

# PJM (Purchase Journal Module)

LEO FK SYSTEM MODULE

## ► Flexibility

Ensured by the used AWL technology that allows to reconstruct any process of the documents flow

## ► Configurability

It is the user who chooses which data he wants to see on the screen and in which order he wants to see it

## ► Economy

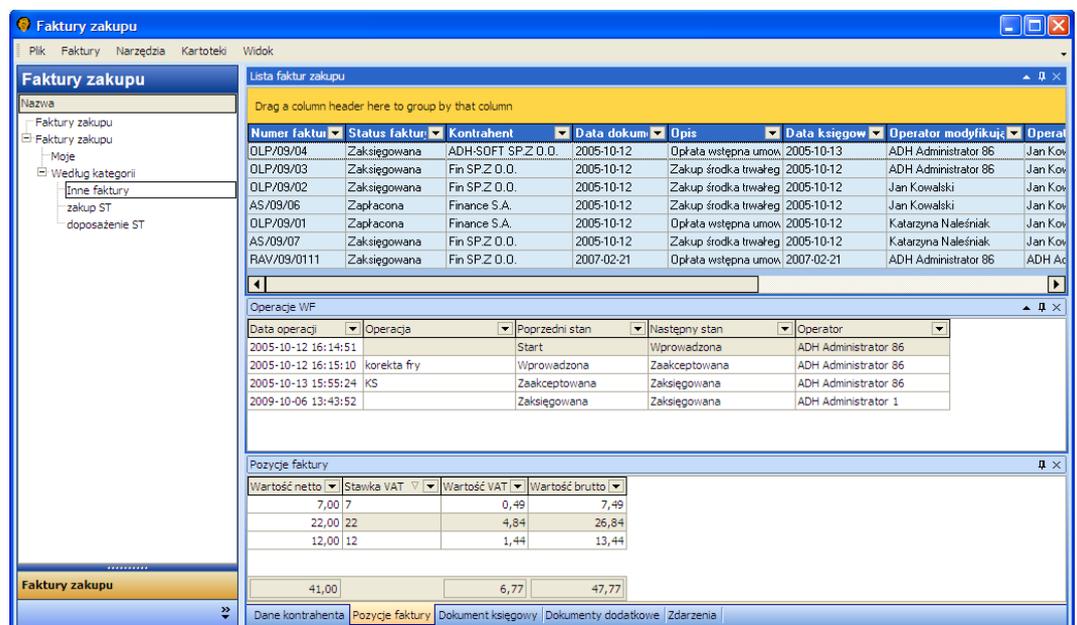
Saving the time of the accounting department and what follows achieving measurable financial profits

## ► Functional operations

They allow work on the purchase invoices without the necessity of leaving the PJM module

## PJM module is...

a tool that facilitates the input in order of the flow of purchase invoices. It is one of the modules offered by us that supports systematization of the documents flow in the leasing company. Each incoming invoice can be entered once into the system, by the secretarial or the Administrative department, and then it can be recognised and finally sent in the electronic version, to the particular department or employee. Thanks to the PJM module we are able to: input invoices, connect it to the fixed asset, properly enter into the books, administer all of the flow of invoices, follow the history of invoice flow, register events, additional documents and users' commentaries.



Numer faktury	Status faktury	Kontrahent	Data dokum.	Opis	Data księgow.	Operator modyfikujący	Operat
OLP/09/04	Zaksięgowana	ADH-SOFT SP.Z O.O.	2005-10-12	Opłata wstępna umow.	2005-10-13	ADH Administrator 86	Jan Kov
OLP/09/03	Zaksięgowana	Fin SP.Z O.O.	2005-10-12	Zakup środka trwałeg	2005-10-12	ADH Administrator 86	Jan Kov
OLP/09/02	Zaksięgowana	Fin SP.Z O.O.	2005-10-12	Zakup środka trwałeg	2005-10-12	Jan Kowalski	Jan Kov
AS/09/06	Zapłacona	Finance S.A.	2005-10-12	Zakup środka trwałeg	2005-10-12	Jan Kowalski	Jan Kov
OLP/09/01	Zapłacona	Finance S.A.	2005-10-12	Opłata wstępna umow.	2005-10-12	Katarzyna Naleśniak	Jan Kov
AS/09/07	Zaksięgowana	Fin SP.Z O.O.	2005-10-12	Zakup środka trwałeg	2005-10-12	Katarzyna Naleśniak	Jan Kov
RAV/09/0111	Zaksięgowana	Fin SP.Z O.O.	2007-02-21	Opłata wstępna umow.	2007-02-21	ADH Administrator 86	ADH Ac

