



**ERP HR Module & Implementation Steps**

Step #1

Employee Master Data

Payroll data

Monthly Payroll

Pay Policy & Payroll administration. ( Monthly Payroll , Pay Slip, Time Bond Lock & unlock)

Leave policy and leave administration ( approval flow & counting)

Form 16



Step#2

PPE ( Person Per Productivity)

Employee Matrixes, Aging , data analysis , workforce analysis etc.)

Manpower Requisition

Step#3

Competency Framework

Online PMS ( Appraisal Process )

Online Learning Platform.

Budget Control

Step#4

IDP ( Individual Development Plan

Succession Management

Leaning & Organizational Development



## Accounting Cycle



Your Logo



### Accounting -Taxation –Finance Module & Implementation Steps

Accounts module is a financial management system that ensures effective Management of financial transactions. It will be designed as holistic view of our Company’s finance-related functions, including Indirect Tax and Treasury Management.

#### General Accounting (Step# 1)

General Ledger, Sub Ledger Management.

Journal Entries.

Asset Management

Integrated Purchase, Sales Bills.

Debit & Credit Note & etc.

#### Banking & Finance (Step # 1)

Cash, Bank Transaction, Bank Reconciliation.

Bank Guarantee, Letter of Credit.

Fund Utilization.

Cash Flow & etc.

#### Taxation (Step # 1)

GST Management.

Income Tax Management.

#### Reporting (Step # 1)

Receipt and Payment Register.

Sales & Purchase Register.

Trial Balance.

PL & Balance Sheet & etc.

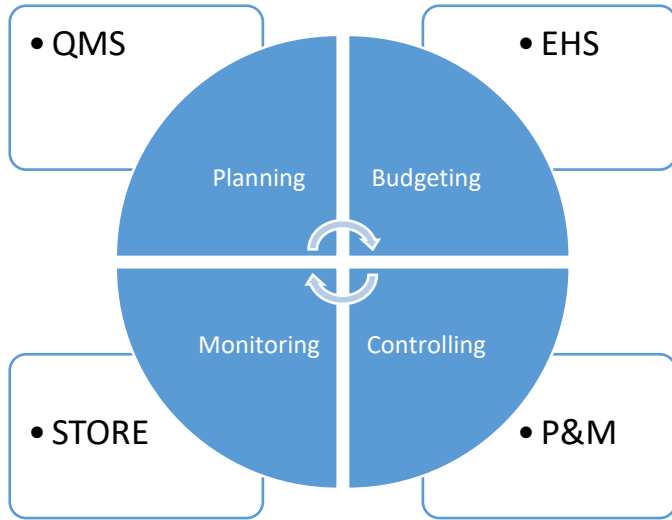
#### SILENT FEATURES

Auto Posing of Closing Stock, Depreciation, Assets Value, Interest on Fixed Deposit, Prepaid Insurance, Insurance for the Period, Unsecured Loan while Reviewing PL and BL Sheets to eliminate the effort of the accountant and get Actual profit & loss at any time.

#### Phases complete: (Step # 1)

- (a) HSN & SAC Bank
- (b) Vendor Master
- (c) Client master
- (d) Charts of Accounts





**Budget Module & Implementation Steps**

- Planning schedule
- Qty Distribution
- Resource & overhead definition
- Overhead distribution
- Resource allocation to Job Matrix
- Site level budget summary
- Contingency, Remittance, investment, Liability, working capital budget
- RO level budget summary
- Company level budget summary

**Sale Module & Implementation Steps**

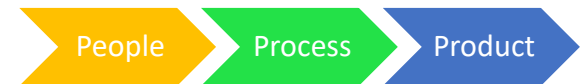
- Project Code
- Contract Data
- BOQ & BOQ Group
- VOWD, RA abstract, Unbilled, Uncertified
- GST invoice

