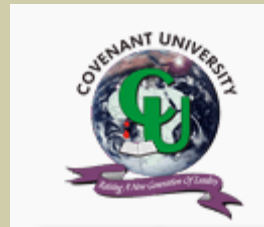


COVENANT UNIVERSITY

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



Microsoft Project
Document

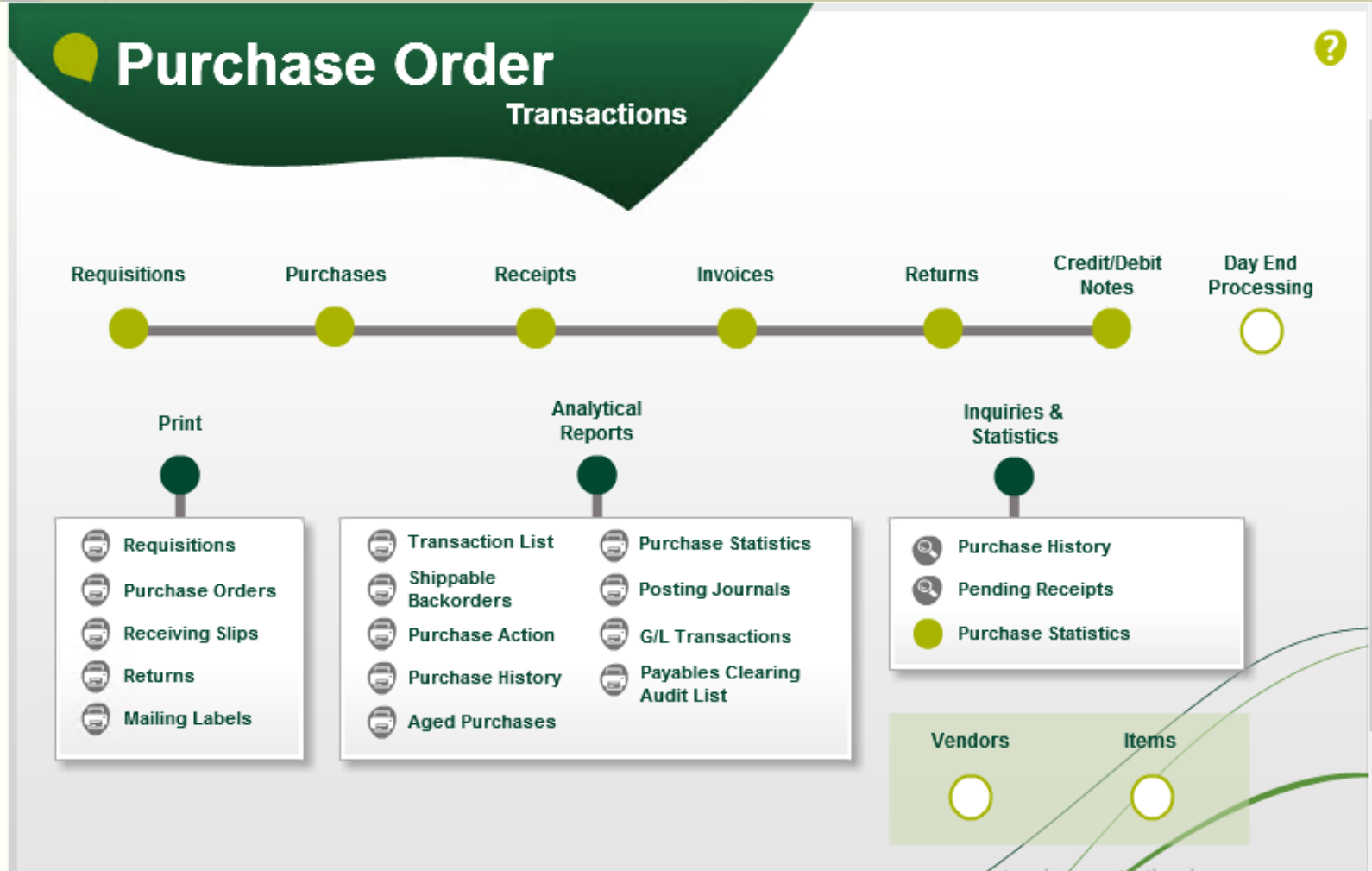
Project Overview

