.

In accordance with section 10 subsection 1 of NSITF Decree No. 73 of 1993;

a) Every person who is employed by a company incorporated (or deemed to be incorporated) under the Companies and Allied Matters Decree, 1990; or

b) Is employed by a partnership irrespective of number of persons

employed by the company or partnership; or

c)   In any other case, where the number of person employed is not less than five.

On the exemption are the following persons.

a)   A person employed in the public service of the Federal or a State or
Local Government who is entitled to the benefit of any Scheme or pension on terms substantially similar to those prescribed by the pension Act; or

b)   A person who is entitled to diplomatic or equivalent status under the Diplomatic Privileges and Immunities Act; or

c)   A person not being a citizen of Nigeria who is employed in Nigeria for a period less than six years at a time, if the employee is liable to contribute for or is prospectively entitled to benefits from Social Security Scheme of any country other than Nigeria or any benefit Scheme by virtue of this employment which would provide the employee with benefits substantially not less favourable than the like benefits to which he would have been entitled to under this decree; or

d)   A Minister of Religion who is engaged in the propagation of their faith.

2.3   REGISTRATION (EMPLOYER/EMPLOYEE)

There are two categories of people compelled by law to registered with NSITF Scheme. They are the employers and employees.

a) EMPLOYERS' REGISTRATION

An employer covered under this Scheme shall apply for registration within thirty (30) days of his commencement of operations by completing and forwarding to the Managing Director (through the various state offices) prescribed statutory NSITF form 01. The Managing Director (or his delegated) shall issue a Social Insurance registration number to every employer who has returned completed form and a notification certificate shall be forwarded to such employer in the prescribed statutory NSITF form 02. The aspect of NSITF Scheme form the bed rock of continuity. However, covered employers hardly willingly register as directed by law, thus given an harculean task to field officers of the Fund.

b) REGISTRATION OF EMPLOYEE

Registration of members follows immediately after the employer has been fully registered with the NSITF Scheme. Those liable to register are employees of the organisation covered. They must be working and resident in the country and should each reached the age of 18 years but less than 55 years. Pre-listed computer generated numbers are available for allocation to prospective members and such employees are registered through their completion of NSITF form 03 to be duly signed and stamped by the employer. Each registered employee is then to be issued with a membership certificate evidenced through NSITF form 04, signed and stamped by the State Manager of the State where employer is located and thumb printed by the employee himself.

Original copies of the NSITF form 01, 03 and photocopy of NSITF form 01, 03 and photocopy of NSITF form 02 are forwarded to the computer centre for data capture.

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2.4 CONTRIBUTION.

The decree that set up the Scheme provides that a combined contributions in the ratio of 5% and 2.5% of employee insurable earning are to be paid monthly by employer and employee respectively. The contributions are to fall due on the last day of each month. All payments should be made at the stipulated contribution rates with crossed cheques or bank draft payable to Nigeria Social Insurance Trust Fund. All payment should be accompanied by completed statutory forms 05 and 06. Copies of these forms are to be made available to the computer section for data capture. It is necessary to note that Contributors' Account cannot be credited unless the statutory NSITF form 05 is properly completed.

The form that indicates the individual payment of contribution for the month is the schedule of contributions. Therefore, rendering or return by completion of NSITF form 05 is as important as the payment being made the Fund, after all the major functions of NSITF is collection of contributions investing of excess funds and payment of benefits.

Benefits can not be paid unless proper records of payments are maintained and this can be achieved only through the co-operation of registered employers. On the part of the organisation, records (information) of all the Contributors must be properly processed and store, and for this to be achieved, the Contributors' Account must be computerized. In other words, there is the need for a base that will accept all the information on the schedule of contribution (NSITF form 05). In Appendix A, is a sample of the schedule showing all the necessary information for crediting the individual account of a Contributor.

The explanation of the information on the sample schedule of contribution are as below:

- Location: This indicate the town where the employer is located.

- Zone: We have 6 zones of location of the employer. These are Abuja, Benin, Kano, Ibadan, Lagos and Port Harcourt.

- State of Operation: That is, which of the 30 states the employer is located.

- Month of Reporting
   ....19.......:   This indicate the month and year payment is been made for.

- Employer No: This indicate the employer number which must have been given earlier.

- Name and Address: Of the employer in question.

The main body of the contribution schedule contain the following after the serial number column, the next one is the membership number of the individual workers (Contributors) which must have been given before now.

After the surname, first name, and initials, is the monthly basic salary of the individuals. The employee contribution and employer contribution is the 2.5% and 5% of the basic salary respectively. And the last column is the total contribution i.e. 2.5% + 5%.

A particular schedule contains the names of all the workers and their deduction in that organisation for the specified period.

2.5 **PROSECUTION OF DEFAULTING EMPLOYER.**

An employer may be said to be defaulting, for instance if he fails to carry into effect the following obligations imposed on it by the NSITF Decree No. 73 of 1993, namely; if he

i.   Fails to register as an employer of labour under the decree.

ii. Fails to register its workers with the Scheme.

iii. Fails to pay prescribed contributions.

iv. Fails to produce its wages and salary records for inspection by the field officers for the purpose of assessing arrears of contributions due from it.

v.   Fails to disclose a material fact e.g. as to the date he became liable

to contribute to the NSITF Scheme.

vi. Mis-represents a materials fact.

vii. Obstructs a duly authorised officer of the Fund in the discharge of his duties.

viii. Assaults a duely authorised officer of the Fund in the discharge of his duties.

ix. Furnishes the Fund with false representation or false document for the purpose of evading payment of prescribed contributions.

x.   Fails to comply with NSITF General Regulations etc.

The list is inexhaustive, however, the point to note here is that any employer whose conduct amount to a negation of the purpose of the NSITF Decree No. 73 of 1993 and its General Regulations of 1994 is a defaulter. The reward a defaulting employer gets for being recalcitrant or

complacent is a law suit. Criminal and/or civil proceeding are usually initiated against such employer. However, it is not the wish of the Fund to take employers to court. Litigations are embarked upon only as a last resort.

2.6 BENEFITS UNDER NSITF SCHEME.

The following benefits are payable under the Scheme:

a. Retirement Grant

b. Retirement Pension

c. Invalidity Grant

d. Invalidity Pension

e. Survivor Grant

f. Survivor Pension

g. Funeral Grant.

A) RETIREMENT BENEFITS

Retirement benefits comprise retirement grant and retirement pensions. A contributor who has attained the age of 56 years or more and who has retired from employment and has proof of no other salary employment and in respect of whom contributions of not less than 120 months have made qualifies for retirement pension.

Retirement Grant is an additional lumpsum equivalent to 2 years pension for those who qualify for retirement pension i.e. have contributed for at least 120 months. For those who do not qualify for retirement pension, but have contributed for at least 12 months, qualify for retirement grant which consist of the total monthly contribution multiplied by the number of month for which contribution was made.

Retirement pension is payable for life (after the age of 55) consists of 30% of the final average earning on which contributions are based.

B)   INVALIDITY BENEFITS

It consists of invalidity grant and invalidity pension.   Invalidity grants the equivalent of the final monthly contributions immediately prior to the invalidity, multiplied by the number of months of paid contributions. A contributor must have paid contributions for a minimum of 12 months to qualify for invalidity grant.

C)   SURVIVORS BENEFITS

In case of death of Contributors-Survivors of a deceased Contributor are entitled to Survivors grant and Survivors' pension.

Survivors Grant consist of a lumpsum payment equivalent to the deceased's invalidity or retirement grant.   Survivors pension consist of 100% of the deceased employees' pension payable for life until the widow or widower re-marries or dies or in the case of a child it is up to a maximum age of 25 years.

D)   FUNERAL GRANT

For now a flat rate of ₦2,000.00 (Two Thousand Naira) is paid to cater for the burial expenses of the Contributors. A medical certificate of death with receipts of burial expenses should normally application for funeral grant.

E)   LUMPSUM TO EMIGRANTS

A person who is entitled to a pension before emigration shall have his pension rights commuted to a lumpsum on emigration and leave permanently shall be paid a lumpsum calculated according to the rules for retirement grant.

2.7 PROCEDURE FOR OBTAINING BENEFITS

A claim for the payment of benefits shall be in NSITF 07 or NSITF form 08 as the case may be and these forms are supplied freely to Claimants on request.

A claim for benefit shall be made;

i.   In the case of an invalidity pension, within a year of invalidity; and

ii.   In the case of a retirement pension, not earlier than six months before the date of retirement.

iii.   In the case of a Survivors pension, within a year of the date of the deceased.

2.8 ADVANTAGES OF NSITF OVER NPF

Before, I mention briefly the Administration of NSITF, I want to note that the NSITF Scheme is well designed to include the following advantages over the former National Provident Fund which was replaced by NSITF.

i.   Recognition of differential income earnings for employees and pooling of risks.

ii.   Benefits are indexed to the cost of living to take care of inflation.

iii.   Benefits are paid by reference to the final (terminal) insurable income of employee at the time of claim.

iv.   Irrespective of the amount contributed, an employee will be entitled to claim benefits under the Scheme provided he/she has contributed for a minimum period of 12 months and 36 months for invalidity and pension claims respectively.

v.   A Contributor may be entitled to monthly pension for life.

vi.   There is a wider coverage of contingencies and in order to ensure

adequacy of contributions to meet these contingencies, actuarial evaluation will be carried out periodically to determine new increases in contributions.

vii.   There is a wider coverage of members under the Scheme. Thus the NSITF Scheme with its efficient management put in place, with computer network links, efficient and intelligent staff and elaborate benefits outlined for contributors, will be equal by no other pension arrangement in the private sector of Nigeria economy and without any doubt will realise its goal provision of employment, income protection for the hazards of old age, emigration and invalidity occasioned by withdrawal from employment.

