

Case Study

EWI Worldwide drastically cuts accounts payable processing time and costs with Kodak Capture Pro Software and Microsoft SharePoint

Distributed scanning solution brings all project documents together in one repository

Situation

An event marketing company was wasting time and money due to the inefficient way it was handling its wide variety of project files.

Objective

Leverage existing hardware in a scanning solution that integrates with **Microsoft SharePoint** to make it easy to store and retrieve files.

Solution

A distributed scanning solution enabled by **Kodak Capture Pro Software Auto Import Edition** and **Kodak Capture Pro Software Network Edition**.

Results

Efficiency has increased, processing times have decreased, the need for physical document storage space has decreased, and documents are now easily accessible.

EWI Worldwide is a global, “live communications” company that strengthens brands by integrating live experiences strategically, from exhibits and events to retail stores, visitor centers, and online activations. The company is a \$180 million category leader with clients in many industries, including automotive manufacturers, pharmaceutical companies, technology organizations, and museums. It has offices in Atlanta, Chicago, Detroit, Los Angeles, Milwaukee, Winston-Salem, Berlin, Düsseldorf, and Shanghai. EWI Worldwide also works with affiliate partners around the world.

The experience and the aftermath

EWI Worldwide employs hundreds of vendors to create its world-class exhibits, events, and experiences. In the past, each department would have its own files. “Our only central repository was the financial one – and that was on paper,” explains Bill Koechig, Information Technology Business Software Analyst at EWI Worldwide. “Our purchase orders and invoices were separate from the scope and spec documents, engineering drawings, and so forth. We needed a way to bring things together.”

“Overall, I’ve gotten much more than I expected from this solution.”

Bill Koechig, Information Technology Business Software Analyst, EWI Worldwide

EWI Worldwide knew that a digital scanning solution would reduce paper and storage costs, as well as staff time and effort. Their team wanted a system that would allow them to scan these invoices and index them for storage. They turned to GohDox Solutions, a Kodak Alaris and Microsoft product partner, to help them increase efficiency and improve control measures while reducing costs.

Using software from Kodak Alaris to extend an investment

EWI Worldwide was already using **Microsoft SharePoint** to house its wealth of project information. The GohDox team assessed the company’s needs and identified areas for improvement, including how Microsoft’s document management capabilities could reduce the cost of processing accounts payable.

The team leveraged EWI Worldwide’s investment in its current hardware and **Microsoft SharePoint** by recommending **Kodak Capture Pro Software Auto Import Edition** and **Kodak Capture Pro Software Network Edition**. **Kodak Capture Pro Software Network Edition** allows the company to centralize its data and imaged documents even though the scanning is being done at its various locations. **Kodak Capture Pro Software Auto Import Edition** streamlines the capture of documents and data.

The Auto Import feature connects images with “hot folders” on a network

and brings them into the Capture Pro Software for processing and output. It allows rapid indexing through barcodes or zonal optical character recognition/magnetic ink character recognition (OCR/MICR), and outputs the data and images directly to **Microsoft SharePoint**.

Prior to implementing the new solution, each department would make copies of incoming invoices for approvals, and then produce more copies for Accounts Payable for processing. Now, they simply use their multi-function printers (MFPs) to scan the documents as received. With the new solution, the key data is immediately available in **Microsoft SharePoint** to authorized employees. This has completely eliminated invoice copying and emailing and dramatically reduced processing times.

Parting ways with paper

Today, EWI Worldwide has stopped using paper invoices and is relying exclusively on the new solution, with excellent results. For example, it previously took a manager approximately two hours to print, review, and verify all of the job closing information. Now that the information and invoices are available in **Microsoft SharePoint** and there’s no printing or hard copies, a job can be reviewed and approved in as little as 15 minutes.

The company also has better access to its data. Reports created in **Microsoft SharePoint** detail the information captured in metatags for matching

against the purchase order information in the accounting system, which results in improved controls. With **Microsoft SharePoint** as EWI Worldwide’s document management system, all of a project’s documents are kept in one place. No more searching for paper documents or email attachments – the information is instantly available.

Payment processing times are also reduced since employees can now find invoices in **Microsoft SharePoint** while at their desks rather than searching through file cabinets. Staff can also process invoices in batches thanks to the new software, which detects the project number and automatically sends the invoice to the correct **Microsoft SharePoint** site. **Kodak Capture Pro Software** reads the barcodes on purchase orders and, along with its database lookup function, automatically adds related data. This results in less manual data entry, fewer keying errors, and reduced time.

In addition to the many digital benefits of the new solution, there is also a physical benefit: a decrease in the need for document storage space. “We didn’t want to buy any more filing cabinets!” says Koechig. And, of course, no solution is a success without strong support behind it. “GohDox Solutions and Kodak Alaris’ top-tier support teams have been very responsive,” he adds.

Want to learn more?

Call: 1-800-944-6171

www.kodakalaris.com/go/IM

Kodak Alaris Inc.

2400 Mt. Read Blvd., Rochester, NY 14615 USA
1-800-944-6171

Kodak Alaris Operations Canada Inc.

Mississauga, Ontario, Canada L5W 0A5
1-800-944-6171

Kodak alaris