- 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

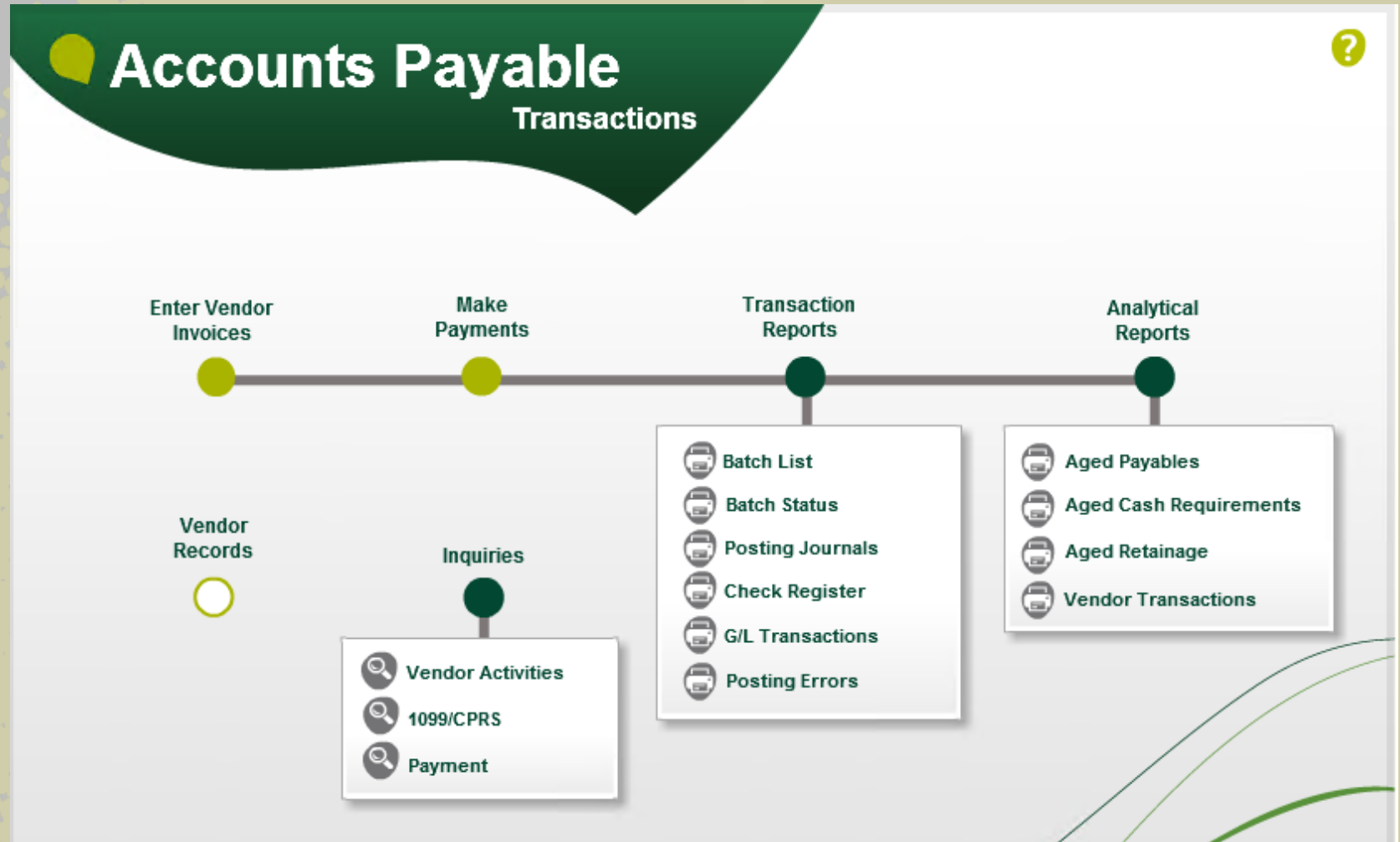
Student Life Cycle Management

- Identified scopes
 - School Fees Management
 - Payment Integration from **CSIS**
 - Student school bill integration to AR

