

Company/Office : **ACES Educational System Credit Cooperative.**

Title of Project Stage : **AESCC Information Management System**

Group Members : **Jerry Canale, Joellyn Duhaylungsod**

Introduction

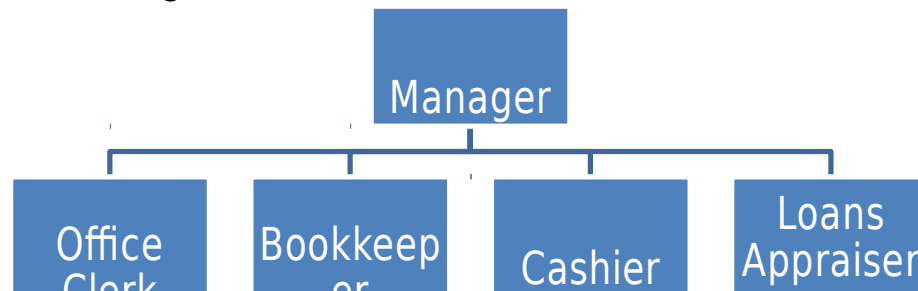
The Organization

ACES Educational System Credit Cooperative is a credit cooperative. Membership to the said cooperative is exclusive to faculty and staff of the ACES Educational System. Its primary purpose is to create funds in order to grant loans to members for productive and providential purposes. It provides Regular Cash loans, Emergency Cash loans and Cash Advances services to its members.

Business Environment

ACES Educational System Credit Cooperative is operating all over ACES Colleges System from Nabunturan, Tagum and Panabo City. Its principal office is located at ACES compound, ACES Tagum College, Mankilam, Tagum City.

The company is being managed by a manager. The office clerk, bookkeeper, cashier, and loans appraiser reports to the manager.



The Manager

The Manager oversees the day to day operation of the office. He approves loans application within his authority. He also approves all other transactions within the office.

The Office Clerk

The Officer clerk serves as the service representative. He receives documents from members and releases loans proceeds. The office clerk also contacts the members for information regarding their loans.

The Bookkeeper

The Bookkeeper maintains the accounting books. He also computes the net loans and generates the list of deduction to be submitted to the payroll officer.

The Cashier

The Cashier is responsible for cash management, receipting, and disbursement.

The Loans Appraiser

The Loan Appraiser evaluates loan application in terms of credit risk and gives recommendation for approval including the amount to be granted.

Critical Success Factors:

1. A good number of members (90% of the faculty and staff).
2. Constant growth of shares in terms of amount.
3. Accurate credit risk appraisal for borrowers.
4. Efficient collections of the loans receivables.

1.2 Existing Information System

The membership, loans, and collection system is being done manually.

A prospective member applies for membership. Upon approval of the membership, the new member then pays for initial capital shares

When a member applies for a loan, the office clerk checks application for routine requirements. The new loan application is then evaluated by the loans appraiser and provides recommendation to the manager or the credit committee. The manager or credit committee approves or disapproves the loan.

Approved loans are sent to the bookkeeper for computation of net loan including other values such as service fees, documentary stamp tax, and amount to be added to the member's capital share. Afterwards, the cashier disburses the loans proceeds.

The office clerk then releases the loan proceeds to the member.

Normal mode of loans payments are done thru a salary deduction. The bookkeeper generates a list member with corresponding amount to deducted and submit the list to the payroll officer of ACES Educational System.

The cashier posts payments to the individual ledger using the report from the payroll officer of ACES Educational System of the actual amount deducted for each member. The cashier may also post payment when a member pays directly to the cooperative. In this case, the reference will be an official receipt.

The Proposed System

Our Team proposes to automate the following:

1. Membership maintenance - this project will store membership information so that it can be easily retrieved for evaluation for loans. This also module also covers monitoring of member's capital share.
2. Loan application process - this project will allow electronic tracking and approval of loan applications. This way, monitoring of loan application status can be easily retrieved. It will also allow efficient way of gather data for analysis.
3. Collection system - for easy posting of payments, generation of required reports especially on receivables.

