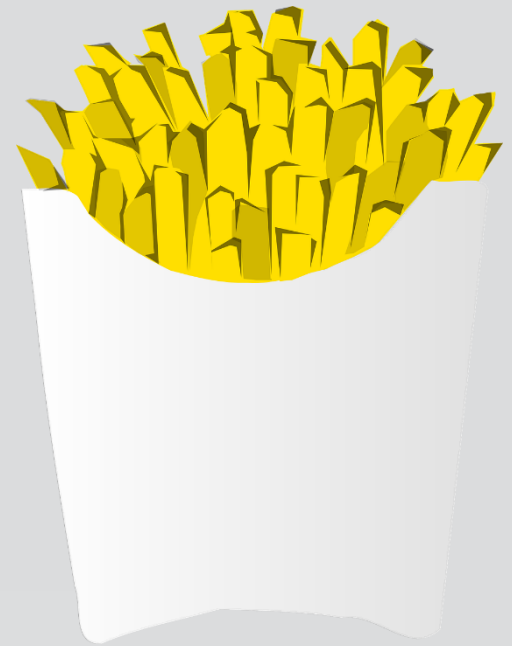




THE PROCESS OF **COST COMMITMENT SERVICE** IN **FARM FRITES POLAND**



FARM FRITES COMPANY WAS ESTABLISHED IN 1971 AS A FAMILY COMPANY WHICH EXISTS TILL TODAY. IT IS 3RD THE BIGGEST COMPANY PRODUCING POTATO PRODUCTS. FARM FRITES POLAND SA WAS CREATED IN 1933 AS A BRANCH OF JOINT VENTURE OF TWO DUTCH PRODUCENTS: AVIKO B.V. AND

FARM FRITES B.V. NOW, THE COMPANY EMPLOYS OVER 200 WORKERS AND THE AMOUNT OF USED POTATOES REACHES 200 000 TONES. 3 MODERN FARM FRITES' LINES ENABLE THE PRODUCTION OF OVER 35 DIFFERENT PRODUCTS, E.G. FRITES AND POTATO CAKES WHICH ARE DELIVERED TO CLIENTS WORLDWIDE.

IMPLEMENTATION GOAL

The basic aim of the implementation project was running the IT workflow system which will support cost invoice management and which will enable fluent and quick process realization and prompt document flow. After the Plus Workflow implementation, each task concerning incoming invoice acceptance is done automatically.



Firma Farm Frites obchodziła 20-lecie w 2014 roku

IMPLEMENTED SOLUTIONS

The first step of the invoice registry phase is the standard registry of a document by an accountancy employee in accountant module QAD Application Suite.

During the registry in QAD Application Suite, an invoice is given a unique number generated automatically by QAD. After printing, the number is stuck to the first page of an invoice. Printed barcode contains the unique number which is linked with all of the data in the invoice introduced during the registry in QAD application.

After that, the document is scanned and sent to Plus Workflow system. Then, the process of electronic invoice starts with a person which is authorized to do so. Additionally, the data from the barcode are downloaded from QAD Application Suite to Plus Workflow. This significantly quickens the process, since workers do not waste their time on rewriting data.

After the registry, the invoice is passed to a substantive acceptance which is aimed to check the invoice from both formal and accountant aspect. Then, the task is transmitted to a superior or another person on higher level of hierarchy. Accepted invoice is sent to Accountant Department, where is checked and, later, posted.

In Plus Workflow, tasks are sent to each user automatically and are visible after logging in at individual mailbox as a task to do.

IMPLEMENTATION BENEFITS

Thanks to the implemented solution, the company Farm Frites gained the following benefits:

- ✦ Automatization of the cost invoice management proces,
- ✦ Elimination of the possibility of damaging or losing documents or their illegible description,
- ✦ Shortening the time of cost invoice management due to the proces automatization.