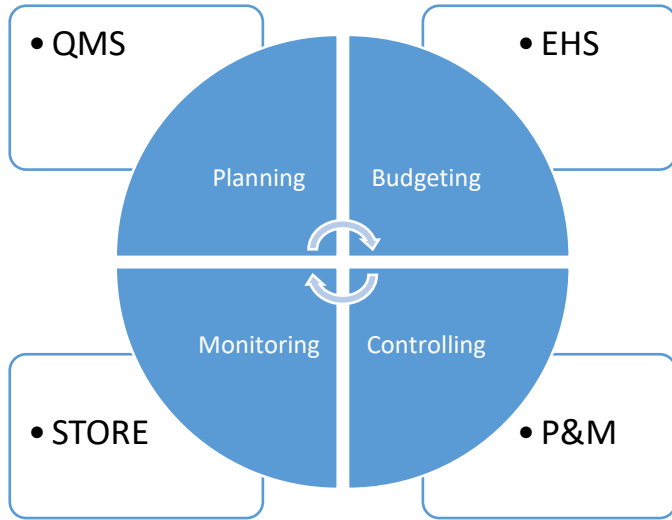
**Expense, Composite & Labour Module & Implementation Steps**

- Sub-contr order
- Service order
- Hiring order
- Labour order
- Composite order
- SRN
- Provisions

**EHS Module & Implementation Steps**

- Safety committee
- Safety monitoring
- Near miss counting
- Safety score card
- Safety MIS
- Incident report





**Purchase Module & Implementation Steps**

Item Bank (Group, Sub-groups)

Purchase indent

Purchase order

Work order

SRN

Item Price History

Vendor rating

**Store Module & Implementation Steps**

GRN

Issue

Store opening

Inventory Aging analysis

Receipt register & issue register

**QMS/Inspection Module & Implementation Steps**

Quality control record

Quality assurance plan

Calibration

Vendor test certificates

Lab test certificates

Inspection call

Inspection agency

Audit plan & Report

Training records

NCR management

Customer complains

Cost of quality

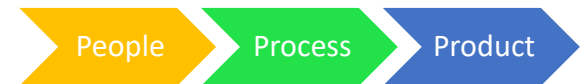
**Asset Module & Implementation Steps**

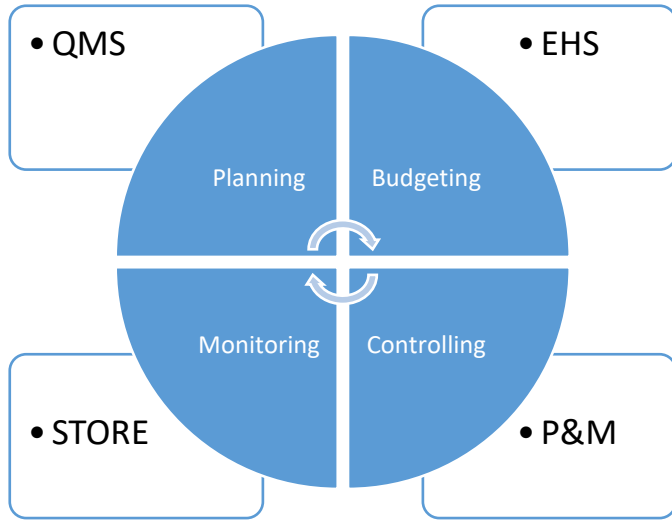
Asset Details (Group, Sub-groups)

