

**AUTHOMATION OF THE NYSC CATERING
SERVICES / RESERVATION SYSTEM
(A CASE STUDY OF ABUJA SECRETARIAT)**

BY

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**BEING A PROJECT SUBMITTED TO THE
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TABLE OF CONTENTS

Acknowledgement	V
Declaration	Vi
Dedication	Vii
Certification.....	viii
Abstract.....	ix

CHAPTER 1 INTRODUCTION..... 1

1.1	What is catering?.....	2
1.2	Problem of Existing NYSC Catering Services.....	3
1.3	Problem of NYSC catering services.....	4
1.4	Objective of the proposed system.....	5
1.5	Assumptions / Constraints.....	5
1.6	Hardware / Software.....	6

CHAPTER 2 LITERATURE REVIEW..... 10

2.1	NYSC background.....	10
2.2	The objective of NYSC.....	10
2.3	Governing board of NYSC.....	12
2.4	Function of directorate.....	13
2.5	NYSC department and their function.....	14

CHAPTER 3 SYSTEM ANALYSIS AND DESIGN... 17

3.1	Feasibility Study.....	17
3.2	Scope of feasibility.....	18
3.3	Report of the study.....	19
3.4	Description of the system	20
3.5	File description.....	22
3.6	Input and output files.....	23
3.6.1	Narrative of transaction forms.....	25
3.7	User Training / Education.....	32
3.8	System change over.....	34
3.9	Cost & Benefit.....	36
3.10	Food buying and costing.....	39

CHAPTER 4 PROGRAMMING

4.1	Program purpose.....	45
4.2	Operator's message.....	45
4.3	Programming note.....	50
4.4	Expected note.....	50

CHAPTER 5 CONCLUSION AND RECOMMENDATION

5.1	Conclusion.....	52
5.2	Recommendation.....	54
5.3	References.....	56
5.4	Appendices.....	58

DECLARATION

I hereby declare that this project was written by me and it is a record of my research work, that it has not in any form been presented to any other organization for any purpose.

All sources of information are acknowledge as reference.

DEDICATION

This project is dedicated to my dearest husband, Mr. Paul Chima Anusionwu and expecting to my darling baby Jennifer and her brother, Eze and Osita Anusionwu.

CERTIFICATION

I certify that this work was carried out by Mrs Edith. O. Anusionwu of Department of mathematics/Computer Science of Federal University of Technology Minna.

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ABSTRACT

The introduction of computer in any organisation and ever increasing sophistication of Data processing system have highlighted the importance of computers as one of the most valuable organisation resources.

It is from the manipulation and interpretation of data that information is generated and in turn used in the decision making process.

Computer being a quantitative machine services as one of the tools for planning and central of any organisation.

It is in realisation of computer, and the processing need for it in the NYSC canteen/Restaurant that led me to carry out this project work to assist it to perform to its highest efficiency.

This system will generally review the entire NYSC Restaurant system to provide the strength of Automated catering system over the manual conventional catering services.

Automated catering system means the supply of food and beverages, both hot or cold and of a wide variety through coin-operate machine. The Automatic vending machines are usually used with the conventional kitchen approach to catering. This system will relieve some of the pressure of work. It will provide round the clock 24 hours services at a lesser cost.

CHAPTER 1

INTRODUCTION

There are many acceptable ways of defining computer, however, in this study an all embracing definition of computer is given as a device that accept data as input, processes the data and product result as an output (Fapohunda, (1989) computer is also defined as an electronic device which works faster than the ordinary brain. Although, a computer has no brain of its own to reason like human beings but it hay an in built memories that enables it perform complex mathematical problems as far as possible even faster than human brain.

It can be defined as a device that performs high speed mathematical and logical operations and prints information derived from cade data in accordance with a predetermined source program

Fapohunder, (1999) named three major types of computers: The digital, analog and hybrid computers. Computer can not work in isolation of programs or written instructions which direct the computer on what to do.

All program written in language are translated to machine code by use of language processor before their instructions can be understood by the computer. The language processors are assembler, compiler and interpreter. The computer translates program from high level language (basic, fortran cobol, analog e.t.c) to machine language.

According to Ceserani, (1978), computer is an aid to individuals work e.g in our hospitals now patient can be interviewed by computer, the same goes even in hotels, restaurants, news paper establishments. Although, computer can be used for complex task but they should used to replace human intervention such as in modern hotels, Automatic

vending machine has replaced the old method of kitchen conventional method or waiter and witness services.

According to Lillcrap, (1970), Automatic vending machine is a sort of computer machine that supplies food, beverages both hot, cold and of a wide variety through money operated machine without human intervention.

1.1

WHAT IS CATERING

The provision of food for people of all ages in all walks of life, at all times of the day or night and in every situation shows the variety of scope which is to be found in the catering industry.

Ceserani, (1978) notes that one thing is common to all the need for food to be cooked and served well. Certain groups of people however have special food requirements e.g. some old people, due to poor digestion and to the fact that they may have dentures require foods which are easily digested and needed little chewing.

Likewise when catering for young people, it is particularly important to consider the nutritional supply of protein and calcium which essential to their growth.

Religious and National Requirements are considerations of over growing importance in the world, due to increased in travel and better communications demands and awareness of the social and Religious requirements of others.

The types of catering establishment are Hotels hospitals catering, restaurant, industrial catering, Air craft catering etc.

1.2

PROBLEMS OF EXISTING NYSC CATERING SERVICES

The existing catering services has a lot of problems facing it at the moment which NYSC management has been looking for solution but all in vein.

The problems are as follows.

The main purpose of establishing the catering services is to certify both the staff and corps members while at work those on posting, transfer, redeployment and also other who may wish to make use of the facilities. This has not been fulfilled due to:-

- (1) Lack of modern catering equipment
- (2) Lack of facilities
- (3) Non availability of food and beverages at the appropriate time
- (4) poor quality control
- (5) Lack of cost control
- (6) Lack of quantity control
- (7) Poor standard of service
- (8) For this reasons, all board room functions, seminars and other important functions are booked outside like Sheraton hotel e.t.c, thereby wasting a lot of fund.
- (9) Staff on transfer and corps members on redeployment or yet to be posted are usually strand in the office, sleeping in the offices without adequate facilities.
- (10) At the moment no form of reservation is in existence, there would be at least a transit camper enough.

Guest houses, as there is always mass movement of corps members and also mass transfer of staff. This will boast efficiency in the organisation just like those of oil companies like shell, mobile etc.

- (11) Presently the catering services is run through kitchen method, limited variety of food is serviced mostly local food without any continental dishes that is, since it is in conventional form some local equipment that occupies spaces are used and there by reducing the needed space.
- (12) Meals and snacks are not kept in Hot cupboard or refrigerated compartment since there is no room for microwave oven, thereby making it impossible for customers to serve themselves.
- (13) There is always a lot of wastage due to the fact that customers demand is never correctly method.
- (14) Maintenance is never easy since there are no modern equipments and no trained staff to maintain the equipment.

1.3 OBJECTIVE OF PROPOSED CATERING SERVICES.

National Youth Service Corps is a public Organisation charged with the responsibility of inculcating in both staff and Nigerian Youths the Spirit of selfless service to the Nation, (Enegwa, 1993).

Apart from the fundamental desire to inculcate the spirit of selfless service in Nigeria Youth and ensure intercultural exposure. There is need to be answerable to the public whose resources are used to maintain scheme, in pursuance of this objective, we must

emphases on a accountability, efficiency, effective planning and controls cost effective, control and time savings.

1.4 THE OBJECTIVES OF PROPOSED CATERING SYSTEM

- (1) The proposed NYSC Automated system will supply food and beverage at correct temperature of a wide variety through money operated machine
- (2) It relieves some of the pressure of work on counter hands.
- (3) It provide round the check 24 hours services at a lesser cost.
- (4) It increases productivity and increases employees moral
- (5) Allows for standardised portion control
- (6) It also allows for standard quality of product at a given price.
- (7) Loss working time is lost
- (8) The machine is used in conjunction with the micro - wave oven, that is Hot cupboard and refrigerated compartment, with this, customers chose their meals from the machine
- (9) The machine occupies less space than the locally large or conventional equipment
- (10) Wastage are cut to the minimum as long as the customers demand is correctly served.
- (11) Maintenance is easy and members of the permanent staff can be trained to do the replenishing daily

1.5 ASSUMPTION

The following assumptions are made on the proposed catering system.

- (a) That NYSC management will be furnished with the state, performance of the machine, daily check and monitoring should be done.
- (b) The system is run to its full capacity and operation three shift bases.
- (c) There will be no breakdown of the equipment, if there is, there must be provision for back up to carry on.
- (d) Accounts department will always cross check the amount collected by the machine with the catering department
- (e) More customers should be attracted from outside in order to meet up the supply.
- (f) All meals, snacks and beverages produced will be sold and accounted for every day and any fraud should be reported promptly to the management for immediate action
- (g) There will be computer print out showing sales against production of previous day.

1.6

HARDWARE/SOFTWARE

It should be noted that NYSC organisation has already acquired computer that connected to various departments in the directorate headquarter Abuja where the main catering services is operating and then all over the states.

I am proposing that state directorate and their catering services should be connected to the main computer to enable them perform effectively and efficiently.

HARDWARE

1.1

DATA CONTROL

2. Library - (i) Data movement

(ii) Documents

(iii) File storage - Tape/Disc.

3. Data preparation:- (i) 10 key boards

(ii) 1 mouse

(iii) Key edit system 10

10 7151 VDU's operation

- under "AUDU"

House keeping package

Transmission Rate - 600pl

-- 65 CPS

Display capacity ---- 13LUPs

each 40 chars

Total 520 chars

4. Computer room suit :-

(i) Central processor

16k words-- main store

instruction time:- 60

microsecond

(ii) Buffet Areas - 4096 chars

564 cpi

Speed - 75 onches per second.

Transfer rate - 90k CPS

START/STOp - 4 micro sec.

Rewind time - 3 minutes

1/2 wide a track tape

1 track parity

(iii) 5 exchangeable Disc store

1 cartridge 4096,000 chars

1,024 words

storage organisation

1 block, 512 chars

1 bound, 4096 chars

1 cylinder, 4096 chars

Timing specialisation

Disc revolution 25 milli second

head positioning 65 milli second

Latency - 12.5

Access time 97.5

Line printer:-

Print position - 32 milli second

speed - 600 liwys per min

5. **ANCILLARY EQUIPMENT**

(i) Buster

(ii) Decoder

SOFTWARE

(1) DBOS:- Disc based operating system

(ii) House - keeping routines

(iii) All high level language compiler - COBOL ANALOG, FORTRAN, PASCAL,
D/BASE IV

As stated above the restaurant will be connected to the mini computer to enable it
manipulate its own data daily.

Apart from hardware/software the following equipments are used.

2 Automatic vending machinery

1 micro wave oven of Hot CUPBOARD

1 Refrigerated compartment

1 automatic billing machine

1 Dish washing machine

CHAPTER TWO

LITERATURE REVIEW

2.1 NYSC organisation was established on 27th of may 1973. The purpose of the scheme is primarily to inculcate in Nigerian Youths the spirit of selfless and brotherhood of all Nigerian irrespective of cultural or social background. (Enegwa, 1993) The history of our country since independence has clearly indicated the need for unity among all the people and demonstrated the fact that cultural or geographical entities can be in isolation.

The objectives of National Youth Services Corps are clearly spelt out in decree No 51 of 16th June, 1993. The decree replaced decree No 24 of 22nd of may,1993 which established the scheme.

2.2

THE OBJECTIVES OF THE NATIONAL YOUTH

SERVICE CORPS SHALL BE

- (a) To inoculate discipline in Nigerian youth by instilling in them a tradition of industry at work and of patriotic and loyal services to Nigeria in any situation they may find themselves.
- (b) To raise the moral tone of the Nigerian Youth by giving them opportunity to learn about higher ideals of National achievements, social and cultural improvement.

