**Change Request Form**

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| --- | --- |
| **Project Name** | Campus Management Software for World Skill Center (WSC) |
| **Package Number** | PKG 0111 |
| **Tender Number** | OSDA/WSC/Goods/M7-2022 |
| **Impacted Module** | Accounting |
| **Date** | 19-04-2023 |
| **Status** | Open |

| **Scope of Work** |
| --- |
| * Receipt and Payment entries, etc. * Direct Transfer of caution money to students’ accounts. * Demand Register * Caution Money Register * Bank Reconciliation Statement. * Generation of Cash Book (PL) * Grants-in-Aid Register * Paid Voucher Register * Advances Register * Auditing and Tracking of pendency of Audit Paras etc. |

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| --- | --- |
| **Additional Scope Change** | Payroll |
| **Business Department** | Finance and Accounting System |
| **Description** | Payroll accounting consists of filing and tracking employee compensation data like money withheld from each paycheck and taxes and benefits the employee receives. Payroll accountants use financial journal entries to summarize an organization's transactions and total cash flow. Payroll entries fall under the scope of a general ledger that sorts all financial information. Once all payroll information is documented on an employee, human resources can pull this data and send it to their manager to add it to their performance evaluation |

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| **Business Process** |

| **Reason for Change** |
| --- |
| During the discussion of accounting requirements, WSC SME's brought up the need for payroll that isn't specified in the scope of work | |

| **Impacted Screens** | |
| --- | --- |
| No. Of New Screens to be developed | 22 |
| No. Of Screens to be modified | 0 |

| **Schedule Impact** | **Remarks** |
| --- | --- |
| None | The schedule will be controlled by putting in more effort.There will, however, be additional cost incurred |

| Budget Impact |
| --- |
| The estimated cost for the additional scope will be Rs 20,68,421/- (twenty lakhs sixty eight thousand four hundred and twenty one only) |

| Decision | | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | Approved |  | Rejected |
|  |  |  |  |  |
|  |  | Approved with modifications |  | Deferred |
|  |  |  |  |  |
| *Additional Comments* | | | | |
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Approver’s Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

*Note:*

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| **Status** | Open | In Review | Approved | Rejected |