2.9   ADMINISTRATION OF NSITF SCHEME

The administration of NSITF Scheme can be divided into two parts viz:

a)   Financial Administration.

b)   General Administration.

2.10 FINANCIAL ADMINISTRATION

This refers to the procedures and manners in which NSITF organises, receive and administers its various inflow of Funds which are subsequently paid out either as benefits to Contributors or as administration expenses, Financial administration therefore includes, the adoption of an adequate financial system and the investment of Funds that are surplus to the immediate needs of the Scheme. It can not be over emphasised that the success of the NSITF Scheme hinges substantially on the effective management of the various elements of its financial administration. A constant state of solvency must be ensure to guarantee

the prompt payment of benefits as well as administration expenses as at when due.

2.11 GENERAL ADMINISTRATION

The establishment of NSITF Scheme created legal rights and obligations. On one part, contributions are expected to be collected from employees and their employers. On the other part, certain benefits concerned with individuals well being are expected to be paid and these benefits became a right in law. The task before the organisation therefore is to ensure that an appropriate and efficient administrative structures are put in place. Thus the NSITF has the following administrative set up:

a.   Board of Directors
b.   Executive Management Committee
c.   Management Committee
d.   General Working Committee.

A)   BOARD OF DIRECTORS

The Board of Directors is one of the three organisational pillars for effective management of NSITF. It provides guidance to the management in terms of policy formulation and evaluation of the strategic plans of the Fund.

B)   EXECUTIVE MANAGEMENT COMMITTEE

This is the highest committee of the management comprising the Managing Director as the Chairman and Executive Directors as members. It assists the Chief Executive in the effective direction and management of the Fund. The Committee performs such other assignments in decision making and implementation as are necessary.

as it includes large number of records. But when it was carried out several year back, it was done manually. Thus very tedious, time consuming and full of errors.

3.2 PROBLEM WITH THE EXISTING SYSTEM

i) Storage: It is a known fact that information stored in files makes the file appears bulky and occupying more space in the cabinet. So that getting a sweetable and save place to store these bulky files has become a serious problem especially when it is costed in monetary term.

ii) Retrieval: The speed of retrieval is very slow as one has to search for a particular file among many from which the information is to be obtained. In short, it takes days, and sometime, months because the search may have to be done in the Head Office.

iii) Up-dating: This seems to be the major reason for the computerization of the Contributors' Account, because for some years now, the records (Statement of Account) of the contributors have not been updated. Those done, over the past have been discovered to be full of errors as some records were left out thereby not getting accurate records of the contributors.

3.3 A PROPOSED COMPUTERIZED CONTRIBUTORS' ACCOUNT

The aim of this research is to develop an overall plan for a highly interactive and flexible database management system for effective information storage, retrieval and processing of data on all the contributors. The Scheme has proved to be economically and technically feasible. It will have multiple file system (i.e. employer, employee). It also attempts to keep up to date records of individual contributors' payment, so that inquiries (as per the Statement of Account of contributors) may be

answered with timely and accurate information. As result, a great deal of duplication and inconsistencies in existing files should be eliminated.

3.4 SOURCE OF DATA OR FACT FINDING TECHNIQUES

In this study, the main fact finding techniques were two types.

a) Primary Source; This is wholly the organisation under study i.e. Nigeria Social Insurance Trust Fund. The data was obtained through observation and publications of the Fund.

b) Secondary Source; This mainly includes journals, publications written directly or indirectly on the topic.

3.5 DATA COLLECTION

a) Direct Observation:- This method was greatly employed. Since the research is a member of staff of the organisation (Fund) and part and parcel of the system, he was able to directly observe closely the existing system in action. So that, it was easy to assess and then determine the strength and weakness of the current procedure of handling records.

b) Document Review:- This include the review of organisational chart forms and written policies, operating policies and other functions perform by the various departments. The organisation chart is in Appendix B.

The scope of data collection was based on the following:-

i. Method of processing data collected.
ii. Method of storage of information collected.

iii.   Method of retrieving information.

iv.   Method of up-dating records.

v.   The effectiveness of the existing system.

3.6   DATA ANALYSIS

The data gotten need to be examined very well to discover the weakness or limitation of the existing system and to see how far the goal or objective were met.

It is also necessary to analyse the data so as to be able to identify what is required and why it is required. Furthermore, cost and benefit of the existing system and its alternative approaches including cost of training the operators or the users must be examined.

In view of the foregoing, three data analysis techniques were put in play. These are:-

i)   Operational Method, which deals with the work ability, acceptability and usability of the computer system in the organisation.

ii)   Economical Method; This refers to the cost of the new system compare to the benefit derivable from it.

iii)   Technical Method; This seek to clarify the effectiveness and efficiency of the new system under the necessary computer hardware, software and other equipments that are needed to handle the new information processing system.

3.7   BENEFIT AND PURPOSE OF THE PROPOSE SYSTEM

i)   Speed:- The most benefit of using a personal computer is speed. The computer can perform calculation and data processing more quickly than alternative method can.

ii)   Accuracy:- With a high degree of accuracy, it does exactly
        what the program tell it to do. The computer does not get bored or
        fatigue thus avoiding the error human being might well make under
        the same circumstances.

iii)   It eliminate duplicating, conflicting and unnecessary activities.

iv)   Retention:-   It can store and search massive files of data and
        program.

v)   It saves cost compare to alternative means (i.e manual processing
        and storage of data) in other words, it maximise potential saving.

vi)   It provides responsive information needs to meet users needs.

vii)   Reliability:-   It can work almost 24 hours a day (with little time out)
        modern electronic computer perform at high levels of reliability and
        equipment failures are very few.

        Above all, the statement of account of individual Contributor will
always be up to date. In other words, the total contributions of employee
can be gotten on request without necessarily taken a whole year to up
date it as it is done manually.

3.8   SYSTEM SPECIFICATION

        The design of a computer haze system is a creative task which has
its objective the implementation of system creating benefits and
improvements superior to those achieved by other methods. The system
must therefore be designed so that basic organisational documents and

reports are produced as effectively as possible in accordance with the needs of the organisation.

3.9   **LOGICAL DESIGN**

The logical design consist of the following:

i.   The input design

ii.   The file design

iii.   The program design

iv.   The output design.

1)   The Input Design:- Here a dbase file will be used. The dbase file is **CONTRIBUTION ACCOUNT DBF**. This would record the particulars of all the contributors. The system is designed to accept input data from the user screen with provisions for the detection of errors, editing and correction of erroneous inputs. At the completion of this stage, the input data is stored into any of the files described below according to the input.

ii)   File Design:-   The type of manipulation and processing that can be done with input data depends a great deal on the method of data organisation employed. For the effective implementation of this system and due to the nature of its operation, data will be organised into random access files namely:

a)   Employee file

b)   Employer file

a)   Employee file:-   This file contains the information on each employee who is a contributor to the Scheme of NSITF. The system only

recognises as employee those whose membership number and other data have been entered into this file.

The structure of this file is as follows:

- Employee membership number
- Surname
- Monthly Basic salary
- Date of registration
- Total Contribution - 7.5% of Basic Salary.

b)   Employer file:- This file contains information of employer who is duely registered with the Fund and is paying contribution for his workers to the Fund. The system will not recognise any employer without record in this file.

Structure:
-       Employer number
-       Employer name
-       Date of Registration

iii)   Program Design:- The proposed system is categorised into 2 programs

a)   Employee Program; This will handle the entry, editing, viewing, deletion and processing employee data and generating report. It will compute total contribution of every employee.

b)   Employer Program; This program is used for storage of employer data only and generating employer report.

Staff Requirement:- This system requires only one data entry clerk and a supervisor to directs, supervises the activities to be carried out with neither of them needing to know the first thing about computer before being able to use the system.

iv)   Output Design:-   The general mode of output design of this system is in form of reports. Normally, the starting point of any system design is the output, this shows how the output of the computerised system is to appear on the media in this case, the screen display.

COMPLETED CTR LAYOUT FORM AND SCREEN OUTPUT PROGRAM: CONTRIBUTOR ACCOUNT

From the record the following could be inquired:

i)   Total contribution (either specified period of time) or to date of a contributor.

ii)   Total number of employee on the Scheme.

The program will also generate report on the employer. That is, all the employer registered with the Fund.

In Appendix C are the flow charts and file structure of the programs.

FILE STRUCTURE FOR THE PROGRESS

As earlier mentioned in page 7. There are two files here, viz. Employee and Employer file, but the employee file is the most important because it is the Contributor account and is also the master file. As information is entered into the individual file (Account) it immediately goes into the master file. So that report could be printed for individual employer (Contributor) and can also be printed for all the employee.

CHAPTER FOUR

IMPLEMETATION OF SYSTEM DESIGN

As earlier stated, the computerised Contributors' Account has two files viz: Employer and Employee. For easy manipulation and computation are the programme below:

i.   Password program

ii.   Main menu program

iii.   Registration program

iv.   Search program

v.   Sort program

vi.   Delete program

vii.   Update program

viii.   Report program

4.1   PASSWORD PROGRAM

This will allow only the user who understand the password to enter the contributors account in Nigeria Social Insurance Trust Fund. If among password is enter, access will be denied the user. This is necessary to avoid anybody from tempering with the Contributors' Account data.

4.2   MAIN MENU PROGRAM

This will display all the various option which the user may want to work on ranging from Registration Record, Search Record, Sort Record, Delete Record, Update, Report and Exit.