- (c) To contribute to the accelerated growth of the National Nigerian Youth acquire the spirit of self reliance i.e. by encouraging them to developed skills for self employment.
- (e) To develop in the Nigerian Youths the attitude of mind, acquired shared experience and suitable training, which will make them more amenable to mobilisation in the Nigeria interest
- (f) To develop common ties among the Nigerian Youths and promote the national unity and integration
- (g) To remove prejudices, eliminate ignorance and confirmed at first hand the many similarities among Nigerians of all ethnic groups.
- (h) To develop a sense of corporate existence and common destiny of the people of Nigeria. In order to achieve the objectives in sub - section (i) of this section, the service corps shall ensure:-
 - (a) The equitable distribution of service corps and the effective utilisation of their skills in areas of National needs.
 - (b) That as far as possible youth and assigned to jobs in state other than their state of origin
 - (c) That such groups of youths are signed to work together is a representative of Nigerian as far as possible
 - (d) That the Nigerian youths are exposed to the modes of living of the people in different parts of Nigeria.

- (e) That the Nigerian Youths are encouraged to eschew religious intolerance by accommodating religious difference.
- (f) That members of the service corps are encourage to seek at the end of their owe year national service, carrier employment all over Nigeria thus, promoting the free movement of labour.
- (g) That employer are induced partly through their experience with member of the service corps to employ more readily and on permanent basics, qualified Nigerian, irrespective of their state of origin.

2.3

GOVERNING BOARD OF NYSC

The decree established a national directorate in the presidency which is the governing body which is comprising the following ten members to be appointed by the president commander in chief of the Armed forces.

- (a) A Chairman
- (b) One representative of the committee of Vice Chancellor
- (c) One representative of the committee of rectors of polytechnic
- (d) One representative of the chief of Army staff
- (e) One representative of the Nigeria employers consultative association
- (f) One representative of inspector general of police
- (g) Three other persons, one of whom shall be a woman
- (h) The director - general

- (j) A member of the directorate other than an ex officio member shall hold office for term of three years from the date of his appointment and shall be eligible for reappointment for one year term only.

2.4

FUNCTIONS OF DIRECTORATE

The functions of NYSC directorate

- (a) Drawing up pre determined programmes of training and schedule which is designed for achieving the objectives of the services corps
- (b) Ensuring that each programme and schedule are strictly adhered to
- (c) Maintain regular contracts with all universities and polytechnic and colleges in Nigeria and abroad
- (d) Assign members of the services corps to the programming work in the states as provided by the directorate
- (e) Co- ordinate the work of the state governing board in furtherance of the objectives of this decree
- (f) Access and review from time to time, the progress of service corps.
- (g) make and submit all statutory and other reports may be required of it to the presidency
- (h) The directorate may delegate any of its function to state governing board provided that such delegation may not prevent the directorate from exercising the functions so delegated

The decree also established the position of director - general appointed by the president commander - in chief of the Armed forces. The director general is the chief executive of the scheme and has the general responsibility for matters affecting day to day running of the services corps. He is assisted by directors at the national directorate headquarter and state Directors at the state headquarters.

The Directorate Headquarters is situated in Abuja. The headquarters is the administrative seat of the scheme.

2.5

NYSC DEPARTMENTS AND THEIR FUNCTION

- (1) Personnel Department is in charge of recruitment, promotion, discipline, staff welfare and training the department is responsible for the general administration of the NYSC scheme.
- (2) Finance and supplies dept. The department is responsible for Accounts, store and transport
- (3) Planning, research and statistics dept the dept takes charge of orientation programming planning review evaluation and implementation. It also researches into the effectiveness of the schemes and its impact with a view to ensuring more result orientated programmes implementation and development.
- (4) Corps mobilization and development department:- This dept is responsible, for following:-
 - (a) Mobilise and deploying of eligible Nigerian graduate to serve in the NYSC scheme in accordance with the NYSC decree and its amendment

- (b) Ensuring the certification of all that served or were exempted from the service as the case may be
- (c) bring all youth corps members to book
- (5) Corps inspectorate Dept:- This department is responsible for formulating the inspection polices for monitoring corps members performances and ensuring implementation by the state secretariat The welfare and discipline of corps members as well as their post service job placement are handled by the department.
- (6) Community development Dept:- This department is responsible for formulating polices in respect of the programme for the scheme for urban and rural infra-structural development in collaboration with local communities.

In 1985 the Communities Development Services, CDS program was expanded to include farming nation-wide for increased food prediction. Health and corps welfare service dept is responsible for personnel for effective primary health delivery.

- (7) Director general officer:- consists of:-
 - (b) Internal audit
 - (c) Data management
 - (a) Information division is the image maker of the scheme, its enlighten the public for its activities
 - (c) Data management:- this division maintains the data bank of the organisation. It takes charge of the computerisation of the corps mobilisation

process and ensures proper storage and retrieval of all information essential
for management decision making

CHAPTER THREE

ANALYSIS OF EXISTING SYSTEM FILE DESIGN

3.1 FEASIBILITY STUDY

The feasibility study was embarked upon with a view to determine whether or not the proposed computerisation is desirable or not.

The method used to collect data for this study are as follows:-

- (a) Interview
- (b) Observation
- (c) Questionnaire
- (d) Documents review

3.1.1 INTERVIEW

It is quite true written document provided information on how the system should operate, but they may not include enough detail to allow decisions to be made on the projects proposal not do they present current users" view about current operation. This therefore made the use of oral interview inevitable. This method allows the interviewer to have direct discussion with the key officers in the organisation. Attempts were also made to interact with potential users of the proposal system.

During investigation, the system analyst involved, interviewed the staff of the restaurant, staff welfare department and top management staff of NYSC and other departments.

3.1.2

OBSERVATION:-

This method is employed because of the desire to obtain, not only first hand information about how activities are carried out, but also is actually observe. Closely how documents and equipment are processed and handled.

This method was used in the restaurants staff, outside like Motown hotel and Shiroro hotels customers and market sellers.

3.1.3

QUESTIONNAIRE

This method was administrated on the key staff and outsiders since they are the potential and users of the products of the restaurant

It was used because of the number of people invested which no other method could have done it well due to large number of people involved. It was used to gather information on their personnel option about the restaurant and how to improve the existing system.

3.1.4

DOCUMENT REVISION

This involves the examination of the past records in the restaurant as well as operating procedures and functions of the restaurant and individual officers. The result of the study shows that there is a lot of wastage, time and lack of planning and control. This method was used only on the retardant an market sellers.

3.2

SCOPE OF FEASIBILITY

The scope of data collected for the feasibility study is limited on the following areas.

- (a) Method of data processing

- (b) Method of buying of raw materials and selling to customers
- (c) Documents movement/information dissemination
- (d) Efficiency and effectiveness
- (e) Security and safety of documents/files
- (f) Time constraints
- (g) the entire restaurant and accounting procedures
- (i) Methods of organisation polices on workers.

3.3

REPORTS OF THE STUDY

During the period under investigation a lot of information were gathered on the operation of the existing system. It was found that the restaurant is still operating with the conventional kitchen method thereby wasting a lot of manpower and money - lack of planning which results to much of food wastage. A lot of fraud were found and pilfering with wrong calculations a result, there ere losses and wastage on the part of NYSC standardised food control is lacking more working hours is wasted.

The report gathered, confirmed our year that the present system, has outlived its usefulness because of the followings.

- (a) Limited variety of foods is served
- (b) A lot of wastage due to the fact the customers' demands are not correctly met.
- (c) All board Room functions and other apartment function are contracted to outsides thereby the management is wasting a lot of money.

- (d) The restaurant is being run by an individual instead of a well known registered industrial caterers like WASAN, Nigeria Ltd, Nigerian caterers and supermarket Nigeria Ltd., e.t.c. These individuals can not maintain the standard.
- (e) There is no form of reservation for staff, mostly for the directors from the states who always lodge in expensive hotels in Abuja which costs the NYSC a lot of fund. This form of restoration will boost efficiency in NYSC as in Shell and Mobil oil companies among others.
- (f) Corps members who are redeployment or those yet to be posted always gather in DHQ including the money transferred staff from state who can not afford the hotels bills are not catered for.

3.4

DESCRIPTION OF SYSTEM

National Youth Service Corps Automatic Catering System processes the catering information of the directorate headquarter catering services department.

Each customers record is need or prepared daily, weekly or monthly as the case may be it also processes all the book including the sales purchases and other expenses incurred daily. This will include Bar, Restaurant and Accommodation.

The program makes provision for customers cash book, trial balance, and profit and loss account and daily analysis. The daily, weekly and monthly reports are produced, indicating income and expenditures. The reports for each department includes subtotal for each department's expenditure and income.

3.4.1

SYSTEM NARRATIVE

- **FRONT OFFICE OR RECEPTION**

The guest are made to fill these forms immediately they arrive at the catering premises indicating the type of accommodation they want, in case of staff. The receptionist prepares lists of arrivals and departures to the housekeeper and restaurant in case of customer who are coming for food, only indicate their choice of food by pressing the automatic vending machine which serves them with they type of food he/she indicate after slotting the actual amount for the particular dish/snacks he wants.

NOTE:- That the automatic vending machinery recorded the amount collected per day.

- **FRONT OFFICER CASHIER:-** The cashier collects cash both from guests and the vending machine which he records in his books and fills the necessary forms before passing them to his supervisor.

NOTE:- That the same goes for Bar, Lodging waiter and restaurant it is worthy to note that each of this has its own cashier who takes care of his section.

- **SUPERVISOR:-** He ensures that correct amount collected is recorded in the forms before passing them to the accounts department in case of credit customers/guests their forms are sent to billing office for their bills.
- **BILLING OFFICER:-** In billing officers all the quests in the guest house and credit customer bills are prepared with the billing machine which are circulated to both fret office league, and account dept as well as to the computer department.

- **ACCOUNTS DEPARTMENT:-** All transactions are recorded in accounts. They collect all the data needed to prepare all the books of accounts and fill all the books and fill all the necessary forms and forward them to computer dept. They ensure that all cash received are correct and each customer's bill is recorded, properly entered and checked. They should ensure that all the money received tally with the cash paid to bank. After this the account dept will update their record and pass the form for data control.
- **DATA CONTROL:-** The source form sent by the account dept to data control section are batches with previous documents and prepare control total which will be added to the source documents and later sent to data preparation section.
- **DATA PREPARATION SECTION:-** The batches document received by data prep-section will be keyed into magnetic tape. The magnetic tape with the source document records will form an output for the computer room.
- **COMPUTER ROOM:-** The coded magnetic tape will be validated and sorted into room numbers and account number to the disc.

The sorted transaction records will be used to update the old master file to obtain the new master file from which cash book and profit and loss account are printed for account department management and library for reference purposes.

3.5

FILE DESCRIPTION

All the files are on magnetic disc including master file transaction file and amendment file.

The disc file is chosen because for the number of records on the file which are very few, and as a result, low hit rate are expected on the files and since customers and management need timely report about the running of the catering services to enable the management to extract any information needed and each record will be accessed by its key directly without going through the whole file and thereby much time saving is expected.

The files must also be index sequential order with the room number as keys for the bills while accounting number are used as keys for the trail balance (i.e income and expenditure) and daily analysis.

NOTE:- That tiles are updated by means of terminate. Also customers bills will be in ascending order. The transaction file (expenditure and income) is used to update the master file. Note also that there are two transaction files for the proposed system.

3.6

INPUT AND OUTPUT FILES

- INPUT FILES

The input files are the two transaction files from the keyboard to disc as specified on the file creation and estimated volume of data. It worth noting that the validity of data will be tested during the data entry.

- OUTPUT FILES

There are two output files created from each the records are written on the disc as specific on file creation and estimated volume of data. The cash book and profit and loss accounts are printed on the line printer.

- **FILE CREATION**

The master file created for the proposed system

- **ACCOUNTS MASTER FILE:-**

The sources of data for the master file is transaction file which is formed from the sales and expenditure incurred by each section.

