

CHOCOLICIOUS CLIENT MEETING MINUTES #2

Date: 23 Jul 2014
Time: 1 pm
Venue: SMU Admin Building Meeting Room 11-2

Attendees: Jinq-Yi, Terence (Chocolicious)
 Bala, Ellora (SMUSA)
 Shirley, Chu Lien (OFIN)

Apologies: NIL

Agenda:

1. Introduction to features of book keeping system
2. Discussion on conciliating SAP Data with book keeping system records
3. Discussion on automating some internal claims processes
4. Discussion on report generation in book keeping system
5. Updates by Ellora
6. Any other business

	Note	Actor	Due Date
1	Requirements mentioned by clients: <ul style="list-style-type: none"> - Batches of claims → 3 kinds of reports: be able to show details of transactions in each batch (amount of every item). - Prompt student to update credit account in OASIS – for every reimbursement so that OFIN can check which account to reimburse - Close the claim when claim is due 	-	-
2	CLAIM PROCESS also includes: Whether this ID can match it with SAP data? SAP should be able to treat it as Vendor’s claim (id). (Need to work with IITS so that we can integrate SAP data) *Saving time @ Fin Sec side *Saving time @ downloading side Claim: make claim → what event to claim? Must be in the budget proposal (create an event column) <ul style="list-style-type: none"> - External account → special account (does not matter to which event club wants to claim) 	-	-
3	DEPOSIT Income updated? NO. But should be updated when fin sec received – just for book keeping – in the system – tracking – after approval / change status – should update various roles SPONSORSHIP Difference: SPONSOR sponsors something, that sponsorship is for	-	-

	<p>marketing (tax exemption 1x)/ DONATION – anonyms (tax exemption 2.5x)</p> <p>PAYMENT TO VENDOR</p> <p>Club finsec should be able to enter the vendor transactions/ expenditure</p> <p>Vendor master list (secondary) → feedbacks and rating</p> <p>What term they give us (free for all) – creating a database for the vendor</p> <p>Report will be sent by Ellora – income statement,</p> <p>Report should be able to be pulled in a list – slice & dice</p>		
4.	<p>INCOME STATEMENT</p> <p>(Club level)</p> <p>CURRENT ACC (+\$100)</p> <ul style="list-style-type: none"> - Revenue /Sales - Expenditure - Surplus/deficit - Funding (+\$18,000) not revenue <p>RESERVES (-\$100)</p> <p>**SMUSA</p> <ul style="list-style-type: none"> - (+\$100,000) - (-\$18,000) <p>CBD</p> <ul style="list-style-type: none"> - Generate something else - 2 levels of consoles <p>SAP file has to be uploaded into AIS</p> <p>Operational – need to engage with IITS</p> <p>SMUSA IT solution secretary – phased out – he wanted to maintain – didn't deploy in java.</p> <p>SMUSA new finance people as UAT people – streamline</p>	-	-
5.	<p>Ellora will be the user Champion for the new AIS. She will also send Terence the updates. Ellora will provide us the formula for budgeting.</p>	Ellora	Today's 2359
6.	<p>Bala told us the stories about DJJay. He suggested few risk mitigations for maintainance issues.</p> <p>- Update team members regarding today's discussion and update the power point slides.</p>	Terence	25-Jul-2014

The meeting was adjourned at 2.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jinq-Yi

Vetted and edited by,