4.3 REGISTRATION PROGRAM

Here, those are program on registration menu; Employer registration and employee registration (Contributors' Account).

i)   Registration Menu Program:- This will display the menu for adding new record to employer or employee file. From here the user make choice before going into the file.

ii)   Add New Employer Record to File Program:- In this program, it add

new registered employer to the employer file.

iii)   Add New Employee Program:- This equally add new registered employee - (Contributors) to the Contributors' Account. When the membership number is keyed in first a check is done to ascertain whether the number exist in the file or not. If so an error message is displayed and the user is prompted to re-key in another number. Once the employee identification No. has been inputted, all other personal information fields can be filled. On completion of this, the employee number will be stored in the employee master file (Contributors' Account).

4.4 SEARCH PROGRAM

In this program employee record could be searched, located and viewed. A particular contributor membership number is used in the search. In other words, the number of employee whose record the user wishes to locate is entered and a search is done to locate the record.

4.5 SORT PROGRAM

Here the question of how you want your record sorted will be displayed. And the program could either sort the record using surname or membership number.

4.6 DELETE PROGRAM

There are three programs here:- Delete Menu program, from which the choice of either deleting from employer or employee file could be made. The other two programs are:-

i)   Delete record from employers file program

ii)   Delete record from employee (Contributors) file program.

The delete program is responsible for the deletion (removing) unwanted records.

4.7 UPDATE PROGRAM

This program is used during the updating of individual Contributors' Account. It add record by way of crediting the individual account with the Contributions being paid, usually at the end of every month. The membership number of the Contributor is first entered and if it exist, the record with that number is displayed, then the character of the field can be selected for update. Where an employee does not have number, which are special cases, the surname could be used to locate the other records.

4.8 REPORT PROGRAM

There are four programs here:-

i)   Display Report Menu Program; through which the optional choice could be made. The other programs are:-

ii)   Employee Report Program; through which report on all Contributors could be printed.

iii) Individual Report Program; this generate report on individual contributors.

iv)   Employer Report Program; this also generate report for all the employers.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATION

5.1 <u>CONCLUSION</u>

The aim of this project, which is to develop a highly interactive flexible and menu-driven computer based contributors account was borne in mind through out the design and implementation stages.

The experience the Fund has gone through because of the manual way of managing the contributor account in the past resulted in not been able to issue statement of account to all it Contributors. With the increase in the number of contributors monthly, it is clear that manual ways of processing, storing and retrieval of record will be more difficult to handle.

Therefore, with the introduction of a computerised system of Contributors' Account, the rate at which information is generated is increased, the rate at which information is processed and stored is increased. Statement of Account of individual contributors to the Scheme will be gotten on demand. In other words, an employee will get his up-to-date total contributions on demand.

Above all, efficiency and productivity, which is the watch words of any organisation will surely be increased.

5.2 <u>RECOMMENDATION</u>

The Nigeria Social Insurance Trust Fund as earlier mentioned is a compulsory saving Scheme design for workers in the private sector.
It has, as its end result the objective of being able to pay workers their entitlement as at when due.

In view of the above, the computerization of the Contributors' Account cannot be over-emphasised. The Fund should know that it is

economical to invest on computer. Although a typical computer requires a larger investment relative to human, but its speed, accuracy and processing volume allows it to process each transaction at a very small incremental cost. When we consider the manual way of storing and retrieving information on the contributors, one will discover that it is more costly, at the long run, compare to the cost of computerising the system. Human may not be expensive to hire but much more costly in processing and maintenance.

Base on this study, certain recommendations are necessary as a guide to a better computerised Contributors' Account.

a)   The Fund or any organisation that seeks to employ the service of the computer should embark on retaining its staff rather than recruiting new ones.

b)   The techniques of data collection and processing employed by an organisation should be properly imparted to the functional heads in order to enable them collect adequate and relevant data for the operation of the computer.

c)   An organisation seeking to go computerise should make the staff conscious of the need for the computer, so that they will not see the computer as a machine coming to take over their duties but as complementing their work.

d)   Management must make every effort to assist employees in finding out what they are expected to do under the computer based system.

e)   Every state offices of the Fund must be installed with a computer.

This is very necessary for proper co-ordination of records of contributors from each state office.

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Appendix B

```
                                    ┌─────────────────────┐
                                    │  Board Of Directors │
                                    └──────────┬──────────┘
                                               │
                                    ┌──────────┴──────────┐
                                    │ Managing Director/  │
                                    │  Chief Executive    │
                                    └──────────┬──────────┘
                                               │
        ┌──────────────────────────┬───────────┴────────────┬──────────────────────────┐
        │                          │                        │                          │
┌───────────────────┐   ┌───────────────────┐   ┌───────────────────┐   ┌───────────────────┐
│ Executive Director│   │ Executive Director│   │ Executive Directo │   │ Executive Di      │
│  Finance & Admin  │   │ Invest. & Treasure│   │ Data Proc. & Train.│   │  Operation        │
└───────────────────┘   └───────────────────┘   └───────────────────┘   └───────────────────┘
```

| GM Adm. | GM Cont.Acc | GM Finance | GM Investment | Deputy Gen. Manager. | Deputy G/M Data Proc. & Train. | GM Compliance | G Bene |

AGM Admist

AGM

Prin. Manager

Prin. Manager

S/Manager S/Manager S/Manager S/Manager S/Manager S/Manager S

Manager Manager Manager Manager Manager Manager Manager M

Others Others Others Others Others Others Others C

```
         ┌─────────────────┐
         │      NSITF       │
         │   COMPLIANCE     │
         │      DEPT.        │
         └─────────────────┘
                  │
                  ▼
    ┌──────────────────────────┐
    │        EMPLOYER          │
    │      REGISTRATION        │
    └──────────────────────────┘
                  │
                  ▼
    ┌──────────────────────────┐
    │        EMPLOYEE          │
    │      REGISTRATION        │
    └──────────────────────────┘
                  │
                  ▼
    ┌──────────────────────────┐
    │       PAYMENT OF         │
    │      CONTRIBUTION        │
    └──────────────────────────┘
                  │
                  ▼
    ┌──────────────────────────┐
    │         NSITF            │
    │      CONT. DEPT          │
    └──────────────────────────┘
                  │
                  ▼
    ┌──────────────────────────┐
    │        COMPUTER          │
    │        SECTION           │
    └──────────────────────────┘
```

FLOW CHARTS FOR PROGRAMS
PROCEDURE TO CHECK PASSWORD

FIG.1

```
                        ( B )
                          │
                          ▼
              ┌───────────────────────┐
              │    CLEAR   SCREAN     │
              └───────────────────────┘
                          │
   H ──────────────►──────┤
              ┌ ──────────▼──────────┐
             /     ACCEPT            /
            /   REGISTRATION NO.    /
           └ ─────────────────────┘
                          │
                          ▼
                    ◇ REGIST ◇
                  ◇  NO  = O ? ◇────── ( STOP )
                    ◇        ◇
                          │ N
                          ▼
              ┌───────────────────────┐        ┌ ──────────────┐
              │    SEEK REGIST NO     │        /  DISPLAY       /
              └───────────────────────┘        /  MESSAGE      /
                          │                    └ ──────────────┘
                          ▼                           ▲
                    ◇ REGIST NO. ◇    Y               │
                  ◇   FOUND?    ◇ ─────────────────────┘
                    ◇         ◇
                          │ N
                          ▼
             ┌ ─────────────────────┐
            /    PRINT FIELD        /
            └ ─────────────────────┘
                          │
                          ▼
             ┌ ─────────────────────┐
            /   ACCEPT FIELD        /
            /     VALUES           /
            └ ─────────────────────┘
                          │
                          ▼
                    ◇ WRITE   ◇
   H ──────◄──────◇ TO THE FILE ◇
                    ◇         ◇
                          │ Y
                          ▼
              ┌───────────────────────┐
              │  WRITE   RECORD   TO  │
              │     THE FILE          │
              └───────────────────────┘
                          │
                          ▼
                        ( H )
```

C

```
CLEAR SCREAN
```

ACCEPT
REGISTRATION NO.

```
SELECT FILE
```

```
SEEK
REGISTRATION NO.
```

REGISTRATION
NO. FOUND
?

N

Y

- PRINT RECORD

DISPLAY
MESSAGE

SEARCH MORE
RECORD
?