This document is prepared by the accounts department on daily basis due to the volume of work and later passed to data preparation section for keying into tape which will be used for production of the cash book, Trail balance and profit and loss account after the batch totals and control totals are added by the data control section.

The validity checks are done during data entry and the transaction file will be created on the disc.

Note that transaction files formed on the disc will be used to update the old master file. Amendment file undergoes the same process as transaction files. The estimated volume below shows detail of the file.

ESTIMATED VOLUME OF DATA FOR THE PROPOSED SYSTEM

NAME	REFERENCE	NO. OF RECORDS	CHARACTER PER RECORD	TOT. NO OF CHAR.	FREQUENCY
<u>MASTER FILE</u>					
TRANS-M.P	TRANS - M.P	20	74	1480	MONTHLY
TRANS-M.S.P	TRANS - M.P	2000	90	18000	DAILY
<u>INPUT FILES</u>					
TRANS-FILE	TRANS-PN	20	74	1480	MONTHLY
TRANS-SP-FILE	TRANS - SPN	2000	90	18000	DAILY
AMENDMENT FILE	T- AMED	2000	90	18000	DAILY
AMENDMENT-PN	PN - AMEND	20	74	1480	MONTHLY
<u>DOCUMENTS</u>					
SALES/PURCH.- FORM	S/P-FORM	2000	90	18000	DAILY
TRANSACTION FORM	TRANS-FORM	20	74	18000	MONTHLY
REGISTRATION FORM	REG - FORM	2000	90	18000	DAILY
	CAST - O	2000	90	1480	MONTHLY
	PROFIT-O	20	74	18000	DAILY
<u>OUTPUT FILES</u>					
CASH - OUT	SP/ - 0	2000	90		
PROFIT - OUT					
SALES/PURCHASE					
TRAIL - OUT					

3.5

NARRATIVE FOR TRANSACTION FORM.

This is the standard document used in filling transaction records such as sales purchases (ie both cash and credit) closing stock opening stock and general expenses, particulars, date, etc.

It is normally supplied by the accounts department which they use in filling any type of transaction applicable through the information supplied by the cashier of each section.

The form has provision for all the information regarding any type of transaction mentioned above including date, particular, account code, sales cash/cheque No, credit sales credit purchases and general expenses like electricity, water rate maintenance cost, sanitation cost, salaries and wages.

Note:- That amendment form contains the same fields as that of transaction, the only difference is that the amendment form is used to correct any error made either during the period of filling the form or typing it goes the same process as that of transaction forms.

WEEK NO -----

NATIONAL YOUTH SERVICE CORPS
CATERING DEPARTMENT
DIRECTORATE HEADQUARTERS
ABUJA

DATE -----

SECTION -----

SALES/PURCHASE TRANSACTION FORM 1

ACCOUNT	DATE	VOL-NO	PARTICULARS	CHEQU-NO	BANK	CASH	CREDIT	TYPE OF TRANS.	BALANCE

NAME OF THE OFFICER -----

NAME OF CHIEF ACCOUNTANT -----

SIGNATURE -----

SIGNATURE -----

DATE -----

DATE -----

**NATIONAL YOUTH SERVICE CORPS
DIRECTORATE HEADQUARTERS , CATERING SERVICES, ABUJA
TRANSACTION FORM 1**

WEEK NO ----- MONTH ----- YEAR-----

ACCOUNT NUM	ACCOUNT SUB HEADING	DATE	PARTICULARS	RESTAURANT	BAR	ACCOMMODATION
1001	CASH SALES					
1002	CREDIT SALES					
1003	BANK SALES					
1004	TOTAL SALES					
2001	CASH PURCHASES					
2002	CREDIT PURCHASES					
2003	BANK PURCHASES					
2004	TOTAL PURCHASES					
3001	OPENING STOCK					
3002	CLOSING STOCK					
4001	SALARIES & WAGES					
4002	TRANSPORT					
4003	RENT A RATES					
4004	GEN REPSAMINT					
4005	ELECTRICITY & WATER					
4006	BANK CHARGES					
4007	POSTAGE & TELEPHONE					
4008	MOTOR RUNNING					
4010	PRINT & STATIONARY					
4011	STAFF TRAINING					

NAME OF THE OFFICER (WRITER) ----- SIGNATURE ----- DATE -----

NAME OF CHIEF ACCOUNTANT ----- SIGNATURE ----- DATE -----

DOCUMENT DESCRIPTION FOR TRANSACTION FORM - 1

	TEMS	PICTURE	OCCURRENCE	VALUE RANGE	SOURCE OF DATA
1	ACCOUNT - NUMBER	9(8)	ONCE	000000001 - 99999999	ACCOUNTS DEPARTMENT
2	ACCOUNT - SUBHEADING	X(20)	ONCE	ALPHA - NUMBER	" "
3	DATE	X(8)	ONCE	" "	ACCOUNTS DEPARTMENT
4	PARTICULAR	X(20)	ONCE	" "	" "
5	RESTAURANT	9(6)	ONCE	0000001 - 999999	ACCOUNTS DEPARTMENT
6	BAR	9(6)	ONCE	000001 - 999999	" "
7	LODGE/ACCOMMODATION	9(6)	ONCE	0000001 - 999999	ACCOUNTS DEPARTMENT

DOCUMENT DESCRIPTION FOR TRANSACTION FORM - 1

	ITEMS	PICTURE	OCCURRENCE	VALUE RANGE	SOURCE OF DATA
1	ACCOUNT - NUMBER	9(6)	ONCE	000000001 - 99999999	ACCOUNTS DEPARTMENT
2	DATE	X(8)	ONCE	ALPHA - NUMBER	" "
3	PARTICULAR	X(20)	ONCE	" "	ACCOUNTS DEPARTMENT
4	VOUCHER NUMBER	9(6)	ONCE	" "	" "
5	CHEQUE-NUMBER	9(6)	ONCE	0000001 - 999999	ACCOUNTS DEPARTMENT
6	BANK	9(7)	ONCE	000001 - 999999	" "
7	CASH	9(7)	ONCE	0000001 - 999999	ACCOUNTS DEPARTMENT "
8	CREDIT SALES	9(6)	ONCE	00000001 - 999999999	"
9	CREDIT PURCHASES	9(6)	ONCE	0000001 - 999999	ACCOUNT DEPARTMENT
10	TYPE OF TRANSACTION	9(10)	ONCE	0000001 - 999999	" "
11	BALANCES	9(8)	ONCE	ALPHA	ACCOUNT DEPARTMENT

NATIONAL YOUTH SERVICE CORPS

DIRECTORATE HEADQUARTERS

CATERING DEPARTMENT

REGISTRATION FORM

REG. NO ----- ROOM - NO ----- DATE OF ARRIVAL -----

NAME ----- DATE OF DEPARTURE -----

CONTACT ADDRESS -----

TYPE OF ROOM ----- NO OF GUESTS ----- NO OF NIGHTS -----

DESTINATION ADDRESS -----

PASSPORT NO ----- DATE OF ISSUE -----

METHOD OF PAYMENT ----- NO OF ROOMS TO OCCUPY -----

OTHER PARTICULARS -----

NATIONALITY -----

REMARK -----

SIGN -----

DATE -----

THE BASIC RECEPTION STATISTIC FOR THE NIGHT

Room occupancy percentage = $\frac{\text{Bedrooms let} \times 100}{\text{Bedrooms in Hotel}}$

Bedrooms in Hotel

ie Bedroom let = 30

Bedroom in hotel = 50 = $\frac{30}{50} \times 100/1 = 60\%$

Bed occupancy percentage = $\frac{\text{Actual sleeper}}{\text{Total bed space, for}}$

ie Actual sleeper = 47 Guests

Total bed space for =

Guests = 80 $\frac{47}{80} \times 100/1 = 59\%$

Average price paid per room = $\frac{\text{Room sales}}{\text{Number of room let}}$

ie room sale = N51400

Number of room let

= 30

= $\frac{N51400}{30}$

= N17.13

Comparison of average room price of actual sales with the per
room average price of maximum sales

ie average room price of actual sales

= N17.44

ie $\frac{N17.13}{N13} =$ average room principle room

= $\frac{N17.13 \times 100}{13}$

average room price = 17.44

3.7

USER TRAINING/EDUCATION

DAY 1

COMPUTER SERVICE	MIS & DATA BANK
THE COMPUTER	HOW IT WORKS
PROBLEMS SOLVING	Elementary flow chart
	High level program league and writing a simple program

DAY 2 COMPUTER & ENGINEERS

"HAND ON"	The engineers role
	Allow managers to run their programs
COMPUTER SERVICES	Computer place in business
QUESTION TIME	Discussion

3.7.1

THE USERS DEPARTMENT TRAINING

The users need the same framing as the seminar management but for the fact that they will have great involvement in the system, their training should include more technical instruction like:-

- (a) Discussing the information system
- (b) Information requirement
- (c) Form designing M/S and data bank concepts

Time table for line management/staff introduction seminars which must be organised by both the Analyst and training officer is as follows:-

3.7.2

LINE MANAGEMENT

DAY 1:-

Afternoon 13-00 - 17.30

- (a) Human relations, computer and people 1-30 hrs
- (b) Break
- (c) The elements of the computer and the DP department 2 hours.
- (d) "Computer people" 45 minutes

DAY 2:-

MORNING 9 - 30 - 11 - 30 AM

- (a) the computer and management 1 hr
- (b) Break
- (c) Decision making and computer 45 minutes

DAY 3:-

MORNING 9 - 30 in business 1 - 15 hr

- (a) film - computer in business 1 - 15 hrs

DAY 4:-

AFTERNOON 13 - 00 - 14.30 PM

- (a) Source document preparation 1 - 30 minutes
- (b) Discussion on output to staff

If any further training is required by the staff in D.P department, it will be arranged by the system analyst, data processing manager, and training officer for him to attend course in the manufacture collage or further education centres.

The course may include three major functions which areas follows:-

- (a) Business system design
- (b) Computer system design, programming and operation system design
- (c) Operations.

3.7.3

SYSTEM TESTING

The analyst and programmers are the people involved in the testing of this system. The programmers test each program individually by using test data. The test data and expected results are documented with the program documentation - program testing involved error routines and end of file procedures.

The Analyst concern will provide test data, test all the conditions by using actual data and program flow charts with original specifications. They have to include known error and monitor the effect on the system.

system Analysts must involve themselves in two distinct types of testing. These must include.

- (1) Abstract - testing logic, information flow and general design
- (2) Operational - testing with concrete or strong facts that do associate with people and machines involved. After the end of trials the users should be aware of handling any situation that the system can produce for the purpose of testing daily weekly and monthly test data provided by the Analyst should be realistic as possible in quality and type.

The programmes and Analysts must make sure that the work load is within specified time allowed.

3.8

SYSTEM CHANGE OVER

There are four types of system change over that can be adopted depending on the application involved. The most suitable procedure may be chosen by the system Analysts which may be one of the following.

- (a) Parallel changeover - This involves the operations running of the system alongside the old system and a comparison of the two will be made. This procedure is usually carried out un one or two processing cycles. Although this approach is most usual one but the doubt is in cost of running two system at the same time. This is the price that must be paid for creation. For the purpose of this project this should be adopted until later.
- (b) Pilot Running:- This is an alternative to parallel running which involves two approaches namely:-
- (1) Historical data of a required amount is processed by the computer system and the expected result for input and output are compared against the original data.
 - (11) This procedure involves running current data with old system while the previous data is processed by the new system. If the two system produce similar results base for comparison exists.
- (c) Phased change over:- Phase is similar to parallel running but the only difference is that initially only a portion of the current data is in parallel on the new system. later the remaining sections or parts are transferred to new system and each run in parallel for one cycle only.
- (d) Direct change over:- This also involves ceasing the operation of the old system and directly commencing running of the new system. This approach needs the system analyst to be careful in planning and most diligent attention to riming must be paid by operation staff with the proposed in view, the type of change over which is more

Total amount required N1680,000

The cost of all the items required for the proposed system one million six hundred and eighty thousand Naira only.

