ABSTRACT

Theresearch work "design and implementation of office management system" includesregistration of staff, storing their details into the system, and also computerizedbilling in the office. Our system has the facility to give unique id for every staffand store the details of every staff automatically. This work was done as aresult to solve the problems usually encountered in the office. The Office ManagementSystem was achieved using two programming environment: PHP and MySQL, with PHP asfront-end and MySQL as the backend database. The system can be entered using ausername and password. It is accessible either by an administrator or anauthorized staff. The interface is very user-friendly, protected for personaluse and the data processing is very fast.

CHAPTERONE

INTRODUCTION

1.1   BACKGROUND OF THE STUDY

An Office was described as a place where all the official or paper workare done or performed. But in this era of information technology, office is nolonger referred to a place but it as set of function for doing office work oractivity (Nwoke: 2013). An office helps us to perform different task such ascollecting the data, recording them, analyzing them, presenting them in anorganized and scientific way, etc. Allthe functions of management like planning, organizing, directing, orcontrolling are controlled by office which also involves paper work. Office isthe brain of an organization.

Without a proper management, an organization will lack the ability tofunction properly (Peculiar: 2015). So, an organization needs someone to managethe organizational activities. Management is a common process in all organized activities. Wheneverthere is certain number of people working together for a common goal, some kindof management becomes essential. The direct effort of a personnel toward theachievement of goals of organization is management.

Office management is known as a profession whichincludes the design, implementation, evaluation, and maintenance of the processof work within an office or organization, in order to maintain and improveefficiency and productivity. This is concerned with the following

elements:

2**Personnel:**It is a person who is responsible to manage the organization or office. Thereshould be sufficient number of trained personnel. The offices personnel must beselected properly, placed, trained, promote and controlled for the purpose ofaccomplishing desired goals.

3**Means**:are the tools with the help of which official activities are done or performed.This includes the materials, machines, and equipment required by the officepersonnel or for office work. If the office is not provided with theappropriate means, it is very difficult to manage the organization properly.

4**Environment:** Environmentplays an important role for managing the office and for efficient and effectiveoffice work. It means the surrounding where employees work. It includes thefactor like layout, interior decoration, lighting, ventilation, cleanlinessetc.

5**Purpose:**An office has to set up definite purpose. The purpose of the office providesdirection and guidelines to other activities. If the purpose of the office iscleared then efforts and activities can be directed in its achievement.

1.2. Statementof Problem

Manual office systems always putpressure on people to be correct in all aspect of their work especially theAdmin. With manual systems the level of service is dependent onindividuals and this puts a requirement on management to run trainingcontinuously for staff to keep them motivated and to ensure they are followingthe correct procedures. It can be all too easy to accidentally switchdetails and end up with inconsistency in data entry or in hand written orders. This has the effect of not just causing problems with customer servicebut also making information inavailablefor reporting or finding trends withdata discovery. Reporting and checking that data is also a problem andcan be time consuming and expensive.

Other problems caused by the manualOffice system are:

Ø Inconsistencyin data entry, room for errors,

Ø Largeongoing staff training cost.

Ø Systemis dependent on good individuals.

Ø Reductionin sharing information and customer services.

Ø Timeconsuming and costly to produce reports.

Ø Lackof security of data.

Ø Duplicationof data entry.

1.3. Objective of Study

The objectives of this study is todesign a computerized Office system that will take care of the staff payroll,Account informations and receipt printing for all clients in an organization,

Ø Todesign a computerized system for calculating basic salary and allowance ofstaff.

Ø Todesign a computerized payment platform.

Ø Todesign a system that accurately stores employee data and retrieves paymenthistory when needed.

Ø Todesign a computerized system that take care of the daily sales of the company

Ø Systemthat compute company's revenue, admin expenses, tax, market expenses, financialexpenses.

Ø Printa comprehensive account statement daily as well from a time duration.

Ø Printreceipts to customer on demand.

1.4. Significance of the study

The study will aid inreducing errors, fraud, increase speed and also aid growth in organizations ifsuccessfully implemented. Manual ways of carrying out accounting, payroll andreceipt systems in organizations will be totally eliminated with thiscomputerized system in place. The study will also serve as a guide to otherstudent researchers who may want to conduct further research on the subjectmatter. Findings and recommendations from this system will aid in developingnewer versions to serve optimally.

1.5.SCOPE/LIMITATION OF THE STUDY

The scope of thisstudy is centered on the design and implementation of an electronic officesystem that will takes care of staff payroll system, Account informationsystem,day to day expenses in an organization and Receipts system.

Limitation

Financial constraint- Insufficient fund tends to obstruct the efficiency of theresearcher in sourcing for the relevant materials, literature or informationand in the process of data collection (internet, questionnaire and interview).

Time constraint- The researcher will at the same timeengage in this study with other

academic work. This consequently will cut downon the time devoted for the research work.

1.6. DEFINITION OF TERMS

A payroll: is acompany's list or records of its employees, which is often used to refer to thetotal amount of money that a company pays to its employees.

Apayroll system: is software whichorganizes and arranges all the tasks of employee payment and the filing ofemployee taxes.

Payslips: anote given to an employee when they have been paid, detailing the amount of paygiven and the tax and insurance deducted.

Employer: aperson or organization that employs people.

Employee: aperson employed for wages or salary, especially at nonexecutive level.

W-4 tax form:is a form completed by an employee to indicate his or her tax situation (exemptions, status,etc.) to the employer. The W-4 form tells the employer the correctamount of tax to withhold froman employee's paycheck.

InternalRevenue Service (IRS): A United States government agency that isresponsible for the collection and enforcement of taxes.

SocialSecurity Administration(**SSA**): is an independent agency of the United States federal governmentthat administers **Social Security**, a social insurance program consistingof retirement, disability, and survivors' benefits.

Computerized office management system

Once payment is confirmed, the material will be sent to you immediately.

It takes 5min to 30min to confirm and send the material to you.

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Regards!!!