**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 16-Mar-2023 |
| **Meeting Time** | 2:30pm |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Accounting |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Subodha Kumar Patra | Finance |
| Pradeep Kumar Gaya | Finance |
| Manas Ranjan Das | Finance |
| Sisir Kumar Patnaik | Finance |
| Bhagyalaxmi Pradhan | Finance |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| --- | --- |
| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Subhajit Saha | SOUL |
| Priytesh Shah | SOUL |
| Nehal Kumar | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. Format balance sheet are maintained in tally
2. Books closed after 31st march are maintained till June, July
3. Approval account should not close in March
4. In case of entry in May it should ask if for which year we are making entries.
5. June, July close count what happens to Transaction for April, May
6. Freezing should be done by higher authority after necessary Approval
7. Option to be given for 2022-23, 2023-24
8. Opening balance If freezed in May, Posting and calculation of new year will be from March 31st
9. If a work has not been completed today can tomorrow it can be done in previous date, if other employee has already some entry for today’s date
10. POS payment
11. Student spend 1k in their uniform and they want it to be refund provision to be made for that
12. Account name for Code should be done in the back-end
13. Suggestion for chart of Account
14. Alias field to be added
15. Debit and Credit different columns for Chart of Account
16. Opening balance, Debit, Credit, Detailed view
17. Posting date should be changed but serial number cannot be changed, Serial number if done till 11 yesterday and 12 has been entered today again if we enter one entry today it should become 12 and today's 12 will change to 13.
18. Trail balance for party should be Subsidiary ledger/ ledger accounts
19. Profit and Loss statement format to be changed
20. Balance sheet, Profit/loss should be changed to capital(Net Worth)
21. Creditor negative, should be researched
22. Cash flow (- outflow, + is inflow)
23. Currency exchange, API should be fetched
24. Axis, union, HDFC banks
25. Bank advice printing
26. Due and overdue date should be manual, number of days should be editable
27. Payment entry should be changed to Transaction entry
28. Debit note and credit note must be developed with print format
29. Backdated payment will be done to vendor only
30. Vendor will not be allowed to paid via cash