Depreciation schedule

List of write off asset

Scrap sale Approval Process





**Document control Module & Implementation Steps**

- Drawing register
- Letter register
- Project Visuals

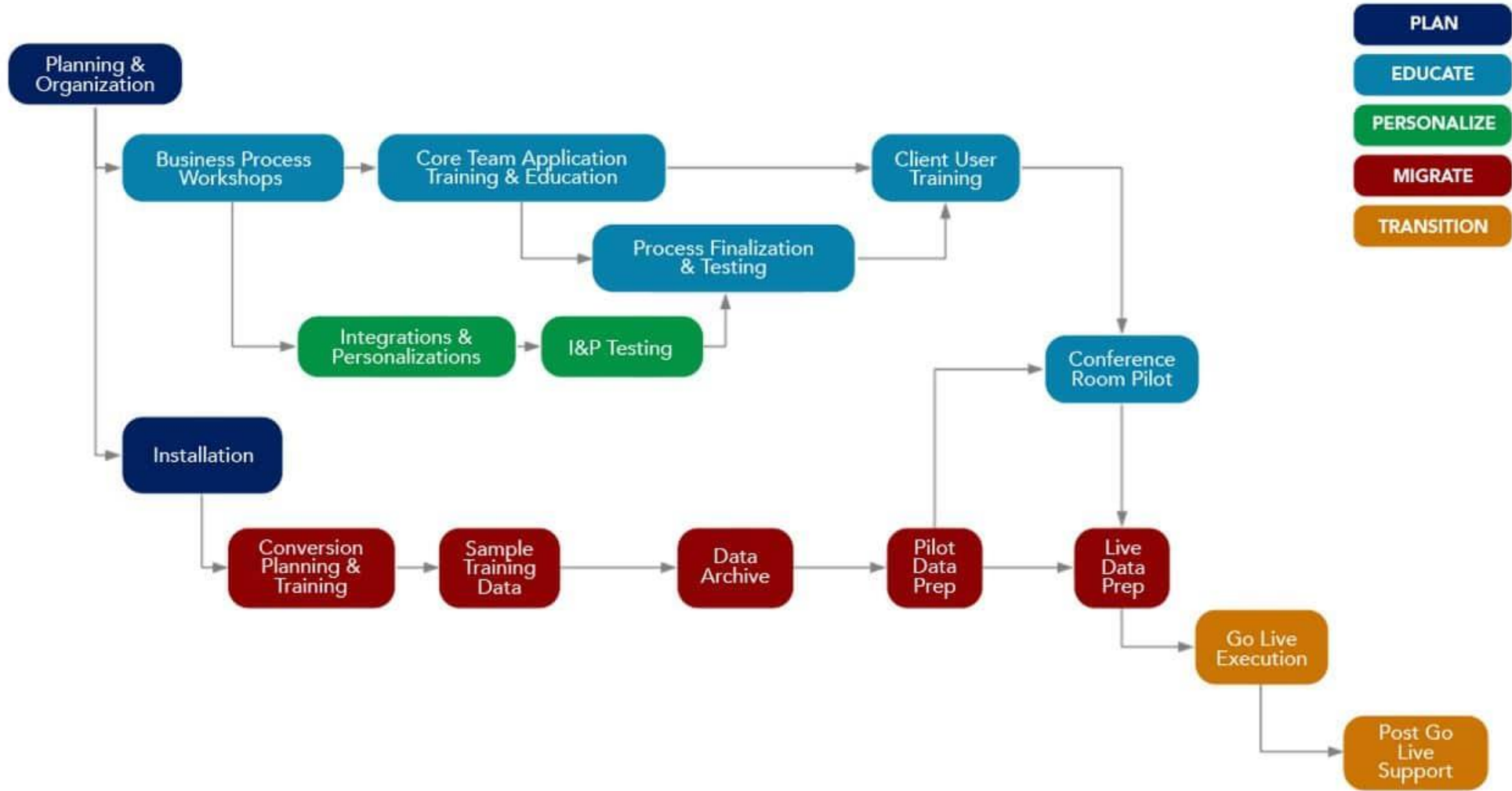
**Analysis Module & Implementation Steps**

- Activity base costing
- Material reconciliation
- Labour reconciliation
- Productivity & utilisation
- Budget vs actual
- Working capital analysis
- MIS submission status
- Debtors aging analysis
- Creditors aging analysis

**P&M Module & Implementation Steps**

- Diesel reconciliation
- Major equipment wise cost analysis
- Repair & Maintenance cost analysis
- Log book
- Productivity & Utilisation





