

Microsoft Dynamics –
TMU ERP Policy 2021-
2022



ERP Department

<u>Requirement ID</u>	<u>Room Allocation</u>
<u>Module Name</u>	<u>Hostel & Mess Management</u>
<u>Requirement Definition</u> <ul style="list-style-type: none">• <u>Once the student has submitted the fees for Hostel, a room no is allocated to that student.</u>• <u>The room can be allocated as per the occupancy</u>• <u>Students should be paid fees before the submission date for next year's continuation of the room.</u>	



ERP Department

Business Function Hostel Fee	
Module Name	Hostel & Mess Management
Requirement Definition <ul style="list-style-type: none">• <u>The structure for Hostel Fee will be defined in the system</u>• <u>At the time of allotting a hostel, one should pay the dues</u>• <u>Hostel fees are paid on an annual basis</u>• <u>If the student has left the hostel in between the session, details should also be reflected in the accounts department.</u>• <u>Students can be paid the token amount and can book a bed, but they need to pay the full amount before the submission date. Otherwise, the token amount will not be refunded.</u>	



<u>Business Function</u>	Room Vacant
<u>Module Name</u>	Hostel & Mess Management
<u>Requirement Definition</u> <ul style="list-style-type: none">• <u>A student can drop the hostel facility in mid of a session or the year, but they need to pass by the approval process through management [manually].</u>• <u>He/she has to request the room be vacated.</u>• <u>No dues form is to be collected from the student and is deposited to the hostel in-charge</u>• <u>As soon as the room is vacated, the system should increase the occupancy count</u>• <u>Need the record for inactive and the students who left without any notice.</u>	



<u>Business Function</u>	<u>Room Change</u>
<u>Module Name</u>	<u>Hostel & Mess Management</u>

