

## Requirement Freezing: MobileERP REAL ESTATE CONSTRUCTION ERP CHECKLIST FOR IMPLEMENTATION

Sr no	ERPDOCUMENT	Activity	Frequency	Reports
<b>Rate Analysis &amp; Materials master preparations</b>				
1	Materials	Mainting of Material masters and its grouping. Entering new materials required in project.	Once	Material Master, 8020 on material consumption, 8020 on material stock
2	Rate Analysis	Settingup BOMs for ITEMS & Disciplines	Once	Projectwise Rate Analysis
<b>Project Design, Planning and Estimation</b>				
1	Project created	New Project created and its information entered	Per Project	Consultant info, Architecture info, Land info etc.
2	Project Units defined	Individual Flats or bungalows or shops defined	Per Project	Unitwise Selling Price TBOQ Sheet with budgets & cost estimates, Integration with MS Project
3	Project TBOQ Entered	TBOQ Entered for Project with Planning and Budgeting	Per Project	Projectwise ITEM List, Disciplinewise ITEM List
4	ITEMS	Maintaining of ITEM List and its grouping for Bldg units etc.	Per Project	Estimation Printing, Projectwise ITEM Costing
5	Estimation	Estmating Projects based on RA of last few projects	Per Project	Sites List
7	SITES	SITES Created for new project	Per Project	
<b>Project Progress Monitoring</b>				
1	DPR	Unitwise Daily progress report for Project TBOQ ITEMS entered	Daily	DPR Printing, Subcontractor progress monitoring
<b>Project Marketing</b>				
1	Campaign	Campaign for Hoardings, Newspaper ads, TV Ads done entered to sell project	Daily	Campaign Performance, 80% Orders from which 20% Campaigns?
2	Contact	Contact/Prospects Details Entered via card scanner on site or office	Against Campaign	80% Business from which 20% Prospects? Areawise Customers requirments, Budgetwise Customer requirements, Type of Buildingwise Customer requirements.
3	Leads	Leads Recording - for units interested in, area interested, budget interested, type of unit interested etc.	Against Campaign	Our Market Share vis a vis competitor share
4	Competitor	Competitor list, leads won by competitor vs our company	Against Leads	
<b>Project Unit Sales &amp; Legal Management</b>				
1	Payment Terms	Payment Terms with customer freezed for specific unit purchase	Per Sale	Delayed Payments, Failed Payments, Intime payments Debtors aging, Payment reminder letters, delayed deliveries of units causing delayed payments
2	CUSTOMER	Customer buying unit info entered & Sundry Debtors Accounts created	Per Sale	Saledeed, Satbarutara, Loan documentation etc.
3	Legal Documentation	Building documentation preparation	Per Sale	
<b>Project Material, Land and Subcontractor Purchase and</b>				
1	PR/INDENTING	Indent Raised for Material Shortages identified via ROP/MRP	Weekly	PrintPR, ROP, MRP Matrix, Sitewise PR/Indent Sundry Creditors list, Supplier History with full drilldown from PR TO PI
2	SUPPLIER	Supplier/Subcontractor Registration & Sundry Creditors accounts creation	As and when req	RFQ-Request for Quote Printing
3	RFQ (Optional)	RFQ Created for Subcon ITEMS and Vendor materials	Per Project	Comparison of Quotations, Last 5 Pos, Pricelist
4	Quote (Optional)	Quote rcvd for comparisons or Pricelist rcvd & entered	Against RFQ	
5	PO	Land, Material, Hire Machinery or Subcon Purchase Order or Agreement Created. For Subcon order can be With Material, Labour & Machinery / With Part Material Labour and Machinery or only Labour and Machinery.	Against Quote	PrintPO, Sitewise Purchase, 80% purchase from which 20% supplier?. Pending Deliveries, Delayed deliveries, Pending Purchases.
6	Land Purchase	Documentation and approval checklist for land purchase	Against Project	Land Purchase documentation and