Data operacji	Operacja	Poprzedni stan	Następny stan	Operator
2005-10-12 16:14:51		Start	Wprowadzona	ADH Administrator 86
2005-10-12 16:15:10	korrekta fry	Wprowadzona	Zaakceptowana	ADH Administrator 86
2005-10-13 15:55:24	KS	Zaakceptowana	Zaksięgowana	ADH Administrator 86
2009-10-06 13:43:52		Zaksięgowana	Zaksięgowana	ADH Administrator 1

Wartość netto	Stawka VAT	Wartość VAT	Wartość brutto
7,00	7	0,49	7,49
22,00	22	4,84	26,84
12,00	12	1,44	13,44
<b>41,00</b>		<b>6,77</b>	<b>47,77</b>

Fig. Main window of the module in the modern data grid - AWL

## No invoice is going to be lost...

if you start using PJM. As a result of haste large amounts of work and responsibility, invoices passed on to different departments, for example for acceptance do not always reach the right person or remain there too long. Institutions like leasing companies receive a big, monthly amount of such invoices, for example purchase invoices for leasing contracts or internal purchases. PJM facilitates straightforward arrangement of rules for how to deal with invoices and for constant monitoring of the current status of these invoices. It is enough to just click once and we already know who has made and which actions have been made on them.

## Work time saving...

is a measurable profit from the PJM module implementation, because thanks to this we can move some of the work to the less used departments. Entering the invoice into the system is completed for example by secretary. Next, the invoices are passed onto the archives and they

function in the company only as electronic record. It saves time the employees of the accounting department as they do not have to input the invoices into the system or look for them in other departments.

## Proceeding of purchase invoices...

has never been as easy before, as with the PJM module. Using the separate workflow and gathering necessary tools in one window creates comfortable work conditions at each stage of the invoice flow. During input into the system we do not have to think who the invoice is directed to. Sending the invoices to employees takes us only few clicks on the computer. All of the acceptance forms are also going very quick. Accounting receives clear information about the sender and the person who accepts the invoice - and thus allows quick access to the information and the data verification, if necessary.

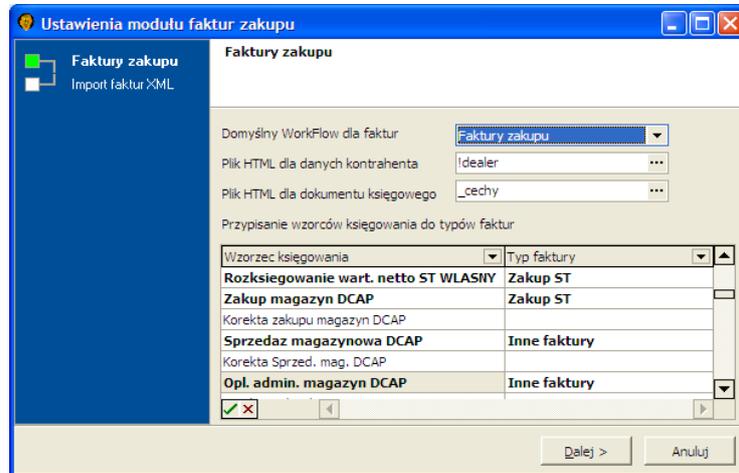


Fig. Settings of the module are made in the clear and easy creator

## Transparency of the data...

screened for the viewer is a result of AWL technology. The module window itself enables easy adjustment to the needs of the particular user, and also a comfortable viewing of only essential information. Review is supported by visual panels (screens presenting specific data) known from other AWL modules. In PJM we have at our disposal the following visual panels: list of the purchase invoices, workflow operation, contractor's data, positions of the invoice, accounting document, additional documents, events. These windows can be freely located by the user on the screen, they can also be opened or closed, if the user does not use them. To conclude, the user sees only what he needs in his work. He does not have to look for the data in different locations in the system.

## Implementation of the PJM module...

takes around 2-3 weeks. Most of the work is organizing, together with the key user, the workflow process. Our consultant implements the workflow in the system and constructs necessary data controllers. The tree view is also being adjusted. Next, we connect the booking patterns with the types of invoices. It is also possible to configure the import of the invoices from the XML file with the assistance of the XSD file. The entire implementation runs first in the testing environment, then the acceptance tests take place. After a positive verification, the configuration is moved to the production environment and the module is ready for work.

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