3.9.2

BENEFITS

To overcome problems encounter by the existing system, the following additional hardware/software have been recommended for the proposed system since NYSC has already acquired computer.

(a)	2 pc computer system	N200,000
(b)	2 Exchangeable disc drive	500,000
(c)	1 Line printer	120,000
(d)	2 Automatic vending machine	600,000
(e)	1 microwave oven	150,000
(f)	1 Dish washing machine	60,000
(g)	1 billing machine	50,000

Total amount required N1680,000

Although, the development and new costs will be high but the long term after affect benefits will be high in terms of production cost, higher profit margin, accuracy, time saving, less wastage, timely reports avoidance of duplication of duties and data and money save.

This system is carefully designed after much consideration has been given to the organisations problems and desire to have effective catering services that can with stand the test of day in order to achieve the NYSC's objective of accountability and efficiency.

As we have stated above the following benefits are anticipated.

- (1) Will supply food and beverages, both hot/cold and of a wide variety through coin - operated machine.
- (2) Will relieve some of pressure of work on counter hands
- (3) There will be an increase in productivity and increase in employees moral.
- (4) Provide round the clock 24 hours services at a laser cost
- (5) Less working time is lost
- (6) Allows for standard quantity of production at a set price
- (7) The machine is used in conjunction with microwave oven, Here all snacks foods are kept at correct temperature, customers chose their meals from the machine
- (8) Wastage are cut to the maximum as long as the customer's demands is correctly gauged
- (9) the machine occupy less space then the kitchen conventional equipment and thereby save a lot of money
- (10) With computer linkage, planning, control and decision are very easy. That is, there will be cost effective, efficiency, time save and money save.

3.9.3

DIRECT SAVING AND QUATITABLE BENEFITS

- (a) Reduction in personnel cost by reducing the waiters activities in the day to day operation
- (b) Cost reduction due to improved procedures
- (c) Elimination in overstocking and detecting goods stored but not actually needed.

In view of the above listed benefit, you can bear with me that there are a lot of fund save, accuracy, timely and effective information for the management to make quick discussion.

3.10

FOOD BUYING AND COSTING

3.10.1

THE PURCHASING OF COMMODITITES

The responsibility for the buying of commodities various form company to company according to the size and the management policy.

Buying may be the responsibility of the chief manager, storekeeper, buyer or the buying department.

For this proposed Automated catering system it will be the responsibility of the Catering manager.

3.10.2

FOOD COSTING

It is important to know the exact cost of each process and item produced. In order to be able to achieve this a system of cost analysis and information is essential.

To calculate the total cost of any one item or meal provided it is necessary to analyse the total cost of one item or meal provided it is necessary to analyse the total expenditure under several headings.

Basically the total cost of each item consists of three main elements.

1. Food main materials cost
2. Labour
3. Over heads (rent rate heating lightening Equipment repairs and maintenance)

It is usual to express each element of cost as a percentage of the selling price.

This enables the caterer to control his profit.

Gross profit or the kitchen profit is the difference between the cost the food the selling price of the food.

Net profit is the difference between the selling price of the food (sales) and total cost (cost of food, labour and over heads)

sales - food cost = gross profit (kitchen profit)

sales - total cost = Net profit

Food cost + gross profit = sales examples:-

If food sales for 1 month = N 4000

and food cost for 1 month = N17600

Labour and overheads for 1 month = N1720

Then total costs for 1 month = N3480

Gross profit (Kitchen profit) = N2240

Net profit = N5000

$$\text{i.e. } N4000 - N1760 = N2240$$

$$N4000 - N520 = N3480$$

$$N1760 + N2240 = N4000$$

Profit is always expressed as a percentage of the selling price.

i.e. the percentage profit for the month was

$$\frac{\text{Net profit} \times 100}{\text{sales}} = \frac{500 \times 100}{1000}$$

$$= 50\%$$

A breakdown shows

Food cost N1760 44% percentage of sales

Labour N1000 25%

Over heads N720 18%

sales N8480

Net profit N520 13%

sales N4000

If we take the percentage shown against each element of cost and net profit to *be*

N1 to equal 100%, we have these findings

$$\text{Food cost} = 4k \times 44\% = N1.76$$

$$\text{Labour cost} = 4K \times 25\% = N1.00$$

$$\text{Overheads} = 4k \times 18\% = N0.72$$

$$\text{Net profit} = 4k \times 13\% = N0.52.$$

$$\underline{100\% = N4.00}$$

If the restaurant served 4000 meals then the average spent by each customer would be

Total sales N4000

No. of customers 4000 = N1.00

As the percentage composition of sales for a month is now known, the average price of a meal for that period can be further analysed.

Average price of a meal N1.00 = 100% 1k = 1%

Which means that the customer's contribution towards.

Food cost 1k x 44 = 44k

Labour = 1k x 25 = 25k

Net profit = 1k x 13 = 13k

Average price of meal = N1.00.

A rule can be applied to calculate the food cost price of a dish is?: let the dish equal 40% and fix the selling price at 100% e.g. cost of a dish 40k = 40%

selling price $\frac{40 \times 100}{40} = \text{N}1.00$

selling the dish at N1.00, making 60% Gross profit above the cost price would be known as 40% food cost.

To cost a dish take as example

Bread and butter pudding (for sweet or desert

<u>Ingredient</u>	(For a 4 portions)
1/2 litre milk at ₦ 20 per litre	= ₦ 10
3 eggs at ₦ 4 each	= ₦ 12

60g sugar at ₦ 4 each = ₦ 15
 30g saltanas at ₦ 56per g = ₦ 2
 2 slices buttered bread = ₦ 3
 vanilla essence = ₦ 3

i.e. Cost of 4 portion = ₦ 42. This shows that one portion is:

$$42/4 = ₦10.5k$$

i.e. Cost of 1 portion = ₦ 10.5= 40%

i.e. Selling price at 40% food cost = $10.5 \times 100/40 = N26.25$

The following will help with various food costing

Food cost	To find the selling price multiply the cost price of the food by	if the cost price of food is N1.00 the selling price is	if cost price is 20k the selling price is	Gross profit
60%	1 2/3	N1.66	32k	40%
55%	1 3/4	N1.75	34k	45%
45%	.2	N2.00	40k	50%
40%	2 2/9	N2.22	44k	55%
33 1/3%	2 1/2	N2.50	48k	60%
	3	N3.00	60k	66%

If food costing is controlled accurately the cost of particular items on the menu and the total expenditure on food over a given period are found. Finding the food cost helps to control cost, price and profit.

An efficient food cost system will disclose bad buying and inefficient storing and should tend to prevent wastage and pilfering. This can assist the caterer to run an efficient business and help to give the customer adequate value for money.

The caterer who gives the customer value for money together with the type of food that the customer wants is well on the way to being a successful caterer which is all the proposed project is about.

CHAPTER FOUR

4.1

PROGRAM PURPOSE

The program will read a disc file of transaction, magnetic tape detail and applies checks to field contents to ensure that valid data goes forward to Amend update program.

4.2

OPERATOR'S MESSAGE

The standard P. C. computer manual will be used for every operating message. The tes data will be keyed through keyboard which will be transcribed to disk.

-
1. Establishment name |
 2. System menu
 0. MAIN MENU

- =====
1. Open New Account
 2. Transactions
 3. Edit cash book entries
 4. Cash book report
 5. Trail balance report
 0. Exit

Select your choice []

1.

Ledger.dbf

s/no	Field name	Decription	Field type	Width	Dec
1.	ACCT-Code	Account code	Character	5	
2.	ACct-name	Account name	"	20	
3.	Tdate	Transaction Disk Date	"	10	
4.	Dr-Amt	Debit amount	Numeric	9	2
5.	Cr-Amt	Credit Amount	"	9	2
6.	Remark	Remarks	Character	20	

2. CASH BOOK.DBF

s/no	Field name	Description	Field type	Width	Dec
1.	ACCT-Code	Account code	Character	5	
2.	ACct-name	Account name	"	20	
3.	VOL-NO	Patricular	Numeric	"	2
4.	Dr-BANK	Transaction Date	"	10	2
5.	DR CASH	Volume number	Character	5	
6.	CR BANK	Bank Debit entry	Numeric	9	2
7.	DR CASH	Cash " "	"	9	2
8.	CR BANK	Bank credit "	"	9	2
9.	CR CASH	Cash " "	"	9	2

4.2.1 Programming cash book

In preparation of cash book, you should rule as shown in sample B.

The program aspect of it is very simple, it is only adding and writing the difference below bank and cash columns.

Note you will have columns for bank and cash for the Debit side and as well as column for bank and cash at the credit side to, you should ensure that the test data corresponds with the sample A and B.

4.2.1 Programming cash book

In preparation of cash book, you should rule as shown in sample B.

The program aspect of it is very simple, it is only adding and writing the difference below bank and cash columns.

Note you will have columns for bank and cash for the debit side and as well as column for bank and cash at the credit side to, you should ensure that the test data corresponds with the sample A and B.

4.2.2 TRIAL BALANCE

Trial balance aspect of it is also simple. It is only listing of all the items on debit side as well as credit side. Add each side separately you ensure that both side tally or give the same total.

4.2.3 PROFIT AND LOSS A/C

The program will be simple, the program will list all the fields listed in the Appendix. of profit and loss A/C.

We first of all, work out of cost of production, Daily sales.

Monthly cost of production

Monthly total sales

Opening stock

Closing stock

After these calculation of all the cost, We start the profit and loss A/C proper.

By adding opening stock to monthly cost of production and later subtract closing stock from the total already got, whatever that is the answer, subtract it from sales that will give you the gross profit from profit subtract all the expenses to get the Net profit. Note that to maintain double entry, the sales will be at the right hand sides i.e. credit side while others will be at the left side.

MONTHLY PROFIT AND LOSS A/C SAMPLE

Dr	Cr.
Opening stock = N45000	Sales 750,000
Cost of production = <u>N375000</u>	
= N420,000	
Less closing stock = <u>20,000</u>	
= N40,000	
Gross Profit = N350,000	
Less Expenses	
Salaries = N120,000	
General repair/maintenance = N4,000	
Rents and Rates = N60,000	
Elect and water = N10,000	
Portages and Tel. = N3,000	
Bank Charges = N800	
Transportation = N1,200	
Staff Uniform = N1,000	
Stationary = N1,000	
Motor Running Exp. = <u>20,000</u> <u>221000</u>	
Net profit = N129000	
N750,000	N75,0000

**4.2.4 NATIONAL YOUTH SERVICES CORPS, DIRECTORATE
HEADQUARTERS, AUTOMATIC CATERING SERVICES**

Preparation of Profit A loss A/C cost of Production and sales

Cost of production per plate = N25, 500 plates are produced daily.

Daily cost of producing 500 plates = $25 \times 500 = \text{N}12500$

Selling price per plate = $\frac{\text{N}12500}{500}$
= N50

Daily sales = $500 \times \text{N}50 = \text{N}25000$

Monthly cost of production = $\text{N}125000 \times 30$
= N375000

Monthly total sales = $\text{N}25000 \times 30$
= N750,000

Opening stock = N45000

Closing stock = N20,000

For Accommodation

(1) single Room per night = $\text{N}150 \times$ the No of Nights occupied

(2) Double Room per night = $\text{N}350 \times$ No of Night occupied

(1) Monthly occupancy = $\text{N}150 \times 30 = \text{N}4,500$

(2) Monthly occupancy = $\text{N}350 \times 30 = \text{N}10,500$

4.3

PROGRAMMING

The first program will be for data-capture, to ascertain that correct data is input to the computer. The data capture program is written in a way that computer only allows the correct data to go into the computer. There after the program for the preparation of cash book, Trail Balance and profit and loss Account will follow.

