Technical & Financial Proposal

Project Information

Project: ERP Track – Project 11

Title: Create Basic Cost Center Structure

Client: MetroLine Services

Consultant Role: MSD Financial Application Consultant

1. Technical Proposal

1.1 Project Overview

MetroLine Services requires a simple cost-center structure to track departmental expenses. The objective is to create three basic cost centers (Operations, HR, Finance), link them to the primary ledger, assign them to employees, and validate journal visibility.

1.2 Scope of Work

A. Cost Center Configuration

- Create three cost centers: OPS-001 (Operations), HR-001 (Human Resources), FIN-001 (Finance)
- Link all cost centers to the primary ledger

B. Employee Cost Center Assignment

- Assign 6 employees to the created cost centers (2 per department)

C. Transaction & Journal Validation

- Validate cost center visibility in General Journals and related transactions

D. Documentation

- Provide user guide including configuration steps, screenshots, and validation instructions

1.3 Deliverables

- Three configured cost centers
- Primary ledger linkage
- Employee assignment
- Testing & validation results
- Documentation PDF/Word

1.4 Success Criteria

- Cost centers appear correctly in accounting structure
- Users can assign cost centers in transactions
- Journals show correct allocations

2. Financial Proposal

Task Component	Estimated Hours	Rate (USD)	Total (USD)
Cost Center Setup	2 hrs	$40/hr	$80
Employee Assignment	1 hr	$40/hr	$40
Testing & Validation	1.5 hrs	$40/hr	$60
Documentation	1.5 hrs	$40/hr	$60

Total Project Cost: $240

2.2 Payment Terms

- 50% upfront
- 50% on completion
- Payment: Bank transfer

2.3 Delivery Timeline

- Requirements confirmation: 1 day
- System configuration: 1 day
- Testing & validation: 1 day
- Documentation: 1 day
Total Duration: 3–4 working days