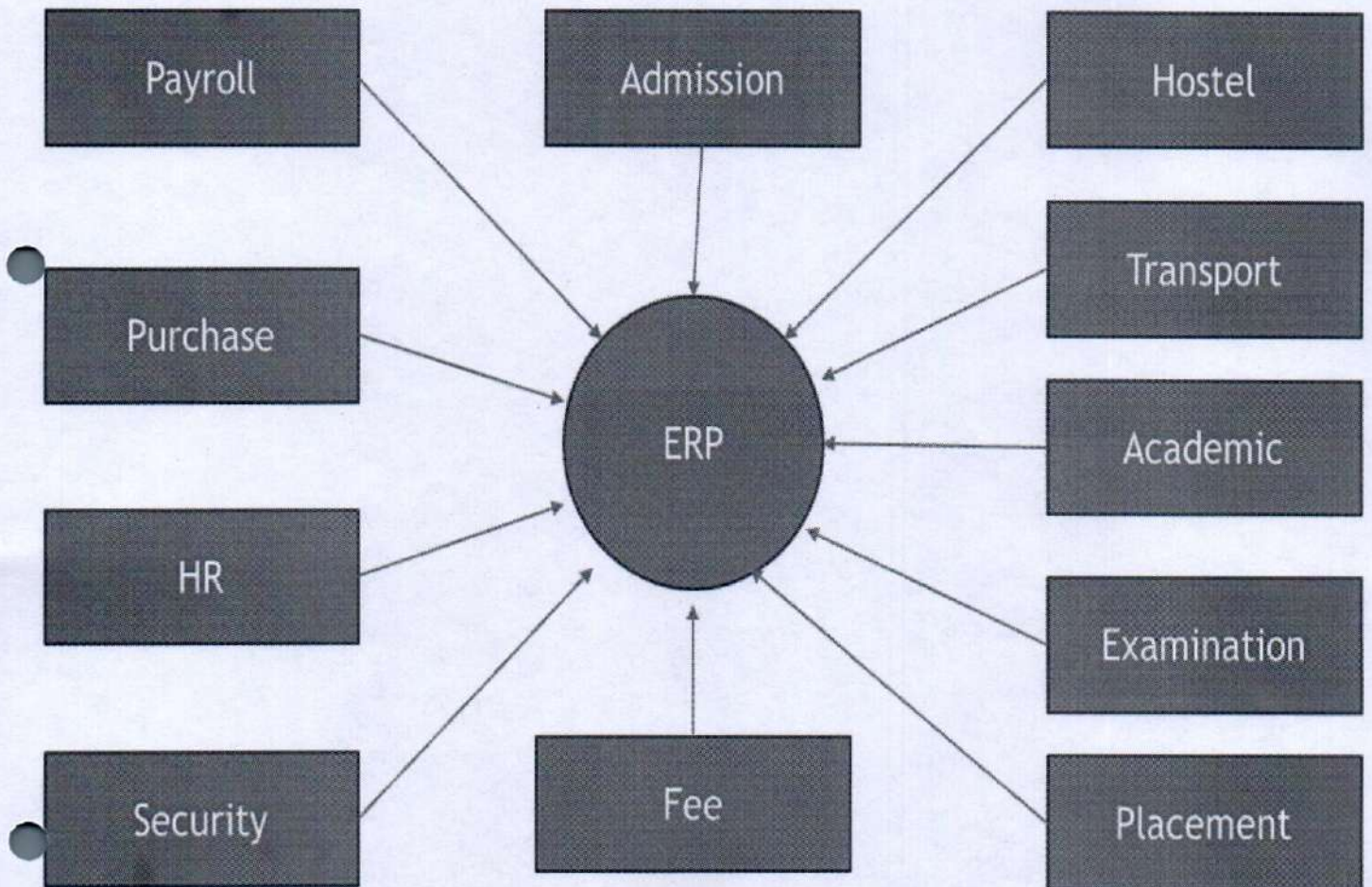
Requirement Definition

- **A student can also apply for the room change facility thorough out the year. It depends on the availing of room and proper approval [manually]. [It has noted only one time the student can take the facility].**
- **The change could be for any category; from Twin sharing to Single Sharing or from single sharing to Triple Sharing, etc.**
- **The student has to pay a different amount and it will be calculated automatically as per their occupancy.**
- **History to be maintained for a room change and room allocation**
- **Migration can be done Room to Room or can be Hostel to Hostel**

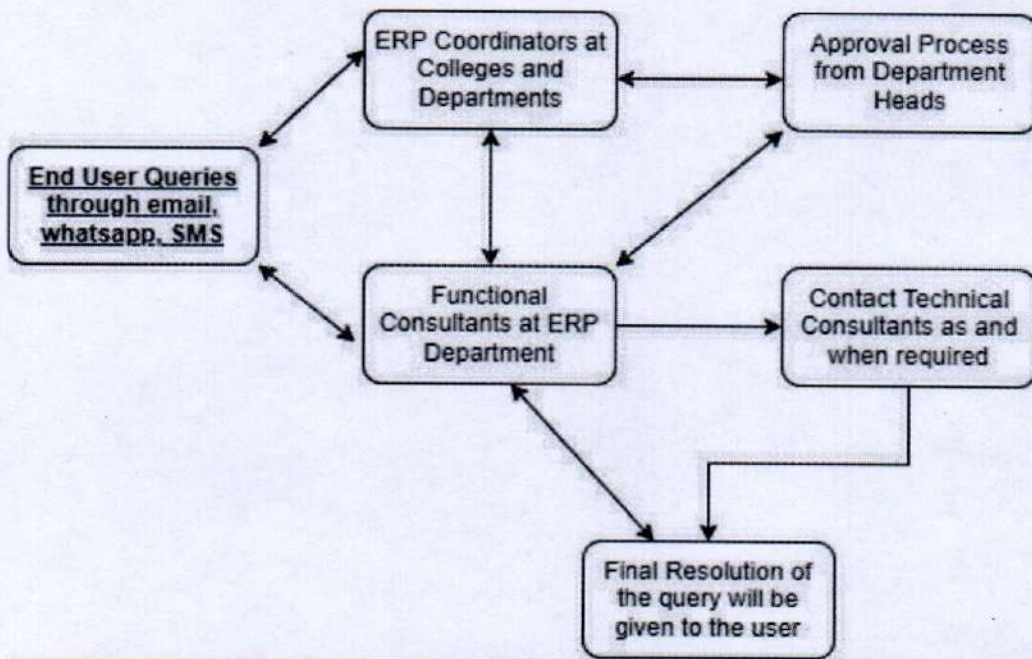


ALL MODULES OF ERP

ERP ISSUE RESOLUTION PROCESS



[Handwritten Signature]
Registrar
Tamil Nadu Veterinary, Animal and Fisheries Sciences University
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100776-00001



Purchase MANAGEMENT

Purchase Business Functions

Currently Purchase Team is the primary user of Purchase module. Purchase team is responsible for creating Vendor master, item creation, Purchase Order.

Currently TMU is using MS Office for Purchase order booking & purchase process. From the Current system detailed information related to purchase cannot be extracted.