Y

N

(RETURN)

Flowchart:

D

CLEAR SCREAN

SELECT FILE

ACCEPT MANNER TO SORT

SORT RECORD

DISPLAY SORTED FILE

RETURN
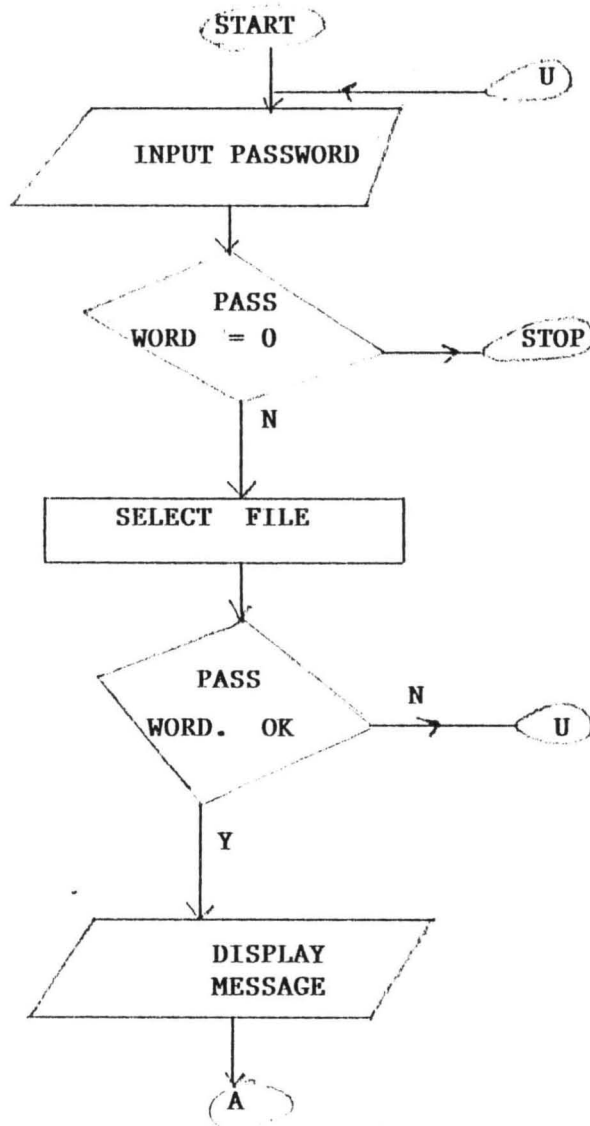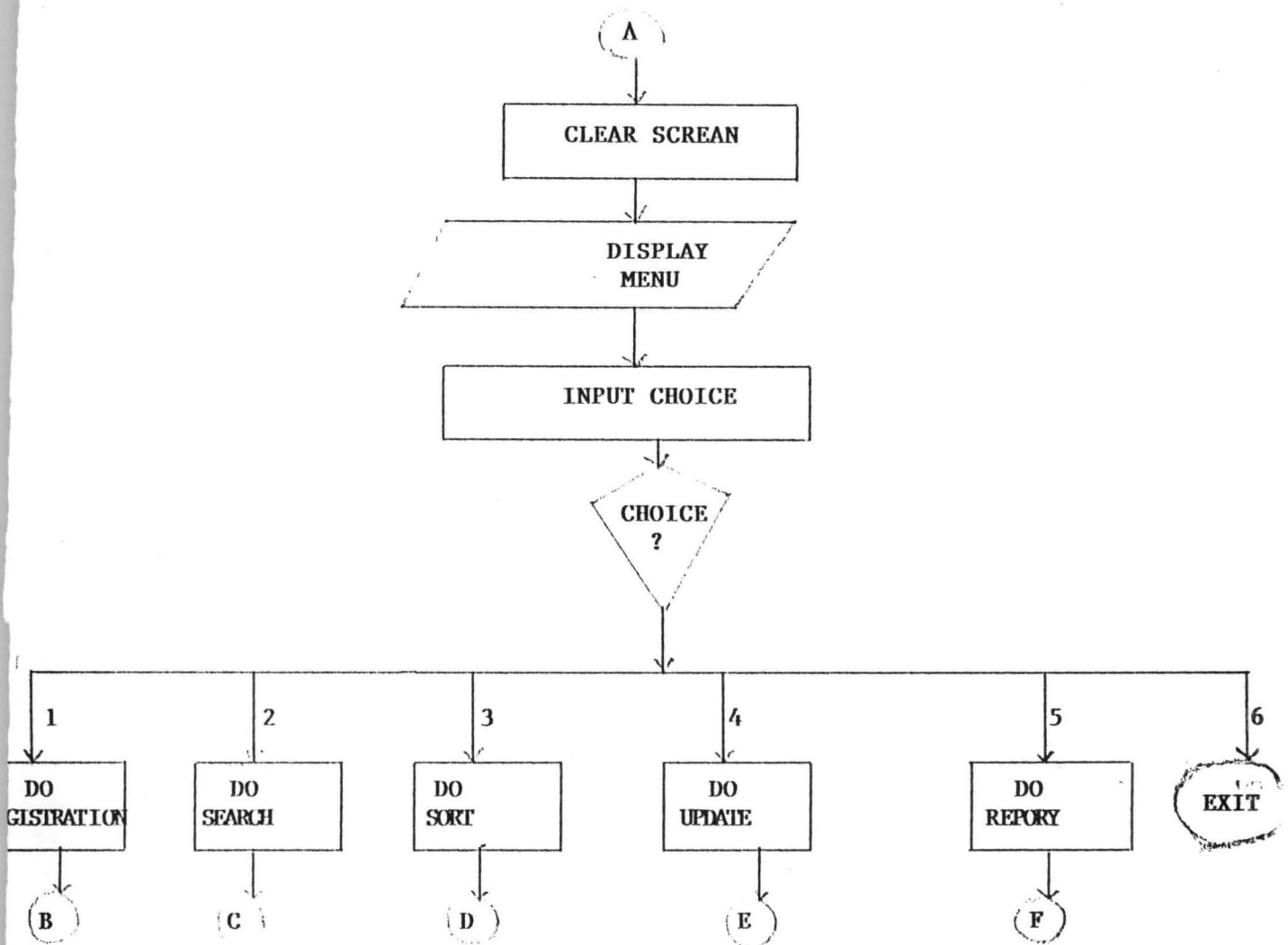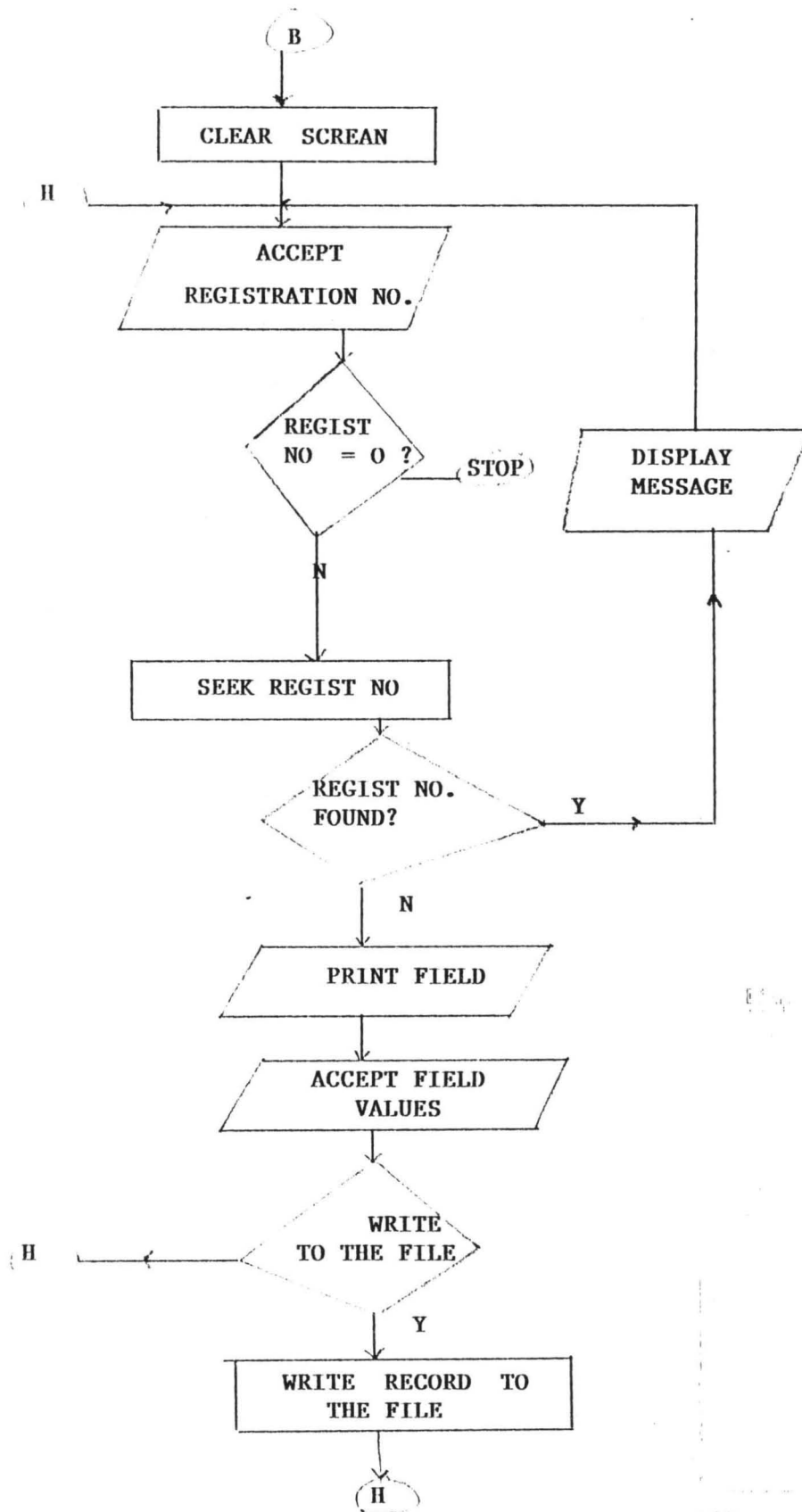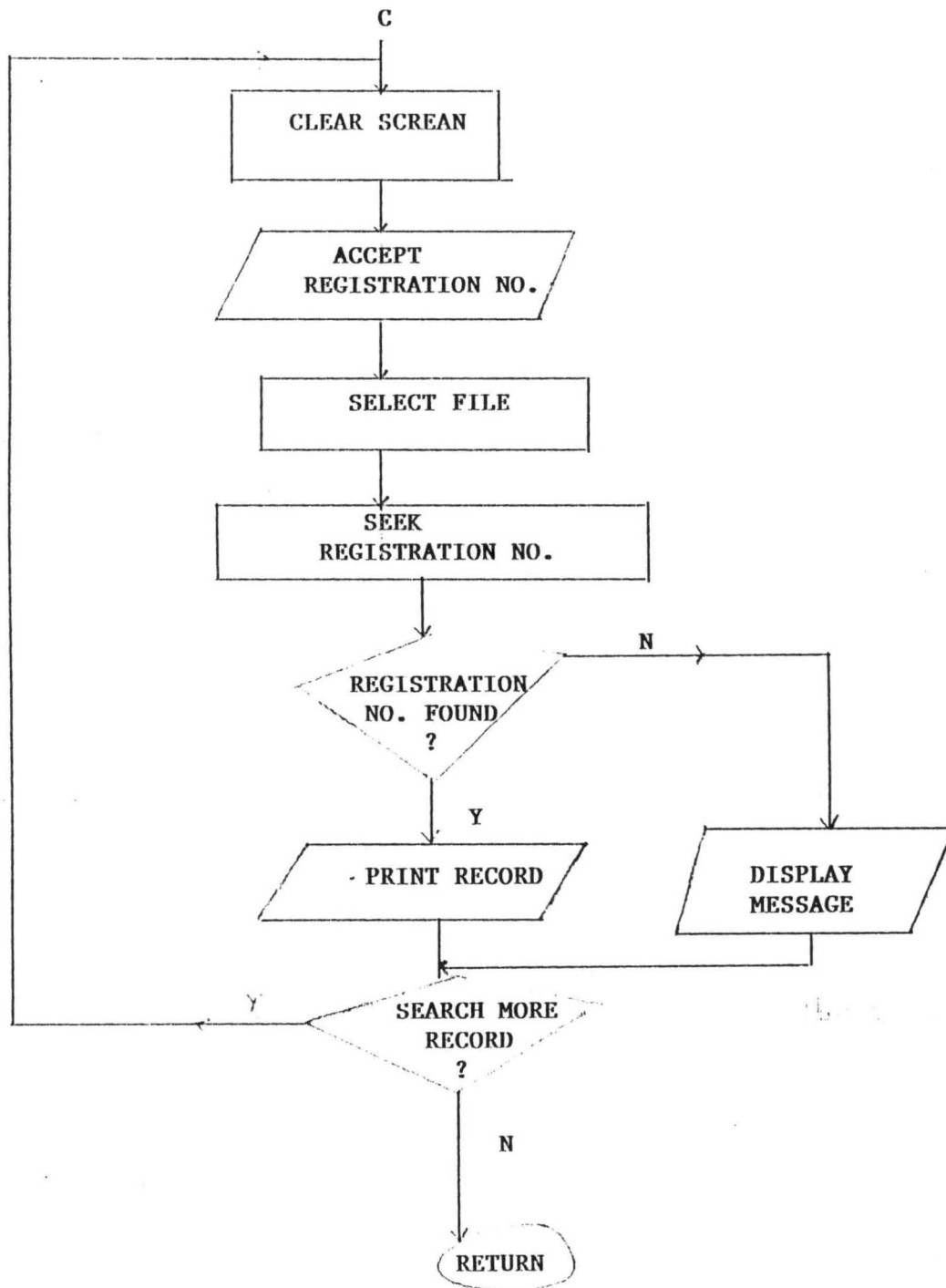
```
SET SAFETY OFF
SET DELIMITER ON
SET DELIMITER TO '[]'
SET STATUS OFF
DO WHILE .T.
SELECT 5
USE PASS
INDEX ON PASS TO PASS
CLEAR
STORE SPACE(5) TO MPASSWORD
@12,25 SAY ' ENTER YOUR PASSWORD'
@12,45 GET MPASSWORD PICT '!!!!!' COLOR, B/B
READ
IF MPASSWORD=SPACE(5)
EXIT
ENDIF
IF MPASSWORD = LTRIM(RTRIM(MPASSWORD))
SELECT 5
SEEK MPASSWORD
IF .NOT. FOUND()
@22,10 SAY 'ILLEGAL ACCESS IS NOT ALLOWED... YOU HAVE THREE CHANCES'
WAIT
LOOP
ELSE
@1,1 clear to 23,79
select 5
J=1
K=3
DO WHILE J < 24 .AND. K < 80
@J,K SAY '        NIGERIA_SOCIAL_INSURANCE_TRUST_FUND_NIGERIA_SOCIAL_INSU'
COLO G+/N
@J,K SAY '        NIGERIA_SOCIAL_INSURANCE_TRUST_FUND_NIGERIA_SOCIAL_INSU'
COLO G+/N
@7,20 CLEAR TO 15,58
@1,0 CLEAR TO 2,79
@21,0 CLEAR TO 22,79
@1,0 FILL TO 22,10 COLO R+/W
@1,10 FILL TO 2,67 COLOR R+/W
@1,67 FILL TO 22,79 COLO R+/W
@21,0 FILL TO 22,79 COLO R+/W
@7,22 CLEAR TO 15,54
@8,29 SAY 'YOU ARE WELCOME TO'COLO R/N
@10,23 SAY 'NIGERIA SOCIAL INSURANCE TRUST FUND'COLO R+*/N
@12,29 SAY 'CONTRIBUTORS ACCOUNT' COLO R+/N
J=J+1
K=1
@13,0 fill to 14,10 color w+/w
LOOP
ENDDO
@23,10
WAIT
DO MENU1
ENDIF
ENDIF
ENDDO
```
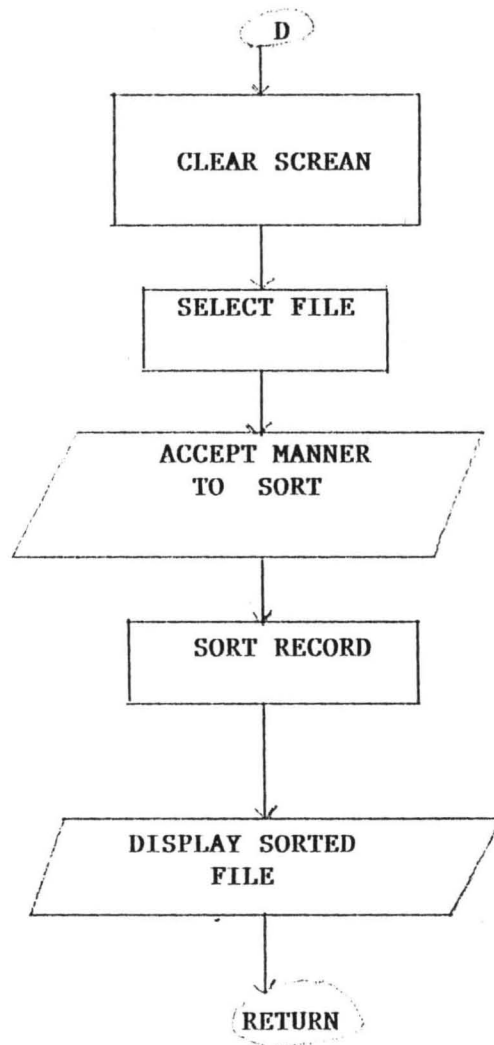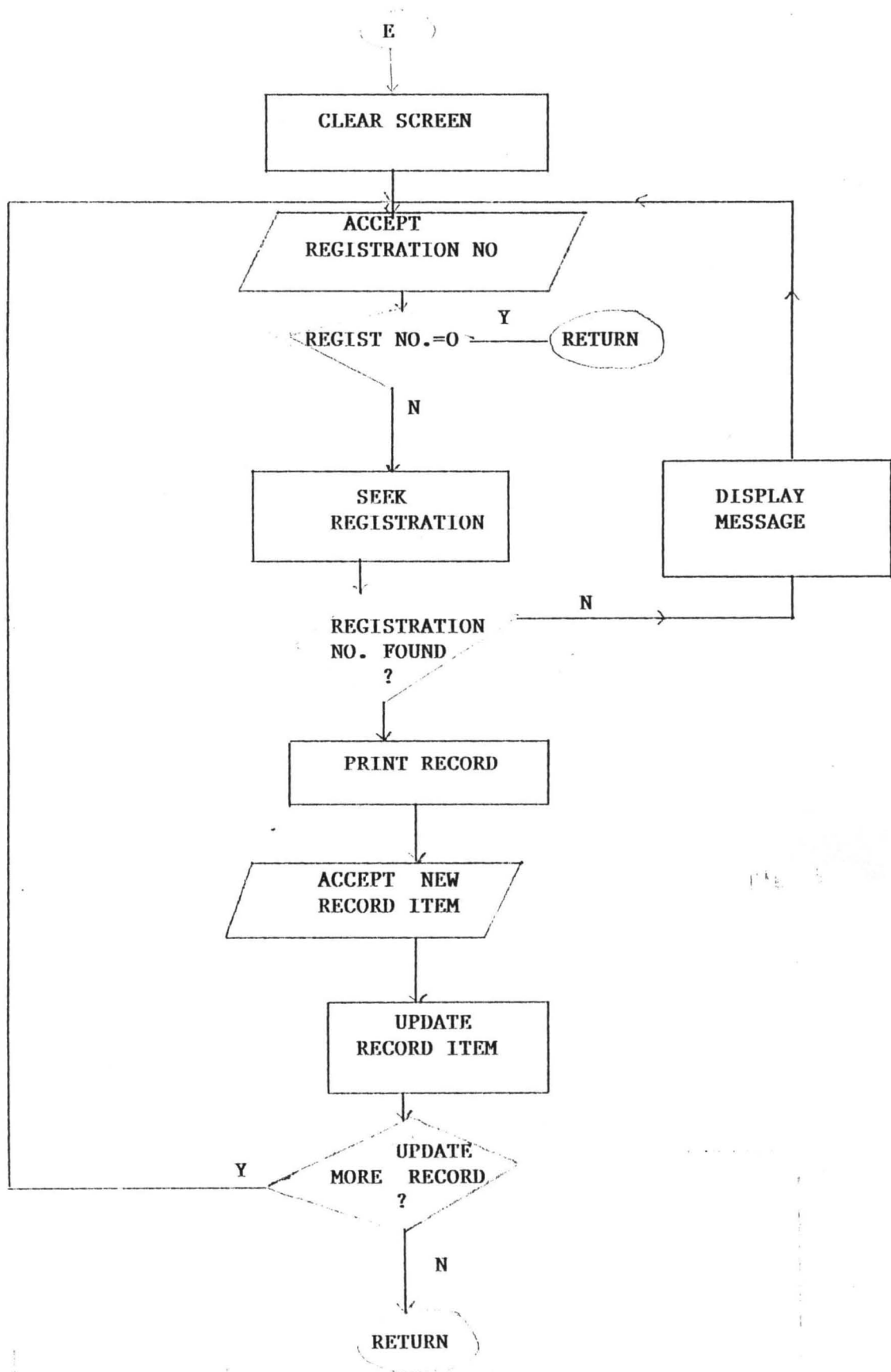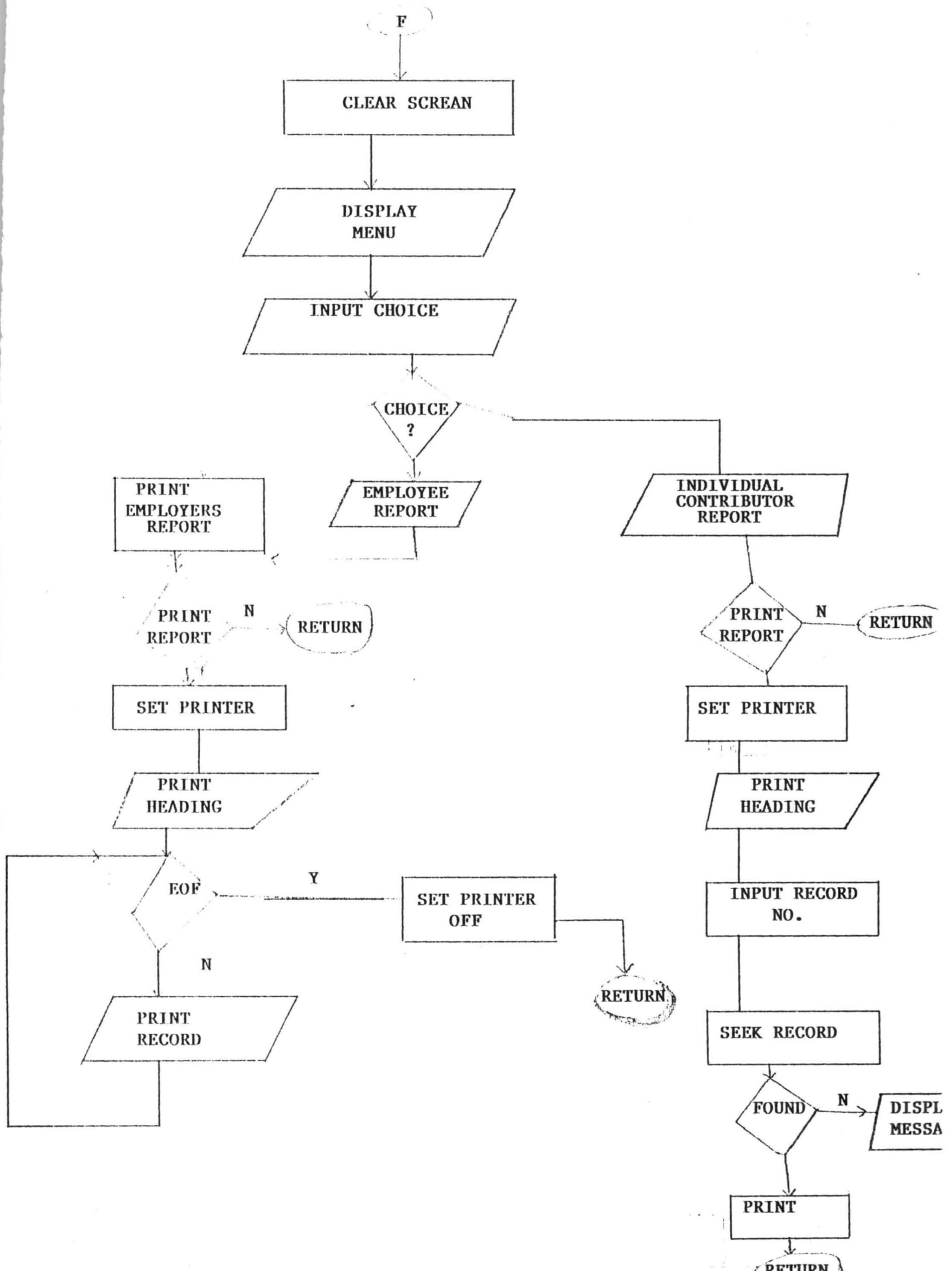
```
SET SAFETY OFF
SET STATUS ON
SET TALK OFF
SET ESCAPE ON

STORE SPACE (7) TO PASSWORD
DO WHILE .T.
CLEAR
ANS=''
@5,15 TO 20,60
@7,17 TO 18,58 DOUBLE
@6, 33 SAY 'MAIN MENU ' COLOR W+*/R
@9,28 SAY '1.  REGISTRATION' COLOR W+/N
@10,28 SAY '2.  SEARCH RECORD' COLOR W+/N
@11,28 SAY '3.  SORT RECORD' COLOR W+/N
@12,28 SAY '4.  DELETE RECORD' COLOR W+/N
@13,28 SAY '5.  UPDATE' COLOR W+/N
@14,28 SAY '6.  REPORT' COLOR W+/N
@15,28 SAY '7.  EXIT' COLOR W+/N
****** ACCEPTING CHOICE OF THE OPERATION NEEDED PERFORM ON THE DBASE*********

@19, 28 SAY "MAKE YOUR CHOICE"
@19, 47 GET ANS PICT '!'
READ
WAIT
DO CASE
CASE ANS='1'
CLEAR
DO REGISTM
CASE ANS='2'
CLEAR
DO SEAR
CASE ANS='3'
CLEAR
DO SORT

CASE ANS='4'
DO DELMENU
CASE ANS='5'
CLEAR
@5, 10 SAY 'ENTER YOUR PASWORD'
@5, 30 GET PASSWORD PICT '!!!!!'
READ
IF PASSWORD<>'OBAJU'
@22,10 SAY 'YOU ARE NOT ALLOW TO UPDATE RECORD--THANK YOU'
LOOP
CLEAR
ELSE
CLEAR
DO UPDATE
ENDIF
CASE ANS = '6'
CLEAR
DO REPORTM
CASE ANS='7'
CLEAR
QUIT
ENDCASE
ENDDO
CLOS ALL
RETURN
```

```
***************************************************************
*THIS PROGRAM DISPLAY REGISTRATION MENU
***************************************************************
CLOS ALL
SET STATUS OFF
SET SAFETY OFF
SET TALK OFF
SET DELIMITER ON
SET DELIMI TO '[]'
SET COLOR TO G
SET ESCAPE ON
DO WHILE .T.

@4,10 TO 19,50
@6,10 TO 16,50 DOUBLE
@5,22 SAY 'REGISTRATION MENU' COLO R*+/N
@9,20 SAY  '1. EMPLOYER REGISTRACTION' COLO G+/N
@12,20 SAY '2. EMPLOYEE REGISTRACTION' COLO G+/N
@15,20 SAY '3. EXIT TO MAIN MENU' COLOR G+/N
CHIO=' '
@18,20 SAY 'MAKE YOUR CHIOCE' GET CHIO PICT '!'
