



## DOSIER FOR COMPANIES USING AN ERP

### DOSIER – 2

#### CHECKLIST FOR COMPANIES USING AN ERP SYSETM

***Are you using 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, if not it is very important for improvement and control
2. Have you reviewed all your expenses to cost centers are you able to 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. Are you using the mobile capabilities of your system for approvals, if not its time to review and unbox those features
7. In all modern ERP's Analytics/dashboards are very important are you using these feature to drive your growth
8. Have you checked the notification system of your system so that necessary information are sent to user through mail on various system events



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9. Material/Vendor and Customer masters over a period gets inconsistent and needs cleaning and a policy so that the quality of masters could be ensured
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. Are you getting all you critical reports/MIS from system, if not important to review all reports at various level of management and put in place a consistent report/MIS hierarchy
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 3<sup>rd</sup> 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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