

GRP

based in Odoo

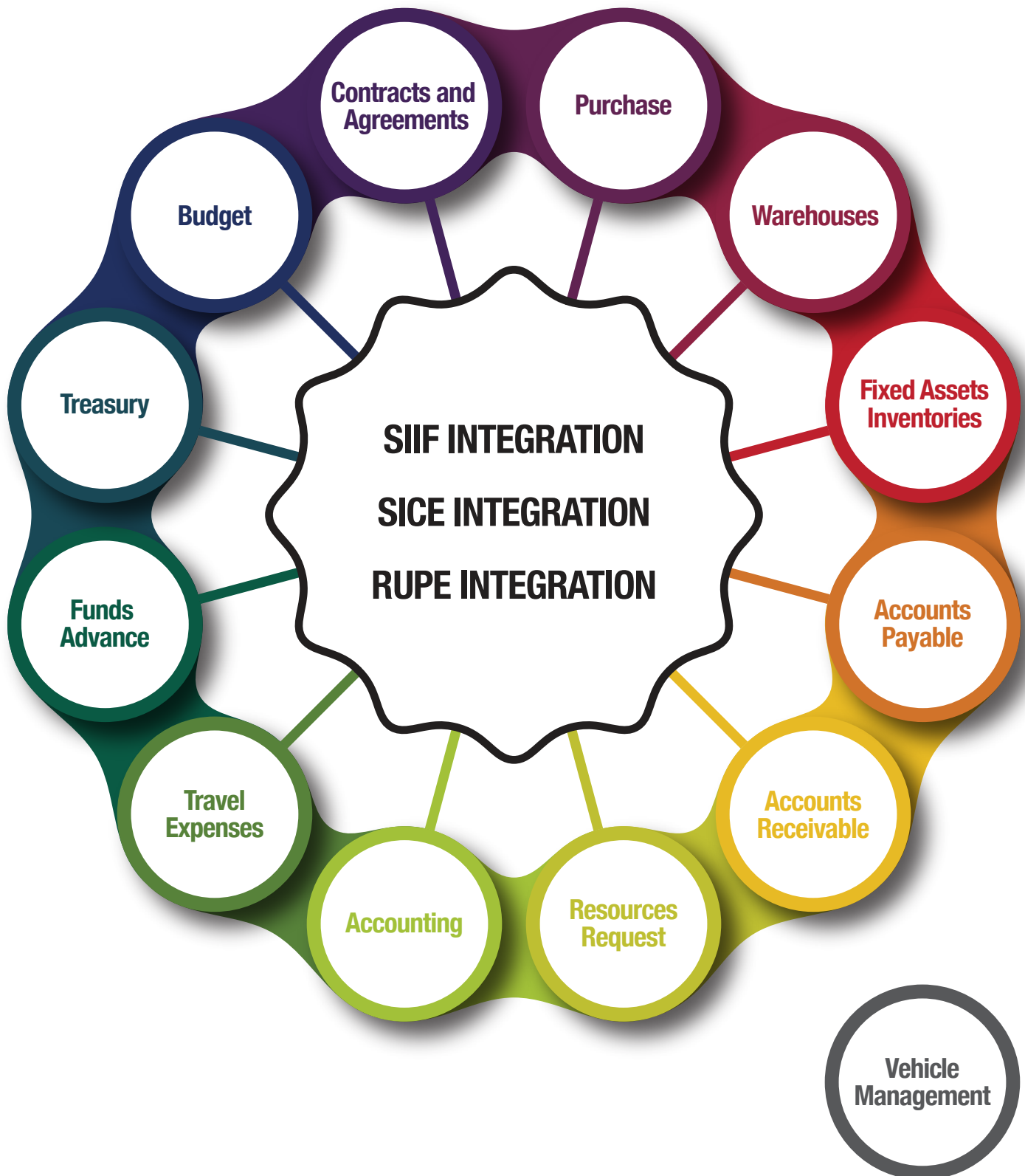


MINISTERIO DE ECONOMÍA Y FINANZAS

PFOP
PROGRAMA DE
FORTALECIMIENTO
DE LA GESTIÓN
PRESUPUESTARIA

Integrated Management System

It enables the optimization of the resources applied to administrative procedures and control systems, supporting the following processes:



Purchase



It allows purchase management. It contains different documents with their corresponding approval flows for the different stages of the purchase and maintains traceability between them.

Consolidate Purchase requests
Responsible: Purchasing User

Create Purchase Order
Responsible: Purchasing User

Validate Purchase Order
Responsible: Purchasing User

Approve Purchase Order
Responsible: Purchasing Manager

Authorize Purchase Order
Responsible: Administrator / Ordenator

Send to SICE Purchase Order
Responsible: Purchasing User

Publish the call in SICE
Responsible: Purchasing User

Create / Import Suppliers Offers
Responsible: Purchasing User

Approve Suppliers Offers
Responsible: Purchasing Manager

Issue Comparative Chart
Responsible: Purchasing User

Create Award
Responsible: Purchasing User

Evaluate Award
Responsible: Purchasing User

Approve Award
Responsible: Purchasing Manager

Authorize Award (Administrator)
Responsible: Administrator

Authorize Award (Ordenator)
Responsible: Expense Ordenator

Generate Purchase Order
Responsible: Purchasing User

Approve Purchase Order
Responsible: PO Approver

Authorize Purchase Order
Responsible: Expense Ordenator

Send PO to SICE
Responsible: Purchasing User

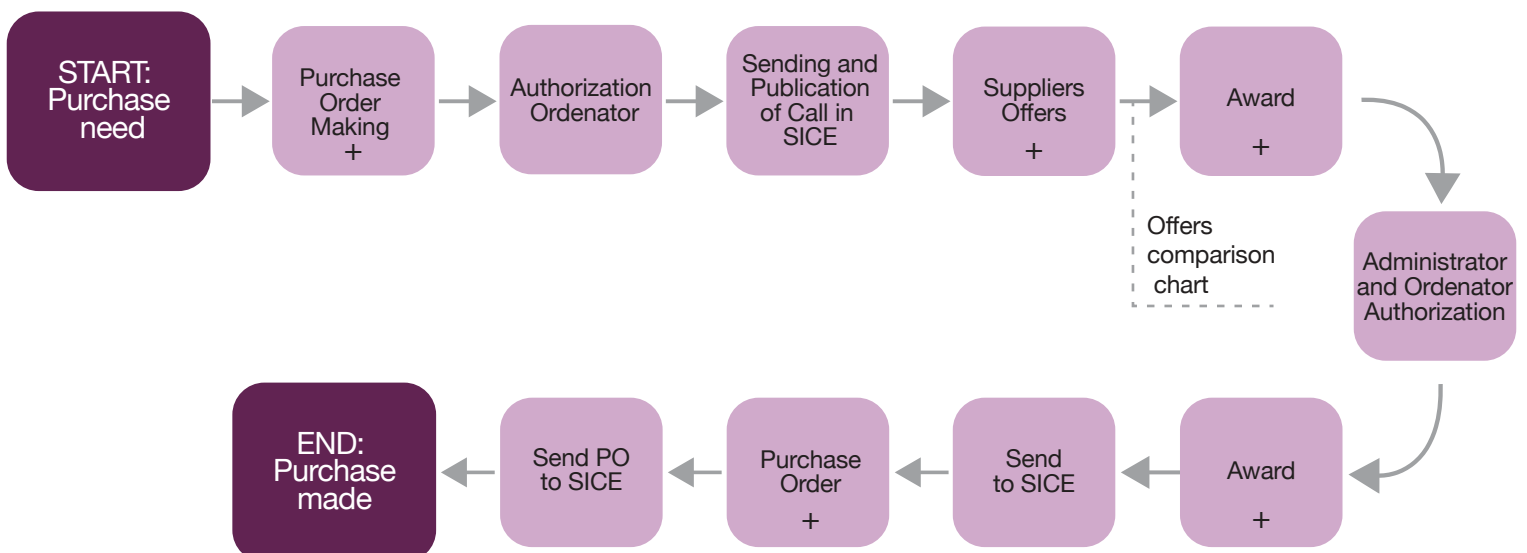
Generate Purchase Order Issuance Requests
Responsible: Purchasing User

Consolidate Purchase Order Issuance Requests
Responsible: Purchasing User

Authorize Purchase Order Issuance Requests
Responsible: Administrator

Enter UCA Award
The UCA Tender Awards will be found from which it will be possible to issue the POs

Generate Award Extension
Responsible: Purchasing User



Warehouses



It allows stock, warehouses and locations where the different products are located to be managed, and its opening by variants such as: size, color. Perform physical inventory recount. Identify managers of each warehouse that are responsible for approving the delivery of products to users.

