

SOP

XXX

DRAFT

XXX

Problem Definition

- Most SMEs work in an unstructured environment
- NO SOPs
- Transition difficult when someone leaves the organization

DRAFT

Benefits of SOP

- Control the quality and consistency of organization wide activities
- Reduce errors and enhance productivity
- Standardize performance management with reference to function, process or activities
- Establish a chain of command
- Compliance to company and government regulations
- Protect from knowledge loss
- Reduced learning curve/training time for new employees
- Readiness for future growth

SOP – Business Proposition

- Provides framework for defining SOPs
- Available on the GO

DRAFT

Key Features

- Up to 6 Level Process Maps
- Standard Templates. Can be modified as per company specific SOPs.
- Linkage to Forms
- Process Flow Charts
- Linkage to ERP / System (Single Signon) (in future)
- Workflow automation (in future)
- Reference to Company Policies
- Authority Levels
- Role Based Security



Cash & Bank Management

Logo

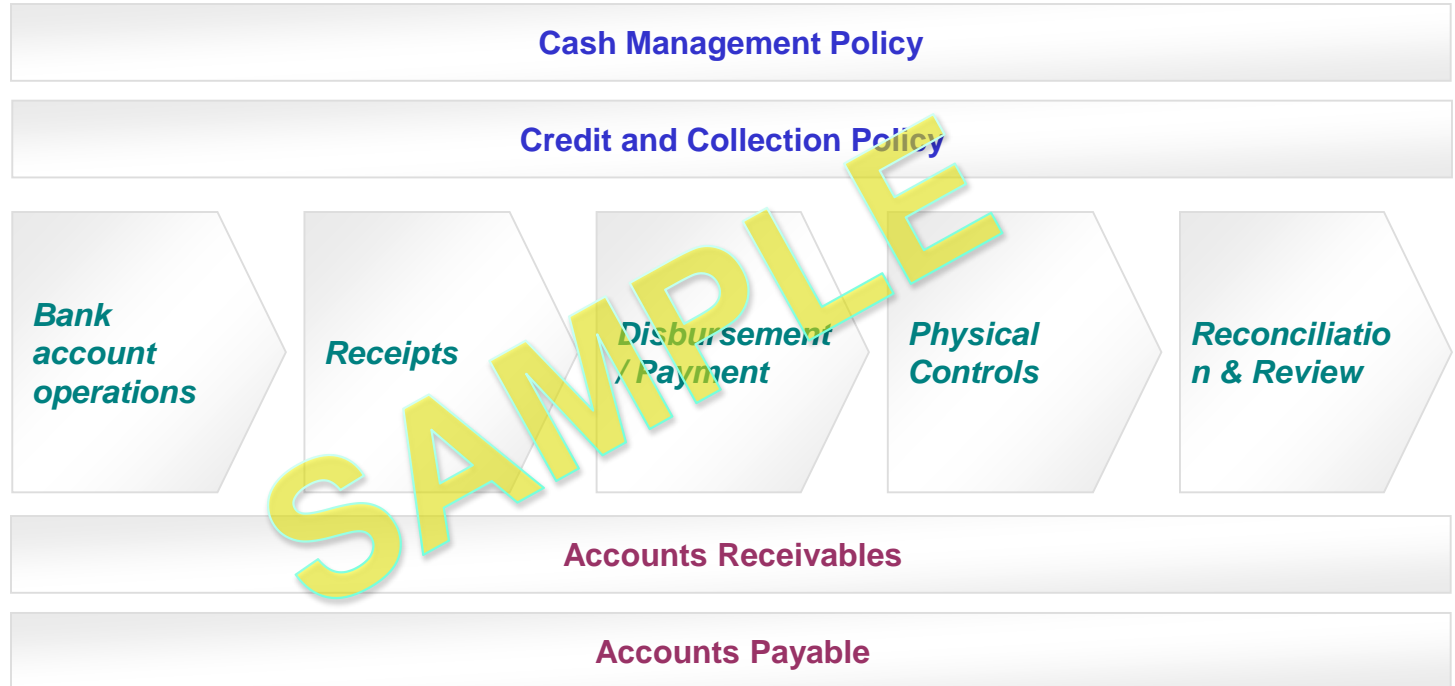
Help

Settings

About

Exit

Process Overview



Strategic



Operational



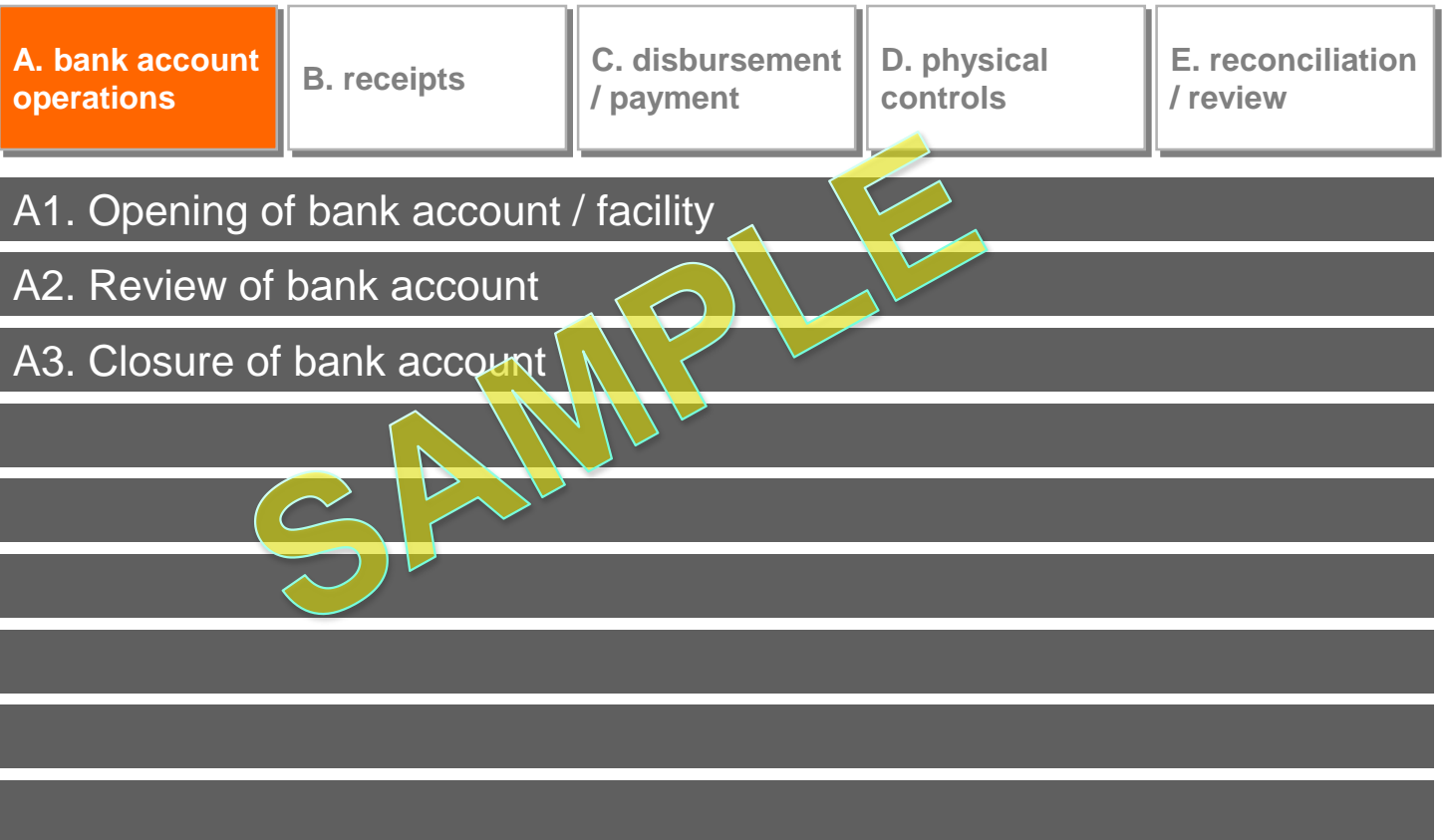
Support



Logo

Cash & Bank

A. Bank Account Operations



Process Overview

Key Objectives

Key Inputs & Outputs

Key Outputs

Policy & People Linkages

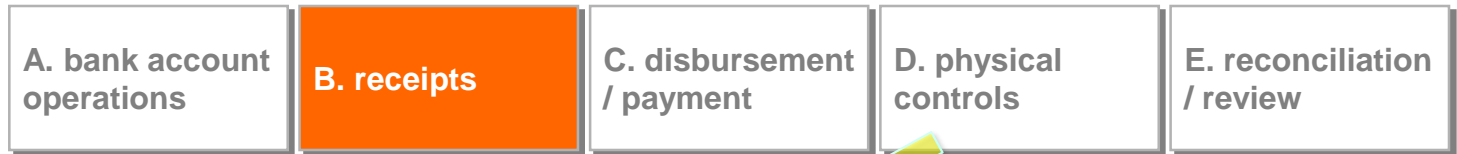
KPIs & MIS



Logo

Cash & Bank

Process Activity Tree – Receipts



B1. Cheque Receipts

B2. Cheque Dishonour

B3. Cash Receipts

B4. Foreign Exchange Receipts

Process
Overview

Key
Objectives

Key
Inputs &
Outputs

Key
Outputs

Policy &
People
Linkages

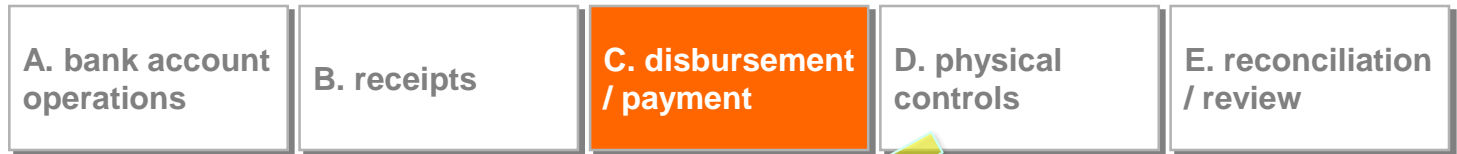
KPIs & MIS



Logo

Cash & Bank

Process Activity Tree – Disbursement / Payment



C1. Request & Transfer of funds

C2. Domestic Cheque Disbursements

C3. Cash Disbursements

C4. Foreign Exchange Disbursements