Purchase Process



Account Payable



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



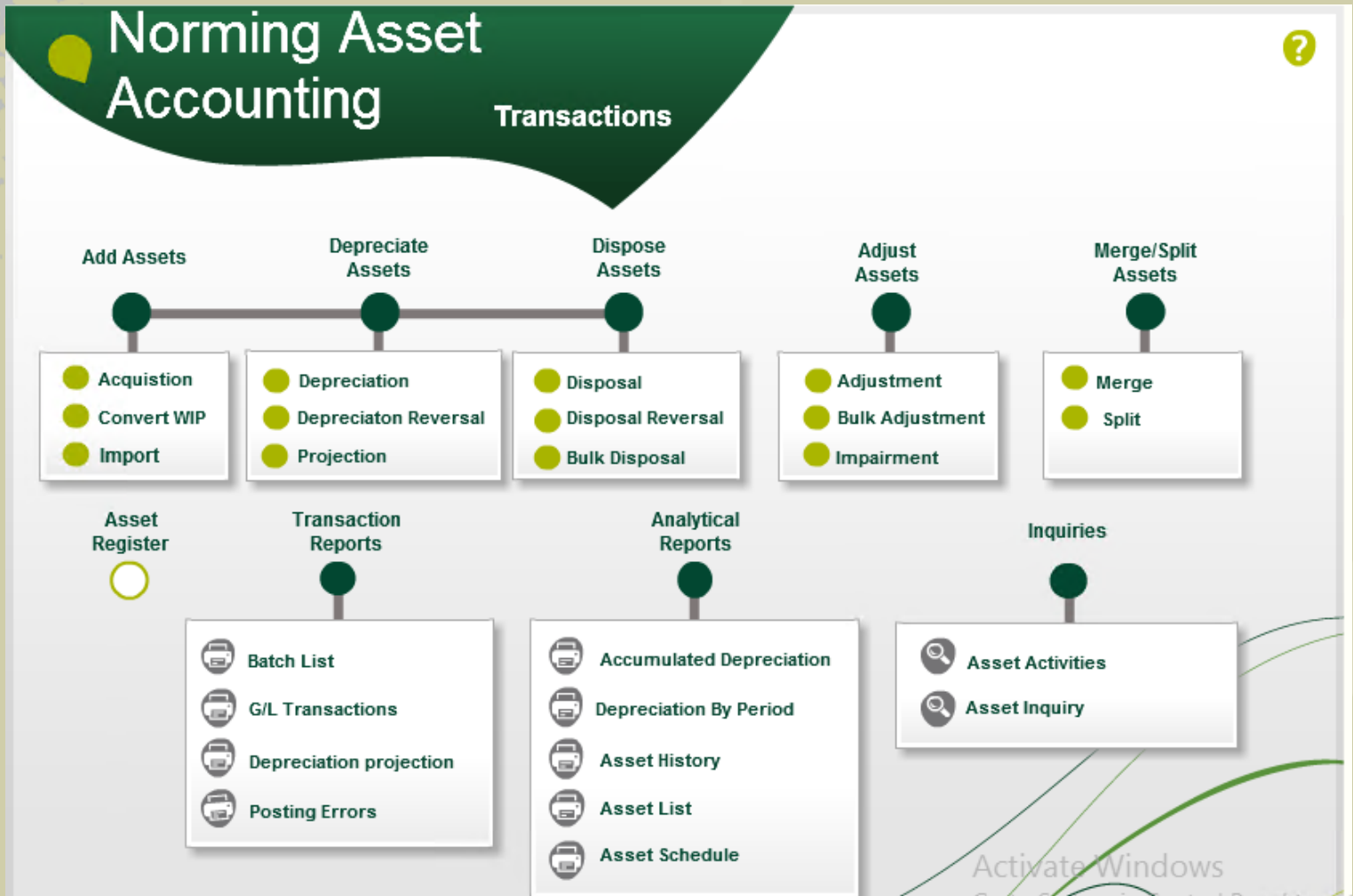
- Sales Statistics
- Transaction Statistics
- Transaction History

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



Student Account (Billing & Payment Process)



- Dashboard
- Setups +
- Billing +
- Payment +
- Send Bill Report +

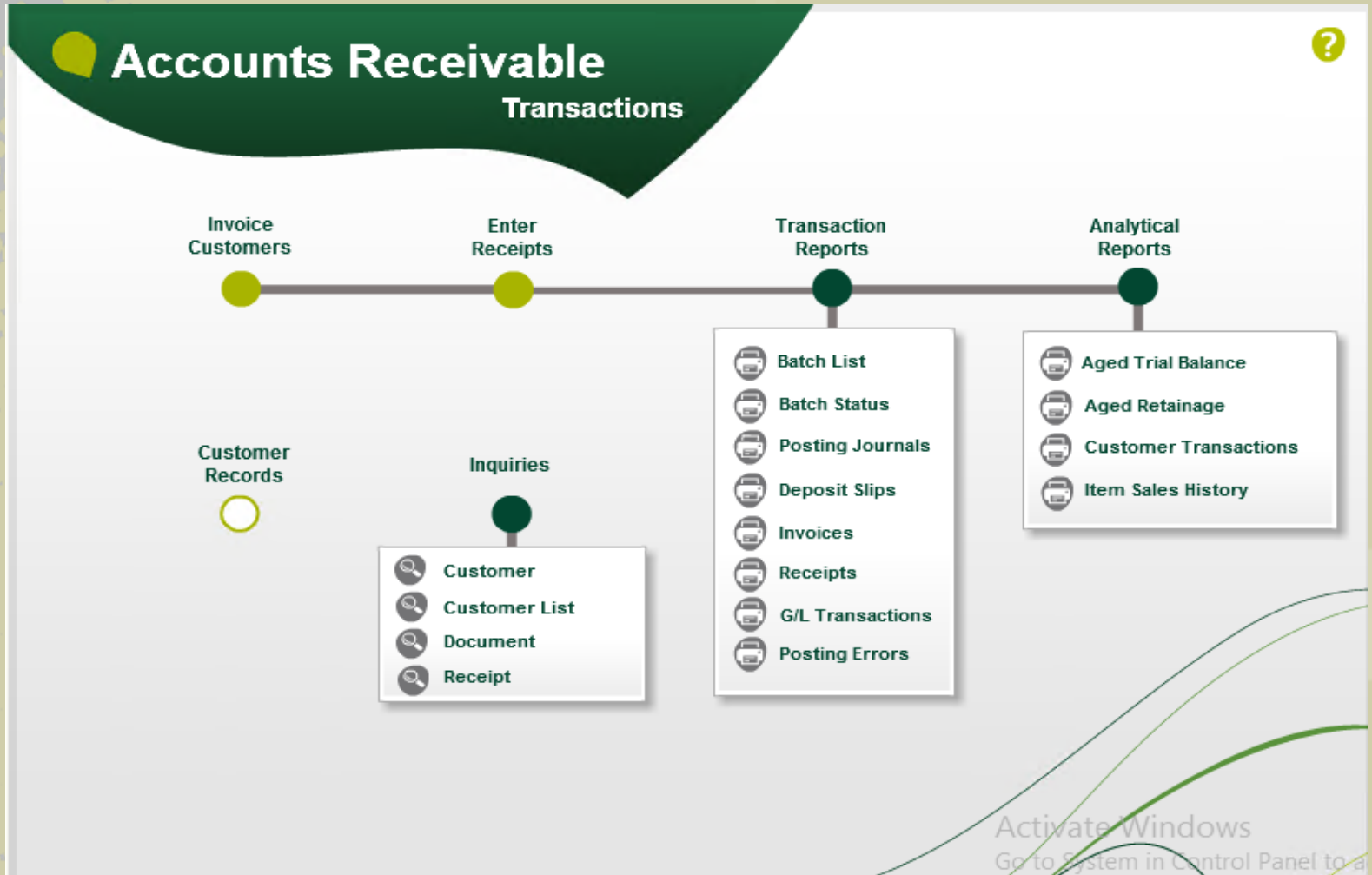
Generate Bills

Session: 2016/2017 ▾

| ID | Colleges | Status |
|----------------------------|---|-----------|
| <input type="checkbox"/> 0 | College of Business and Social science | Processed |
| <input type="checkbox"/> 2 | College of Leadership Development Studies | Pending |
| <input type="checkbox"/> 3 | College of Engineering | Pending |
| <input type="checkbox"/> 4 | College of Science and Technology | Pending |
| <input type="checkbox"/> 5 | School of Postgraduate Studies | Pending |