## Advanced Level



1. Arrear.
2. Vendor evolution.
3. Recruitment process.
4. Appraisal Process.
5. HR MIS for MRM.
6. HR competency Mapping.
7. Aging report: Uncertified, WIP, Hold, receivable, liability, inventory aging, debtors aging & creditor aging. with Group & Sub-group (3 layer).
8. Detailed Budget module.
9. Detailed Tender module.
10. Detailed Annual Operation plan module.
11. Detailed DPR module.
12. Detailed DLR module.
13. Detailed DMR report module.
14. Micro planning MSP module.
15. Equipment Utilisation, productivity, diesel consumption for Hire.
16. Vehicle Utilisation, productivity, diesel consumption for Hire.
17. Major Equipment Utilisation, productivity, diesel consumption for Own.
18. Major Vehicle Utilisation, productivity, diesel consumption for Own.
19. Major Equipment wise costing (spare, maint, diesel, staff etc) required with .
20. EOT & Claim modules.
21. SOR Validation & Approval required.
22. Statutory module & Reminder required
23. Misc Labour & Supply Labour Module required
24. Staff transfer module with letter
25. Labour colony rating
26. Site safety rating
27. Site quality rating
28. Contact Module
29. Audit module (internal & external)



1. labour reconciliation.
2. Material reconciliation.
3. MIS modules.
4. Turnover summery Actual vs Projection (Estimate, Zero Budget, AOP).
5. Constrains & Full kit module.
6. Cost to complete module.
7. Register for Letter, Drawing, Customer complain, NCR etc (Format already sent/mailed to you)
8. RA Abstract to client module need to create (Format already sent/ mailed to you)
9. GST invoice to client (Account ledger tagging required)
10. Creditor & Debtor opening option should project code wise like inventory opening (Account ledger tagging required)
11. Stock Qty (opening) should link with trial balance (Account ledger tagging required)
12. BANK/SBI MIS Module.
13. Balance work detailed programme
14. Certified hold summery
15. GST variation calculation
16. Monthly progress report
17. Manuals
18. Work in Hand module with % completion vs % time elapse.
19. Receivable module.
20. BG Module with commissioning reminder.
21. Major equipment repair & maintenance calendar.
22. Capex Module Budget Vs actual details.
23. Project Closure module
24. Claim Management module
25. Arbitration & Court case summery & Action taken status module.
26. Chargeable issue summery & debit note status
27. Vendor wise debit note summery
28. Cost of Poor quality
29. Fixed cost summery project wise
30. Concrete or MBOQ planning vs actual project wise



People

Process

Product



# Advanced Level



1. Extra item rate analysis.
2. Qty variation & SAP amendment.
3. Price variation.
4. Tolerance module & Approval.
5. Resource Monitoring sheet
6. Requirement of Centering material
7. Phasing of Centering Material
8. Monthwise resource Qty.
9. Category wise Budgeted Cost
10. Month wise resource rate
11. Activity Based Costing
12. Rpt For The Month Material Consumption
13. Resource Req. Multi Site
14. Resource Req. Site Specific
15. Month Wise Summary Sheet
16. KPI Summary Sheet (Budget Vs actual)
17. Detail Summary Sheet
18. Addon budget (in between of Financial year) for extra item
19. WO-Control
20. Material Tolerance
21. Material Quantity Control
22. OH-Association
23. Rolling Plan (Qty distribution) for revised budget
24. OverHead-Distribution
25. Resource definition with Rate
26. Conversion factor item to group with Unit
27. Resource allocation to Job matrix
28. Acknowledgement date module
29. Labour allocation module
30. Final Bill module



1. Company Policy module
2. FIM & Client reconciliation module
3. Project handing over check list, punch points module
4. Budget assumption module
5. Surplus Asset & Resource module (Equipment, Staging, Manpower etc)
6. Scrap sale & Asset loss module.
7. Issue basket & Full kit module
8. Project mobilisation & kick off module
9. Formwork MIS report
10. Back to Back, composite reconciliation
11. Admin MIS
12. MOM for weekly review meeting at site.
13. Direct & indirect ratio for labour cost
14. Top 10 indirect labour item bill summery value wise.
15. Physical Milestone Progress Summary
16. JMR & BBS summery modules
17. Major BOQ qty & amount
18. Major material qty & amount
19. Major composite amount
20. Major labour amount
21. Scope of work
22. Drawing & front release schedule vs actual
23. Labour mobilisation schedule
24. BBU module
25. Achievement budget
26. Estimate for Next quarter
27. Cash flow Estimate for Next quarter
28. Collection target vs actual
29. Summery of asset
30. OPC & RO reduction planning.

