MDY MART LTD – BUSINESS & FUNCTIONAL REQUIREMENTS DOCUMENT (BRD/FRD)

Project: Migration from Excel & QuickBooks to Sage Business Cloud ERP

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Role:

Project Manager

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1. Executive Summary

MDY Mart Ltd. currently performs financial management, inventory management, and reporting using Excel spreadsheets and QuickBooks. These tools no longer support the company's growth, accuracy needs, and process efficiency. The goal of this project is to migrate all core financial, inventory, and operational processes into Sage Business Cloud ERP to achieve automation, standardization, improved reporting, and real-time visibility.

2. Project Objectives

- Replace Excel and QuickBooks with a single, centralized ERP system (Sage).

- Improve data accuracy and reduce manual errors.

- Automate accounting, inventory, and reporting processes.

- Increase operational efficiency and transparency.

- Enable real-time dashboards and analytics for decision-making.

- Establish scalable processes to support future growth.

3. Current State (As-Is)

3.1 Accounting & Financials (As-Is)

Financial transactions are recorded in QuickBooks.
Bank reconciliations are done manually.
Customer invoices are created manually or exported from Excel.
Expense tracking requires manual uploads from Excel.
Financial reports require manual Excel consolidation.

3.2 Inventory Management (As-Is)

Stock quantities recorded in multiple Excel files.
Inventory updates depend on manual entries.
No real-time stock visibility across locations.
Purchase orders stored manually or emailed as PDFs.

3.3 Sales Operations (As-Is)

Sales recorded in Excel or QuickBooks.
Pricing updates manually entered in spreadsheets.
No automated sales reporting or margin tracking.

3.4 Data Challenges (As-Is)

Duplicate entries across files.
Risk of data loss due to non-centralized storage.
Difficult to track real-time business performance.
Manual effort is time-consuming and error-prone.

4. Future State (To-Be)

4.1 Sage Business Cloud ERP (To-Be Vision)

Sage ERP will provide:
- Centralized accounting
- Automated bank reconciliation
- Real-time inventory management
- Automated purchase/sales order cycles
- Integrated reporting & dashboards
- Role-based access control
- Audit trails for all transactions

4.2 Expected Enhancements

Accounting
- Automated posting of journal entries.

- Integrated AR/AP processes.
- Standard financial statements with drill-down capabilities.
- Seamless year-end and month-end closing.

Inventory
- Real-time stock level visibility.
- Automated reorder alerts.
- Barcode/scanner integration (optional).
- Full tracking of stock movements (GRN, stock transfers, adjustments).

Sales
- Digital quotes → Sales orders → Invoices workflow.
- Automated pricing and discount rules.
- Customer credit limits and aging reports.

Reporting
- Real-time dashboards (profit, stock valuation, expenses).
- Automatic generation of weekly/monthly reports.

5. Functional Requirements

5.1 Accounting Requirements

#	Requirement	Description
A1	Chart of Accounts Setup	Must map QuickBooks COA to Sage ERP COA
A2	General Ledger	System must support automated GL postings
A3	AR Management	Ability to create/send invoices, track payments
A4	AP Management	Vendor invoicing, payment scheduling
A5	Bank Reconciliation	Automatic bank feed import & reconciliation
A6	Expense Tracking	Integration for receipts and expense claims

A7	Financial Reporting	Balance Sheet, P&L, Trial Balance