S. No.	Process	Description
01	Vendor Master	Recording and Managing Vendor Master with different attributes.
02	Quote & Quote Comparison	Recording Quotes & Quotes Comparison is done for different vendors Quotes.
03	Purchase Order	Creation of Purchase Orders to Vendors for purchase of material, fixed assets.
04	Material Receipt	Material receipt is done in store.
05	Purchase Invoice (Vendor Invoice Verification & Posting)	Recording Vendor Invoice Verification & Posting.
06	Purchase Return	Any Purchase Return to be recorded in the system.



Business Function	Vendor Master
Module Name	Purchase Management
<u>Requirement Definition</u> <ul style="list-style-type: none"> <input type="checkbox"/> Currently vendor master is maintained in excel, details of vendor like code, name, address details & others are specified while creation a new vendor. 	
<u>Business Definition</u> <ul style="list-style-type: none"> • Payment terms are defined like Advance, 30 days, 45 Day, 60 Days, 90 days, cash discount rarely used and there are no any fixed criteria for it. • Tax details like PAN number, TIN number, ST number, etc. is specified for vendor with document attachments. • Currently vendor grouping is not done like Domestic & Import. • Only designated person can be able to create the vendor in the system. 	

Business Function	Quote and Quote Comparison
Module Name	Purchase Management
<u>Requirement Definition</u> <ul style="list-style-type: none"> • Quote comparison is done manually and Final quote entered in ERP. 	
<u>Business Definition</u> <ul style="list-style-type: none"> • Quotation will not approve without Quotation attachment. 	



Requirement ID	
	Purchase Order
Module Name	Purchase Management

Requirement Definition

- Creation of Purchase Order to vendor for purchase of fixed assets, consumable goods.
- Purchase Quotation or direct.

Business Definition

- Purchase orders are created after quotation comparison or sometime directly.
- Purchase order terms also defined like payment terms, delivery terms, destination, insurance, various taxes, transportation charge (by vendor/us), etc. are specified in purchase order. Purchase price are picked from Quotation.
- Currently order amendment is done on regular basis, it may be used in future with same order number an amendment will be issued.
- If Quantity received is more than PO quantity, then PO amendment is done.
- PO will not release before approval.



Business Function	Material Receipt
Module Name	Purchase Management
<u>Requirement Definition</u> <ul style="list-style-type: none"> Recording GRN at the time of receiving materials. 	
<u>Business Definition</u> <ul style="list-style-type: none"> After PO release, Once Material is received at Store, Goods Receipt is issued after this Stock updated. Final Purchase Invoice posting is done by Finance Department. Sometimes materials are received without PO. 	

Business Function	Purchase Invoice
Module Name	Purchase Management
<u>Requirement Definition</u> <ul style="list-style-type: none"> Recording vendor Invoice & posting. 	
<u>Business Definition</u> <ul style="list-style-type: none"> After MRN generation purchase invoice is booked at TMU currently in Tally by finance users. Prices and quantity, taxes are checked before booking the invoice. 	



Business Function	Purchase Return
Module Name	Purchase Management
<u>Requirement Definition</u> <ul style="list-style-type: none">• Purchase return will be done at HO level.	
<u>Business Definition</u> <ul style="list-style-type: none">• Purchase return will be done with all taxes applicable.	



Policy Information

Date

5 April 2021

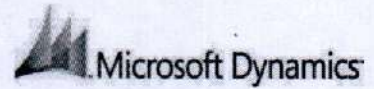
Distribution List

TMU:

1. Registrar

ERP DEPARTMENT:

1. Project Manager
2. Functional Consultant



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ERP Policy 2021-2022

Prepared for

Teerthanker Mahaveer University - Moradabad

Product

Microsoft Dynamics – NAV 2013R2



Store/Inventory Management

Store Business Functions

Currently TMU is using MS Excel for Purchase order booking & Inventory process is manual. Current system is not providing detailed information related to Inventory.

S. No.	Process	Description
01	Item Master Management	Recording and Managing Item Master with different attributes.
02	Inventory Locations	Creation and maintenance of locations.
03	Material receipt	Manage different types of material receipts.
04	Material Issue	Manage different types of material issues.

Business Function	Item Master Management
Module Name	Store Management
<p><u>Requirement Definition</u></p> <ul style="list-style-type: none"> Checks the available Item list, if the item does not exist, then creates the new items. <p><u>Business Definition</u></p> <ul style="list-style-type: none"> Currently item master is maintained in tally, following points needs to add in the master: Item details like item code, name, unit of measures, item grouping, Item Category are maintained in master. Item grouping is done like RM, consumables, etc. Item category & Item groups are also defined. Inventory levels are maintained for all items. 	