Register Stock: Purchase Reception
Responsible: Warehouse User

Register Stock: Donation Reception
Responsible: Warehouse User

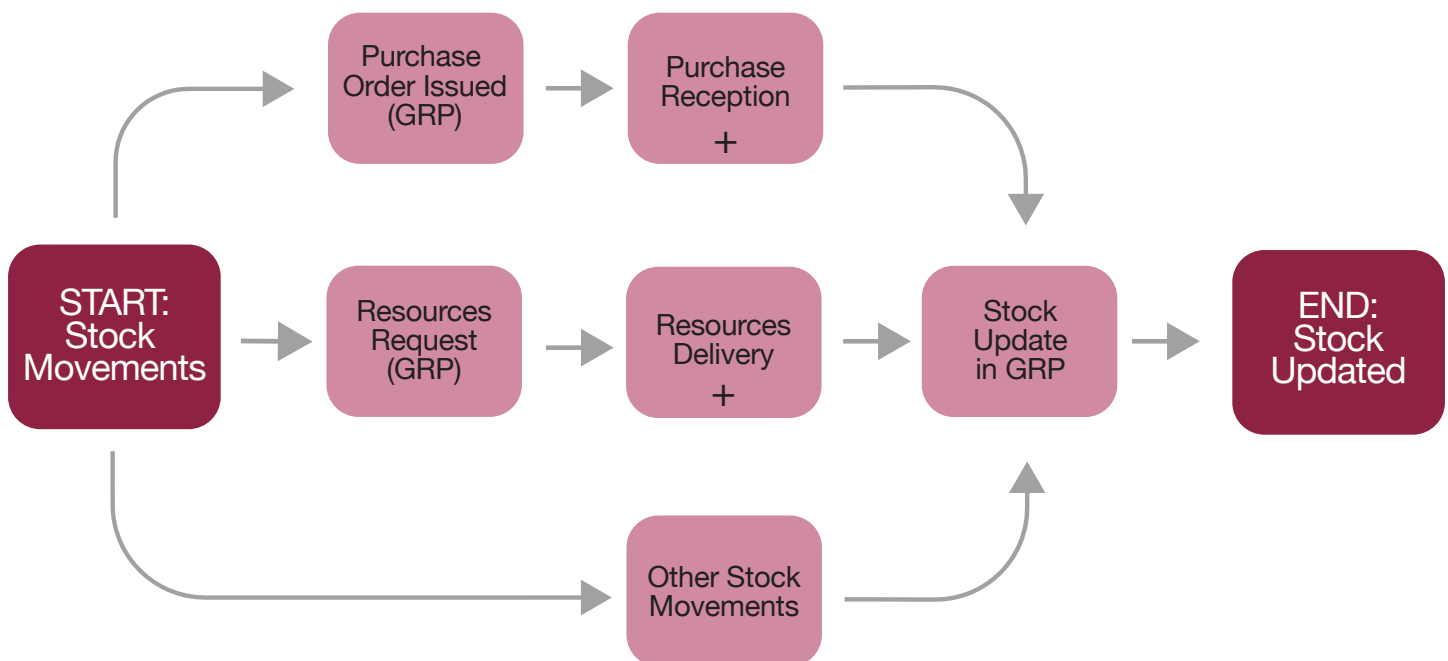
Register Stock: Adjustment Register
Responsible: Warehouse User

Deregister Stock: Deregister for Consumption / Supply
Responsible: Warehouse User

Deregister Stock: Adjustment Register
Responsible: Warehouse User

Stock Transfers: transfers between Warehouses
Responsible: Warehouse User

Physical Stock Recount
Responsible: Warehouse User



Fixed Assets Inventories



It allows management of fixed assets. It maintains relevant information of each asset, makes it possible to identify the locations and users responsible for it.

It provides the possibility to carry out fixed asset inventory, as well as printing labels with bar codes and QR codes to identify them.

Fixed Asset Registration from Purchase Reception
Responsible: Warehouse User

Fixed Asset Registration from Purchase Invoice
Responsible: Invoice Registration User

Fixed Asset Data Entry
Responsible: Fixed asset Responsible

Fixed Asset Data Confirmation
Responsible: Fixed asset Responsible

Tag each asset of Fixed Asset
Responsible: Fixed asset Responsible

Deregister Fixed Asset
Responsible: Fixed asset Responsible

Activate extra costs to a unique Fixed Asset
Responsible: Invoice Registration User / Fixed asset Responsible

Activate Works in Progress
Responsible: Invoice Registration User / Fixed asset Responsible

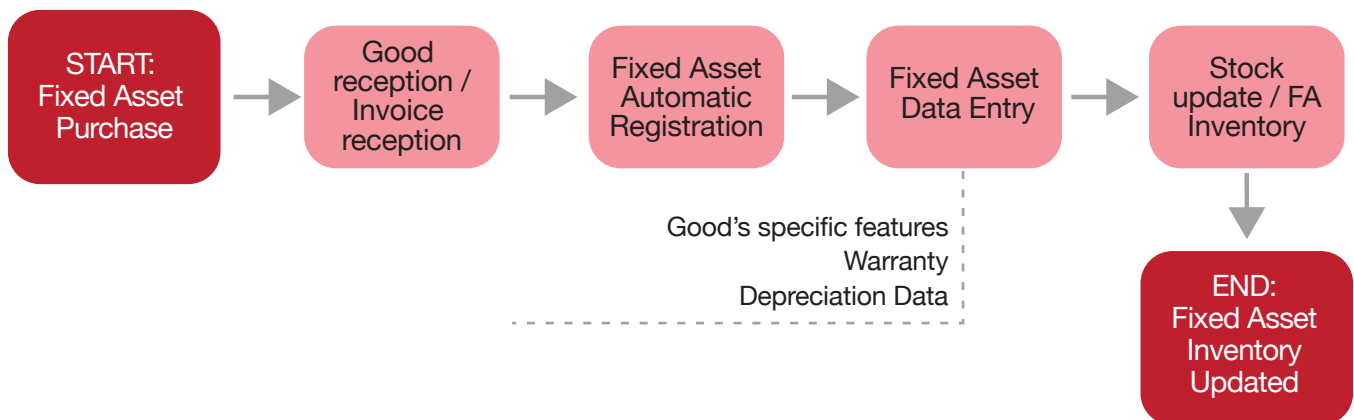
Process Fixed Asset Depreciation
Responsible: Accounting Responsible / Fixed asset Responsible

Change of Fixed Asset's Head
Responsible: Fixed asset Responsible

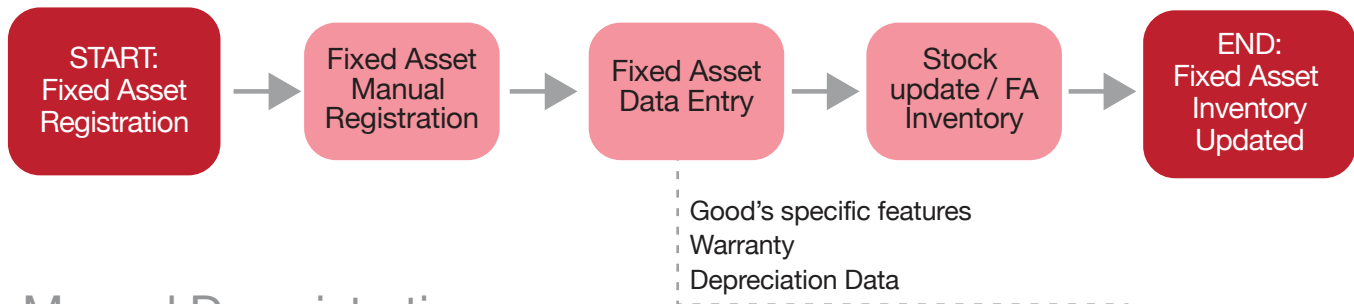
Change of Fixed Asset's Location
Responsible: Fixed asset Responsible