READ

DO CASE
CASE CHIO='1'
DO REGIST1
CASE CHIO='2'
DO REGIST
CASE CHIO='3'
EXIT

CLOS ALL
RETURN
ENDCASE
WAIT
CLEAR
ENDDO
```

```
***********************************************************
* THIS PROGRAM SEARCH FOR EMPLOYEE RECORD
***********************************************************
SET STATUS OFF
SET SAFETY OFF
SET TALK OFF
SET DELIMITER ON
SET DELIMI TO '[]'
SELECT 1
USE MAST2
INDEX ON MEMBNO TO MAST2
DO WHILE .T.
CLEAR
STORE SPACE(16) TO MMEMBNO
STORE SPACE(10) TO MSURN
STORE SPACE(15) TO MFIRST_NAME
STORE SPACE(1) TO MSEX
STORE SPACE(6) TO STATE
MDATE=CTOD(' /  / ')
MDATEREG=CTOD(' /  / ')
STORE 0 TO MBASIC
@1,3 TO 18,75 DOUBLE
@3,5 SAY 'MEMBERSHIP NUMBER:'COLOR W+/N
@3,30 GET MMEMBNO
READ
IF MMEMBNO=SPACE(7)
EXIT
ENDIF
MMEMBNO=LTRIM(RTRIM(MMEMBNO))
SEEK MMEMBNO
IF .NOT. FOUND()
@22,10 SAY 'RECORD DOES NOT EXISTS!!!'+CHR(7)+CHR(7)+CHR(7)
WAIT
@22,00 CLEAR TO 23,70
LOOP
ENDIF
@4,5 SAY 'SURNAME:'COLOR W+/N
@5,5 SAY 'FIRST_NAME: 'COLOR W+/N
@6,5 SAY 'SEX:' COLOR W+/N
@7,5 SAY 'STATE:' COLOR W+/N
@8,5 SAY 'BASIC:' COLOR W+/N
@11,5 SAY 'DATE OF PAYMENT:' COLOR W+/N
@13,5 SAY 'DATE OF REGISTRATION:' COLOR W+/N
@16,5 SAY 'TOTAL_CONTRIBUTION:' COLOR W+/N
@4,30 SAY SURN
@5,30 SAY FIRST_NAME
@6,30 SAY SEX
@7,30 SAY STATE
@8,30 SAY BASIC
@11,30 SAY DATE
@13,30 SAY DATEREG
@16,30 SAY TOTAL_CONT
@22,22
WAIT
ANS=' '
CLEAR
FLAG=.T.
DO WHILE .NOT. ANS$'YN'.AND. FLAG=.T.
@10,10 SAY 'DO YOU WANT TO SEARCH FOR MORE RECORD?'GET ANS PICT '!'
READ
IF ANS='Y'
FLAG=.T.
LOOP
ELSE
FLAG=.F.
RETURN
ENDIF
ENDDO
ENDDO
CLOS ALL
RETURN
```

```
****************************************************************************
*THIS PROGRAM SORT FILE IN A SPECIFIED FORMAT ON EMPLOYEE RECORD
****************************************************************************
SET TALK OFF
SET SAFETY OFF
CLEAR

STORE SPACE(5) TO TEMP
SELECT 1
USE MAST2
? 'HOW DO YOU WANT RECORD SORTED'
ACCEPT '(ENTER MEMBNO, SURN,FIRST_NAME.....)' TO TEMP

IF TEMP='MEMBNO'
 SORT TO MAST3 ON MEMBNO /A
ELSE
IF TEMP='SURN'
SORT TO MAST3 ON SURN /A
ELSE
IF TEMP='FIRST_NAME'
SORT TO MAST3 ON FIRST_NAME /A
ENDIF
ENDIF
ENDIF


*BROWSE NODELETE
@20,1 SAY 'SORT COMPLETED ' COLOR R*/BW

WAIT
CLOS ALL
```

```
CLOSE DATABASE
SELECT 1
USE MAST2
INDEX ON MEMBNO TO MAST2
DO WHILE .T.
STORE SPACE(16) TO TEM
? 'DELETE WHICH RECORD'
ACCEPT 'MEMBNO' TO TEM
IF TEM = SPACE (16)
EXIT
ENDIF
SEEK TEM
IF .NOT. FOUND()
@12.12 SAY 'EMPNO DOSE NOT EXIST'
WAIT
CLEAR
LOOP
ELSE
@10,10 SAY 'YOU ARE DELETING RECORD OF:'
SELECT 1
LIST FOR MEMBNO= TEM MEMBNO,SURN,FIRST_NAME,TOTAL_CONT,DATEREG
@21,9 SAY 'Y FOR YES'
@21,19 SAY 'N FOR NO'
ANS=' '
OPT=' '
@21,30 GET ANS PICT '!'
READ
IF ANS='Y'
DELETE ALL FOR MEMBNO=TEM
CLEAR
@3,3 SAY ' DO YOU WANT TO DELETE MORE RECORD.....Y/N'
@3,40 GET OPT PICT '!'
READ
IF OPT= 'N'
***BEFORE PACKING FILE CHECK****
CLEAR
STORE 'N' TO PERMIT
DO WHILE PERMIT='N'
CLEAR
COUNT FOR DELETED() TO ASD
IF ASD=0
?
? 'NO RECORD IS DELETED'
STORE ' Y' TO PERMIT
ENDIF
IF ASD>0
LIST FOR DELETED() MEMBNO,SURN,FIRST_NAME,TOTAL_CONT,DATEREG
ACCEPT 'DELETED ALL INDIVIDUALS?. ANSWER (Y/N)' TO PERMIT