ERP Department

<u>Date</u>	<u>Author</u>	<u>Version</u>	<u>Description of Change</u>
<u>2019</u>	<u>ERP DEPARTMENT</u>	<u>1.0</u>	<u>First version</u>
<u>2019</u>	<u>ERP DEPARTMENT</u>	<u>1.1</u>	<u>Second Version</u>

• Attendees

<u>Date</u>	<u>Name</u>	<u>Designation</u>
<u>21st April 2019</u>	<u>Mr. D K Verma</u>	
<u>21st April 2019</u>	<u>Dr. Madhusudan</u>	



Business Function	Inventory Location
Module Name	Store Management
<p><u>Requirement Definition</u></p> <ul style="list-style-type: none"> • Creation and maintenance of locations. <p><u>Business Definition</u></p> <ul style="list-style-type: none"> • There will be four locations to be maintained in the system. • Locations could be separate for OT, Hospital, Dental and Central • Issue and Receiving will be done individually from these locations 	

Business Function	Material Receipt
Module Name	Store Management
<p><u>Requirement Definition</u></p> <ul style="list-style-type: none"> • Material receipt is required at store level. <p><u>Business Definition</u></p> <ul style="list-style-type: none"> • Material receipt will be posted with ok quantity receiving. 	



INTRODUCTION

This document is the output of the systems analysis phase of the Microsoft Dynamics Implementation project for TMU. The analysis phase included a study by way of a series of focused workshops with users of TMU.

The purpose and format of these workshops were to understand the current status of the functions covered in this document within TMU users and to establish how the Microsoft Dynamics application will be utilized to support the business processes in line with the stated project objectives that are based on investment returns.

This document states a broad understanding of the current systems and functional requirements and there may be some references to certain processes/operations/functions, which may not form part of the scope. The scope is determined by the technical and commercial proposal submitted by the ERP department before the start of the project or as may be mutually agreed from time to time.

This document covers the final requirements and expectations from the ERP solution. It is clearly understood that after the solution is built as per these requirements any change, modification or addition will require extra effort on the part of the ERP department and therefore will be out of the scope of our engagement.

The ERP department team looks forward to helping TMU in achieving its vision of superior service, real-time data, real-time control, and harnessing technology as a platform for future growth.



Business Function	Material Issue
Module Name	Store Management
<p><u>Requirement Definition</u></p> <ul style="list-style-type: none">• Material issue is required at store level. <p><u>Business Definition</u></p> <ul style="list-style-type: none">• Material issue of different department & colleges of university.• Separate report of each college & department. <p><u>Hostel & Mess Management</u></p> <p><u>Hostel & Mess Business Functions</u></p> <p><u>The following Business Functions and processes were identified for TMU hostel and mess.</u></p> <ul style="list-style-type: none">• <u>Hostel Allocation</u>• <u>Room Category</u>• <u>Room Allocation</u>• <u>Hostel Fee</u>• <u>Room Vacant</u>• <u>Room Change</u>• <u>Hostel Attendance</u>• <u>Mess Management</u>• <u>Report</u>	



MICROSOFT SOLUTION OVERVIEW (WHY MICROSOFT)

Microsoft Dynamics NAV is one of the fastest growing business solution in India amongst all global business applications.

The solution works with MS SQL Server and Microsoft Office. Microsoft Dynamics NAV 2013 R2 is a global solution available in India along with Indian localisation. It has been in use in India since around 2000. The Indian localisation of the solution offered has already matured.

Microsoft Dynamics NAV 2013 is a comprehensive business management solution that helps people work faster and smarter, and gives your business the flexibility to adapt to new opportunities and growth. It offers a breakthrough user experience and technology innovations that can simplify access to information, improve organizational agility, streamline integration with a wide range of applications, and enhance reporting capabilities-even for the most highly specialized industries and organizations. With Microsoft Dynamics NAV, your people can be effective, helping to drive your business success.

Microsoft Dynamics NAV can help you automate & simplify processes across your entire business to boost productivity, performance, and business growth. With integrated financial, supply chain, & CRM information from across your organization stored in a centralized database, your people can work quickly & effectively-helping to drive your business forward.

Based on research into the way people really work, Microsoft Dynamics NAV 2013 delivers an intuitive work environment that looks and feels like familiar Microsoft products. A breakthrough user experience includes access to role tailored views and business processes through Role Centres that give employees the information and tools they need for their specific jobs.