Physical Inventory of Fixed Assets
Responsible: Fixed asset Responsible

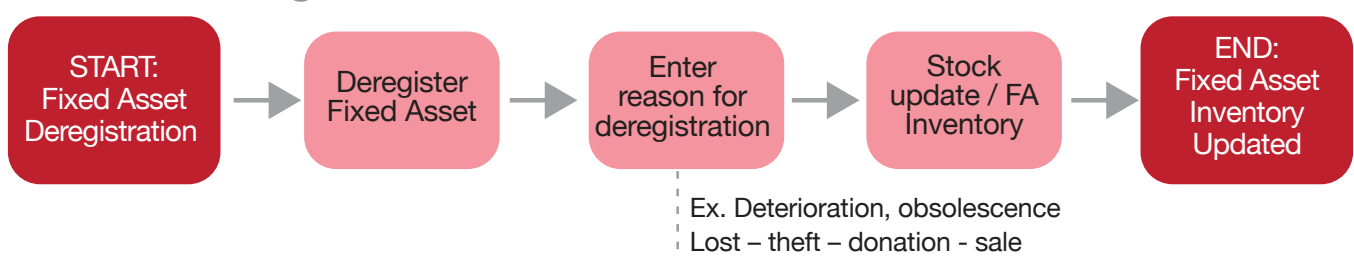
Purchase Registration



Manual Registration



Manual Deregistration



Accounts Payable



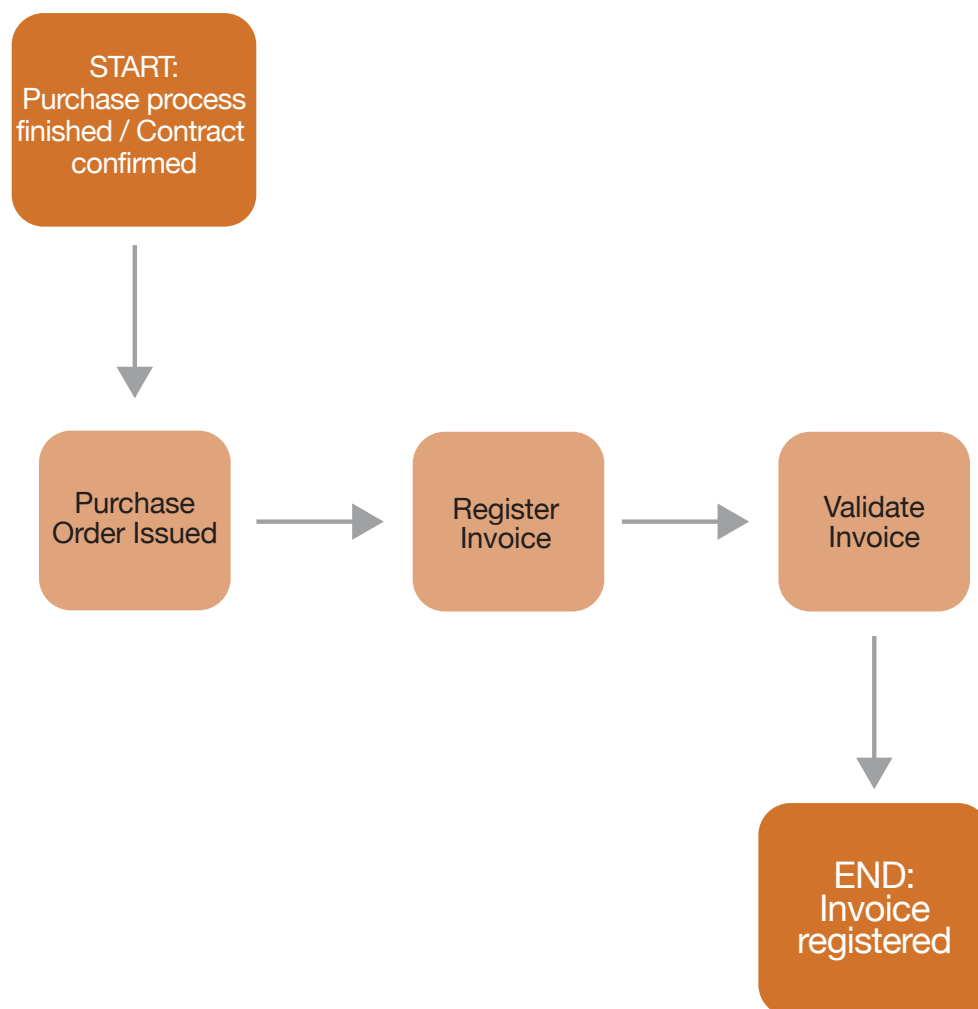
It allows registering income of expenses and investments proofs with their corresponding withholdings. It supports the use of payment assignment. It has a payment approval process that can be individual or in a massive way.

Register Purchase Invoice
Responsible: Invoice Registration User

Validate Purchase Invoice
Responsible: Invoice Registration User

Send Purchase Invoice to SICE (Optional)
Responsible: Invoice Registration User

Register Credit Notes
Responsible: Invoice Registration User



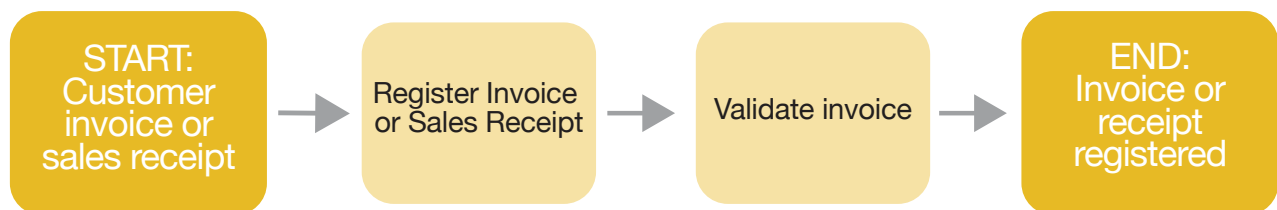
Accounts Receivable



It allows registering income proof using invoices and receipts.

Enter Sales Invoice or Sales Receipt
Responsible: Invoice Registration User

Validate Invoices
Responsible: Invoice Registration User



Resources Request



It allows entering a request that describes the requested resources (products or services description). After approval, requests for resources can end with delivery or with purchase request for what was requested.

Enter Resources Request

Responsible: Resource requester for each service

Approve Resources Request

Responsible: Approval of resources requests "Head of Service"