In order to ascertain that the total number of recorded read equal to the number of records, Totals are accumulated in working storage for the number of records read, number of records processed,

Note that these will be written immediately after all the reports.

4.4

ENTRY TO OTHER PROGRAM

The records which are written to the disc as the test data for the update program will be sorted into Account-code number sequence before producing the reports.

4.5

EXPECTED RESULT, AND TEST DATA

The test data are derived through key board and are transcribed to disc very few record have been extracted from the test data.

The expected result from the test data are found in Appendix --- .

4.5.1 SYSTEM FLOWCHART ILLUSTRATING VALIDATION CHECK

• DECISION TABLE

A waiter, in assessing the amount of discount allowed on staff and other customers order is required to comply with the following policy.

For a function, any order or sales over N5000 received from a credit worthy cluster attracts discount of 5% and similarity, order or sales of less than N5000 attract discount of 3%. other circumstances must be referred to the supervisor for a decision.

• **ILLUSRATION**

RULES

CONDITIONS	1	2	3	4
Is order or sales over	Y	Y	N	N
Is credit satisforary 5000	Y	N	Y	N
ACTION				
Allow discount 3%			x	
Allow discount 5%	x			
Refer to supervisor		x		x

Key Y = Yes

N = No

CHAPTER 5

5.1

CONCLUSION

NYSC organisation is a public organisation which has to give account of its stewardship by making accountability its watchword

Three factors that compel NYSC to maintain and improve on accountability at present time are:-

- (a) The reform in the country's civil service
- (b) The bitter consequences of the sordid events of 1983 and the need to ensure that the decadence of the period will never revisit the NYSC.
- (c) The need to be answerable to the public whose resources are used to maintain the scheme. In pursuance of this objectives, the NYSC organisation always emphasise on recruitment of qualified accounts professionals to man their operations and living reputable accounting firms to audits its accounts.

Attention is also being given to NYSC stores at the moment that all the items supplied to Directorate Headquarters stores are inspected by the Quantity control committee and the stock verifiers. although this measure is yielding an encouraging result, but more still to be done in terms of computerising NYSC was a whole to ensure timely, effective and efficient decision making which the proposed system is intending to achieve towards having effective catering services.

To conclude, the system is carefully designed after much consideration has been given to organisation's problems and desire to promote worker moral and as well at to achieve the organisation's objective of accountability.

The system Analyst involved in designing thing system has considered and weighed the social, technical and economical affects of this system on the NYSC organisation and recommends that the proposed system will meet the organisation desire to achieve its highest efficiency and accountability. Although, the development and new costs of one million, six hundred and eight thousand Naira is high but the long terms of accuracy, timely reports cost effective, move profit margin, avoidance of duplication of duties less wastage, time save, provides 24 hours services and money save. We recommend that the system will meet all standard.

5.2

RECOMMENDATION

This system is carefully designed to help the organisation achieve its highest efficiency. With this system, wastage and losses will be shown-up quickly so that remedial action will be taken. Reliable, efficient and timely information will be accessed at any time by the departmental hands for which discussion making.

To overcome problems encountered by the existing system, the following additional hardware/software have been recommended for the proposed system at NYSC has computer already.

- (a) 2 P.C computer system
- (b) 2 Exchangeable Disc Drive
- (c) All files must be on dice
- (d) The central processor main frame will be 16k words
- (e) Buffer area size will be capable of holding 4096. Character and exchangeable Disc store will be used and key edit system should replace the unit record cared system.
- (f) Line printer must have 132 print position and work at a speed of 600 lines per minutes for Ancillary Equipment.
- (g) The Disc based operating system, Housekeeping routine, Cobol and dBASE IV languages will be the software facilities for the system.
- (h) 2 Automatic vending machine
- (i) 1 Microwave oven
- (j) 1 dish washing machine

(k) 1 Billing machine

It is also recommended that the management should be furnished with the daily state of performance of the vending machine.

The computer department will be run to its full capacity and operate on three shifts like wise with the catering service dept.

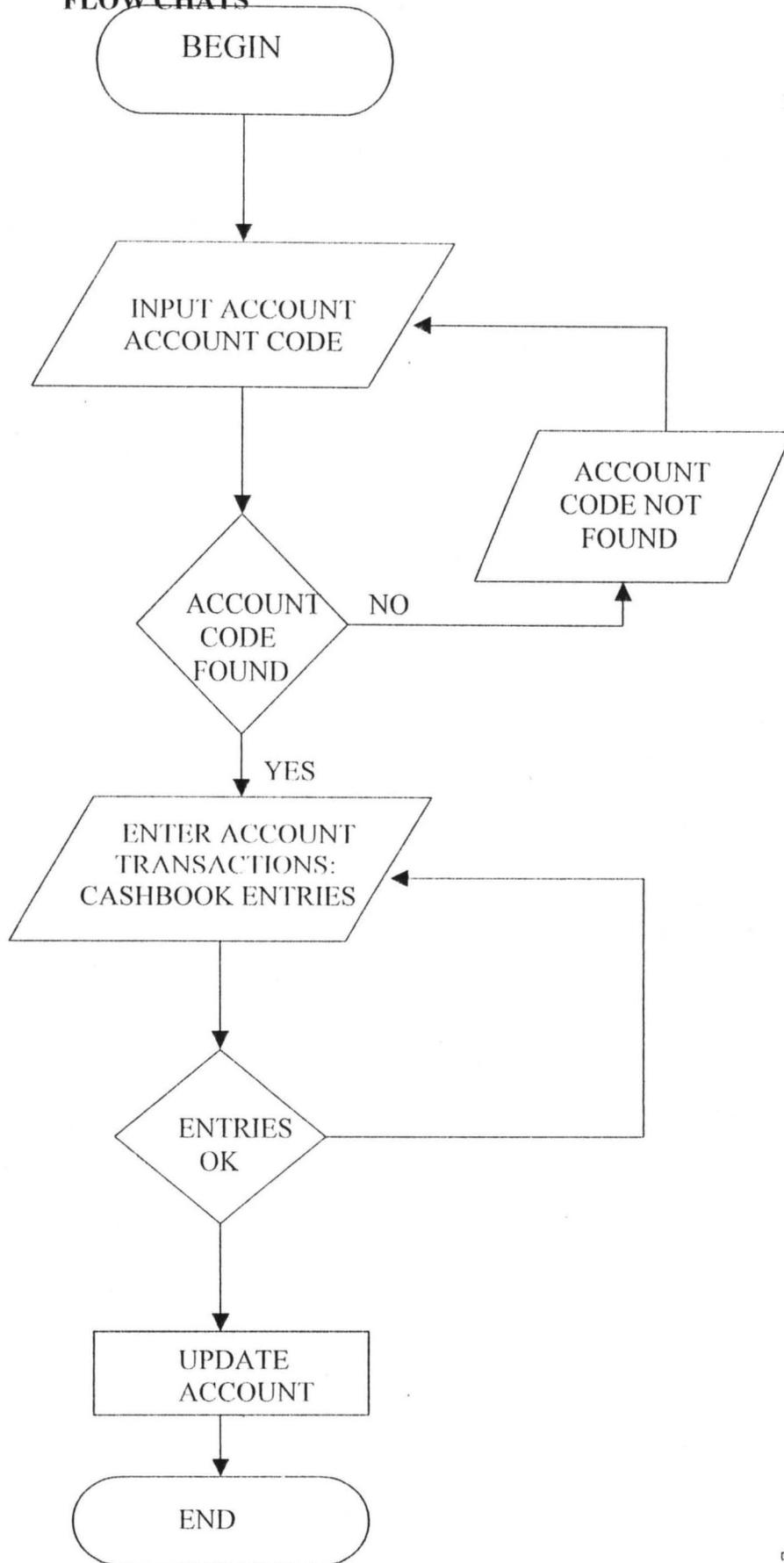
There will be computer print out showing sales against production on daily basis.

Accounts Dept. will always cross check the amount collected by the machine with catering Dept.

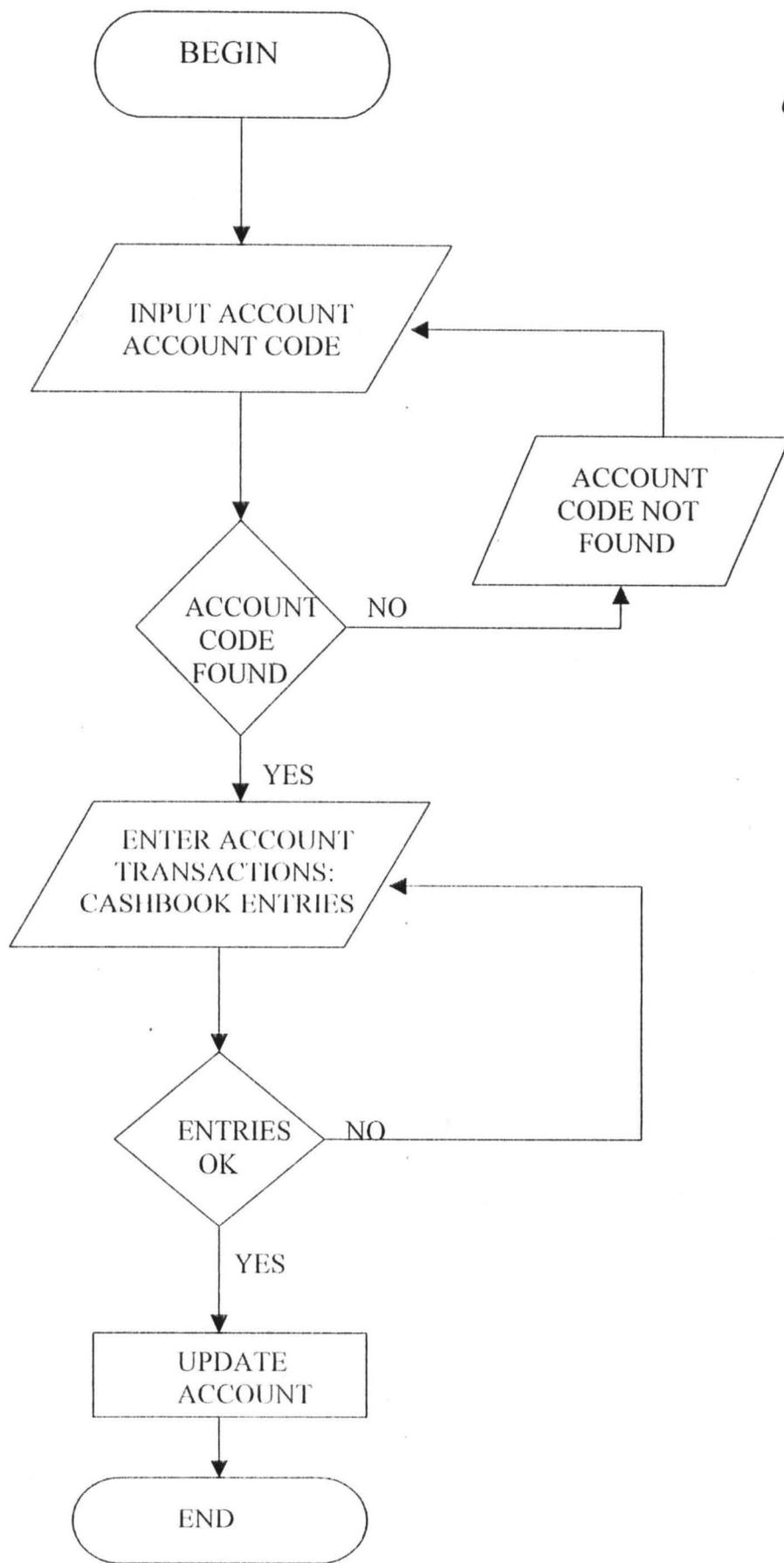
The System Analyst involved in designing this system has considered and weighed social, technical and economical factor affect of this system on the NYSC organisation and recommends that the proposed system will meet the organisational desire and help to achieve its highest efficiency and accountability.

