

## **ERP Implementation: Enterprise Resource Planning Seminar Outline**

### **► Overview:**

Enterprise Resource Planning (ERP) Software has emerged as an almost necessary tool for efficient management of every kind of business operation. It has brought substantial savings to many companies and organizations.

ERPs are generally expensive packages and need very professional handling. Despite their popularity, almost 75 – 80% ERP implementations fail in their first attempts the world over when measured against criteria of deliverables such as functionality, cost, and schedule. Many of these failures are eventually recovered but with huge extra consumption of time and money. This also means substantial loss of precious resources and business. It is therefore necessary that ERP project is undertaken by suitably qualified people with extreme care and good knowledge of the potential reasons of failures.

### **► Objectives:**

This seminar is designed for Technical/Business Managers who intend to work for services and manufacturing sectors. The course is basically meant for introducing the real meaning of Enterprise Resource Planning, which provides for integrating planning throughout the business cycle from raw-materials, shop floor control to the related human-resource and finance processes. This provides the ways to enhance productivity and efficiency of all the processes in an organization through integrating planning. The seminar will discuss the role of ERP and ERP-Software to reduce inventories, waste, scrap, and rework and how to utilize resources efficiently in different environment with emphasis on reduced cycle time. The resulted reduction in the non-value added activities and accelerating the value-added process reduces the cash-to-cash cycle time. In pursuit of the process improvement journey, this seminar will provide the attendants with basic but comprehensive solutions and the step by step approach to transform their enterprises into future oriented organizations.

The main outcomes of this seminar are:

- To discuss the 10 major problems with ERP systems
- To suggest an approach to deal with these problems
- To contrast the differences between ERP and ERM
- To present a checklist to assess an organization's readiness for ERM
- To discuss the principles of the Integrated Enterprise
- To present the basic foundations of successful ERP

### **► Possible Attendance:**

Obviously the most benefit to an organization occurs when a company sends a team of people to this seminar. It is particularly designed for:

- Senior Management Team
- ERP project team
- ERP salespeople
- Consultants working on ERP implementation projects



- Supply Chain Planning Managers
- Finance Managers
- Shop floor Managers (first line managers)
- Human Resource Planning Managers
- Accountants
- Corporate Planners
- Training Personnel
- Industrial Engineers
- Administrators
- Anyone who is working for a company that is experiencing difficulty with the implementation or operation of ERP is strongly advised to attend this seminar.

► **Structure:**

18 hours to be carried out over 3 days including presentation, workshop, valuable supporting documents for Enterprise Resource Planning review and implementation.

► **Contents:**

This seminar systematically presents several conceptual and pragmatic methodologies, tools and techniques for various phases of the integrated planning process in an enterprise. Thus the seminar will be distributed as follows:

- Introduction to ERP
  - Introduction
  - Evolution of ERP
  - What is ERP?
  - Why many ERP implementations fail?
- Enterprise – An Overview
  - Integrated management information
  - Business Modeling
  - Integrated data model
- ERP Implementation
  - Maintain/Set up Settings
    1. Creation of Ledgers & Beginning Bal.
    2. Creation of Customers & Balances
    3. Creation of Vendors & Beginning Bal.
    4. Budgeting & Projection
    5. Project Management & Job Costing
    6. Human Resource Management
    7. Inventory & Stock Valuation
    8. VAT Settings
    9. Users' Security
  - Transactions
    1. Invoice Transactions
    2. Quotations/Sales Orders
    3. Product Sales Transactions



4. Service Sales Transactions
5. Collection Of Debtors Balances
6. Credit Purchase Transactions
7. Product Purchase Transactions
8. Service Purchase Transactions
9. Payment Of Creditors Balances
10. Purchase Orders
11. Sales/Purchases Returns
12. General Journal Transactions
13. Project Revenue Transactions
14. Project Expenditure Transactions
15. Payment of Salaries
16. Stock Adjustments
17. Account Reconciliation
18. Internal Accounting Review
19. Closing of Financial Year
- Financial Management
  1. Ratio Analysis
  2. Operational Analysis
  3. Cash Management
- Documents Customization/Design
  1. Sales Invoice Form Design
  2. Receipt Form Design
  3. Form Alignment
  4. Logos & Images
- Evaluation of Financial Reports
  1. Financial Statement Categories
    - Cash Flow Statement
    - Income Statement
    - Balance Sheet
    - Revenue & Expenditure A/c
  2. Customer Reports
    - Cash Receipt Journal
    - Customers Ledgers
    - Customer Transactions History
    - Aged Receivables and more. . . . .
  3. Vendor Reports
    - Vendor Ledgers
    - Cash Disbursements Journal
    - Aged Payables
    - Purchase Journal
    - Vendor Transactions History
  4. Project Reports
    - Project Profitability Report
    - Project Ledgers
    - Job Retainage Report
    - Work In Progress Report
  5. Stock/Inventory Reports
    - Stock Status Report



- Stock Profitability Reports
  - Stock Valuation Report
  - C. O. G. S Journal
6. Human Resource Reports
- Payroll Journal
  - P. A. Y. E Reports
  - Tax Liability Reports
  - Current Earnings Report
- Documents & Reports Printing
    1. Printing Options
    2. Microsoft Excel Navigation
    3. PDF Navigation
  - Data Security
    1. Manual Backup/Restore
    2. Online Backup/Restore

Throughout the seminar there will be opportunities for questions, and where appropriate, case studies will be discussed.