Validate Resources Request

Responsible: Validator Role User

Meet Stock

Responsible: Warehouse User

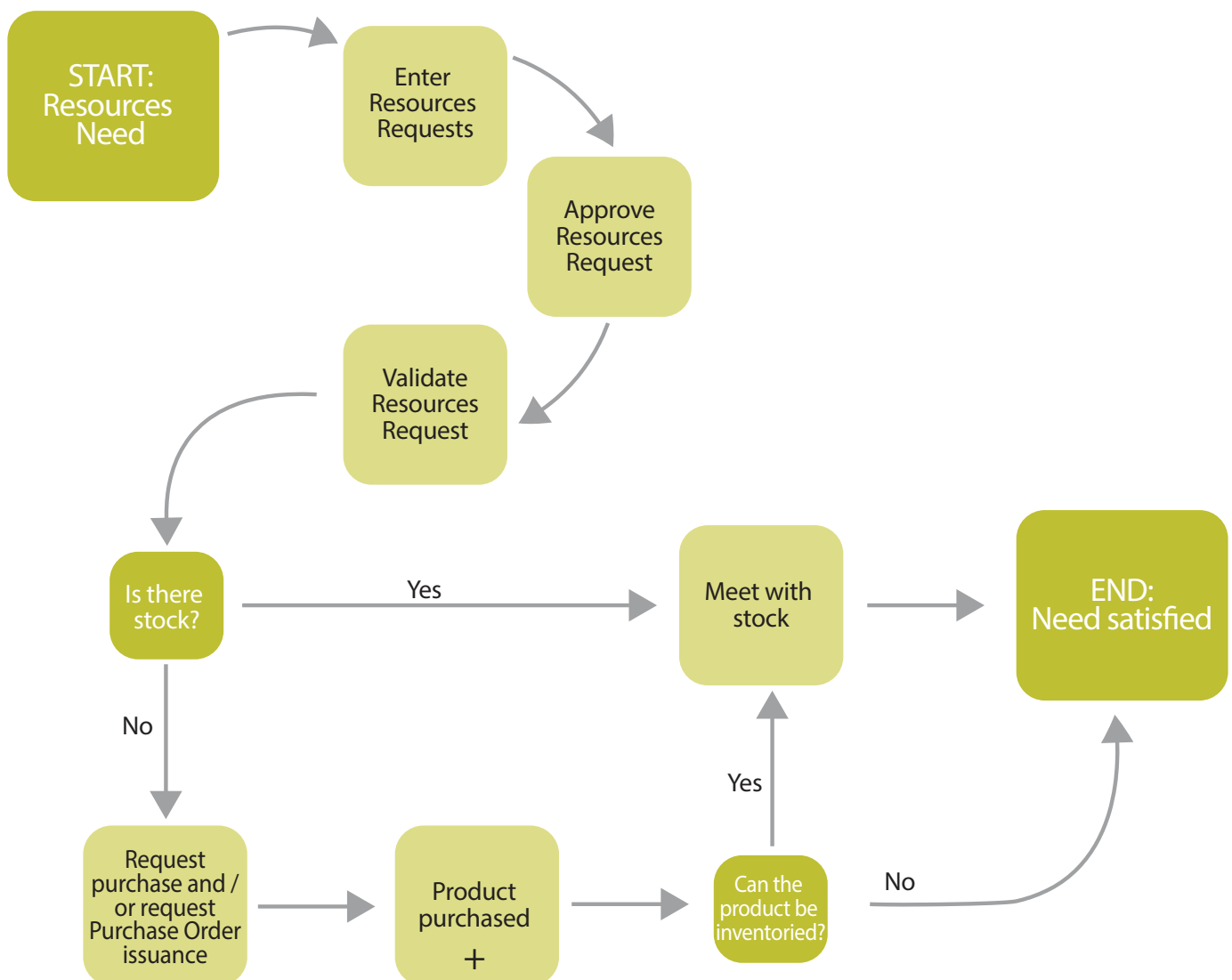
Purchase Request

Responsible: Warehouse User

Close Resource Request

Responsible: Requester / Warehouse User
Automatically when meeting stock

Business process flow



Accounting



GRP modules are integrated into accounting, automatically generating the accounting entries that arise from transactions.

It provides reports associated to the accounting movements that allow analyzing the generated information.

Management of fiscal years and fiscal periods

Responsible: User of accounting periods

Periodic Mass Depreciation Processing

Responsible: Accounting user

Exchange Difference Processing

Responsible: Accounting user

Accounting adjustments

Responsible: Accounting user

Reports setup

Responsible: Accounting set up User

Recurring accounting seats

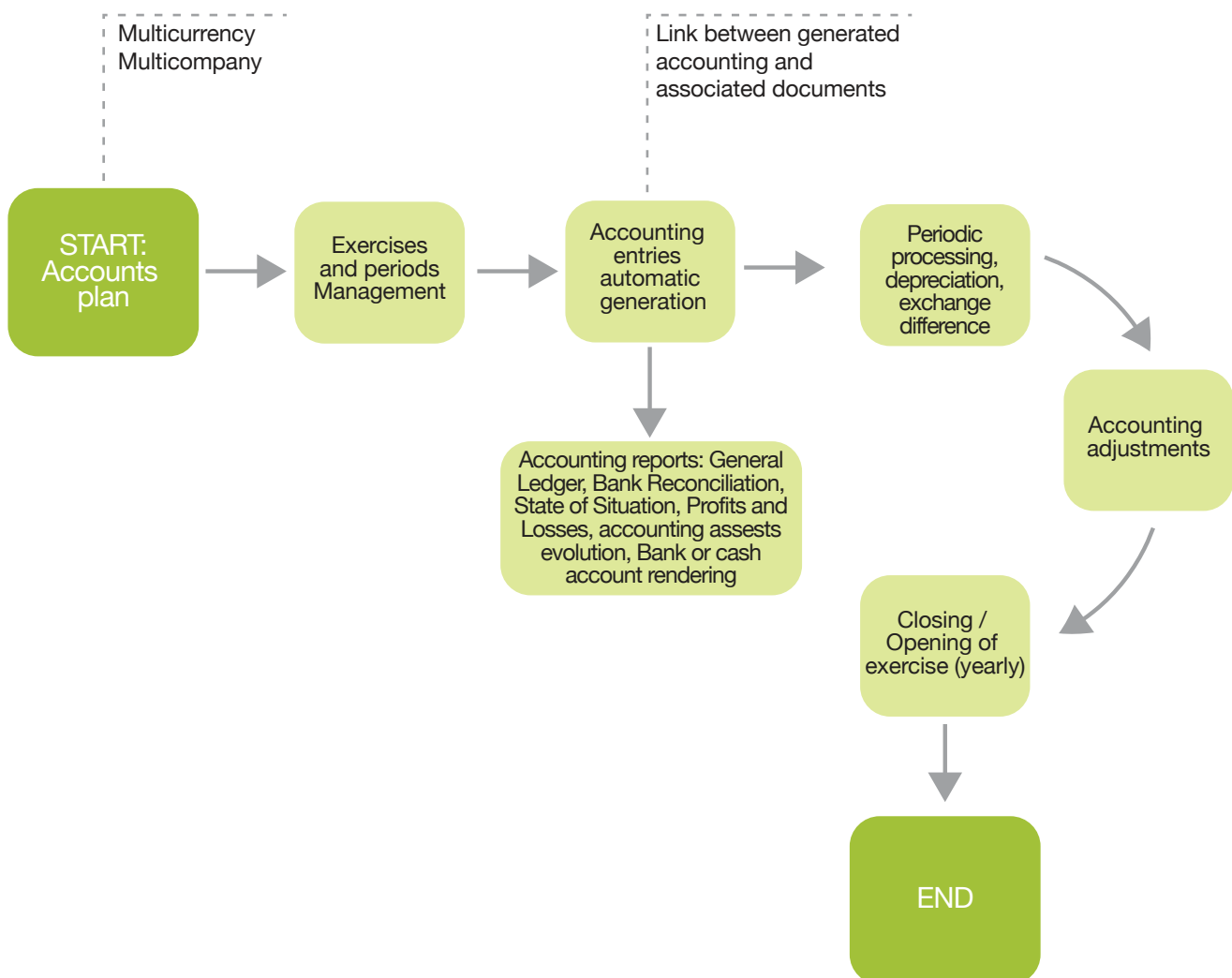
Responsible: Accounting analyst

Closing / Opening of exercise (yearly)

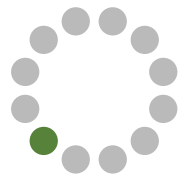
Responsible: Accounting User for year – end closing

Accounting reports

Responsible: Reports User



Travel Expenses



It allows managing travel expenses and its corresponding renderings. It provides reports that provide traceability between applications, advances delivered and their renderings.