Generate Bill

Account Receivable



Bank Process

Cashbook Reconciliation



Add Cashbook
Entries



Review
Transactions



Reconcile
Accounts



Create G/L
Batch



Reconciliation
Reports



- Reconcile Statements
- Lock Reconciled Entries

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

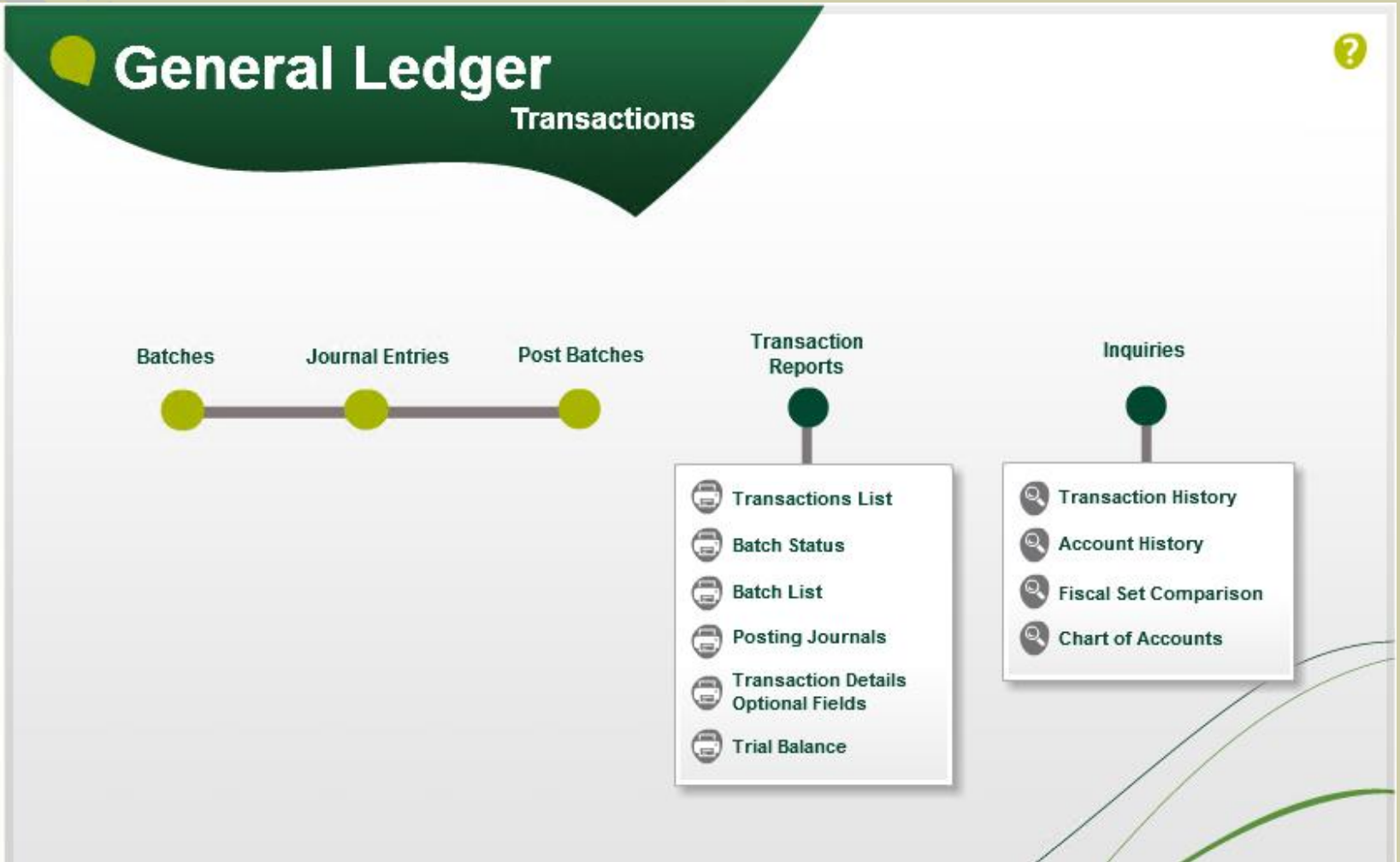
Transaction
Inquiry



Activate Windows

Go to system in Control Panel to activate Windows.

