1. Directories - we need to set up several directories, which we will use further in referencing, directing and reporting. The directories should be editable, new units addable. ***(creating user with dept one user in one dept. )***
    1. Company – should have the following editable requisites - editable only by administrator - can be assigned to multiple users and to a single user multiply (several companies to one user)
        i. ID - Software - unique
        Ii. Tax ID

        iii. Name
        threshold amount (GEL)
        iv. Legal Address
    2. Departments – should have the following editable requisites - editable only by administrator, can be assigned to multiple users and to a single user multiply (several cost units to one user) – *several users have several depts*
        i. ID - software - unique
        ii. Name
    3. Supplier - should have the following editable requisites - editable only by administrator, except otherwise stated ***(Any User can create supplier)***
        i. ID - software - unique
        Ii. Tax ID - create new - all users, edit only Accounting and Administrator
        iii. Name - create new - all users, edit only accounting and administrator
        iv. Bank ID - edit only accounting and adminitrator
        v. Bank Name- edit only accounting and adminitrator
        vi. Bank Account # - edit only accounting and adminitrator
        vii. Bank SWIFT # edit only accounting and adminitrator
        viii. Accounting ID edit only accounting and adminitrator
    4. Type of Expense – should have the following editable requisites and subdirectories - editable only by administrator and accounting (purchase expanse like mouse etc)
        i. ID software unique
        ii. Name
        iii. Accounting ID
    5. Status – the current status of the document - non-editable
        i. New – reqiuest creating
        ii. Submitted for review – finish and send
        iii. Rejected -
        iv. FInance ok - finance approved
        v. Confirmed

vi. Paid

6. Currency

i. GEL

ii. USD

Iii. USD in GEL (exchange rate taken by aPI from nbg.gov.ge

iv. EUR

V. EUR in GEL (exchange rate taken by API from nbg.gov.ge

2. Documents – basically the central unit of the system – the incident. Document includes mandatory cells to be filled in based on list of information included in the directories
   1. Initiator – to be filled automatically – the user who created the document
   2. Company - to be filled automatically based on information in user details (user must choose company before creating the ticket)
   3. Departments– automatically based on information in user details, or selected manually by the user through dropdown.
   4. Supplier – to be selected manually by the user
   5. Type of Expense – to be selected manually by the user
   6. Currency - to be selected manually by the user
   7. Amount - to be filled in manually by the user
   8. Description – manually entered text data by the user
   9. Basis – invoice or contract – attachment to be uploaded by the user
   10. Due date of payment – dates to be indicated by user
   11. Due date of submission of works – dates to be indicated by user
   12. Status - based on the process

   All of the above is mandatory
3. Confirmation matrix
   1. User(Initiator) – creates the document - based on role of the user (dept automaticalyy selected,type of expanse,comment/desc, attach invoice, amount, curreny, )
   2. Finance – confirms the document - based on the role and project of the user
   3. Manager – approves the document - based on the role and cost unit of the user
   4. Director – approves the document - based on the role and cost unit of the user
      – only if amount above X – to be specified manually
      – Company can have multiple Directors and Approval of one is enough

4. The process itself:
   1. Creation of request (document) – status “new”
   2. Submission of request – the initiator creates a new document, completes it and submits for confirmation. Status “submitted for review”
   3. Review and approval:

      i. Finance(accept/reject) – reviews the document and either:

1. Confirms the document (optionally with comment) – the document is submitted to next level confirmation in accordance with confirmation matrix. Status changed to “Finance ok ” move to manager AFTER THAT MANAGER CONFIRMS/REJECT- if amount exceeds the threshold then one more confirmation from director. If less then threshold then Confirmed Status request and send to accounting.
2. Rejects the document Comment is mandatory – the document returns to initiator for further actions. Status changed to “rejected”
3. Director receive requests with finance ok status
4. Based on amount the request can be approved by finance itself (the amount can be set by administrator only )

ii. Director – reviews the document and either:

1. Confirms the document (optionally with comment) – the document is confirmed and submitted to accounting (based on the role of user). Status changed to “confirmed”. If amount above X, then status stays “confirmed partially” and the document is submitted to the next director
2. Rejects the document (optionally with comment) – the document returns to initiator for further actions. Status changed to “rejected”

(Director on request will be automatically assigned based by amount, Unit and company id )

2. Accounting – the accounting department has a report with list of documents with relevant statuses. There should be possibility to filter the documents per each requisite included in it (status, directory, project, initiator, supplier, etc.) ***– make report of paid using filter weekly.***
3. Accounting has to add information about bank id, Swift bank account.
4. Payment batch creation for Bank interface (encrypted *.xml file) – manually initiated by accounting role based on chosen documents. Status changed to “paid” - a detailed task will be provided later, however the data will be taken from directories highlighted above.***(Report Confirmed status filtered. Change status to PAID can be done by ACCOUNTING manually)***