Create Travel Request

Responsible: Travel Applicant or his superior

Approve Travel Request

Responsible: Travel Approver "Area Manager"

Enter Travel Expenses Amount

Responsible: User who enters amount of expenses

Automatic Travel Expenses Calculation

Responsible: Automatically when saving application data

Authorize Travel Request

Responsible: Travel Authorizer

Print Travel Request

Responsible: Applicant User

Travel payment in advance

Responsible: Cashier – treasury user, or transfer approver

Register Travel Expense rendering

Responsible: Travel applicant or his superior

Approve Travel Expense rendering

Responsible: Rendering Approver

Authorize Travel Expense rendering

Responsible: Rendering Authorizer

Approve Financial Rendering

Responsible: Rendering Financial Approver

Return of Travel Expense to be collected

Responsible: Cashier treasurer / Cashier Collector

Travel Expense Difference to be paid

Responsible: Cashier treasurer User

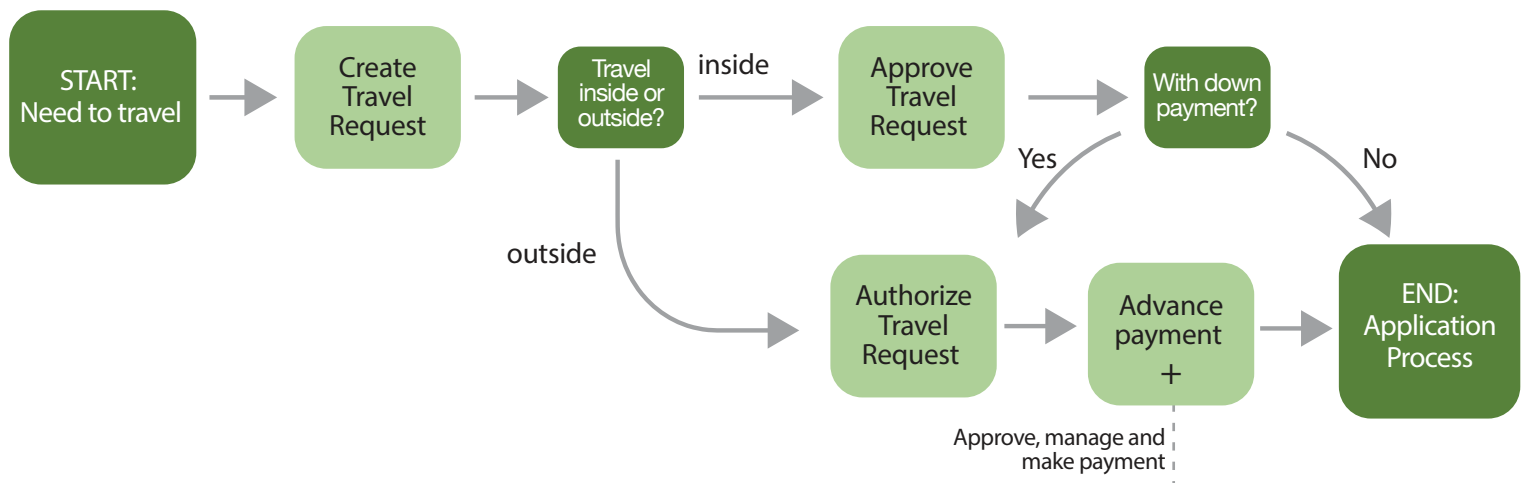
Rendering Print

Responsible: Travel requesting User

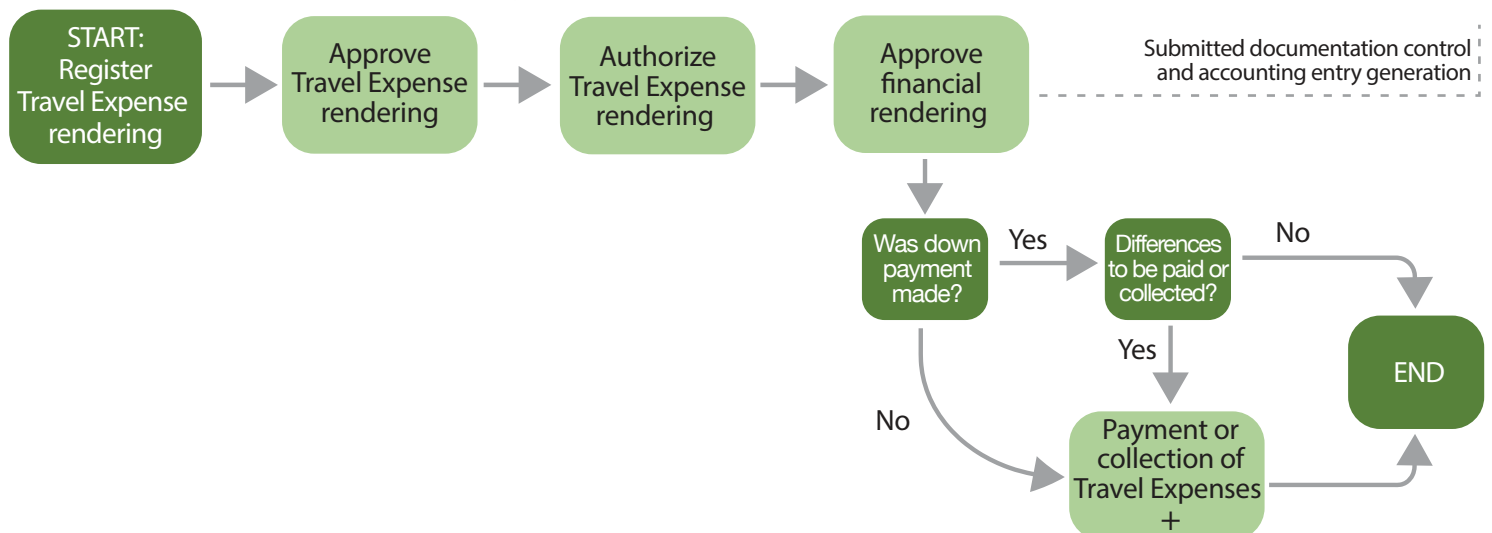
Travel Expense Traceability

Responsible: Rendering Financial Approver

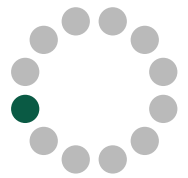
Travel Request



Travel Expenses rendering



Funds Advance

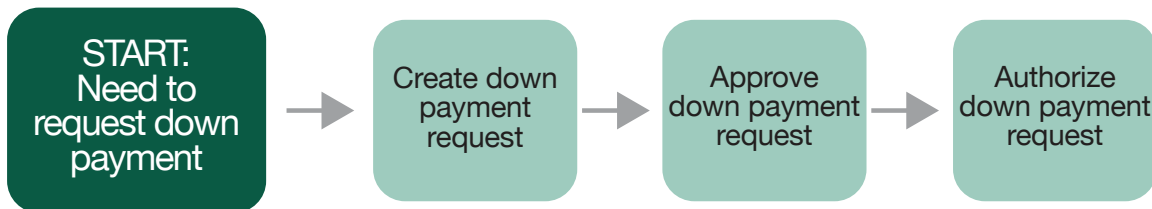


It allows managing the down payments of funds and their corresponding rendering. It provides reports that give traceability between applications, down payments delivered and their renderings.