Scope

Our project will cover the following transactions:

1. Membership maintenance - membership application, updating of information, withdrawal of membership.
2. Loan application process - loan application, appraisal, approval, computation of values, and release.
3. Collection - posting of payments, generation of reports.

EVENTS TABLE

1.A. MEMBERSHIP MANAGEMENT AND ACCOUNT SUBSYSTEM

Event	Trigger	Source	Use Case	Response	Destination
Member submits all the membership requirements	New Member	Member	Register new member	-	-
Member pays membership fee and initial capital build up	Membership fee and capital build up payment	Member	Pay membership fee	Membership and Share Certificate	Member
Member pays capital build-up	Capital build-up payment	Member	Pay capital build up	Receipt	Member
Member inquires his total share	Share Inquiry	Member	Compute member's total share and build up	Total share Report	Member
Member updates account information	Member account update notice	Member	Maintain member account information	-	-
Manager approves member's withdrawal of share	Share withdrawal	Manager	Approve share withdrawal	Paid capital share and build up report	BOD
BOD wants to view the list of coop members	List of Coop members	BOD	Display list of coop members by category	Coop Members List	BOD
Time to produce Members accounts report	End of the year		Generate members account report	Members Accounts Report	Member

1.B. LOANS AND COLLECTION SYBSYSTEM

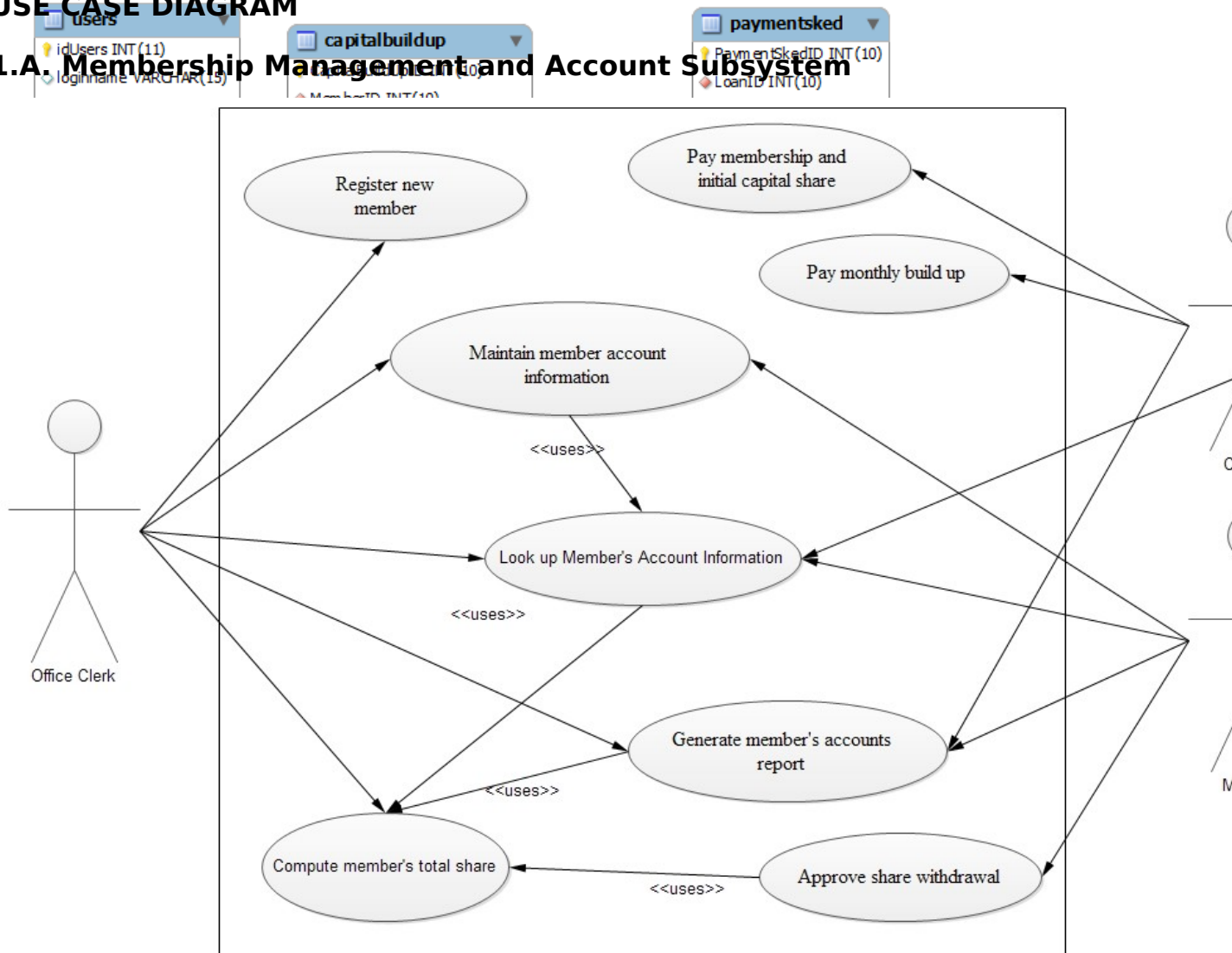
Event	Trigger	Source	Use Case	Response
Member asks for Loan eligibility	Loan inquiry	Member	Look up loan eligibility	Loan eligibility details and list of requirements appropriate for type of loan member wants avail
Member applies for a loan	Loan Application and routine requirements	Member	Create loan record and tag as pending	Expected turnaround time
<i>Time to produce report on new loan application needing appraisal</i>	End of Day		Generate new loan application report	New loan application report
Credit Investigator / Appraiser submits Credit Inspection Report	Inspection Report	Credit Investigator / Appraiser	Update credit risk details	Updated new loan information
