



GENERAL PROFILE SCSPL IT ADVISORY SERVICES (CIO)

DOSIER – 1

CHECKLIST FOR COMPANIES PLANNING OR IMPLEMENTING AN ERP SYSETM

Are you Planning or Implementing any ERP (SAP, Oracle, Microsoft D 365, IFS, INFOR, SAGE etc.)?

If your answer is YES, then have you got answer to the following as management?

1. Is the process matrix for every business case covering (Stores / Purchase / Sales / Accounts / Cost / Controls/ Production / quality/Maintenance etc.) documented in a format that it can be referred with the accounting entries wherever applicable and is in sync with your compliance.
2. Have you reviewed all your expenses and planned your cost centers accordingly. It is important that you use the cost centers to your advantage, if not please note these are very effective tools
3. Have you ensured that all your CAPEX, Projects, Special programs like promotion campaign are controlled in your system, if not all good system have modules to handle these with both budget control and time control
4. If you have an engineering plant is your system is capable to control the expenses and monitoring of the same based on your plant and equipment, if not you must review the features of Plant and Maintenance and the result from the same
5. Have you ensured that the finished good costing from system meets your expectation, if not it is important to review the same make necessary changes as it could help in many ways
6. If you have your operations across geographies it is important you use the mobile capabilities of your system for approvals, if not it's time to review and unbox those features
7. In all modern ERP's Analytics/dashboards are very important and integrated features have you ensured you have mapped critical 15-20 decision enabling



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dashboards across your management hierarchy to reap best benefit out of your system

8. Have you checked the notification system of your system so that necessary information are sent to user through mail on various system events
9. Material/Vendor and Customer masters are key to a good ERP system. Cleaning of data, completeness of data and process to ensure data generated has a well-defined SOP is extremely important to the success of any ERP implementation, you must ensure that this exercise and area has been given due attention
10. It is of utmost importance that you have a Master Data Management Team and if possible a MDM Tool as the master data is key to any good system
11. Is your payroll system if not part of ERP and not in sync with the base system, it is in the interest of the organization to get it integrated as it reduces effort and chances of error
12. Have you integrated your payment with bank, if not its time you must look into that
13. Have you ensured that you get all you critical reports/MIS from system, if not it is important to review all reports at various level of management and share the same with your team as the input and process may have to be reviewed based on the report requirements.
14. Are the authority matrix fixed, checked and addressed, if not then it is important as it helps in bringing more control
15. Have you reviewed user wise process performed in system if not it is important you prepare a system and do that, as unnecessary access to data needs to be managed
16. Have you taken stock of all 3rd party application that are or may need to run with the base ERP engine, have you ensured their integration with the main system, if not then its time you do that

This is a document prepared in the interest of all entrepreneurs who are moving towards a system driven organization, this document is meant to best protect investor's interest

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