IF PERMIT ='N'
ACCEPT 'KEEP WHICH ONE (BY NO)' TO FDS
*RECALL RECORD & FDS
ENDIF
ENDIF
ENDDO
PACK
EXIT
ELSE
LOOP
ENDIF
ENDIF
ENDIF
ENDDO
CLOS ALL
RETURN
```

```
*******************************************************************
*        THIS PROGRAM UPDATE EMPLOYEE RECORD            *
*******************************************************************
CLOS ALL .
SET TALK OFF
SET STATUS OFF
SET SAFETY OFF
SET ESCAPE ON

SELECT 1
USE MAST2
INDEX ON MEMBNO TO MAST2

DO WHILE .T.
CLEAR
STORE SPACE(16) TO MMEMBNO
STORE SPACE(1) TO MSEX
STORE SPACE(10) TO MSURN
STORE SPACE(15) TO MFIRST_NAME
STORE SPACE(6) TO MSTATE
MDATE=CTOD(' / / ')
STORE 0 TO MBASIC

@3,5 TO 20,69 DOUBLE
@5,12 SAY 'MEMBERSHIP NUMBER:' GET MMEMBNO
READ
IF MMEMBNO= SPACE(2)
EXIT
ENDIF
MMEMBNO=LTRIM(RTRIM(MMEMBNO))
SEEK MMEMBNO
IF .NOT. FOUND()
@22,10 SAY 'RECORD DOES NOT EXIST'
WAIT
@22,00 CLEAR TO 23,60
LOOP
ENDIF

@6,12 SAY 'SURNAME:'
@7,12 SAY 'FIRST NAME:'
@8,12 SAY 'SEX:'
@9,12 SAY 'STATE:'
@10,12 SAY 'BASIC:'
@13,12 SAY 'DATE OF PAYMENT:'
@18,12 SAY 'TOTAL CONTRIBUTION :' COLOR W+/N

@6,37 SAY SURN
@7,37 SAY FIRST_NAME
@8,37 SAY SEX
@9,37 SAY STATE
@10,37 SAY BASIC
@13,37 SAY DATE
@18,37 SAY TOTAL_CONT COLOR W+/N

@6,12 SAY 'S' COLOR W*+/N
@7,12 SAY 'F' COLOR W*+/N
@8,14 SAY 'X' COLOR W*+/N
@9,13 SAY 'T' COLOR W*+/N
@10,12 SAY 'B' COLOR W*+/N
@13,12 SAY 'D' COLOR W*+/N
```

```
EET=.T.
DO WHILE EET=.T.
ANS1=''
@22,10 SAY 'SELECT BLINKING CHARACTER OF FIELD FOR UPDATE ?'
@22,58 GET ANS1 PICT '!'
READ

IF ANS1=''
EET=.F.
ELSE
EET=.T.

SELECT 1
DO CASE
CASE ANS1='S'
MSURN=SURN
@6,37 GET MSURN
READ
REPLACE SURN WITH MSURN

CASE ANS1='F'
MFIRST_NAME=FIRST_NAME
@7,37 GET MFIRST_NAME
READ
REPLACE FIRST_NAME WITH MFIRST_NAME

CASE ANS1='X'
MSEX =SEX
@8,37 GET MSEX
READ
REPLACE SEX WITH MSEX

CASE ANS1='T'
MSTATE=STATE
@9,37 GET MSTATE
READ
REPLACE STATE WITH MSTATE

CASE ANS1='B'
MBASIC=BASIC
DEF=TOTAL_CONT
@10,37 GET MBASIC PICT '999,999.99'
READ
MTOTAL_CONT=MBASIC*0.075+DEF
@18,30 CLEAR TO 18,60
@18,37 SAY MTOTAL_CONT COLOR W+/N
REPLACE BASIC WITH MBASIC,TOTAL_CONT WITH MTOTAL_CONT

CASE ANS1='D'
MDATE=DATE
@13,37 GET MDATE
READ
REPLACE DATE WITH MDATE

ENDCASE
ENDIF
ENDDO

ENDDO
RETURN
```

```
******************************************************************
*APPENDIX 9
*THIS PROGRAM DISPLAY REPORT MENU
******************************************************************
CLOS ALL
SET STATUS OFF
SET SAFETY OFF
SET TALK OFF
SET DELIMITER ON
SET DELIMI TO '[]'
SET COLOR TO G
DO WHILE .T.

@4,10 TO 19,50
@6,10 TO 16,50 DOUBLE
@5,22 SAY 'REPORT MENU' COLO R*+/N
@9,20 SAY  '1.EMPLOYEE REPORT' COLO G+/N
@11,20 SAY '2.INDIVIDUAL REPORT' COLO G+/N
@13,20 SAY '3.EMPLYERS REPORT' COLO G+/N
@15,20 SAY '4.EXIT TO MAIN MENU' COLOR G+/N
CHIO= ' '
@18,15 SAY 'MAKE YOUR CHIOCE' GET CHIO PICT '!'
READ

DO CASE
CASE CHIO='1'
DO TESTPR1
CASE CHIO='2'
DO TESTPR3
CASE CHIO='3'
DO TESTPR4
CASE CHIO='4'
EXIT

CLOS ALL
RETURN
ENDCASE
WAIT
CLEAR
ENDDO
```

```
*************************************************************
THIS PROGRAM GENERATE REPORT FOR ALL  EMPLOYEES