Manager hands in the decision (approval / disapproval) of the new loan application	Decision Report	Manager	Update approval details	
<i>Time to compute loan disbursement details</i>	Right after loan application has been tagged as approved		Compute net loan and other amounts (e.g. Documentary stamp tax, etc)	Net loan and other amount pertaining to release of the loan for the creation of check voucher
Cashier hands in check and check voucher	Check and check voucher	Cashier	Update Disbursement details	
Member receives the loan proceeds	Member's presence to claim the check	Member	Update loan release details	Check
Payment for loan is received	Amount paid	Member / Collector	Record amount paid in the Loans Ledger	Updated Loan Balance
<i>Time to compute loan interests</i>	End of the month		Updates loan ledgers	
<i>Time to remind members of unpaid amortization</i>	6 days after due date of amortization		Generate list of unpaid loan amortization at the start of the day	List of unpaid loan amortization
<i>Time to generate collection letter</i>	90 days after delinquency		Generate collection letter	Collection Letter
<i>Time to produce summary of loan balances</i>	End of the month		Produce loan balances summary report	Summary of Loan Balances Report
<i>Time to produce summary of delinquent loan</i>	End of the month		Produce summary of delinquent loans	Summary of delinquent loans

<i>Time to produce aging of accounts receivable</i>	End of the month		Produce aging of accounts receivable report	Aging of accounts receivable report
Management updates loan type catalog	Updated loan type catalog	Management	Update loan type catalog	

PROBLEM DOMAIN CLASS DIAGRAM

USE CASE DIAGRAM

1.A. Membership Management and Account Subsystem



Income_Salary DECIMAL(10,2)
Income_Business DECIMAL(10,2)
Income_Others DECIMAL(10,2)
Membership_Status VARCHAR(20)
Membership_Fee INT(11)
Date_of_Membership DATE
MonthlyCapitalBuildup DECIMAL(10,2)
2 more...
Indexes

Loanpayments
LoanPaymentsID INT(10)
LoanID INT(10)
Reference VARCHAR(20)
datepaid DATE
Principal DECIMAL(10,2)
Interest DECIMAL(10,2)
Balance DECIMAL(10,2)
Indexes

Term INT(10)
CheckDate DATE
CheckNumber VARCHAR(15)
VoucherNumber VARCHAR(15)
Indexes

1.A. Membership Management and Account Subsystem