REFERENCES

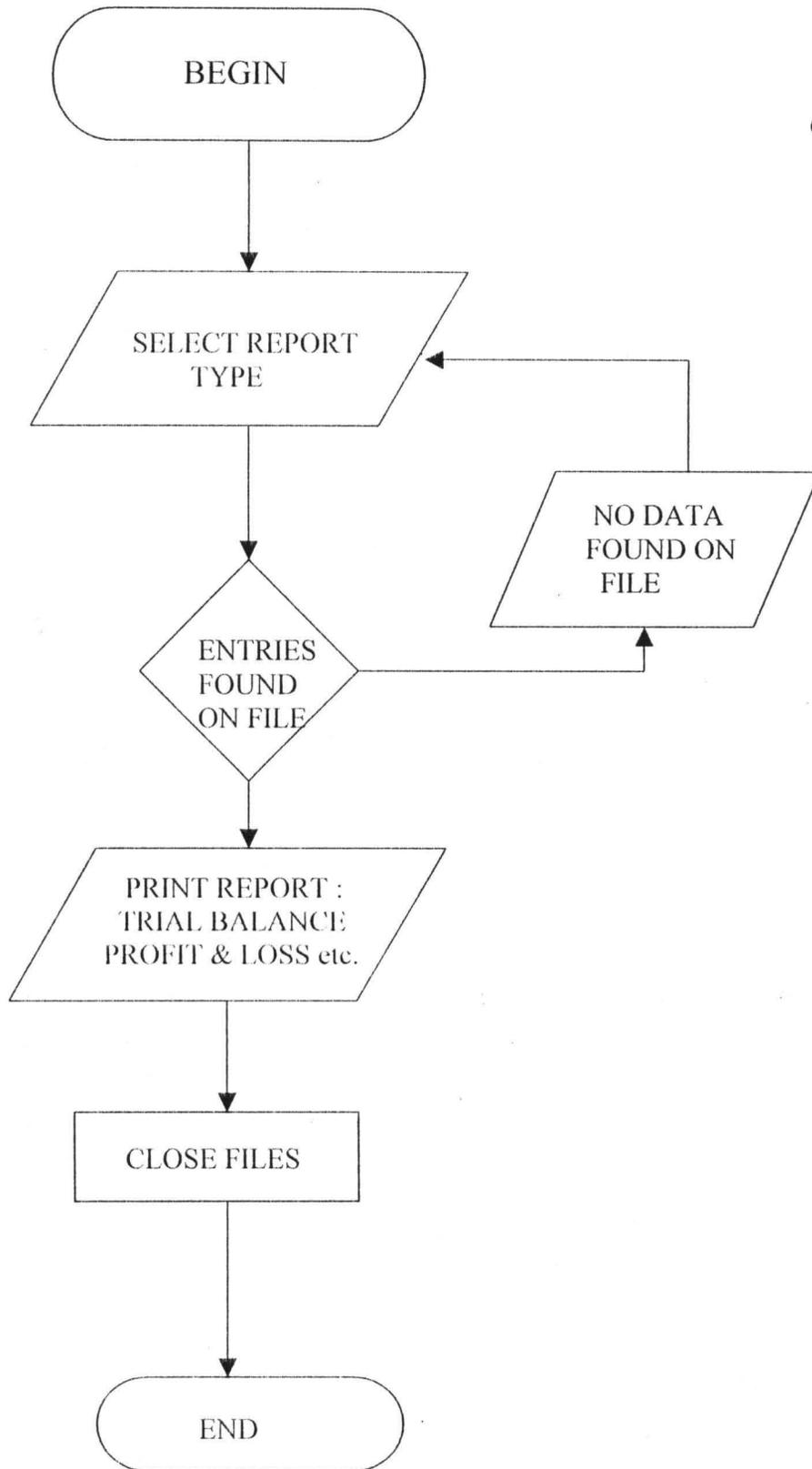
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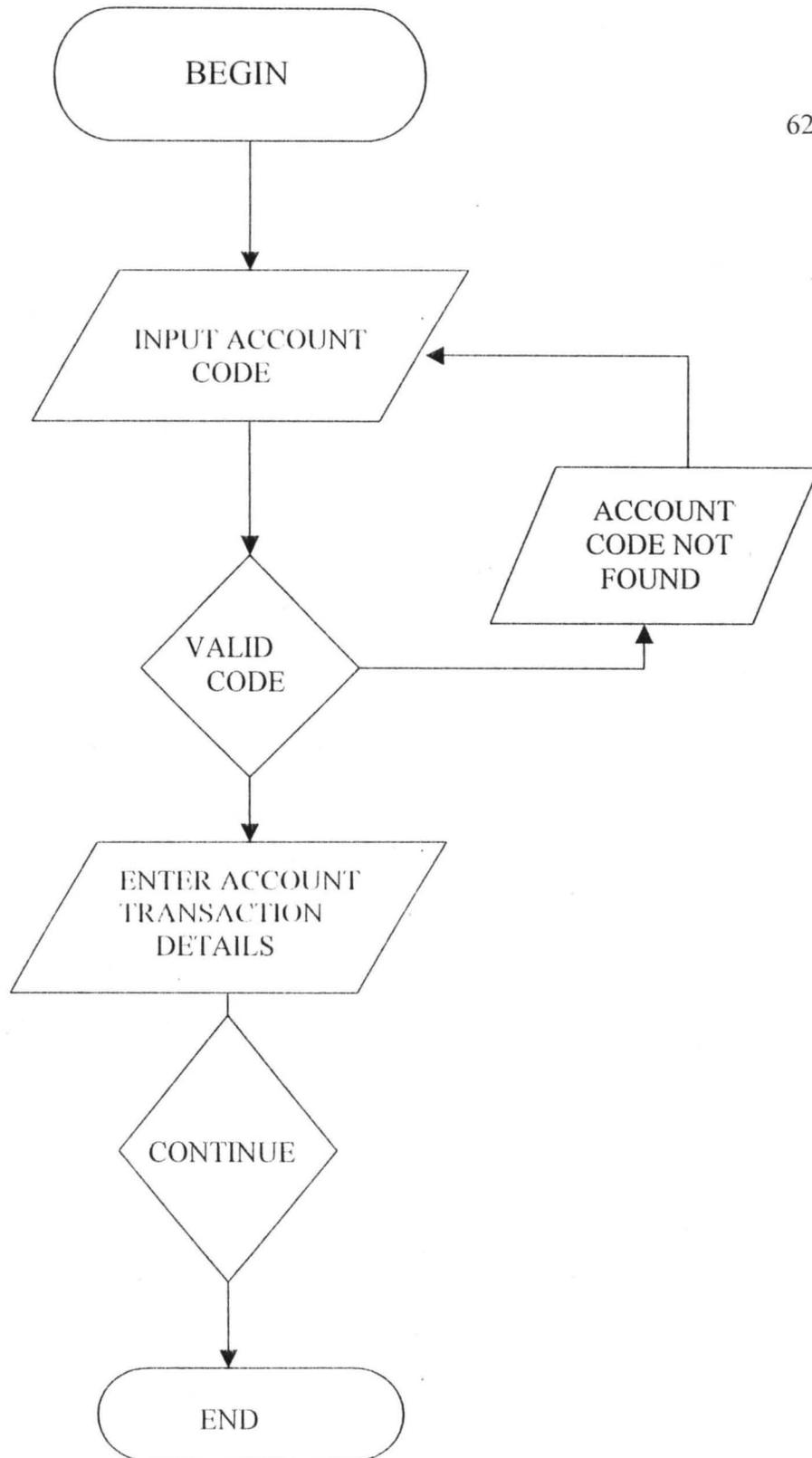
ACCOUNT TRANSACTIONS PROGRAM FLOWCHART



