A Solutions Story from Kodak

EWI Worldwide reduces accounts payable processing costs with a little help from Kodak and GohDox Solutions, a Kodak channel partner.

Solution features **Kodak** Capture Pro Software Network Edition, **Kodak** Capture Pro Software Auto Import Edition, and **Microsoft SharePoint**.

Customer

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

Challenge

Before: 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." They knew that a digital scanning solution would reduce paper and storage costs, as well as staff time and effort. EWI Worldwide wanted a solution that would allow them to scan these invoices and index them for storage. They turned to GohDox Solutions to help them improve efficiency and control measures while reducing costs.

Solution

EWI Worldwide was already using **Microsoft Sharepoint** to house its wealth of project information. Each project now gets its own site with its own number. The GohDox team, led by Tony Goh, assessed the company's needs and identified some areas for improvement, including how Microsoft's document management capabilities can 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 EWI 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 Capture Pro Software for processing and output. It allows indexing through barcodes or zonal OCR/MICR, and outputs the data and images directly to **Microsoft SharePoint**. As an example, in the past when an invoice would come in, each department would make copies for approvals, and then more copies for Accounts Payable for processing. Now, they simply use their multi-function printer (MFPs) to scan the documents at point of entry. 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.

Results

As of July 1, 2012, EWI Worldwide stopped using the paper invoices and moved to this stand-alone solution. The company has achieved excellent results with little added investment:

With the old paper system, it could take a manager about two hours to print, review, and verify all of the job closing information. Now that the information and invoices are available in **SharePoint** and there's no printing or hard copies, a recent job was reviewed and approved in just 15 minutes.

> **Increased efficiency:** During the company's busy times, it processes 60 to 100 invoices a day, which used to be incredibly labor-intensive. Today, the time savings are significant.

> **Better control:** The solution has also made generating reports quick and easy. Reports created in **Microsoft SharePoint** detail the information captured in metatags for matching against the PO information in the accounting system, which results in improved controls. With **Microsoft SharePoint** as EWI's document management system, all of a project's documents are kept safely in one place. No more searching for paper documents or email attachments — the information is instantly available.

> **Reduced processing times:** Payment processing times are also reduced since employees can now find invoices in **SharePoint** while at their desks rather than searching through filing cabinets. EWI Worldwide staff can process invoices in batches thanks to **Kodak** Capture Software. It detects the project number and automatically sends it to the correct **Microsoft SharePoint** site. **Kodak** Capture Pro Software reads the barcodes on the EWI Worldwide POs and, along with its database lookup function, related data is automatically added. This results in less manual data entry, fewer keying errors, and reduced time. The only field that employees need to enter manually is the invoice number, because that is typically in a different location on each vendor's invoice.

> **Fast, easy document searches:** With OCR (Optical Character Recognition) capturing related metatags for use in **Microsoft SharePoint** column data, searching for invoices is simply a matter of a few keyboard strokes. "The OCR is amazing," notes Koechig.

> **Reduced need for physical storage space:** "We didn't want to buy any more filing cabinets!" laughs Koechig.

> **Excellent customer support:** "GohDox Solutions and Kodak's top-tier support team have been very responsive," says Koechig. "Overall, I've gotten much more than I expected from this solution."

About GohDox Solutions

GohDox Solutions, a Kodak and Microsoft product partner, focuses on improving customers' business results. Its client teams identify key areas for increasing ROI and reducing costs of doing business. They assess each customer's business goals and processes, as well as their existing technology. Once a business case is established, they recommend alternate approaches, develop best practices, help test the solution, and train customers on the use of new technology. To learn more, visit www.gohdox.com.

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