*************************************************************

     OS ALL

     EAR
     T DEVELOPMENT ON
     T SAFETY OFF
     T TALK OFF
     T EXACT ON
     T ESCAPE ON
     T STATUS OFF
     T PRINT OFF
     51="
     52="

     ECT 2
     nast2
     EX ON MEMBNO TO MAST2
     TOP
     D CLEAR TO 24.79

     JNT=9
     GE=1
     =DATE()

     L25 SAY 'NIGERIA SOCIAL INSURANCE TRUST FUND'
     25 SAY '========================================='
     30 SAY 'EMPLOYEE RECORD'
     30 SAY '====================='
     05 SAY 'EMPLOYEE'+SPACE(8)+'SURN'+SPACE(5)+FIRST_NAME'+SPACE(3)+'SEX'+SPACE(2)+'DATE OF
     +SPACE(2)+'CONTRIBUTION'
     05 SAY '====================================================================================='

     WHILE .NOT. EOF()
     OUNT,02 SAY MEMBNO
     OUNT,19 SAY SURN
     COUNT,32 SAY FIRST_NAME
     COUNT,43 SAY SEX
     COUNT,48 SAY DATE
     COUNT,55 SAY TOTAL_CONT
     JUNT=ICOUNT+1
     P
     COUNT=22
     JUNT=9
     IT
     00 CLEAR TO 24.75
     AGE=MPAGE+1

     SE
     DIF
     DDO
     OS ALL

     ECT 2
     E MAST2
     EX ON MEMBNO TO MAST2
     TOP
     51=' '
     2,10 SAY 'DO YOU WANT TO PRINT---->Y/N'
     WHILE .NOT. ANS1$'YN'
     2,38 GET ANS1 PICT '!'
     AD
     EAR
     NS1='Y'
     DEVICE TO PRINTER
     PRINT ON
     ERIAL=0
```

```
ICOUNT=9
MPAGE=1
MFLAG=1
EJEC.
MSERIAL=MSERIAL+1
DAF=DATE()
@01,25 SAY 'NIGERIA SOCIAL INSURANCE TRUST FUND'
@02,25 SAY '===================================='
@03,30 SAY 'EMPLOYEE RECORD'
@04,30 SAY '==============='
@06,05 SAY 'EMPLOYEE'+SPACE(8)+'SURN'+SPACE(5)+FIRST_NAME+SPACE(3)+'SEX'+SPACE(3)+'DATE OF REG'+SPACE(3)+'TOTAL
CONT'
@07,05 SAY '========================================================================'

DO WHILE .NOT. EOF()
@ICOUNT,02 SAY MEMBNO
@ICOUNT,19 SAY SURN
@ICOUNT,32 SAY FIRST_NAME
@ICOUNT,43 SAY SEX
@ICOUNT,48 SAY DATE
@ICOUNT,55 SAY TOTAL_CONT
COUNT=ICOUNT+1
KIP
 ICOUNT=22
COUNT=9
WAIT
9,00 CLEAR TO 24.75
PAGE=MPAGE+1
.SE
NDIF
NDDO
ECT
.SE

NDIF
NDDO
T PRINT OFF
T DEVICE TO SCREEN
LOS ALL
RETURN
```

```
***** *  *** ** ** *********** ***************** **** **** *******  *********
*THIS PROGRAM GENERATE REPORT ON    INDIVIDUAL MEMBER
**************************************************************************
CLOS ALL
CLEAR
SET DEVELOPMENT ON
SET SAFETY OFF
SET TALK OFF
SET EXACT ON
SET ESCAPE ON
DO WHILE .T.
STORE SPACE(16) TO MMEMBNO
MDATEREG=CTOD(' / / ')
LIN=0
SELECT 2
USE MAST2
INDEX ON MEMBNO TO MAST2
@5,10 SAY 'ENTER THE EMPLOYEE NUMBER' GET MMEMBNO
READ
CLEAR
MMEMBNO=LTRIM(RTRIM(MMEMBNO))
GO TOP
SEEK MMEMBNO
IF .NOT. FOUND( )
@22,10 SAY 'RECORD NOT FOUND!!!!' +CHR(7) +CHR(7) +CHR(7)
WAIT
@22,00 CLEAR TO 23,70
ENDIF
DAF=DATE()
@1,03 SAY DAF
?SPACE(15)+'NIGERIA SOCIAL INSURANCE TRUST FUND'
?SPACE(15)+'================================='
?SPACE(25)+'REPORT ON'
?SPACE(25)+'========='
?SPACE(15)+'RECORD NUMBER'+SPACE(3)+MMEMBNO
?SPACE(15)+'================================='
LIN=8
@8,5 SAY 'FIRST NAME'
@8,30 SAY FIRST_NAME
@9,5 SAY 'SURN NAME'
@9,30 SAY SURN
@10,5  SAY 'DATE OF REGISTRATION'
@10,30 SAY DATEREG
@11,5 SAY 'TOTAL CONTRIBUTION'
@11,30 SAY TOTAL_CONT
SKIP