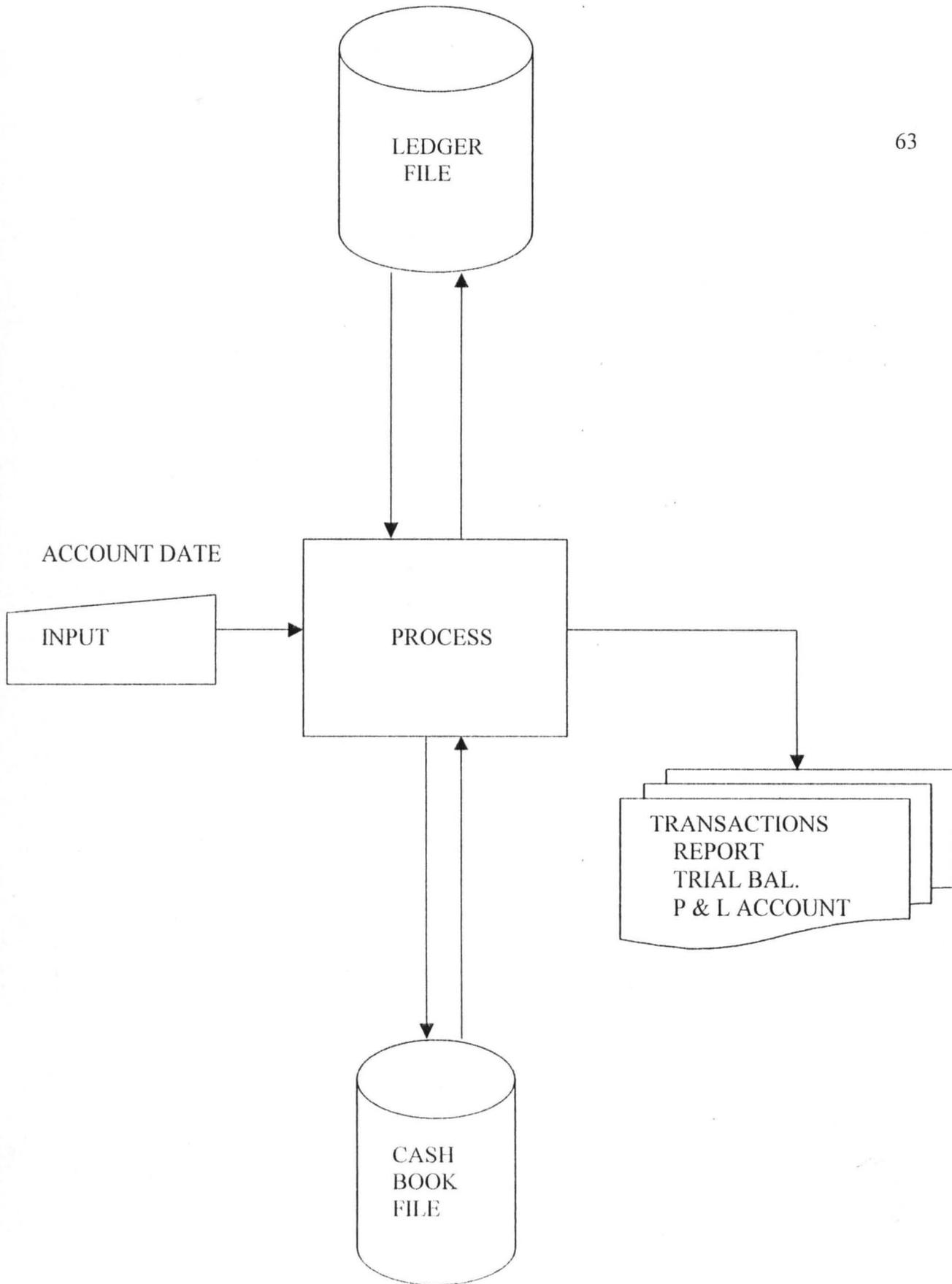
ACCOUNT TRANSACTIONS PROGRAM FLOWCHART



REPORT PROGRAM FLOWCHART

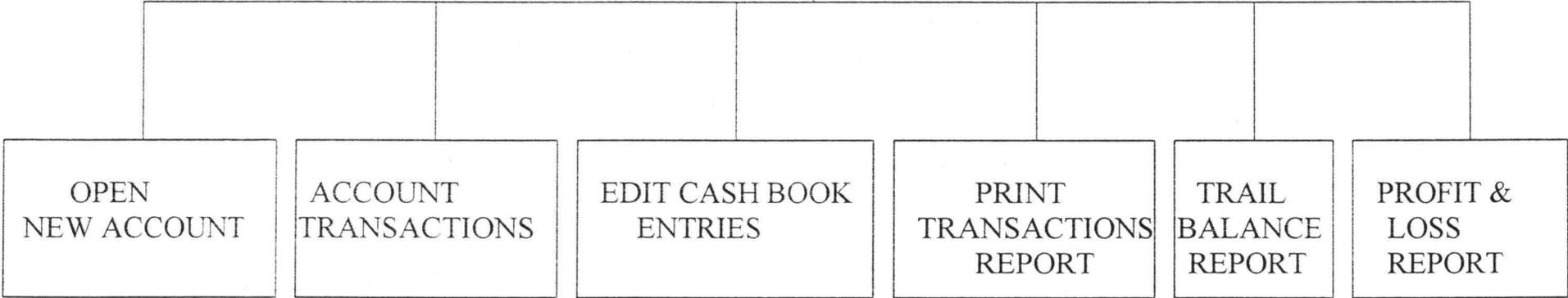


NEW ACCOUNT PROGRAM FLOWCHART



SYSTEM FLOWCHART

CATERING/RESERVATION SYSTEM
MAIN MENU



NATIONAL YOUTH SERVICE CORPS (NYSC)
DIRECTORATE HEADQUARTERS, GARKI, ABUJA

APPENDIX A
AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM
PROGRAM AND RESULTS
M A I N M E N U

65

OPEN NEW ACCOUNT
ACCOUNT TRANSACTIONS
EDIT CASH BOOK ENTRIES
PRINT TRANSACTIONS REPORT
TRIAL BALANCE REPORT
MONTHLY PROFIT & LOSS AACOUNT
E X I T
Enter your choice...

WRITTEN BY:- MRS. EDITH O. ANUSIONWU (PGD/MCS/98/784)

NATIONAL YOUTH SERVICE CORPS (NYSC)
DIRECTORATE HEADQUARTERS, GARKI, ABUJA

AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM
M A I N M E N U

OPEN NEW ACCOUNT
ACCOUNT TRANSACTIONS
EDIT CASH BOOK ENTRIES
PRINT TRANSACTIONS REPORT
TRIAL BALANCE REPORT
MONTHLY PROFIT & LOSS AACOUNT
E X I T
Enter your choice...

WRITTEN BY:- MRS. EDITH O. ANUSIONWU (PGD/MCS/98/784)

NATIONAL YOUTH SERVICE CORPS (NYSC)
DIRECTORATE HEADQUARTERS, GARKI, ABUJA

AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM
M A I N M E N U

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*****
***** PROGRAM : AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM
***** COMPANY : NATIONAL YOUTH SERVICE CORPS
***** ADDRESS : DHQ, AREA 3, GARKI, ABUJA.
***** PROGRAMMER: MRS EDITH O. ANUSIONWU
***** REG.NO. : PGD/MCS/98/784
***** DEPT. : MATHEMATICS/COMPUTER SCIENCE
***** DATE : AUGUST, 2000
*****

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66

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***** MAIN PROGRAM

```

```

SET TALK OFF
SET ECHO OFF
SET STAT OFF
PUBLIC I
DO WHILE .T.
CLEAR
@ 1,9 TO 23,70 DOUBLE
@ 2,17 SAY " NATIONAL YOUTH SERVICE CORPS (NYSC)"
@ 3,17 SAY " DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@ 5,17 SAY "AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM"
@ 6,17 SAY " MAIN MENU"
@ 7,10 TO 7,69
@ 09,29 SAY "OPEN NEW ACCOUNT"
@ 11,29 SAY "ACCOUNT TRANSACTIONS"
@ 13,29 SAY "EDIT CASH BOOK ENTRIES"
@ 15,29 SAY "PRINT TRANSACTIONS REPORT"
@ 17,29 SAY "TRIAL BALANCE REPORT"
@ 19,29 SAY "MONTHLY PROFIT & LOSS ACCOUNT"
@ 21,29 SAY "EXIT"
@ 24,12 SAY "WRITTEN BY:--"
SET COLO TO GR+
@ 24,25 SAY "MRS. EDITH O. ANUSIONWU (PGD/MCS/98/784)"
SET COLO TO R+
@ 09,29 SAY "O"
@ 11,29 SAY "A"
@ 13,29 SAY "E"
@ 15,29 SAY "P"
@ 17,29 SAY "T"
@ 19,29 SAY "M"
@ 21,31 SAY "X"
SET COLOR TO GB+
@ 22,29 SAY "Enter your choice..."
SET COLOR TO
I=0
DO WHILE I=0
I=INKEY()
IF UPPER(CHR(I)) $ "OAEPTMX"
EXIT
ENDIF
I=0
ENDDO
DO CASE
CASE UPPER(CHR(I)) $ "O"
DO NEWACCT
CASE UPPER(CHR(I)) $ "A"
DO ACCTRANS
CASE UPPER(CHR(I)) $ "E"
DO EDITCB
CASE UPPER(CHR(I)) $ "P"

```

```
DO REPMENU
CASE UPPER(CHR(I)) $ "T"
  DO TBREPORT
CASE UPPER(CHR(I)) $ "M"
  DO PLREPORT
CASE UPPER(CHR(I)) $ "X"
  EXIT
ENDCASE
ENDDO
CLEAR
CLEAR ALL
RETURN
□
```

```
@TROW,23 GET MPART PICT "@!"
@TROW,40 GET MBDR PICT "99999.99"
@TROW,50 GET MCDR PICT "99999.99"
@TROW,60 GET MBCR PICT "99999.99"
@TROW,69 GET MCCR PICT "99999.99"
```

71

```
READ
K=SPACE(1)
@23,15 SAY "IN|ext Entry  |T|erminate Entry" GET K PICT "!"
READ
    SELE 2
    * APPEND BLANK
    REPLACE ACCT_CODE WITH MCD, ACCT_NAME WITH MN
    REPLACE TDATE WITH MTD, DRBANK WITH MBDR, DRCASH WITH MCDR
    REPLACE CRBANK WITH MBCR, CRCASH WITH MCCR
    REPLACE PARTICULARS WITH MPART, VOL_NO WITH MVO
    * SELE 1
    * REPLACE DR_AMT WITH DR_AMT+MBCR+MCCR, CR_AMT WITH
CR_AMT+MBDR+MCDR
    * LOCATE FOR ACCT_CODE="1014"
    * REPLACE DR_AMT WITH DR_AMT+MBDR, CR_AMT WITH CR_AMT+MBCR
    * LOCATE FOR ACCT_CODE="1015"
    * REPLACE DR_AMT WITH DR_AMT+MCDR, CR_AMT WITH CR_AMT+MCCR

    IF K="T"
        EXIT
    ENDIF
    TROW=TROW+1
    IF TROW > 21
        EXIT
    ENDIF
ENDDO
    IF K="T"
        EXIT
    ENDIF
ENDDO
CLEAR
CLOSE DATABASE
RETURN
□
```

**** NEW ACCOUNT PROGRAM

72

SET INTE OFF
SET DELI ON
SET DELI TO "[]" .
USE LEDGER

DO WHILE .T.
CLEAR
@06,10 TO 21,67

@ 1,9 TO 21,70 DOUBLE
@ 2,17 SAY " NATIONAL YOUTH SERVICE CORPS (NYSC) "
@ 3,17 SAY " DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@ 5,17 SAY "AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM"
@ 6,17 SAY " OPENING NEW ACCOUNT"
@ 7,10 TO 7,69

STORE SPACE(20) TO MN, MREM
STORE SPACE(5) TO MCD
STORE SPACE(10) TO MTD
STORE 0 TO MDR, MCR

@8,15 SAY "NEW ACCOUNT NUMBER [00000]=Exit " GET MCD PICT "99999"
READ

IF MCD = "00000"

EXIT

ENDIF

LOCATE FOR ACCT_CODE = MCD

IF .NOT. EOF()

@22,1 SAY ""

? CHR(7)

WAIT+" ACCOUNT NUMBER ALREADY EXISTS ! PRESS ANY KEY."

@23,10 SAY SPACE(50)

LOOP

ENDIF

DO WHILE .T.

@10,15 SAY "ACCOUNT NAME " GET MN PICT "@!"

@12,15 SAY "TODAY'S DATE " GET MTD PICT "99/99/9999"

@14,15 SAY "DEBIT AMOUNT " GET MDR PICT "9,999,999.99"

@16,15 SAY "CREDIT AMOUNT " GET MCR PICT "9,999,999.99"

@18,15 SAY "REMARKS " GET MREM PICT "@!"

READ

K=SPACE(1)

@22,15 SAY "[O]pen Account [R]epeat Entry [C]ancel" GET K PICT "!"

READ

IF K = "R"

LOOP

ENDIF

EXIT

ENDDO

IF K = "O"

APPEND BLANK

REPLACE ACCT_CODE WITH MCD, ACCT_NAME WITH MN

REPLACE TDATE WITH MTD, DR_AMT WITH MDR

REPLACE CR_AMT WITH MCR, REMARK WITH MREM

ENDIF

ENDDO

CLEAR

CLOSE DATABASE

RETURN

[]

```
** TRIAL BALANCE REPORT
CH1=SPACE(1)
STORE 0 TO TDR, TCR, P
CLEAR
STORE 60 TO L
USE LEDGER
*SET DEVICE TO PRINT
DO WHILE .NOT. EOF()
IF L > 22
P=P+1
@ 1,17 SAY "          NATIONAL YOUTH SERVICE CORPS (NYSC)"
@ 2,17 SAY "          DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@ 4,17 SAY "          TRIAL BALANCE REPORT"
@6,01 SAY "DATE : "
@6,08 SAY STR(DAY(DATE()))+" /"+ STR(MONTH(DATE()))+" /"+
STR(YEAR(DATE()))
@6,70 SAY "PAGE "+LTRIM(STR(P))
@7,01 SAY REPL('-',79)
@8,01 SAY "ACCT.NO"
@8,20 SAY "ACCOUNT NAME"
@8,52 SAY "DR(AMOUNT) "
@8,65 SAY "CR(AMOUNT) "
@9,01 SAY REPL('-',79)
L=10
ENDIF
IF DR_AMT > 0 .OR. CR_AMT > 0
@L,01 SAY ACCT_CODE
@L,20 SAY ACCT_NAME
@L,51 SAY DR_AMT PICT "999,999.00"
@L,64 SAY CR_AMT PICT "999,999.00"
TCR=TCR+CR_AMT
TDR=TDR+DR_AMT
L=L+1
ENDIF
SKIP
ENDDO
CF=0
@L,1 SAY REPL('-',79)
@L+1,20 SAY "T O T A L"
@L+1,51 SAY TDR PICT "999,999.00"
@L+1,64 SAY TCR PICT "999,999.00"
CLOSE DATABASE
WAIT
*SET DEVICE TO SCREEN
RETURN
□
```

***** REPORT MENU

74

***** REPORT MENU

