



VNR

[www.vnrseeds.com](http://www.vnrseeds.com)

vnrseeds  
*Corporate Internet Strategy*

# Presentation for PMS – Self Review

Pooja Acharya  
Finance Department



VNR

www.vnrseeds.com

vnrseeds  
Corporate Internet Strategy

# Key Responsibilities



Budgeting &  
Variance  
Report



Preparation  
of Standard  
Operating  
Procedures



Accounting  
of R&D  
Jagdalpur  
Division



Supervision  
of R&D  
Hyderabad  
Accounting





www.vnrseeds.com

## Major Areas Worked on apart from KRA

### ACCOUNTING

- Lab Expenses by properly bifurcating it in Crops, Activity & Location whether Equipments, Consumables or Chemicals.
  - R&D Field Crop
  - R&D Veg Crop
  - Bio Tech Services of below mentioned locations
    - Jagdalpur (Covered in KRA)
    - Tatibandh
    - Gomchi
    - Kohadiya
    - Mainpat (In absence of concerned person)
    - Various Farms under Manjunath Paloti Imprest for the 1<sup>st</sup> Quarter which was pending since June 2021.
- All Kinds of IT Dept Expenses.
- All kinds of WIP Expenses – Tatibandh & New Corporate Centre
- All Kinds of Hotel Accommodation & Event related Vouchers across all locations.
- All kinds of Admin Expenses e.g. – Office Expenses, Staff Canteen Expenses, Printing & Stationery, Repairs & Maintenance, etc
- All Imprest Accounts of Corporate Centre Office, Lab & R&D Farms
- All kinds of Employee Expense Claims of Corporate Centre Employees submitted directly and not through X-Easy.
- Assisting in Marketing & Freight Invoice processing during peak season timings.
- Actively Assisting Team members incase of long overdue pendency or extreme workload.



www.vnrseeds.com

Total more than 5000 Vouchers Handled right from Verification to Payment apart from that of KRA i.e. R&D Jagdalpur Journal Vouchers & Cash Book Vouchers and also apart from that of Bulk Vouchers Imported through import facility in FOCUS

Department	No. of Vouchers
ADMIN	353
Biotech Services	127
FINANCE	71
HR	129
IT	30
IT- HARDWARE	15
IT- SOFTWARE	64
LEGAL	49
LOGISTICS	65
MANAGEMENT	155
MARKETING	707
PD- FIELD CROP	55
PD- VEG CROP	152
PROCESSING COMMON	98
PROCESSING -FIELD CROP	1
PRODUCTION - FS	16
PRODUCTION- FIELD CROP	76
PRODUCTION- VEG CROP	119
QA	50
R&D	6
R&D FIELD CROP	206
R&D VEG CROP	1292
SALES	26
SALES - FIELD CROPS	598
SALES - VEG & FIELD CROPS	151
SALES - VEG CROPS	404
SALES-INTERNATIONAL BUSINESS	13
SPR	15
<b>Total</b>	<b>5043</b>



VNR

[www.vnrseeds.com](http://www.vnrseeds.com)

## Major Areas Worked on apart from KRA

### CHEMICAL STOCK VALUATION

- Carrying out Chemical Stock Valuation single handedly without disturbing the regular flow of work for the FY 21-23 of all the divisions of lab separately for Vegetable Crop & Field Crop across different locations viz.,
  - BTS Lab
  - Plant Pathology
  - Plant Tissue Culture
  - Genotyping
  - DNA Isolation
  - Molecular Biology
- Submitted the report timely for review.



[www.vnrseeds.com](http://www.vnrseeds.com)

## Major Areas Worked on apart from KRA

Worked  
Closely in  
Preparation of  
Presentations  
& Submissions

- Department Working (Dushyant Sahu & Team)
- SOPs of various other Functions apart from my own
- Cross Departmental Meeting Department Review
- TDS Section 194R
- Minutes of Monthly & Other Meeting and keeping Attendance
- Monthly Phone Expenses Report
- Electric Bill to be submitted to Nursery
- Report for Master Updation
- Manual preparation of Creditors Ageing Summary
- Revising of Budgets from Apr 22 – July 22



www.vnrseeds.com

## Major Areas Worked on apart from KRA

Actively involved in recent Master Updation Activity facilitating Initiating of Online Payments

Assisted in resolving Audit Noting by finding and punching vouchers for Dr. Balances in FOCUS

Assisted closely in Customs Duty Exemption issue arising to one of the Vendors

Deterring & Circulating a proper format for collection of Data from various departments to be in tune with new Accounting System  
Also Doing rigorous follow ups for the same.

Streamlining the process for Jagdalpur Cash Voucher Authorization and taking extra efforts to resolve negative cash balance when handed over.

Keeping a track of Purchase Orders prepared/Advance paid for the areas covered by me.

# Other Tasks done in Initial Days

Quality Incentive Working to mark duplicate ledgers

Identifying Debit Balances in Farmers Ledgers in Excel

PD Farms pending Entries in Focus

Manjunath Paloti Imprest working for Cropwise Allocation of expenses

Processing vouchers submitted by him

Cash book entries of R&D Jagdalpur (Before Authorisation System)

Other Tasks as and when allotted by seniors





[www.vnrseeds.com](http://www.vnrseeds.com)

# Other Tasks Done Regularly

Providing  
Ledger  
Statements as  
and when  
required to  
different  
departments

Providing  
Payment  
Details as and  
when  
required

Participating  
to fill in  
whenever any  
team mates  
need support.



Providing  
expense data  
as required by  
other  
departments

Coordinating  
with IT Team  
for issues  
arising out of  
FOCUS



[www.vnrseeds.com](http://www.vnrseeds.com)

# New Initiatives

Working on a reminder based Compliance Calendar for Statutory Compliances & Periodic Payments.

Working on developing a exhaustive FOCUS User Manual for the purpose of Finance Department.

Working on proposing an updated format for Budgetary Reporting.



VNR

[www.vnrseeds.com](http://www.vnrseeds.com)

vnrseeds  
*Corporate Internet Strategy*

*Thank  
you*

