**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 22-May-2023 |
| **Meeting Time** | 4:15PM |
| **Meeting Duration** | 2h |
| **Meeting Topic** | Accounting - SRS Walkthrough |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Subodha Kumar Patra | Finance |
| Dhananjaya Sarangi | IT |
| Bishnupriya Panda | IT |

**In Attendance (SOUL)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |
| Subhodeep Dey | SOUL |
| Subhajit Saha | SOUL |

**Points Discussed**

The following points were discussed :

1. WSC stakeholder recommended Budget and Payroll documents to be merged to Accounts & Finance SRS
2. In Process flow diagram, the segregation will be highlighted in different colour
3. Payment entry and Account Receivable to be written separately and elaborate
4. Payment (pay out) and Pay in to be in different screens
5. Fixed deposit also being maintained in WSC. WSC question : Will fixed deposit fall under asset or account?
6. WSC SME asked about bank guarantee process, letters of credit, loan, emi schedule. SOUL team stated loan is a separate module.
7. In SRS, the following are points are missing currently as these were not stated by WSC SME during the the requirement study phase :

* Payment advice is a mode of payment
* Bank Gurantee should be initiated from Procurement
* Group summary --> Trial balance for party will be renamed

1. Tax category will be in Tree view like chart of accounts
2. Students management (Admission) and Account team will jointly make the fee structure
3. Fee waiver attachment document field is required
4. User should not have the rights to delete.
5. Chart of Accounts is aa single time entry

**Action Items**

WSC SME will share the chart of accounts template, journal voucher print format and GST flowchart

SOUL team will update the SRS document as per the feedback received and share with WSC SME for sign off