

MINUTES OF MEETING

ERP PROXIMO-FULL SUIT IMPLEMENTATION

ARIHANT ELECTRICALS PVT. LTD.

SCHEDULED MEETING DATE			
	DATE	TIME	MEETING LOCATION
FOR THE DAY	11-DEC-2023	12:00 - 13:00 hrs.	VIRTUAL
SCHEDULED DATE	11-DEC-2023	12:00 - 13:00 hrs.	VIRTUAL
NEXT SCHEDULE	12-DEC-2023	12:00 - 13:00 hrs.	VIRTUAL

MEMBERS PRESENT IN THE MEETING		
Sl.No	TEAM AUTUS	TEAM ARIHANT
1.	Ms. Pooja Bora	Mr. Arun Sharma
2.	Mr. Rahul Raj	Mr. Hemaang Jain
3.		Mr. Govind Kumar
4.		Mr. Pankaj Kumar
5.		Mr. Ashwani Mahajan

AGENDA FOR THE DAY		
Sl.No	Module	Topic To be Discussed
1.	FINANCE	Complete the BRD of Finance Module

POINTS OF DISCUSSION

Sl No.	Point of Discussion / Activity		Action / Status / Remarks / Decision	
		TYPE	TEAM ARIHANT	TEAM AUTUS
1.	Finance Masters			
1.1	Terms			
	Terms of Payment	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Terms of Shipment	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Terms of Freight	Transaction Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Terms of Sales/Purchase			
1.2	Accounting Heads		NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Group Name	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Sub Group Name	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Ledger	MIS Report	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED
	Cost Centre	Transaction Report	TEAM ARIHANT Raised requirement. Refer to Additional Requirement table Point no 1	NO ACTIONS REQUIRED
	Group - Subgroup Update	Entry Form	NO Additional Requirement Shared by Team ARIHANT	NO ACTIONS REQUIRED

1.3	Service Master				
	Service Category	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Service Group	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Services	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
1.4	General Master				
	Standard Narrations	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Reason Of Cheque Return	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Interest On Late Payment	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Insurance	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	PDF Content For Invoice	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Backend Ledger Mapping	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
1.5	Bank Management				
	Bank name	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Instrument Type	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Account Type	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Bank Management	Entry Form	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED

1.6	Valuation Management	MIS Report	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Finished Product Valuation	MIS Report	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Item Valuation	CSS PORTAL	NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	By Product Valuation		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
1.7	Financial Year Management				
	Financial Year		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Financial Year Month Wise Lock		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
1.8	Invoice Cover Note Management		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
2.	Fixed Asset				
	Put to Use Date Update		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	Fixed Asset Master		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	F.A Register as Per Income Tax Act		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED
	F.A Register as Per Companies Act		NO Requirement Shared by Team ARIHANT	Additional Shared by	NO ACTIONS REQUIRED

ADDITIONAL REQUIREMENT TABLE

Sl. No.	Point of Discussion / Activity	Action / Status / Remarks / Decision
1.	Creating a Cost Centre while creating the Sales order	<p>1. Don't have authority to create a cost center while creating sales order, we have to create ledger</p> <p>At the time of creating ledger name we have to select cost center. one cost center is for one customer for one customer multiple cost center is not possible</p>

ACTIVITY CHART

Sl. No.	MODULE	ACTIVITIES FOR THE DAY	PLANNED FOR THIS MEETING	COMPLETED	PLANNED FOR NEXT MEETING
1.	FINANCE	FINANCE MASTER	YES	YES	NO
2.	FINANCE	FIXED ASSET	YES	YES	NO

AGENDA FOR NEXT MEETING

Sl.No	Module	Topic To be Discussed
1.	FINANCE MODULE	BRD of Finance Taxation Management

SCHEDULE FOR NEXT MEETING

	DATE	TIME	MEETING LOCATION
NEXT SCHEDULE	15-DEC-2023	12:00 - 13:00 hrs.	VIRTUAL

PARTICIPATING MEMBERS FOR NEXT MEETING		
Sl.No	TEAM AUTUS	TEAM SRT
1.	Mr. Rahul Raj	Mr. Arun Sharma
2.	Ms. Pooja Bora	Mr. Hemang Jain
3.		Mr. Govind Kumar
4.		Mr. Pankaj Kumar
5.		Mr. Ashwani Mahajan

TO DO's			
Sl. No.	Team	Task / Information to be provided	Latest By
	TEAM AUTUS		
1.	Ms. Pooja Bora	Minutes of Meeting to be updated.	15-DEC-2023
	TEAM ARIHANT		



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