Process
Overview

Key
Objectives

Key
Inputs &
Outputs

Key
Outputs

Policy &
People
Linkages

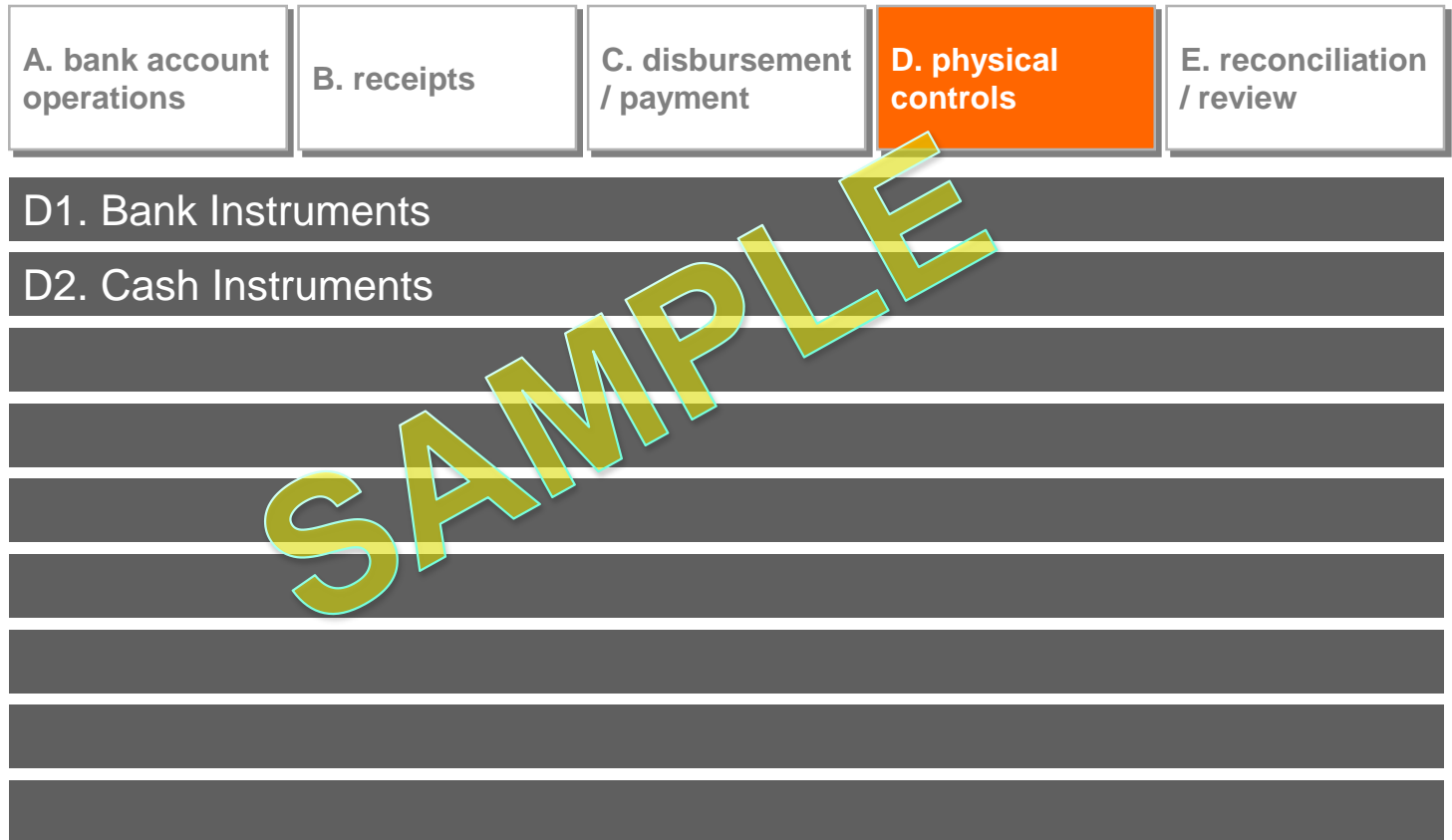
KPIs & MIS



Logo

Cash & Bank

Process Activity Tree – Physical Controls



Process Overview

Key Objectives

Key Inputs & Outputs

Key Outputs

Policy & People Linkages

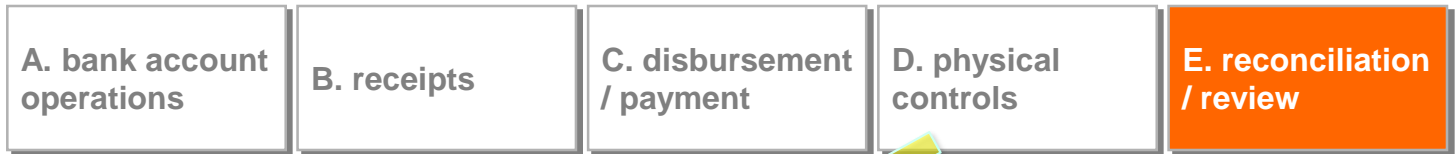
KPIs & MIS



Logo

Cash & Bank

Process Activity Tree – Reconciliation / Review



E1. Reconciliation / Review

SAMPLE

Process
Overview

Key
Objectives

Key
Inputs &
Outputs

Key
Outputs

Policy &
People
Linkages

KPIs & MIS



Cash & Bank

Logo

A1. Opening of bank account / facility

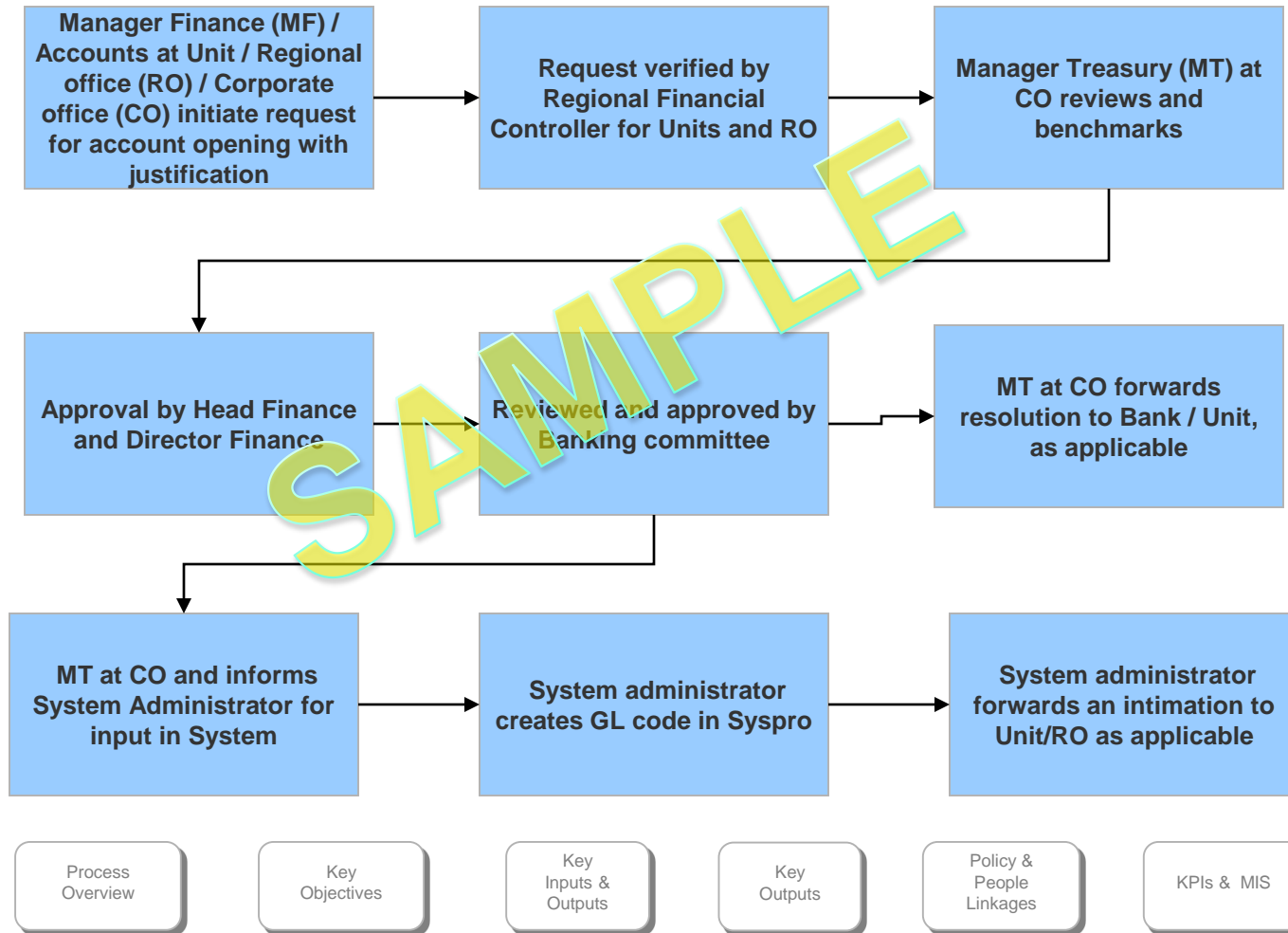
BANK ACCOUNT OPERATIONS

RECEIPTS

DISBURSEMENT / PAYMENT

PHYSICAL CONTROLS

RECONCILIATION & REVIEW





Logo

BANK ACCOUNT OPERATIONS

RECEIPTS

DISBURSEMENT / PAYMENT

PHYSICAL CONTROLS

RECONCILIATION & REVIEW

Cash & Bank

A1. Opening of bank account / facility (...contd)