Microsoft is committed to upgrade and enhance the product with new technology and functionality. Ide is to bring most of the industry ready requirements within the product. In this regards Microsoft has released its future roadmap for next couple of years. This announcement is publicly available to customers and prospective customers who intent to buy Microsoft Dynamics ERP solutions



<u>Business Function</u>	Hostel Attendance
<u>Module Name</u>	Hostel & Mess Management
<u>Requirement Definition</u> <ul style="list-style-type: none"> • <u>Hostel Attendance is taken by Biometrics. For the student who has not punched on biometric, parents will get a message for his/her absence for that day and he/she will be marked as absent on that day.</u> • <u>Time for punching In Time for Hostel is different in the case of Boys Hostel and Girls Hostel. The system will calculate the in/out time per day for each student in the hostel.</u> • <u>After the attendance, a list of absent students is generated and then a further manual check is done for their actual absence. It could be done room-wise.</u> • <u>For sick students, attendance can be punched manually.</u> • <u>A student also applies for leave from the Hostel which when approved, a notification will be sent to the parents</u> • <u>Extended leave can also be taken by the student. For this, the in-charge fills in the remarks and treat them as absent in the system</u> • <u>The system should have finger no. for integration from the Biometrics system to the current system</u> 	



<u>Business Function</u>	<u>Mess Management</u>
<u>Module Name</u>	<u>Hostel & Mess Management</u>
<u>Requirement Definition</u> <ul style="list-style-type: none">• <u>For Mess, parameters are pre-defined by the management like which spices or oil to be used.</u>• <u>The Mess in charge checks the food per day and per time</u>• <u>Rating/Grade is provided for the quality check purpose</u>• <u>Monthly MIS to be generated by the system for the mess quality purpose</u>• <u>Monthly menu to be available in the system [it will be on the master page and facilitated for any future changes].</u>• <u>For any issues related to Hostel or Mess, a student can log a complaint against it and the in-charge to take the responsibility. The system should have the functionality to take complaints and what actions have been taken.</u>	



Business Function	Report
Module Name	Hostel & Mess Management
Requirement Definition <ul style="list-style-type: none">• <u>Hostel registration.</u>• <u>Institute-wise hostel list.</u>• <u>Hostel occupancy.</u>• <u>Hostel allotted students.</u>• <u>Hostel transfer.</u>• <u>Hostel vacant list.</u>• <u>Hostel student list.</u>• <u>Hostel maintenance.</u>• <u>Daily hostel attendance list.</u>• <u>Hostel student attendance register.</u>• <u>Hostel unreported student list.</u>	



<u>Business Function</u>	Hostel Allocation
<u>Module Name</u>	Hostel & Mess Management
<u>Requirement Definition</u>	
<ul style="list-style-type: none"> • <u>At the time of Admission itself, the students apply for Hostel & Mess facility</u> • <u>For availing Hostel facility, the flow is:</u> 	
<u>Hostel Allocation</u>	<u>Hostel Required</u>
<u>n</u>	<u>Visited by Parents/Student</u>
	<u>Fee Enquiry</u>
	<u>Allotment Form will be generated from the hostel office in respect of the availability of rooms. In case of unavailability of rooms will be adjusted.</u>
	<u>Dues are generated in the accounts and post-payment permission is needed for a special case.</u>
	<u>The student pays the annual fee and gets the clearance receipt.</u>
	<u>The hostel is allocated and a temporary allocation facility is also needed for some special cases at the time of admission.</u>



Business Function	Room Category
Module Name	Hostel & Mess Management
<p><u>Requirement Definition</u></p> <ul style="list-style-type: none"> • <u>The Campus includes 9 boys hostels and 6 girls hostels as hostel types [it will be on the master page and facilitated for any future changes].</u> • <u>Rooms will be pre-defined in the system as masters</u> • <u>Each room will have a defined capacity</u> • <u>It can be categorized as Single sharing (with/without AC), Twin Sharing attached (with/without AC), Triple Sharing attached(with/without AC), Four Sharing attached (with/ without AC), Twin Sharing common (with/without AC), Triple Sharing common(with/without AC), Four Sharing common (with/ without AC) [it will be in master page and facilitated for any future changes].</u> • <u>Each room number will be defined in the system</u> • <u>To track a student record for Hostel, Room will be defined as student name, father's name, hostel name, room number.</u> 	