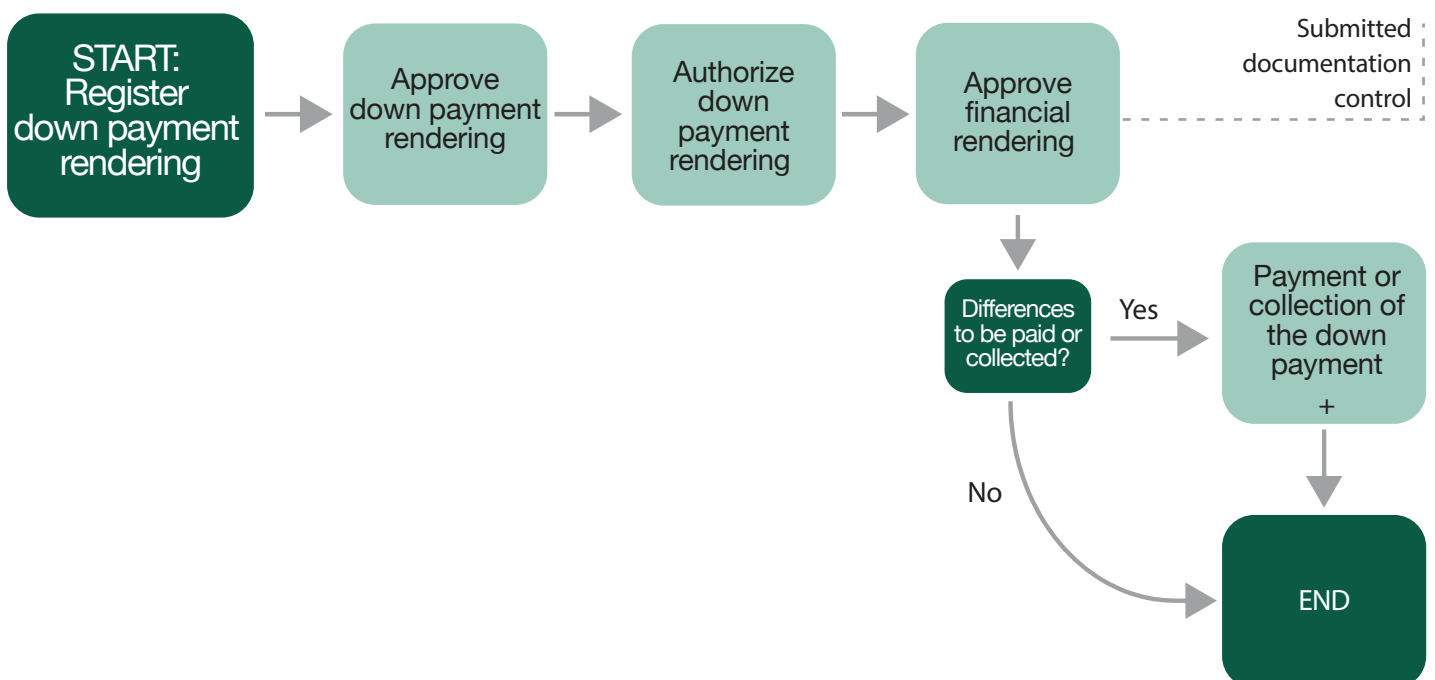
- Create Down Payment Request**
Responsible: Down Payment Requesting User
- Approve Down Payment Request**
Responsible: Down payment Approver "Area Manager"
- Authorize Down Payment Request**
Responsible: Down payment Authorizer
- Down Payments Payment**
Responsible: Cashier or Treasury User or transfer approver
- Register Down Payment Rendering**
Responsible: Down Payment Applicant
- Approve Down Payment Rendering**
Responsible: Down Payment Approver "Area Manager"

- Authorize Down Payment Rendering**
Responsible: Down Payment Rendering Authorizer
- Approve Financial Rendering**
Responsible: Financial Rendering Approval
- Return of Down Payment to be Collected**
Responsible: Cashier Treasurer / Cashier to be collected
- Down Payment Difference to be Paid**
Responsible: Cashier Treasurer User
- Accountability Rendering Print**
Responsible: Down Payment Requesting User
- Down Payment Funds Traceability**
Responsible: Financial Rendering Approval

Down Payment Request



Down Payment Rendering





It allows managing the organism's collections and payments by different means: transfers, cash boxes or check boxes. This module also includes the management of checkbooks, small expenses cash records, internal payment orders, down payments funds, transfers between accounts, securities in custody and revolving funds rendering. Provides reports on Cash Control and Rendering.

Create Payment Management
Responsible: Payment Manager User

Pay by Transfer
Responsible: Transfer Approver User

Pay in Cash
Responsible: Cashier

Pay by Check
Responsible: Cashier

Create Collection Management
Responsible: Collection Manager User

Register transfer collection
Responsible: Collector's cashier

Import or create from collection box
Responsible: Collector's cashier

Cash registry
Responsible: User responsible for Cash registering

Prepare Remittance
Responsible: Remittance User

Create internal Payment Order
Responsible: OPI managing User

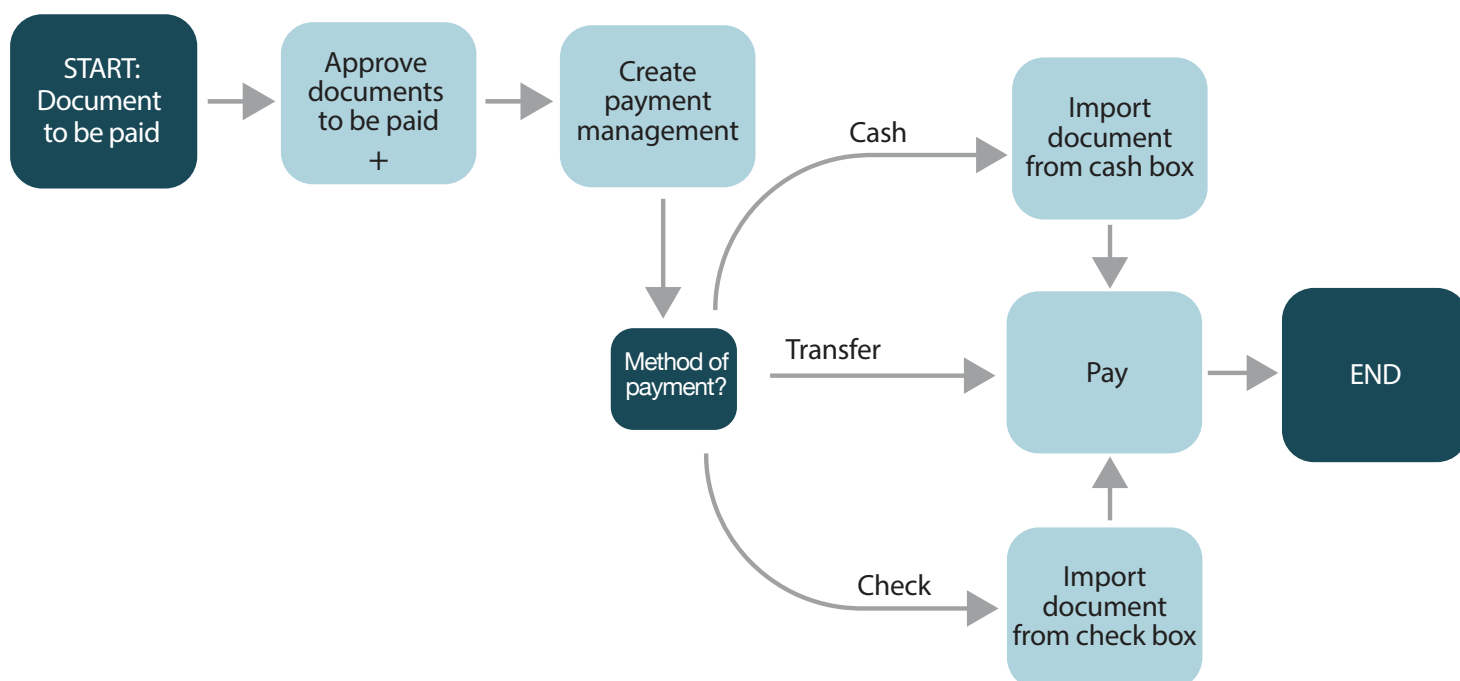
Manage Checkbooks
Responsible: Checkbook User