DO WHILE .T.
ANS=''
@20,5 SAY 'DO YOU WANT TO PRINT MORE RECORD-----> N/Y'
@20,47 GET ANS PICT '!'
READ
IF ANS='N'
RETURN
ELSE
IF ANS='Y'
EXIT
ENDIF
ENDIF
ENDDO
clear
ENDDO
WAIT
CLEAR
SET PRINT OFF
CLOS ALL
```

```
* THIS PROGRAM GENRATE REPORT FOR ALL EMPLOYER
**********************************************************************
CLOS ALL
CLEAR
SET DEVELOPMENT ON
SET SAFETY OFF
SET TALK OFF
SET EXACT ON
SET ESCAPE ON
SET STATUS ON
SET PRINT OFF
ANS1="
ANS2="

SELECT 2
use EMPLYERS
INDEX ON EMPNO TO EMPLYERS
GO TOP
?CHR(15)
@5,0 CLEAR TO 24,79
CLEAR          .
ICOUNT=9
MPAGE=1
MFLAG=1
DAF=DATE()

@01,25 SAY 'NIGERIA SOCIAL INSURANCE TRUST FUND'
@02,25 SAY '====================================='
@03,30 SAY 'EMPLOYER RECORDS'
@04,30 SAY '================'
@06,01 SAY 'EMPLOYEE'+SPACE(8)+'NAME OF ORGANISATION'+SPACE(5)+'LOCATION'+SPACE(10)+'DATE OF
LIABILITY'
@07,01 SAY '==========================================================================='

DO WHILE .NOT. EOF()
@ICOUNT,01 SAY EMPNO
@ICOUNT,14 SAY NAME_ORG
@ICOUNT,42 SAY LOCATION
@ICOUNT,68 SAY DATE_LIAB
ICOUNT=ICOUNT+1
SKIP
IF ICOUNT=22
ICOUNT=9
WAIT
@9,00 CLEAR TO 24,75
MPAGE=MPAGE+1

ELSE
ENDIF
ENDDO
CLOS ALL
SELECT 2
USE EMPLYERS
INDEX ON EMPNO TO EMPLYERS
GO TOP
ANS1=''
@22,10 SAY 'DO YOU WANT TO PRINT Y/N'
DO WHILE .NOT. ANS1$'YN'
@22,42 GET ANS1 PICT '!'
READ
CLEAR
IF ANS1='Y'
SET DEVICE TO PRINTER
SET PRINT ON
MSERIAL=0
ICOUNT=9
MPAGE=1
MFAGE=1
```

```
        EJECT
        MSERIAL=MSERIAL+1
        DAT=DATE()
        @01,25 SAY 'NIGERIAL SOCIAL INSURANCE TRUST FUND'
        @02,25 SAY '======================================'
        @03,35 SAY 'EMPLOYERS RECORDS'
        @04,35 SAY '================='
        @06,01 SAY 'EMPLOYERS NUMBER'+SPACE(4)+'NAME OF ORGANISATION'+SPACE(5)+'LOCATION'+SPACE(5)+'NO
        OF STAFF'
        @07,01 SAY
        '================================================================================='
        DO WHILE .NOT. EOF()
        @ICOUNT,01 SAY EMPNO
        @ICOUNT,14 SAY NAME_ORG
        @ICOUNT,42 SAY LOCATION
        @ICOUNT,68 SAY NO_STAFF
        ICOUNT=ICOUNT+1
        SKIP
        IF ICOUNT=22
        ICOUNT=9
        WAIT
        @9,00 CLEAR TO 24,75
        MPAGE=MPAGE+1
        ELSE
        ENDIF
        ENDDO
        EJECT
        ELSE
        ENDIF
        ENDDO
        SET PRINT OFF
        SET DEVICE TO SCREEN
        CLOS ALL
        RETURN
```

PRINTERS REPORT ON ALL CONTRIBUTORS (EXAMPLE)

NIGERIA SOCIAL INSURANCE TRUST FUND
==

EMPLOYEE RECORD
================

EMPLOYEE	SURN	FIRST_NAME	SEX	DATE OF REG	TOTAL CONT
7-13-8701000000	OMOLE	JOHN	M	09/09/97	3750.00
7-13-8701000002	AKERELE	SUNDAY	M	09/10/97	1035.00
7-13-8701000003	ASOGU	YINKA	F	01/09/97	52575.00
7-13-8701000004	OPEOLU	KEN	F	09/12/97	975.00
7-13-8701000005	MOSUGU	JAMES	M	09/09/97	525.00
7-13-8701000006	KETOSUGDO	FRANCA	F	09/10/97	1050.00
7-13-8701000007	AKANDE	JANE	F	09/10/97	6000.00
7-13-8701000008	IBRAHIM	ASANA	F	09/10/97	5250.00
-13-8701000009	JAMGBADI	JOY	M	09/10/97	6525.00
-13-8701000010	OMOLAIYE	SHOLA	M	09/10/97	1200.00
-13-8701000011	OBAJU	MIKE	M	09/02/97	1245.00