



Case Study: Construction Company Streamlines Accounts Payable

The Situation

An Arizona construction company maintained all of its Accounts Payable documents on paper. Records for the current and previous year were housed on site at Accounts Payable Department.

Each Wednesday, the company cut checks for invoices received. They were reviewed and approved on Thursday, and mailed out Friday. Once the checks were approved, someone would need to file all the check stubs and supporting documents.

The filing process was time consuming, and the admin staff was often unable to finish filing the week's worth of documents by close of business on Friday. This presented a problem when vendors would call on Monday with questions about their checks. The admin staff was then diverted from primary duties in order to track down unorganized records. The process also strained the company's relationships with its vendors.

The Solution

OptiScan picked up all check stubs and supporting documents each Friday morning. Using OCR, OptiScan's scanning experts retrieved the check number from the stub and matched it with the associated record in the customer database to populate additional search fields.

By mid-afternoon, the scanned images and database were securely transferred and uploaded into OptiScan's eVista document management software. Access to the data was restricted to authorized users.

eVista is a secure, web-based hosting program that enables organizations to host and manage all of their digital media. It offers instant access to archived files 24/7. The program also enabled the construction company to:

- Save disk space through centralized web server storage
- Easily and securely retrieve digital documents using categories, bookmarks and keywords
- Control who has access to specific documentation with role-based administrative access
- Protect files from loss or damage with automated backup and recovery

The Benefits

The construction company improved vendor relationships as it was able to easily and quickly answer any questions related to checks received. Additional benefits include:

- Reduced labor costs associated with tracking check stubs and support documents
- Immediate access to any invoice in question
- Reclaimed storage space
- Misfiles eliminated
- Disaster recovery backup provided

Learn more: www.optiscan.net

Free consultation: (800) 369-5997