**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 04-May-2023 |
| **Meeting Time** | 3:30PM |
| **Meeting Duration** | 1.5 hours |
| **Meeting Topic** | Accounting - Taxes & Withholding Tax, Budget |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Subodha Kumar Patra | Finance |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |
| Swagatika Mohapatra | SOUL |
| Nehal Kumar | SOUL |

**Points Discussed**

The following points were discussed :

1. Is there direct GST integration with GST council ?SOUL has that facility but need to do testing on this.Need to have more discussion on this.
2. **GST Flow chart will be provided from WSC finance SME**
3. There will be no over pay in Purchase order as per Chandan sir.But there might be advance payment.
4. Without PO you can do Journal Entry but with advance Payment you have to do a along with a PO.
5. The bill reference no. can be given in journal Entry for expenses.If a Item has been purchase without PO in credit and no PO would be issue against that Purchase then Journal Entry will be done but if some employee has spent for WSC then it will be treated as Expense Claim.
6. WSC :-Is there any provision for travel allowance ? SOUL said Yes.
7. The consolidated Tax statement for the year should be there in Salary slip.But we will look in to it and it will discussed in Payroll .
8. Invoice entry can be done by Student Relation department and every department person along with MM and Finance dept. People.
9. User can do reverse Journal entry .
10. User can Cancel Journal entry but can not delete a Journal Entry.User can view the details in General Ledger Entry.
11. Salary Adjustment should be there in Payroll entry.It will be discussed in Payroll discussion.

**Action Item**

WSC SME to share the GST flowchart with SOUL