- Manager Finance (MF) at Unit/ Region/ Corporate Office (CO) initiate a request in [Request For Opening of Bank Account](#)
- MF states the following details in Request for Opening of Bank Account:
 - Name of Bank
 - Reason / purpose for starting new bank account or banking relationship
 - Type of account
 - A list of proposed signatories
- For units and regional offices, Regional Finance Controller (RFC) at RO receives request from MF at Unit/ RO and forwards request to Manager Treasury (MT) at CO
- MT at CO on receipt of request for opening bank account
 - Reviews the existing banking facilities in the database of bank accounts / facilities, benchmarks proposed facility with the existing facilities from other Banks
 - Forwards request to Head Finance and then Director Finance (DF) for approval.
 - In case of rejection forwards request to MF at CO

Process Overview

Key Objectives

Key Inputs & Outputs

Key Outputs

Policy & People Linkages

KPIs & MIS



Procurement

Logo

BANK ACCOUNT
OPERATIONS

RECEIPTS

DISBURSEMENT / PAYMENT

PHYSICAL CONTROLS

RECONCILIATION & REVIEW

Key Inputs

ACTIVITY	KEY INPUTS
Vendor Selection	Vendor database
	Vendor evaluation
Ordering	Sourcing strategy & Procurement Policy
	Procurement Plan
	Production plan
	Quality Specification Manual
	Quotations from vendors
Receipt	Material and Quality Specification Documents
Management of Accounts Payable	Vendor Invoices

Process
Overview

Key
Objectives

Key
Inputs &
Outputs

Key
Outputs

Policy &
People
Linkages

KPIs & MIS



Logo

**BANK ACCOUNT
OPERATIONS**

RECEIPTS

DISBURSEMENT / PAYMENT

PHYSICAL CONTROLS

RECONCILIATION & REVIEW

Key Outputs

ACTIVITY	KEY OUTPUTS
Receipts	Cash receipt voucher
	Bank receipt
Disbursements / payments	Cash Payment Voucher
	Bank Payment Voucher
Reconciliation and review	Bank Reconciliation

Process
Overview

Key
Objectives

Key
Inputs &
Outputs

Key
Outputs

Policy &
People
Linkages

KPIs & MIS



Logo

BANK ACCOUNT OPERATIONS

RECEIPTS

DISBURSEMENT / PAYMENT

PHYSICAL CONTROLS

RECONCILIATION & REVIEW

Key MIS

Report	Objective	P	R	I	Frequency
<u>Cash holding</u>	Number of instances and reasons for holding cash in excess of approved limits	AE at Unit	MF at Unit/ RO/ Corporate	RFC/ Head Finance	Monthly
Fund position	Information about various facilities available and utilisation of facility	MT	HF & DF	None	Fortnightly
Cheque dishonour	Information on customer, volume and value of dishonours	In CMS	RFC,DF,MCC, RSH	None	Fortnightly
Bank Reconciliation Status	Information on status of reconciliation and items pending for more than reasonable period of time	Part of Compliance Report			Monthly

Process Overview

Key Objectives

Key Inputs & Outputs

Key Outputs

Policy & People Linkages

KPIs & MIS



Contact Us

Atul Gupta
+91 9880026880
atul.gupta@pitrachhaya.in