

## Activities for Designing Coding schemes

Functions: All

Codes for steps/activities: TG01-TG09

Source: **SG01** for Processes, Activities, Configuration tables, Master data tables & Profile (Annex 33A)Source: **SG06** for Materials, Assets, Vendors, Customers, shareholders, Statutory bodies, employees (Annex 33A)

(Refer Chapter:9)

List of Steps/Activities	Codes for steps /activities	Function applicable	Responsibilities
<p>Top management forming cross-functional team comprising of professionals from Finance &amp;accounts, IT/System and available concerned team for:</p> <ul style="list-style-type: none"> <li>● Determining what all need to be coded for digitisation perspective.</li> <li>● Deciding name of “<b>Organisation level coordinator for coding</b>” who would be responsible for initial allocation of codes &amp; maintaining subsequent changes to coding schemes vis a vis each or all functions</li> <li>● Broad design of coding schemes (numeric or alpha or alphanumeric, size /number of digits in coding scheme &amp; so on)</li> </ul>	TG01	All, similar	CEO/MD

Each HOD releases such nominated user as & when required by CFT.			
<p>Each HOD nominating one functional coordinator for providing to <b>“Organisation level coordinator for coding”</b> lists of the following vis a vis own function</p> <p><b>a) vis a vis Process code SG01</b></p> <ul style="list-style-type: none"> <li>● Core processes &amp; activities</li> <li>● Statutory processes &amp; activities</li> <li>● Documents -core</li> <li>● Documents - statutory</li> <li>● Manuals (functional, statutory &amp; similar type)</li> <li>● Risk assessment processes</li> <li>● Access rights-related processes</li> <li>● profiles</li> <li>● Configuration tables</li> <li>● Master data tables</li> <li>● Data tables &amp; Fields</li> <li>● Fields to be used in core &amp; statutory documents, configuration tables &amp; master data tables</li> <li>● Supporting processes &amp; activities</li> <li>● Documents number range</li> </ul> <p><b>b) vis a vis Process code SG06</b></p> <ul style="list-style-type: none"> <li>● Materials Coding (BOM, BOQ, Capital Items &amp; all types of materials)</li> <li>● Employees, Vendors, Customers, Business Associates &amp; all other entities</li> <li>● Number range</li> <li>And so on</li> </ul>	TG02	All, similar	Each HOD

<p><b>“Organisation level coordinator for coding”</b> in consultation with ERP/IT team, deciding the following vis a vis each aspect listed in TG02:</p> <ul style="list-style-type: none"> <li>i. The number of digits</li> <li>ii. structure as alpha-numeric or &amp; numeric or &amp; alpha</li> </ul>	TG03	All, similar	<b>“Organisation level coordinator for coding ”</b>
<p>Based on TG03, <b>“Organisation level coordinator for coding,”</b> developing coding scheme &amp; assigning Codes to each of the aspects listed in TG02. The coding schemes are summarised, and the author has enclosed illustrations for coding schemes below.</p> <p><b>vis a vis Process code SG01</b> annex 40(2),40(3),40 (4)- <b>Function, Processes, Activities, Configuration tables, Master data tables, documents, manuals &amp; fields &amp; Profiles vis a vis Process code SG06</b> Annex 39- <b>Materials, Assets, Vendors, Customers, shareholders, Statutory bodies, employees</b></p>	TG04	All, similar	<b>“Organisation level coordinator for coding</b>
<p>As an alternate to TG04, the IT/ERP team provides the solution for generating random code numbers through the computer to assign codes.</p>	TG05	All, similar	IT /ERP team
<p>IT/ERP teams incorporating the codes assigned in TG04 in the respective ERP application package at pre-implementation of chosen ERP package/solutions</p>	TG06	All, similar	IT /ERP team
<p><b>“Organisation level coordinator for coding”</b> also deciding the following:</p> <ul style="list-style-type: none"> <li>● The processes, activities &amp; documents for requisitioning future incremental additions to codes vis a vis aspect listed in TG04</li> </ul>	TG07	All, similar	<b>Organisation level coordinator for coding</b>

<ul style="list-style-type: none"> <li>Function wise levels, positions &amp; names of users for requisitioning, approving &amp; communicating codes to concerned functions &amp; their implementation in respective ERP application package</li> </ul>			
<p><b>“Organisation level coordinator for coding”</b> also reviewing &amp; redesigning /enhancing coding schemes considering future requirements/expansions.</p>	TG08	All, similar	<b>Organisation level coordinator for coding</b>
<p>Functional teams implementing the codes so allocated as per summary given <b>in Annex 39 &amp; annexe 40(2),40(3),40 (4)</b></p>	TG09	All, similar	Each HOD
<p>Additional activities proposed per function for meeting future activity requirements of any function/entity for <b>“developing coding schemes.”</b></p>	TG11, TG12, TG13	@1/function	
<p>Coding schemes proposed by the author in this book are only for understanding and can be changed/amended at the sole discretion of any organisation. Coding design can often be driven by:</p> <ul style="list-style-type: none"> <li>chosen ERP package or software implemented in the organisation</li> <li>Statutory considerations</li> </ul>			

**Note:** Annex numbers **Annex 39 & 40(2),40(3),40 (4)** are a part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions