



"IMI Cornelius Reduces Purchase Invoice Processing Costs by £30,000 p.a. with AutoFORM Process Document Management

Overview

- **Finance Solution**
Infor System21.
- **Challenge**
To streamline and automate purchase invoice processing, across two accounting centres.
- **Scope**
2,000 invoices per month, received at two sites: Sheffield and Alcester.
- **Solution**
AutoFORM PDM.
System21 process.connect.
- **Why AutoFORM?**
Approved Infor Partner.

AutoFORM totally integrates with System21 which means that information can be transferred easily between the two systems. This allows automated document indexing, in addition to integrated document viewing from within the System21 environment.
- **Key Business Benefits**
£30,000 p.a. reduction in invoice processing costs.

Cuts the time spent on resolving supplier or audit queries, as invoices can be viewed alongside System21 payment status screens.

Invoices can be accrued at a much earlier stage compared to the paper system, particularly for invoices received at remote sites. This has led to distinct improvements in cash flow management.
- **Is it for you?**
"AutoFORM's connectivity with System21 offered distinct advantages over other systems that we looked at. We highly recommend AutoFORM to other System21 users." Dean Plant, IT Manager.



IMI Cornelius, the world's leading supplier of beverage dispensing and cooling equipment, has recently enhanced their System21 finance systems in the UK with an electronic purchase invoice processing solution from EFS Technology.

Dean Plant, IMI Cornelius' UK I.T. Manager comments: "AutoFORM PDM has proved to be a very good solution for us. Implementation was relatively straightforward and quick, and EFS were very professional and helpful.

"The advantage with the EFS solution, AutoFORM PDM, lies in its total integration with System21. Virtually every stage of the purchase invoice process will be streamlined: from the planned use of System21 purchase order system, to using AutoFORM's LDAP online invoice authorisation facilities. Just the first stage of the implementation has realised over a £30,000 p.a. reduction in purchase ledger operating costs."

Simplified, Fast Scanning

However, before looking at the more sophisticated processing features that AutoFORM offers, IMI's first priority was to ensure that the initial scanning process was as quick and as straightforward as possible.

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**Dean Plant
UK I.T. Manager IMI Cornelius**

Supplier Invoice Imaging, Archiving and Workflow

Dean Plant continues: "Initially we were very attracted to OCR data entry solutions. However, our evaluation trials showed that OCR suffered from three major flaws. One it didn't work with sufficient accuracy or reliability to export invoice values to System21. Two the indexing was reliant on manual indexing which limited the number of search criteria we could use and three—messing around with different templates to cope with the variety of invoice layouts was just too troublesome and took too long."

Ian Davis, Chief Accountant agrees: AutoFORM, with its batch scanning and automated indexing, offered a more practical and faster alternative. The result is, that whilst we are receiving invoices at each of our three manufacturing sites, they can be quickly scanned and viewed almost immediately at our centralised finance office. In this way we can accrue for likely expenditure at a much earlier point in time, helping us to optimise our cash flows."

How it Works the AutoFORM Way

As invoices are logged into System21, AutoFORM collects the indexing keys from System21. As it is an electronic transfer AutoFORM can send an unlimited number of index keys, which means that IMI can have an unlimited number of search criteria. All the operator has to do is scan each invoice against the index and the job is done. Any correspondence or credit notes that are subsequently received can be scanned and appended to the original invoice. Fast, simple and effective.

Dean Plant comments: We can use AutoFORM's web browser to search for invoices based on virtually any criteria we choose, from suppliers name to the assigned authorisation manager. When you consider that we are storing over 500 invoices a week, being able to quickly find the precise invoices you need is extremely beneficial. The indexing system also underpins AutoFORM's online authorisation system, which we plan to implement later in the year."

Rapid Retrievability Aids Financial Planning

Ian Davis, Chief Accountant continues: "The fast System21 access to images helps us to manage invoice queries more efficiently. If there is a charge on the General Ledger that I don't recognise, I can simply click on my desktop to view a copy of the invoice. This saves both myself and the accounts team a great deal of time, particularly for invoices that are processed at our remote Sheffield plant. To be honest because AutoFORM makes invoice viewing so quick and easy, I probably make more invoice spot-checks than I used to. All of these areas have led to distinct improvements in cost control, with all the financial benefits that this leads to."

Furthermore, we have seen a dramatic reduction in the time taken to resolve both internal and supplier payment queries as we can quickly view the invoice onscreen whilst we are working on other System21 tasks—much more convenient than having to pull the invoice from the files.

Online Authorisation

Another good example of the interaction between System21 and AutoFORM is the way the way that they can be combined to produce a complete Purchase to Pay solution. By using System21 Buy Connect and the existing AutoFORM PDM software, business managers will soon be able to authorise purchase orders and their reciprocal invoices online, eliminating the time wasting practice of having to circulate paper copies for order or payment authorisation.

£30,000 Cost Reduction

Ian Davis added: "The AutoFORM system was cost justified with a reduction in accounts payable staff costs. Whilst we didn't make any individuals redundant, it is interesting to note that we are processing more invoices with less staff. In addition, as we are storing all the invoices images on the AS/400, we no longer incur the £13,000 p.a. CD ROM archiving charge. In other words, the ROI will be achieved within two years.

EFS—a Good Company to Work With

Dean Plant concludes: "I highly recommend EFS Technology and their AutoFORM software. Their sales consultant immediately understood our requirements and helped us to develop a practical, workable solution to meet both our immediate and long term needs."

"The software has also proved to be extremely reliable, stable and easy to use. All too often new IT developments can mean two steps forward for the business unit and one step back for the IT technical support department! But with AutoFORM, it was just two steps forward."

About IMI Cornelius

IMI Cornelius is a division of the UK based IMI plc, an innovative, international engineering solutions group.

IMI Cornelius, specialises in producing chiller beverage drink dispensers and operates across 3 geographical regions: Cornelius Europe, Cornelius Asia-Pacific, and Cornelius USA. In the UK there are three manufacturing plants at Brighouse, Sheffield, and Leicester.

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**Dean Plant, UK I.T. Manager
IMI Cornelius**

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