Create Cross-account Transfer
Responsible: Cross-account transfer User

Securities in custody Management
Responsible: Treasury User

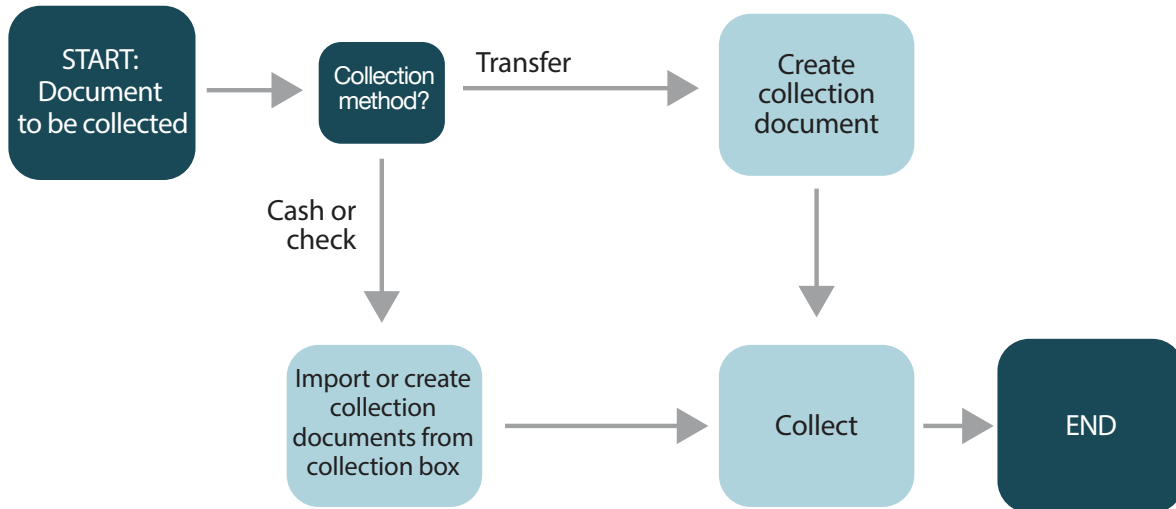
Small Expenses cash Management
Responsible: Cashier User

Treasury – Payments

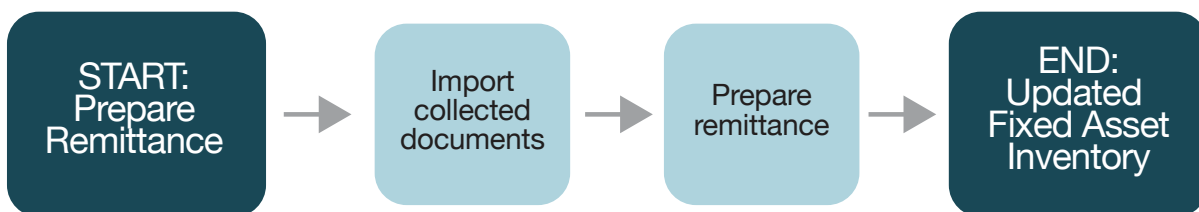




Treasury – Collections



Remittance



Budget



This module shows the budget run at the different stages of expenditure. It is integrated with the Integrated Financial Information System (SIIF), system from which the budget information and its adjustments are obtained, updating the available credit through expenditures and investments made in GRP.

Create the budget, load the combinations and import information from SIIF
Responsible: SIIF Responsible

Budget transactions: Create Authorization to spend
Responsible: ATS Purchaser

Budget transactions: Affect
Responsible: SIIF Responsible

Budget transactions: Compromise
Responsible: SIIF Responsible

Budget transactions: Obligate
Responsible: SIIF Responsible

Budget transactions: Obligate 3-in-1
Responsible: SIIF Responsible

Budget transactions: Change transaction
Responsible: SIIF Responsible

Budget transactions: Cancel transaction
Responsible: SIIF Responsible

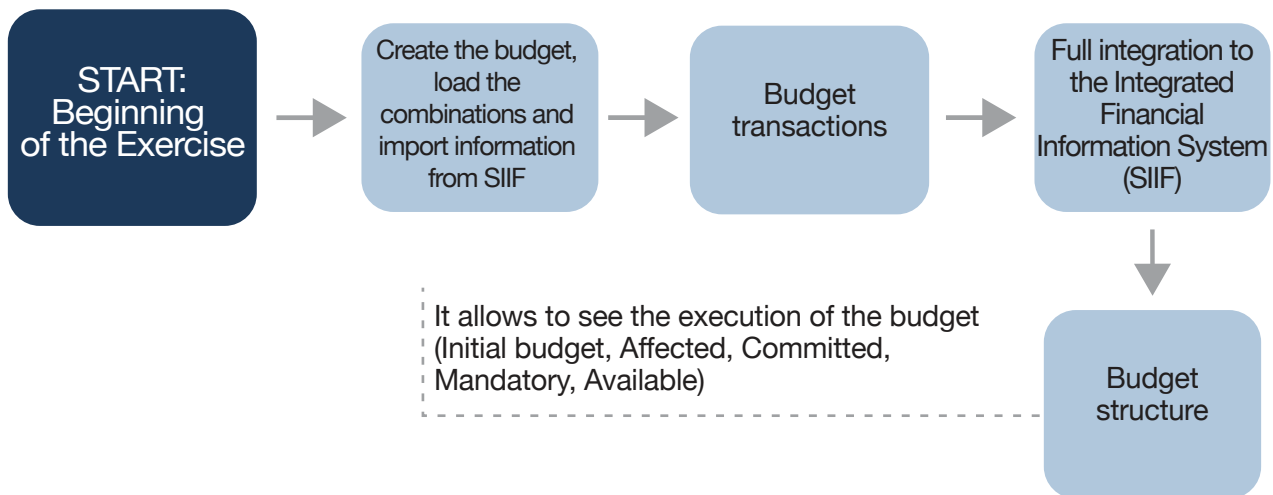
Budget transactions: Obligation correction
Responsible: SIIF Responsible

Budget transactions: Credit return
Responsible: SIIF Responsible

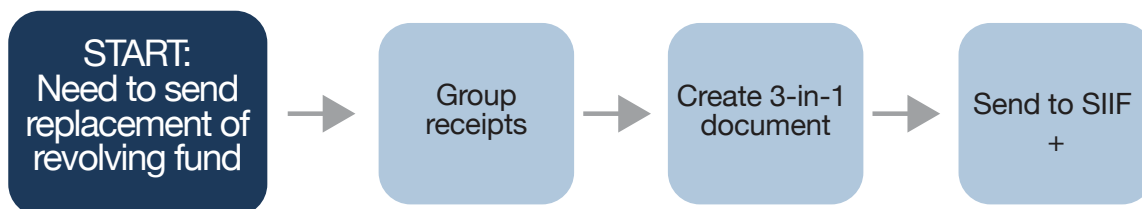
Budget structure
Responsible: SIIF Responsible

Group receipts for rendering
Responsible: SIIF Responsible

Create 3-in-1 document
Responsible: SIIF Responsible



Rotary Fund Grouper



Contracts and Agreements



It allows registering and managing supplier's contracts for the contracted services and their corresponding renewals and extensions, withholdings, assignments, addenda, adjustments by parametrics, allowing the termination of the contract manually or automatically.

