



COMPLETE INVOICE PROCESSING AUTOMATION, FROM VALIDATION TO AUTHORIZATION

Teasdale Foods Automates Accounts Payable Saving over 500 hours & \$25,000

The Company

Headquartered in Atwater, California, Teasdale's roots can be traced back to the 1930's. Inspired by the rich agricultural Central Valley of California, the company is the largest producer and marketer of canned hominy and beans in the Western U.S., as well as a major producer of conventional and organic canned dry beans in the Midwest. Today, Teasdale employs a staff of 150 and generates about \$50 million in annual revenues.

The Challenge

The accounting department receives 25 invoices and 30-35 orders per day. Teasdale needed to automate the processing of 15,000 documents per year. Of the 6,500 invoices, approximately 260 (one per day) would be filed incorrectly, requiring the accounting staff to contact the vendor to acquire a replacement invoice—a process that could take anywhere from 30 minutes to two weeks.

The Solution

Teasdale utilizes Sage 100 ERP for their accounting and enterprise resource planning system. When their trusted Sage 100 ERP consultant was asked for the best way to automate accounts payable and to go paperless, EZCM from ACOM came highly recommended. Although another document management solution was considered, EZCM was chosen for its flexibility in automating functionality.

The Results

Now, when Teasdale generates a PO, an open payables file is created and placed in a drawer next to the desk of the AP clerk. When the invoice arrives, the clerk grabs the packet, types the invoice number, scans the invoice and PO at the same time with EZCM and an \$800 desktop scanner, and then she shreds the paperwork — *EZCM does the rest.*

No more filing, mis-filing or migration of archived files to short or long-term storage. The best part: auditors can pull up these images themselves as part of Teasdale's year-end audit, making the audit easier, faster and less expensive.

"I've implemented several systems here over the last 15 years and this was one of the easiest. I am very pleased with the results and I think ACOM is a great company."

*- Alfred Tinoco,
Director of IT*

"A lot of our users have very limited computer skills, and EZCM is really user-friendly and a simple system. They don't have to go into different windows to file an item and it's easy to create a new workflow process. The system is so user-friendly that it didn't require any training by ACOM," stated Alfred Tinoco, Director of IT. "ACOM implemented EZCM for Sage 100 ERP remotely in just four hours. We were up and running in no time," said Tinoco.



Taking the Guesswork Out of Workflow Automation

Although another document management solution was originally considered, EZCM was chosen for three reasons:

1. One-click, batch scanning invoice capture for Sage 100 ERP
2. Complete invoice processing automation, from validation to authorization
3. Ease of use and implementation

Now, when the invoice is scanned, EZCM's ReadSoft Capture optical character recognition (OCR) engine automatically:

- Extracts the invoice number and dollar amount, matching it with data in Sage 100 ERP via database lookup
- Captures the PDF image of the PO and invoice
- Merges any related documentation with the accounting record
- Automatically routes the invoice for approval to the CFO by e-mail notification
- Approves and flags invoices for payment, or reverts back to the AP clerk with instructions for follow up

According to Alfred Tinoco, Teasdale Director of IT, "The other vendor we considered didn't offer workflow or batch scanning for Sage 100 ERP, and their technology wasn't as convincing."

Moving Forward with Enterprise Content Management

Teasdale's automation of invoice processing with EZCM was so successful that, within months, the accounts receivable process was also automated. Tinoco is now setting his sights on human resources: "My goal is to have HR scanning all employee documents and routing them automatically to an online folder for each employee, and I believe EZCM is the right solution for that," said Tinoco.



FOR MORE INFORMATION,
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