```
DO WHILE .T.
CLEAR
@ 1,9 TO 18,70 DOUBLE
@ 2,17 SAY "      NATIONAL YOUTH SERVICE CORPS (NYSC)"
@ 3,17 SAY "      DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@ 5,17 SAY "      CATERING/RESERVATION SYSTEM"
@ 6,17 SAY "      REPORT  MENU"
@ 7,10 TO 7,69
@ 10,29 SAY "CASH TRANSACTIONS REPORT"
@ 12,29 SAY "BANK TRANSACTIONS REPORT"
@ 14,29 SAY "E X I T"
SET COLO TO R+
@ 10,29 SAY "C"
@ 12,29 SAY "B"
@ 14,29 SAY "E"
SET COLOUR TO
@ 19,29 SAY "Enter your choice..."
I=0
DO WHILE I=0
I=INKEY()
IF UPPER(CHR(I)) $ "CBE"
    EXIT
ENDIF
I=0
ENDDO
DO CASE
    CASE UPPER(CHR(I)) $ "C"
        DO CASHREPT
    CASE UPPER(CHR(I)) $ "B"
        DO BANKREPT
    CASE UPPER(CHR(I)) $ "E"
        EXIT
ENDCASE
ENDDO
CLEAR
CLEAR ALL
RETURN
□
```

**** CASH BOOK EDITING PROGRAM

75

SET INTE OFF
 SET DELI ON
 SET DELI TO "[]"
 SELE 1
 USE LEDGER
 SELE 2
 USE CASHBOOK
 TROW=0

TROW=13
 DO WHILE .T.
 CLEAR
 @ 1,1 TO 22,79 DOUBLE
 @ 2,17 SAY " NATIONAL YOUTH SERVICE CORPS (NYSC)"
 @ 3,17 SAY " DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
 @ 5,17 SAY "AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM"
 @ 6,17 SAY " CASH BOOK EDITING"
 @ 7,2 TO 7,78
 @ 9,2 TO 9,78
 @10,3 SAY "DATE"
 @10,15 SAY "VOL NO."
 @10,23 SAY "PARTICULARS"
 @10,43 SAY "DEBIT AMOUNT"
 @10,63 SAY "CREDIT AMOUNT"
 @11,43 SAY "BANK"
 @11,53 SAY "CASH"
 @11,63 SAY "BANK"
 @11,72 SAY "CASH"
 @ 12,2 TO 12,78

DO WHILE .T.
 STORE SPACE(15) TO MN, MPART
 STORE SPACE(5) TO MCD, MVOL
 STORE SPACE(10) TO MTD
 STORE 0 TO MCDR, MCCR, MBDR, MBCR
 @8,3 SAY "ENTER ACCOUNT NUMBER [00000]=Exit " GET MCD PICT "99999"
 READ
 IF MCD = "00000"
 CLOSE DATA
 RETURN
ENDIF
SELE 1
LOCATE FOR ACCT_CODE = MCD
IF EOF()
@22,1 SAY ""
? CHR(7)
WAIT+" ACCOUNT NUMBER DOES NOT EXIT ! PRESS ANY KEY."
@24,10 SAY SPACE(50)
LOOP
ENDIF
SELE 2
@8,3 SAY "ENTER VOLUME NUMBER PLEASE " GET MVOL PICT
"99999"
READ
LOCATE FOR ACCT_CODE = MCD .AND. VOL_NO = MVOL
IF EOF()
@22,1 SAY ""
? CHR(7)

WAIT+" NO TRANSACTIONS FOUND FOR THIS ACCOUNT, PRESS ANY
KEY."

@24,4 SAY SPACE(60)

LOOP

76

ENDIF

MN=ACCT_NAME

MVOL=VOL_NO

MPART=PARTICULARS

MBDR=DRBANK

MBCR=CRBANK

MCDR=DRCASH

MCCR=CRCASH

MTD=TDATE

SET COLO TO R+*

@23,15 SAY "ACCOUNT NAME:" GET MN PICT "@!"

SET COLO TO

CLEAR GETS

@TROW,3 GET MTD PICT "99/99/9999"

@TROW,15 GET MVOL PICT "99999"

@TROW,23 GET MPART PICT "@!"

@TROW,40 GET MBDR PICT "99999.99"

@TROW,50 GET MCDR PICT "99999.99"

@TROW,60 GET MBCR PICT "99999.99"

@TROW,69 GET MCCR PICT "99999.99"

READ

K=SPACE(1)

@23,15 SAY "[N]ext Entry [T]erminate Entry" GET K PICT "!"

READ

SELE 2

REPLACE ACCT_CODE WITH MCD, ACCT_NAME WITH MN

REPLACE TDATE WITH MTD, DRBANK WITH MBDR, DRCASH WITH MCDR

REPLACE CRBANK WITH MBCR, CRCASH WITH MCCR

REPLACE PARTICULARS WITH MPART, VOL_NO WITH MVOL

* SELE 1

* REPLACE DR_AMT WITH DR_AMT+MBCR+MCCR, CR_AMT WITH
CR_AMT+MBDR+MCDR

* LOCATE FOR ACCT_CODE="1014"

* REPLACE DR_AMT WITH DR_AMT+MBDR, CR_AMT WITH CR_AMT+MBCR

* LOCATE FOR ACCT_CODE="1015"

* REPLACE DR_AMT WITH DR_AMT+MCDR, CR_AMT WITH CR_AMT+MCCR

IF K="T"

EXIT

ENDIF

TROW=TROW+1

IF TROW > 21

EXIT

ENDIF

ENDDO

IF K="T"

EXIT

ENDIF

ENDDO

CLEAR

CLOSE DATABASE

RETURN

[]

**** CASH BOOK TRANSACTIONS PROGRAM

77

```
SET INTE OFF
SET DELI ON
SET DELI TO "[]"
SELE 1
USE LEDGER
SELE 2
USE CASHBOOK
TROW=0
```

```
TROW=13
DO WHILE .T.
CLEAR
@ 1,1 TO 22,79 DOUBLE
@ 2,17 SAY "      NATIONAL YOUTH SERVICE CORPS (NYSC)"
@ 3,17 SAY "      DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@ 5,17 SAY "AUTOMATION OF THE NYSC CATERING/RESERVATION SYSTEM"
@ 6,17 SAY "      CASH BOOK TRANSACTIONS"
@ 7,2 TO 7,78
@ 9,2 TO 9,78
@10,3 SAY "DATE"
@10,15 SAY "VOL NO."
@10,23 SAY "PARTICULARS"
@10,43 SAY "DEBIT  AMOUNT"
@10,63 SAY "CREDIT AMOUNT"
@11,43 SAY "BANK"
@11,53 SAY "CASH"
@11,63 SAY "BANK"
@11,72 SAY "CASH"
@ 12,2 TO 12,78
```

```
DO WHILE .T.
STORE SPACE(15) TO MN, MPART
STORE SPACE(5) TO MCD,MVOL
STORE SPACE(10) TO MTD
STORE 0 TO MCDR,MCCR,MBDR,MBCR
@8,3 SAY "ENTER ACCOUNT NUMBER [00000]=Exit " GET MCD PICT "99999"
READ
IF MCD = "00000"
    CLOSE DATA
    RETURN
ENDIF
SELE 1
LOCATE FOR ACCT_CODE = MCD
IF EOF()
    @22,1 SAY ""
    ? CHR(7)
    WAIT+"      ACCOUNT NUMBER DOES NOT EXIT !  PRESS ANY KEY."
    @24,10 SAY SPACE(50)
    LOOP
ENDIF
MN=ACCT_NAME
SET COLO TO R+*
@23,15 SAY "ACCOUNT NAME:" GET MN PICT "@!"
SET COLO TO
CLEAR GETS
```

```
@TROW,3 GET MTD PICT "99/99/9999"
@TROW,15 GET MVOL PICT "99999"
```

@L+2,64 SAY TCR PICT "999,999.00"
CLOSE DATABASE
WAIT
*SET DEVICE TO SCREEN
RETURN
||

```

** MONTHLY PROFIT AND LOSS ACCOUNT REPORT
CH1=SPACE(1)
STORE 0 TO T1,T2,T3, TDR, TCR, P,T4,T4,NETPROFIT
CLEAR
STORE 60 TO L
USE PL
*SET DEVICE TO PRINT
*@ 1,17 SAY "      NATIONAL YOUTH SERVICE CORPS (NYSC)"
*@ 2,17 SAY "      DIRECTORATE HEADQUARTERS, GARKI, ABUJA"
@01,17 SAY "      MONTHLY PROFIT AND LOSS ACCOUNT REPORT"
*@6,01 SAY "DATE : "
*@6,08 SAY STR(DAY(DATE()))+" /"+ STR(MONTH(DATE()))+" /"+
STR(YEAR(DATE()))
@2,10 SAY "Dr"
@2,50 SAY "Cr"
@3,10 SAY ACCT_NAME + STR(DR_AMT)
T1=DR_AMT
SKIP
TCR=CR_AMT
@3,50 SAY ACCT_NAME + STR(CR_AMT)
SKIP
T1=T1+DR_AMT
@4,10 SAY ACCT_NAME + STR(DR_AMT)
@5,30 SAY "-----"
@6,26 SAY T1
SKIP
@7,10 SAY ACCT_NAME + STR(DR_AMT)
@8,30 SAY "-----"
T2=DR_AMT
SKIP
T3=T1-T2
@9,26 SAY T3
T4=TCR - T3
@10,10 SAY "GROSS PROFIT      "+STR(T4)
@11,10 SAY "LESS EXPENSES:"
L=11
DO WHILE .NOT. EOF()
  L=L+1
  @L,10 SAY ACCT_NAME
  @L,30 SAY DR_AMT
  TDR = TDR + DR_AMT
  SKIP
ENDDO
NETPROFIT=T3 - TDR
@L,40 SAY TDR
L=L+1
@L,30 SAY "-----"
@L+1,10 SAY "NET PROFIT"
@L+1,40 SAY NETPROFIT
TOT=0
TOT=TDR+NETPROFIT + T4
SET COLO TO BR+
@L+2,40 SAY TOT
@L+2,68 SAY TCR
SET COLO TO
CLOSE DATABASE
WAIT
*SET DEVICE TO SCREEN
RETURN

```

MONTHLY PROFIT AND LOSS ACCOUNT REPORT

Dr		Cr	
OPENING STOCK	45000.00	SALES	750000.0
COST OF PRODUCTION	375000.00		

	420000.00		80
LESS: CLOSING STOCK	20000.00		

GROSS PROFIT	400000.00		
LESS EXPENSES:	350000.00		
SALARIES & WAGES	120000.00		
GENERAL REPAIR/MAINT	4000.00		
RENTS & RATES	60000.00		
ELECT. & WATER	10000.00		
POSTAGES & TEL.	3000.00		
BANK CHARGES	800.00		
TRANSPORTATION	1200.00		
STAFF UNIFORM	1000.00		
STATIONERY	1000.00		
MOTOR RUNNING EXP.	20000.00	221000.00	

NET PROFIT		179000.00	
		750000.00	750000.00

NATIONAL YOUTH SERVICE CORPS (NYSC)
DIRECTORATE HEADQUARTERS, GARKI, ABUJA

TRIAL BALANCE REPORT

5 / 9 / 2000

81
PAGE 1

ACCOUNT NAME	DR (AMOUNT)	CR (AMOUNT)
CAPITAL	0.00	228,000.00
PREMISES	20,000.00	0.00
FIXTURES	3,000.00	0.00
STOCK	20,000.00	0.00
BANK	36,000.00	0.00
CASH	23,000.00	0.00
PURCHASES	7,000.00	0.00
SALES	0.00	25,000.00
MOTOR VEHICLE	20,000.00	0.00
SALARIES	120,000.00	0.00
REPAIRS	4,000.00	0.00
T O T A L	253,000.00	253,000.00

APPENDIX III

LIKELY DISHES

• NIGERIAN DISHES

Boild rice with Dodo

Boild Rice with plantain

Coconut Rice/Vegetable

Jollof Rice/Moimoi

Fried Rice

Towo Chinkafa

Eba

Fufu

Pounded yam

Amala

Semovita

Yam pottage with vegetable

Fried yam

Boild yam with stew

Boild beans with yam

Beans with plantain

Beans pottage

Egusi soup

Draw soup

Ewedu soup

Beans soup

Bitter leave soup

Chicken fired

Goat meat stew

Beef stew

Fresh fish stew

Goat meat pepper soup

Fresh fish pepper soup

Chicken pepper soup

Cow leg pepper soup

Goat head.

• **CONTINENTAL DISHES**

Prawn Salad

Brown Onion Soup

Fillet Mignon

Peppered Chicken

Cheese and Biscuits

Fresh fruits

Coffee