5. E-mailing – an automated message should be sent to each and every user involved in the process (eg after submission of request an e-mail should be sent to finance with information about the document and option to either confirm or reject the document).
6. Reporting – The system should provide for reporting (filtered lists with subtotals and totals). A detailed format will be provided later (Downloadable in Excel & PDF)
7. User Roles:
   1. Administrator – full access
   2. Accounting – edit access to directories, view-only access to the documents, view-only access to the reports, access to the payment batch creation
   3. Initiator, project – edit access to only “new” documents, view-only access to the reports, based on the project linked to the user (multiple projects might be linked to a single user)

4. Finance, project – edit access to only “in review” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)
5. Manager – edit access to only “confirmed partially” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)
6. Director - edit access to only “confirmed partially” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)

On Fri, Mar 3, 2023 at 9:15 AM George Noniev <gnoniev@gmail.com> wrote:

Hi!

We need to develop a tiny tool to manage our purchasing procedures withing the company with a higher degree of efficiency and transparency:

1. Directories - we need to set up several directories, which we will use further in referencing, directing and reporting. The directories should be editable, new units addable.
   1. Company – should have the following editable requisites - editable monly by administrator
      i. ID Software - unique
      ii. Name
      iii. Legal Address
   2. Cost Unit – should have the following editable requisites - editable monly by administrator
      i. ID
      ii. Name
   3. Supplier - should have the following editable requisites - editable monly by administrator, except othervise stated
      i. ID
      ii. Name
      iii. Bank ID
      iv. Bank Name
      v. Bank Account #
      vi. Bank SWIFT #
      vii. Accounting ID
   4. Type of Expense – should have the following editable requisites and subdirectories
      i. ID
      ii. Name
      iii. Accounting ID
   5. Status – the current status of the document

i. New
ii. Submitted for review
iii. Rejected
iv. Confirmed partially
v. Confirmed
vi. Paid

6. Currency
    i. GEL
    ii. USD
    iii. EUR

2. Documents – basically the central unit of the system – the incident. Document includes mandatory cells to be filled in based on list of information included in the directories
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    4. Supplier – to be selected manually by the user
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    6. Currency
    7. Amount
    8. Description – manually entered text data by the user
    9. Basis – invoice or contract – attachment to be uploaded user
    10. Due date of payment – dates to be indicated by user
    11. Due date of submission of works – dates to be indicated by user
    12. Status
3. Confirmation matrix
    1. Initiator – creates - based on role of the user
    2. Finance – confirms - based on the role and project of the user
    3. Director 1 – approves - based on the role and project of the user
    4. Director 2 – approves - based on the role and project of the user – only if amount above X – to be specified manually
4. The process itself:
    1. Creation of request – status “new”
    2. Submission of request – the initiator creates a new document, completes it and submits for confirmation. Status “submitted for review”
    3. Review and approval:
        i. Finance – reviews the document and either:
            1. Confirms the document (optionally with comment) – the document is submitted to next level confirmation in accordance with confirmation matrix. Status changed to “confirmed partially”
            2. Rejects the document (optionally with comment) – the document returns to initiator for further actions. Status changed to “rejected”
        ii. Director – reviews the document and either:
            1. Confirms the document (optionally with comment) – the document is confirmed and submitted to accounting (based on

        the role of user). Status changed to “confirmed”. If amount above X, then status stays “confirmed partially” and the document is submitted to the next director
        2. Rejects the document (optionally with comment) – the document returns to initiator for further actions. Status changed to “rejected”
    2. Accounting – the accounting department has a report with list of documents with relevant statuses. There should be possibility to filter the documents per each requisite included in it (status, directory, project, initiator, supplier, etc.)
    3. Payment batch creation for Bank interface (encrypted *.xml file) – manually initiated by accounting role based on chosen documents. Status changed to “paid” -  a detailed task will be provided later, however the data will be taken from directories highlighted above.
5. E-mailing – an automated message should be sent to each and every user involved in the process (eg after submission of request an e-mail should be sent to finance with information about the document and option to  either confirm or reject the document).
6. Reporting – The system should provide for reporting (filtered lists with subtotals and totals). A detailed format will be provided later
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    3. Initiator, project – edit access to only “new” documents, view-only access to the reports, based on the project linked to the user (multiple projects might be linked to a single user)
    4. Finance, project – edit access to only “in review” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)
    5. Manager – edit access to only “confirmed partially” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)
    6. Director - edit access to only “confirmed partially” documents, view-only access to the reports based on the projects linked to the user (multiple projects might be linked to a single user)

- Add language (Georgian – Super Admin or all roles)