1. Recurring Activities - AMC’s: The trust has got many AMC contracts and the trust wants to MANAGE the AMC’s through ERP.
   1. Pop-up message informing the due dates of the AMC as & when the same is due
   2. Parallel posting of the monthly expenditure to the concerned accounts
   3. Maintain a dash-board with the user department’s regarding the due date for the service and payments thereof.
   4. Here both the VAT & service tax will be applicable; So the prices may be inclusive/exclusive of taxes
   5. Handling AMC’s when a new asset is purchased which may extend beyond a financial year.
   6. View the ledger in which the posting is effected.
   7. Create & view a monthly / yearly report.
2. Recurring Activities – Statutory Payments: The Trust has to pay monthly statutory dues like ESI, PF, TDS …etc. and also yearly statutory payments like property tax, Asset Insurance…etc
   1. Pop-up message informing the due dates of the Statutory Payments as & when the same is due.
   2. Parallel posting of the monthly expenditure to the concerned accounts
   3. Maintain a dash-board with the user department’s regarding the due date for the service and payments thereof.
   4. View the ledger in which the posting is effected.
   5. Create & view a monthly / yearly report.
   6. In case of TDS generate an up-loadable document (xml file) for E-TDS returns.
3. Posting Accruals:
   1. Calculating the depreciation across the Trust’s assets on monthly basis as per Income Tax Act and as per the Comp. Act.
   2. Change the depreciation rates as per the requirements of the accounting policies of the Trust.
   3. Calculation of interest accrued on the Fixed Deposits and other investments.
4. Managing Pre-paid expenses; Wherein the Trust pays certain expenses in advance and wants to manage the same
   1. Posting the advance payments to the respective ledgers.
   2. Monthly posting from pre-paid expenses to the respective expenses account.
   3. Handling situations beyond financial year
   4. Maintain a auditable trail
   5. Example; Insurance Payments
5. Assets: Trust maintains huge fixed assets base and wants to tag these assets based on
   1. Asset no.
   2. Location
   3. Type of the Asset
   4. Entity codes
   5. Person/Dept. – in – charge of the asset
   6. Maintain an exhaustive Fixed Asset Register
   7. Insurance monitoring for these assets
   8. AMC monitoring
   9. View the assets report
6. Asset Retirement/ Sale of Asset: the Trust periodically reviews and retires some of its assets from the active usage and sells them off (in exceptional cases – as scrap)
   1. Approval matrix tracking for approving the retirement
   2. How de-tagging w.r.t. entity codes, asset no. …etc. is done in case of asset retirement;
   3. How the exact profit/loss is calculated after considering the Acc. Dep & Cost of the asset.
   4. Maintain a auditable trail
   5. View the affecting ledger line items
   6. Create a report.
7. Scrap Sales: Scraps are generated thru production.
   1. Approval matrix for scrap disposal – how to incorporate within ERP
   2. Identifying which dept, which batch no, the scrap was generated
   3. How to monitor production wastages
   4. Monitor consumption wastages
8. Specific purpose donations related reporting needs: to check if ERP can accomdate the same
   1. Managing Specific purpose funds; the Trust receives funds to be utilized for the specific purpose say for Annadana or particular seva’s which may be restricted to one financial year or beyond one financial year;
      1. Posting the receipt to a separate ledger.
      2. Monitoring the funds utilization w.r.t. the particular activity (purpose)
      3. Tagging the single expense head to different purpose/seva’s
      4. Maintain a auditable trail
      5. Generate a utilization report
   2. Managing & tracking the ear-marked funds:
      1. Posting the receipt to a separate ledger.
      2. Monitoring the funds utilization w.r.t. the particular activity (purpose)
      3. Tagging the single expense head to different purpose/seva’s
      4. Maintain a auditable trail
      5. Generate a utilization report
9. Handling Dimensions (view the expense report dimension-wise); As per the COA, all the sub-ledgers entity codes, project codes..etc are being managed thru dimensions;
   1. How to make the dimension mandatory at posting level
   2. View the particular expense with different dimensions
   3. How to analyze/view the reports
10. Handling Audit period postings: Upon the finalization of the accounts there will be corrections to the financial statements as per the audit requirements and will happen only after the financial year is closed;
    1. How to post these entries in the previous financial year
11. Managing Treasury;
    1. Setup the cheque measurements for the Cheque printing
    2. How to enable automatic BRS say receive a file from the bank and upon upload BRS is done automatically
    3. How to handle credit card receipts and payments
    4. How to maintain No. Series in case of Sodexo Coupons received by the Trust and Gift Vouchers issued by the Trust
    5. How to handle online transfers & RTGS/NEFT payments.
12. Approval Matrix to be incorporated: there is an exhaustive ALM in place for each & every approval/actions to be performed;
    1. How to have a dual control for approval of expenditure
    2. How to escalate/recommend for the approvals
13. Managing stock transfers; the Trust has got many branches within. There are food stock transfer and item stock transfer either on cost basis or cost+profit basis
    1. How to post the stock transfers
    2. How to identify & eliminate the profit element
    3. How to map the ledgers to the production data
14. Inter-trust transfers; Inter – Trust transfers are those transaction happens between two separate legal entities. This may include shared expense segregation, allocating global overheads, fund transfers, revenue sharing…etc
    1. Map the shared expenses/incomes to the specific ledgers in the giving trust and receiving trust.
    2. Whether the effect of the transaction happens automatically?
    3. How to reconcile the ledgers.
15. Intra-trust transfers: Intra – Trust transfers are those transactions happen between two separate departments within same legal entity.
    1. Where one expense may be apportioned between the diff. depts. on a pre-determined percentages
    2. How to define the percentages – on monthly basis or yearly basis
    3. Since the departments are handled in dimension level(entity codes) how the posting is done
    4. Say Electricity Bill is accounted and shared. In the electricity ledger full expense to be accounted first and then re-shared to different departments (dimensions).
16. How to create TAXES TYPE specific applicability to the Trust like Luxury Tax...etc.
17. Reminders to Debtors on their dues once the credit period limit exceeds.
18. Vendor/Customer Database & protecting the confidentiality
19. User Profiles.
    1. Restrict the users from accessing the information and;
    2. To define the user hierarchy
    3. User defined screen layouts
20. Salaries: What are the basic features available in ERP as Salaries is a major component
21. Closting stock valuation : - in case of manufactured goods and directly purchased goods – if there is any change in valuation or in book quantity is there any approval mechanism, any audit trail possible?