COVENANT UNIVERSITY
Sage ERP
Project Briefing

Prepared by: Lagetronix Nigeria Limited
Agenda

• Status of Sage ERP implementation
• Modules implementation
• Student Life Cycle Management Integration to ERP
• Demonstration
Project Overview

- Project description – automation of
  - Financial and management accounting
  - Human Capital Management
  - Workflow
  - Logistics
  - Asset management
  - Student Life Cycle management integration
Project Plan

- Milestones
  - Project Preparation
  - Modules Configuration
  - ERP-SMS Integration
  - Human Resource Management with Payroll
  - Workflow
  - Process Testing
  - Go-Live Processing
  - Post Go-live support
  - Closure
Project Overview

• Sage ERP Modules implemented
  – General Ledger
  – Cash Book
  – Multi-Currency
  – Accounts Payable
  – Accounts Receivable
  – Human Resources & Payroll
  – ESS/workflow
  – Purchase Order
  – Inventory
  – Asset management
  – Customer Relationship Management
Student Life Cycle Management

• Identified scopes
  – School Fees Management
  – Payment Integration from CSIS
  – Student school bill integration to AR
Purchase Process
Inventory Management

Inventory Control
Transactions

Receive Items  Ship Items  Transfer Inventory  Adjust Item Costs/Quantities  Post Transactions  Day End Processing

Transaction Reports
- Transaction List
- Posting Journals
- G/L Transactions

Analytical Reports
- Sales Statistics
- Transaction Statistics
- Transaction History

Inquiries & Statistics
- Current Transactions
- Transaction History
- LIFO/FIFO
- BOM Component Use
- Sales Statistics
- Item Location Details Quantity
- Stock Transactions
- Serial Numbers
- Lot Numbers
- Transaction Statistics
Asset Management

Norming Asset Accounting

Transactions

Add Assets
- Acquisition
- Convert WIP
- Import

Depreciate Assets
- Depreciation
- Depreciation Reversal
- Projection

Dispose Assets
- Disposal
- Disposal Reversal
- Bulk Disposal

Adjust Assets
- Adjustment
- Bulk Adjustment
- Impairment

Merge/Split Assets
- Merge
- Split

Asset Register

Transaction Reports
- Batch List
- G/L Transactions
- Depreciation projection
- Posting Errors

Analytical Reports
- Accumulated Depreciation
- Depreciation By Period
- Asset History
- Asset List
- Asset Schedule

Inquiries
- Asset Activities
- Asset Inquiry
Student Account (Billing & Payment Process)

C.U BILLING & PAYMENT MANAGEMENT SYSTEM

Generate Bills

Session: 2016/2017

<table>
<thead>
<tr>
<th>ID</th>
<th>Colleges</th>
<th>Status</th>
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<tr>
<td>0</td>
<td>College of Business and Social science</td>
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<tr>
<td>2</td>
<td>College of Leadership Development Studies</td>
<td>Pending</td>
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<tr>
<td>3</td>
<td>College of Engineering</td>
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<td>5</td>
<td>School of Postgraduate Studies</td>
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Generate Bill
Bank Process

Cashbook
Reconciliation

Add Cashbook Entries  
Review Transactions  
Reconcile Accounts  
Create G/L Batch  
Reconciliation Reports

Transaction Inquiry

- Reconcile Statements
- Lock Reconciled Entries

- Cashbook
- Bank Reconciliation
- Missing Cheques
- Registers
- Batch Posting Journal

Activate Windows
Go to system in Control Panel to ac...
General Ledger

Transactions

Batches    Journal Entries    Post Batches

Transaction Reports

Transactions List
Batch Status
Batch List
Posting Journals
Transaction Details
Optional Fields
Trial Balance

Inquiries

Transaction History
Account History
Fiscal Set Comparison
Chart of Accounts
Human Resource Management

Master Files

- Work Calendars
- Skills
- Allocation Sets
- Pay-To-Banks
- Pay Schedules
- Certifications
- Pay Codes
Human Resource Modules

• Employee Management
• Appraisal Management
• Recruitment Management
• Training Management
• Benefit Planning
• Loan Management
• Attendance Tracking
• Leave Tracking
• Payroll Processing
Employee Self Service Portal

To be a leading World-Class Christian Mission University, committed to raising a new generation of leaders in all fields of Human endeavor.

I forgot the password, please send it to me.
ESS PORTAL

Calendar
Reminders
Contacts
Business Partners
Documents
Employee Accounts
Bulletins
Job Opportunities
Training Plans
Appraisals
Requisitions
To Do List
Expenses
Leave
Timesheets
## Workflow Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Workflow Categories</th>
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<tr>
<td></td>
<td>Recruitment Campaign Approval</td>
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<td>External Applicant Hiring</td>
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<td>Internal Applicant Hiring</td>
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<td>Job Review</td>
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<td>Job Transfer</td>
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<td>Job Termination</td>
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<td>Class Enrollment Approval</td>
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<td>Benefit Enrollment Approval</td>
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<td>Loan Request Approval</td>
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<td>Leave Request Approval</td>
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<td>Leave Request Cancellation</td>
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<td>Overtime Request Approval</td>
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<td>Project Review</td>
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<td>Project Closing</td>
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<td>Project Budget Approval</td>
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<td>Project Task Assignment</td>
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<td>Cash Advance Approval</td>
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<td>Expense Approval</td>
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<td></td>
<td>Timesheet Approval</td>
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</tbody>
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Employee Request Approval Cycle

1. **Employee Requesting**
   - to task-node1
   - to Head of Unit

2. **Head of Unit**
   - to task-node2
   - to SubDean/HOD

3. **SubDean/HOD**
   - to task-node3
   - to Director/Dean

4. **Director/Dean**
   - to task-node4
   - to Registrar

5. **Registrar**
   - to end-state1

Properties:
- Code: start-state1
- Description: Employee Requesting
## Approval To Do List

<table>
<thead>
<tr>
<th>Document No.</th>
<th>Description</th>
<th>Submitted Date</th>
<th>Employee</th>
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<tbody>
<tr>
<td>LR20160729000019</td>
<td>I need to get out urgently</td>
<td>2016-07-29</td>
<td>[CU/04/034] Adeboye Yinka John</td>
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<tr>
<td>LR20160804000020</td>
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<td>2016-08-04</td>
<td>[CU/10/074] Dji Geske Lawrence</td>
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Questions ?