General Ledger










Human Resource Management

- Master Files
- Organization
- Employees
- Bulletins
- Recruitment
- Trainings
- Benefits
- Loan
- Attendance
- Leave
- Overtime
- Payroll
- Reports and Queries
- Documents
- Appraisal
- Accounting
- Items
- Expenses
- Timesheets
- Projects
- Business Partners
- Human Resource**
- Administration

Master Files

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**

ESS LOGIN PAGE



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. →

Login

Login

ESS PORTAL



Calendar



Reminders



Contacts



Business Partners



Documents



Employee Accounts



Bulletins



Job Opportunities



Training Plans



Appraisals



Requisitions



To Do List



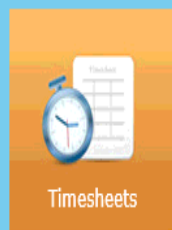
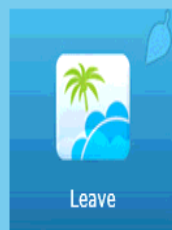
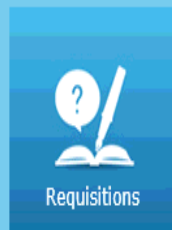
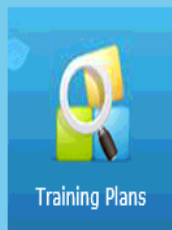
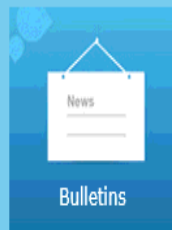
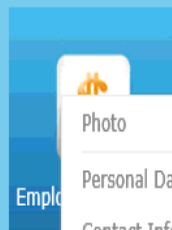
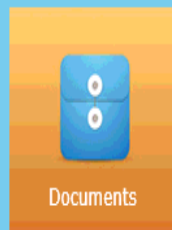
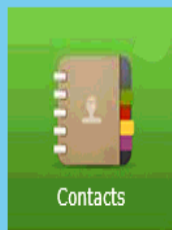
Expenses



Leave



Timesheets



Diji-Geske Lawrence

Logout

Language...

Date Format...

My Profile...

Change Password

Substitute Employee

Job Termination

Photo

Personal Data

Contact Information

Education Background

Work Experience



Dependents

Accounts

Workflow Categories

- | | |
|--|--|
| <ul style="list-style-type: none">• Recruitment Campaign Approval• External Applicant Hiring• Internal Applicant Hiring• Job Review• Job Transfer• Job Termination• Class Enrollment Approval• Benefit Enrollment Approval• Loan Request Approval• Leave Request Approval• Leave Request Cancellation• Leave Request Cancellation | <ul style="list-style-type: none">• Overtime Request Approval• Document Approval• Project Contract Approval• Project Estimate Approval• Project Opening• Project Review• Project Closing• Project Budget Approval• Project Task Assignment• Cash Advance Approval• Expense Approval• Timesheet Approval |
|--|--|

Leave Request

 **Leave** 

Leave Requests

| Leave Account | Available Days |
|---------------|----------------|
| Annual Leave | 30.000 |
| Casual Leave | 7.000 |