7	PI	Purchase Invoice for Materials, Consumables, Asstes entered	Against PO & GRN	Supplier Invoice Summary, Supplier Ratings Print Subcon Invoice with reduced material issue costs to subcon. Subconwise Invoice Summary, Subcon ratings
8	SubconPI	Subcontractor Purchase Invoice for ITEMS, Transport etc.	Against PO & GRN	
<b>Project Stores management</b>				
1	STORES	Stores for new project created for new project	Per Project	Stores List
2	GRN	Material received is entered Manually/Barcode/Weighbridge	Against PO	GRN Printing, Rejection Note Printing
3	MRISSUE	Material issued from SITE/HO Stores to Subcon/Customer	As and when req	Material Issue Print
4	Stockcard	Stock card match with actual stocks	Monthly	BinCard Stock Valuation Wtdavg/FIFO
<b>Accounting and Taxation</b>				
1	Accounts	Accounts creation / Group creation as per schedule 6	Once	Account heads, groups, schedules, accounts lists Sales Voucher Printing, Sales register, Sales A/c statements
2	Sales Voucher	Sales Voucher Posted and Bill ref created	Monthly	Pending Payment Reminders, Aging reports, 6-Sigma on Collections Baseline of 15 days, 80% Collections on time from which 20% Customers
3	Receipt Voucher	Payment Rcpts are entered against bill ref	As and when req	Purchase Voucher Printing, Purchase register, Purchase A/c statements
4	Purchase Voucher	Purchase Voucher posted auto from PI	As and when req	Cheque Printing, EFT Payment files
5	Payment Voucher	Payment Made via payment voucher	As and when req	Voucher Printing, Bank Reconciliation
6	JV/Contra Voucher	General Voucher Entries & Bank Reconciliation accounting	As and when req	Debit Note / Credit Note Printing
7	DebitNote/Creditnote	DebitNote/CreditNote entry to Supplier/Subcontractor	As and when req	Costcenterwise Statements, Project Cost drilldown, onepage mgmt report
8	Costing	Costcenterwise from accounts, DPR & Storewise	As and when req	Form16, Form16A, Vat 201, 201A, 201B, 201C, TR6 plus registers for all taxes
9	Statutory	TDS, VAT, Service Tax reports printing and tax filing	Monthly	SLM/WDV based Depreciation for COLAW and IT LAW, ASSET LIST, Asset Purchase or Sales posting
10	Assets	Asset Creation and Depreciation accounting + Matching	As and when req	TB, BL, PL, SCH6 BL/PL, Schedules, Ratio Analysis, Statements, Ledgers, Drilldown from all reports
11	Reporting	TB / BL / PL Reports checking	Monthly	Cash credit capital requirement plan
12	Financial Planning	Finance Requirement Plan creation	Monthly	
<b>HR, Attendance and Payroll</b>				
1	Recruitment	Recruitment to Exit Interview	As and when req	Formatted Biodata/CV Printing, Interview Call Letter, Offer Letter, Appointment Terms & Appointment Letter Printing
2	Employee	Employee & User rights management. Site Filter applied by allotting SITE to EmployeeDET. Employee connected to Users. Users connected to PostGroups or Roles. Document Access Rights are given to Roles. Users are allotted to Roles. One User or Employee can have Multiple roles.	As and when req	Employee Job History from Recruitment to Resignation, Company Hierarchy printing, Employee of the Month, Happy Birthday Today, Absent or onleave today alerts, Disipline failure alerts, Pending work Alerts
3	LeaveApplications	Leave Applications and Approvals	As and when req	Leave Record printing, Leave Alerts, 80% Leave from which 20% Employee?
4	Attendance	Office and Site daily attendance entered	Daily	Musterroll, Attendance Card

5 Payroll	Payroll	Monthly	Print Payroll, Salary Register, Bank Report, Settlement report
6 PF, Graduuty & ESIC	PF, Graduuty & ESIC	Monthly	PF, Graduuty & ESIC Reports
7 Resignation	ExitInterview to Relieveing letter	As and when req	Releiving Letter, Experience certificate

**MIS Reporting**

1 Standards	ISO/6-Sigma/P-CMM	Monthly	Quality Manual, NCR, Supplier Ratings, MAI, Audit Record keeping
2 Business Intelligence	KPI / 80-20 / Pivot Table / Graphical dashboard/ TOP10-Last10/Drilldown	Daily	Seperate list will be given

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Responsibility

Responsibility

SITE1

SITE2

Responsibility