Register Contract from Purchase Procedure

Responsible: Contracts Responsible User

Register Contract without Purchase Procedure

Responsible: Contracts Responsible User

Configure Parametrics

Responsible: Contracts Responsible User

Register Retentions in Contract

Responsible: Contracts Responsible User

Contract extension

Responsible: Contracts Responsible User

Contract renewal

Responsible: Contracts Responsible User

Contract Extension

Responsible: Contracts Responsible User

Register Contract Addenda

Responsible: Contracts Responsible User

Register Contract Assignment

Responsible: Contracts Responsible User

Register Guarantees and (Insurance) Policies in Contract

Responsible: Contracts Responsible User

Register Incidents

Responsible: Contracts Responsible User

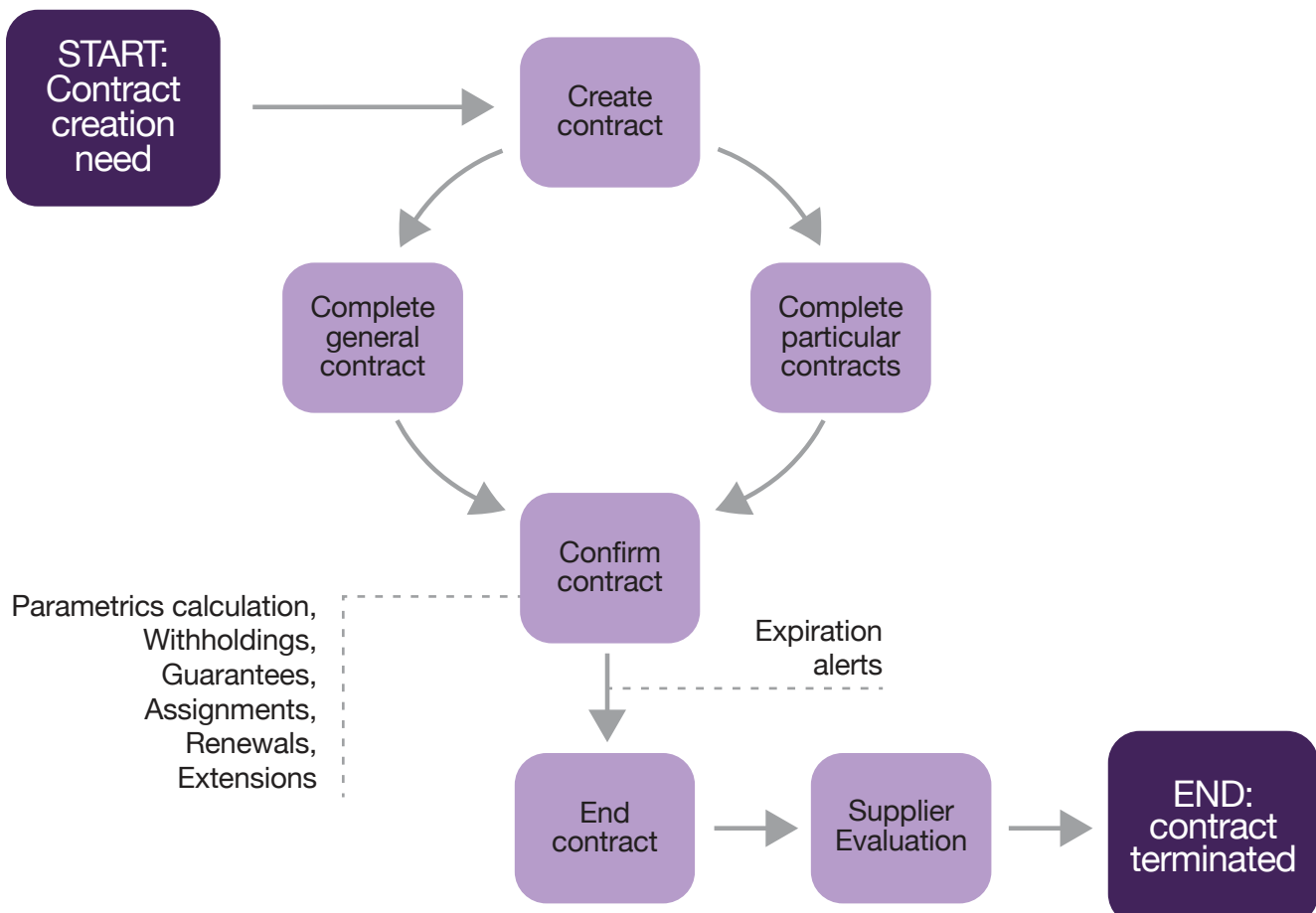
Evaluate Contract

Responsible: Contracts Responsible User

End Contract

Responsible: Contracts Responsible User

Business process flow



Vehicle Management

It allows carrying out vehicle management with information relevant to their maintenance. It allows managing: fleet traceability, maintenance carried out, forecasting of upcoming controls, services, cost per service.

Register Drivers

Responsible: Fleet responsible User or Transport responsible

Register Vehicle

Responsible: Fleet responsible User or Transport responsible

Register Fuel Expense

Responsible: Fleet User

Register Mileage

Responsible: Fleet user / Vehicle creator User

Fleet Traceability

Responsible: Fleet responsible User

Create Maintenance Request

Responsible: Fleet User

Vehicle Request

Responsible: Travel Applicant user

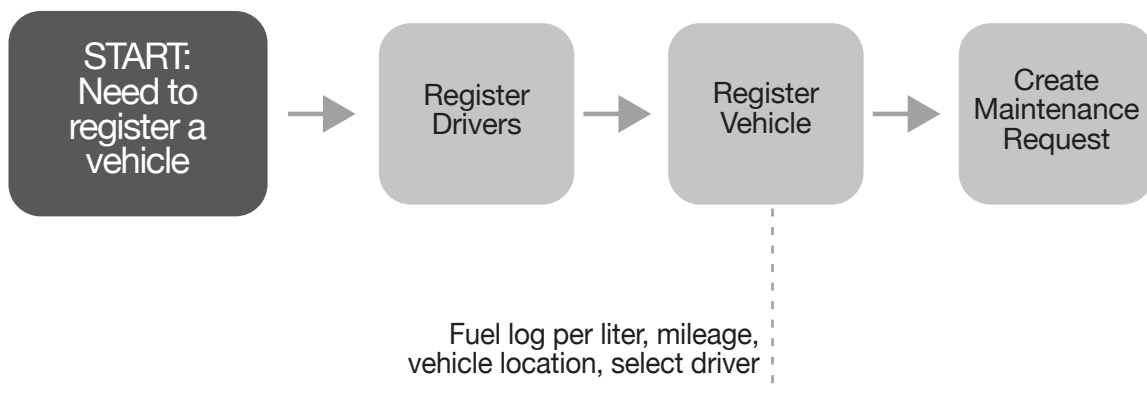
Request Approval

Responsible: Travel Approver User

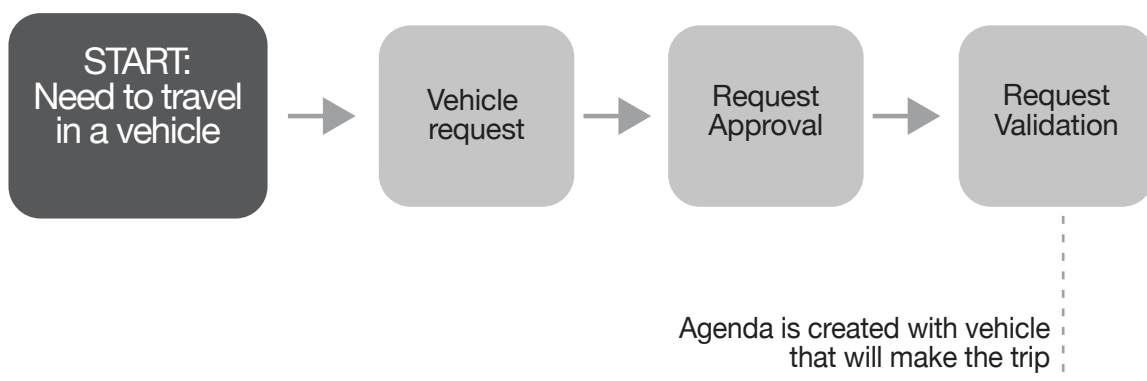
Request Validation

Responsible: Transport responsible User

Vehicle Management



Travel by vehicle



Integrations

SIIF INTEGRATION (name in Spanish for Integrated Financial Information System)

The budget and its adjustments registered in the SIIF are automatically uploaded into the GRP. From GRP transactions that allow affecting, committing, and forcing SIIF are generated. Contemplating cases of modification, correction of obligation, return to credit and cancellation.

Unused licenses and official rentals are made in SIIF and are automatically uploaded in GRP. Intervention, prioritization, suppliers payments actions are recorded in the SIIF and are used by GRP to update the status of receipts.

RUPE INTEGRATION (name in Spanish for Unique Registry of State Suppliers)

The suppliers catalog and their news are automatically uploaded to GRP.

SICE INTEGRATION (name in Spanish for Integrated State Purchasing System)

The articles catalog and their novelties are uploaded into GRP automatically, allowing selecting the items that will be used by the organization.

Purchase applications are registered in GRP and automatically sent to SICE.

Supplier offers are uploaded to GRP from SICE when using electronic opening, or otherwise are uploaded to GRP and sent to SICE.

The awards are managed in GRP and sent to SICE.

Purchase orders uploaded in the GRP are automatically sent to SICE.