New Search

Leave Request Leave Days

Document No. LR20160804000020 Status Awaiting Approval

Request Date* 2016-08-04

Leave Type* Annual Leave

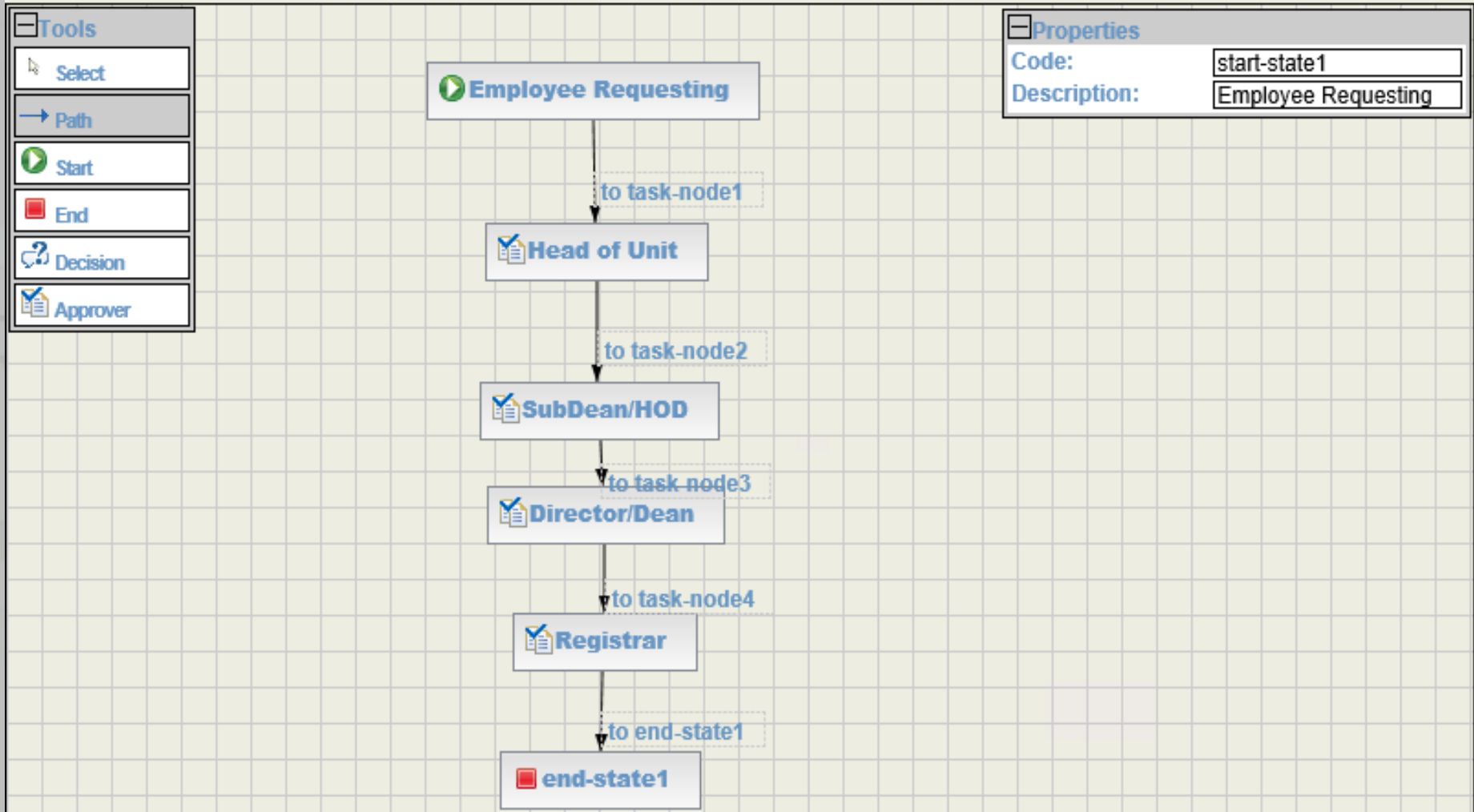
Days Available 30

From Date* 2016-08-04 Full Day



Approval Trail

| Action | Employee | Action Date | Comment |
|-------------------|-------------------------------|------------------|---------|
| Awaiting Approval | [CU/05/248]Oyinloye Olusho... | 2016-08-04 18:24 | |
| Submit | [CU/10/074]Diji-Geske Lawr... | 2016-08-04 18:24 | |

Employee Request Approval Cycle



Approval To Do List

 **To Do List** 

[Approve](#) [Reject](#)

| <input type="checkbox"/> Document No. | Description | Submitted Date | Employee |
|---|----------------------------|----------------|--------------------------------|
| <input type="checkbox"/> LR20160729000019 | I need to get out urgently | 2016-07-29 | [CU/04/034]Adeboye Yinka John |
| <input type="checkbox"/> LR20160804000020 | | 2016-08-04 | [CU/10/074]Diji-Geske Lawrence |

- Pending Employee Requests (2)**
- Leave Requests(2)**
- Leave Cancellation
- Overtime Requests
- Advance Requests
- Expense Reports
- Timesheets
- Loan Requests
- Leave Schedule Requests
- Leave Schedule Cancellation
- Class Enrollment Requests
- Job Termination Requests
- Pending Office Requistions (0)**
- Pending Custom Requistions (0)**
- Approved Employee Requests(...)**
- Approved Office Requistions(...)**
- Approved Custom Requistions(...)**

Activate Windows
Go to System in Control Panel to activate Windows.
1 - 2 of 2

Page 1 of 1



Questions ?