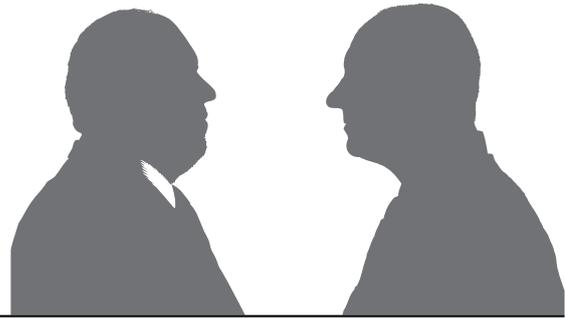




IT SOLUTIONS FROM  
KONICA MINOLTA



## Solution for **self-government**

### Microsoft Dynamics NAV for self-government

- > To support the operation of the self-government unit (county, city, etc.), we offer you an effective solution that allows easy management, process optimization and managerial reports necessary for effective office management.
- > The solution is based on the international platform of Microsoft Dynamics NAV, making it possible to communicate with other Microsoft products (e.g. CRM, Outlook, Excel, etc.).

#### How the system works in selected areas

##### **Financial and controlling**

The system solves the complete economic records including the creation of financial reporting and analyses, recording and possibly VAT reporting, cash management and bank accounts management (including e-banking). Asset management covers the processes related to the registration, administration and maintenance of the assets. The controlling module contains the processes of the comprehensive planning of both financial and non-financial indicators that relate to the activities of the self-governing unit (finance, payment vouchers, cash desk, bank, budgets). Planning is always variant and the data can be provided by various systems. The controlling also includes reporting for senior government officials.

##### **Purchase and liabilities**

The module keeps track of suppliers and their balances, purchasing documents (inquiry, purchase order, envelope, invoice, credit note, advance invoice), approval process, the book of received invoices and purchase requirements.

##### **Sales and Receivables**

Sale module records customers and their balances, sales documents (invoices, credit advices, payments, deposit receipts), receivables, reminders and penalties.

##### **Payroll and Human Resources**

Human Resources and Payroll module is comprehensive information and process system that covers the management of human resources in the organization and fully supports the legislation. It includes agendas for the support of payroll processing, production of statistics and management of personnel processes.

### **Control of documents**

Document Control module allows you to manage documents throughout their life cycle (creation, transmission, processing, approval, archiving, etc.). The solution includes the approval of documents based on information obtained from documents and set approval processes. Publication of documents for respective user categories is implemented on the intranet; the solution also includes the support of the process of documents shredding.

### **Intranet Portal**

Within the internal portal of the organization both its own intranet (employee site) and through links, also other systems, such as the requisition system, learning management system, the system for the approval of documents, outputs from the management system, reports from individual operating systems, etc. are operated. The Intranet provides an access to a range of information and data in a uniform and simple web browser environment.

### **Requisition system**

The system allows you to record any kind of requisition forms, user definition of the characteristics of each requisition and the settings of each approval process (both one level and multilevel). With selected types of requisitions (maintenance requisition, material requisition, investment requisition, transportation requisition, ...) the link is provided to the relevant information system, which collects the information from approved requisitions and processes it. Approval processes are implemented in an intranet environment, as well as entering and overviews of individual requisitions.

### **Management Information System**

Data from partial and operational systems (finance, accounting) are saved into the Warehouse of the Management information system, which is any part of the solution. Because of this, accumulated information is available from a number of different systems at one place. The data can be clearly displayed according to set criteria in tables or graphs, or you can view the selected information in the detailed reports.



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You will be convinced by our **RESULTS**

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