

IMAGING AT:

Crowder Construction

A LITTLE ABOUT CROWDER CONSTRUCTION...

Crowder Construction Company is a Charlotte-based construction company with locations in Apex, NC, Spartanburg, SC and Conyers, GA. Crowder is a Heavy Highway as well as Industrial Contractor. They use the COINS system by Shaker Management for construction accounting.

Crowder began in imaging by using a standalone station to scan documents to optical disk after the fact, as well as used a service to place computer reports on CD. In October of 1998, they decided to go with an integrated imaging and invoice routing approval system from Construction Imaging Systems. Less than two months after the installation of the equipment and software, Crowder had five locations approving invoices electronically, their entire HR files had been scanned, and they had begun the archiving of job-related documents! Kerry Price, CFO of Crowder at the time, said much of the quick progress was due to the positive attitude of the Crowder employees to implement the new system.

Invoices, packing slips, and other supporting documents are assembled and scanned into the imaging system by the accounts payable personnel. As an image of the invoice is viewed on one window of a 21" monitor, the information is entered into the COINS system in another window. The invoices are placed on hold in COINS, waiting for approval. After entry, the image of the invoices and supporting documents are routed to the appropriate project managers for approval.

The project managers can view a list of all invoices waiting for approval, sort the list by vendor, by job, by dollar amount, or other criteria. They can then select those invoices that they want to review for approval. As they are viewing these invoices, they can Approve, Disapprove, Place on Hold, or re-route by clicking on a button on a toolbar. They also can put a "sticky note" on the invoice such as "Material not received" to denote reasons for holding, changing cost codes, etc. Accounts Payable can then view all invoices approved, go into the COINS system, and take off hold and release for payment. If a vendor calls, accounts payable can find the status of an invoice, view it and any note placed on it by the project manager, and give the vendor an answer immediately. Project Managers can-

Crowder Construction Fast Facts:

Locations:
Charlotte, NC,
Apex, NC
Spartanburg, SC
Conyers, GA

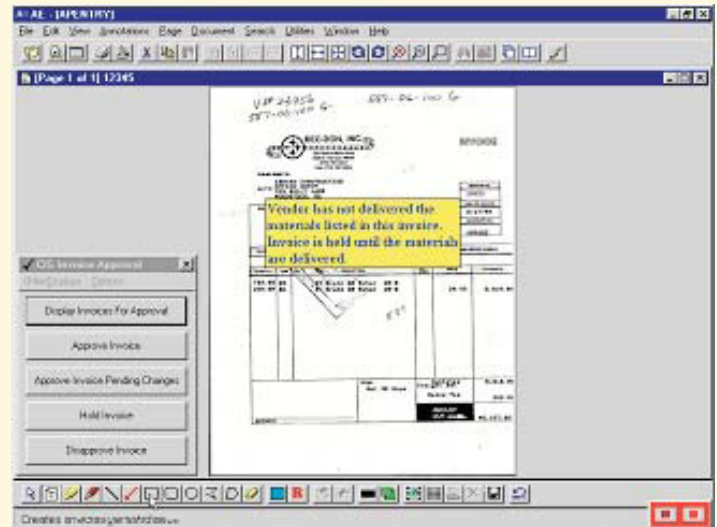
Contractor:
Industrial & Heavy Highway

Implementation Date:
October 1998

System Payback:
12 Months

Accounting Software:
COINS





now look up their own invoices without calling accounts payable.

The benefits have been many. Approval time has decreased, the status of an invoice is always known, and notes can be placed on invoices to denote actions, nonreceipt, or other items. Invoices now are never lost or misfiled. One other advantage is the query feature of the imaging system. It allows the user to obtain a list of all invoices for a certain criteria i.e. all invoices for job # 3456 during the month of January that are over \$ 500! Invoices are filed over 16 ways to allow retrieval by accounting or project manager. HR has scanned all their personnel records into the imaging system and all timesheets are scanned by payroll personnel. Now when a call is recieved from an employee, HR can answer the question most of the time while at their desk, not having to say "I'll call you back". Also, as the back file was scanned they found documents that had been mis-filed that they were able to place in the proper place. The elimination of mis-filed documents, increased security, and no longer needing to file paper documents are advantages of the imaging system. Crowder also scans their contracts, correspondence, and other job-related documents into the imaging system. This allows both management and project managers to have access to all the job-related documents.

