



IMAGING AT:

J and J Maintenance

A LITTLE ABOUT J&J MAINTENANCE...

J&J Maintenance Inc. provides operations and maintenance services to the United States Government with emphasis in Medical Facilities O&M, Base Operation Support Services, and Logistics Support Services. J&J was recently ranked in the top 100 Department of Defense O&M Contractors.

J&J's mission is to team with the United States Government to provide Best Value services to their daily operations. By leading the service industry in quality, reliability, and innovation, they assure that their customers can focus on their mission, keeping the United States strong and free.

SOMETHING HAD TO BE DONE, BUT WHAT?

J&J Maintenance was running out of onsite and remote docu-

ment storage. With an endless row of filing cabinets and the talk of building an additional off site warehouse (they already had one), the J&J team formulated a plan. Their plan included imaging, but where to start and who could help, that's when the teamed turned to Construction Imaging Systems. They reviewed CIS' solution and quickly realized that their initial goal to reduce paper storage was just part of the solution.

J&J's initial step was to have all AP invoices accessible to all corporate office personnel and remove all 32 filing cabinets from the AP area. But with the implementation of Invoice Router, all AP documents were scanned and imaged at the beginning of the AP process (rather than the end). After things starting coming together, within 6 months the following was added to the imaging initiative:

- Rolled out to 13 remote locations
- Created additional imaging applications for various departments
- Removed records permanently from their warehouse
- Allowed access to government auditors

J and J Maintenance Fast Facts:

- Location: Austin, TX
- Contractor: Government
- Implementation Date:
07-28-2003
- System Payback:
15 Months
- Accounting Software:
Jamis





"At first it was not easy to convince everyone this would actually work (even I was a little scared). Our CFO made the following comment when the idea was first brought to the table "to good to be true... it will never work!"...now...he is one of the biggest promoters. Our new users are always very skeptical of the system, but after they use it a few times THEY CANNOT DO WITHOUT IT!"

Veronica Vargas
-AP Manager

- Allowed access to CPAs for audits from their own offices

IMAGING USERS AT J&J MAINTENANCE

Imaging has rolled out throughout the company into all departments and because of similar needs and requests, they have been able to apply the benefits and see a real return on the cost.

ACCOUNTS PAYABLE

- No more onsite & remote storage of paper invoices
- No more lost invoices or pulled invoices that have not been refilled
- Limited number of checks issued
- Easy access
- No more shipping paper back and forth

PROJECT MANAGERS

- Lookup payment information faster
- Lookup vendor history for pricing purposes
- Invoice approval in "real time"

SAFETY & TRAINING DEPARTMENT

- Lookup of purchase history on particular safety items
- Insurance paper work access
- Centralize meeting minutes for team review

INFORMATION SYSTEMS DEPARTMENT

- Able to merge payable information on assets software
- Invoice approval
- Cost tracking for budget

BIDDING

- Easy access to cost for different sites
- Vendor information available required by government

- Vendor information and services they provide
- Invoice approval

HUMAN RESOURCES

- Employee information
- Employee reimbursable reports
- Employee personnel files
- Payment information

OPERATIONS

- Expense approvals
- Payment Information
- Audits
- Cost Verifications
- Budgets

OWNERS

- Equipment inventory
- Warehouse space for personal storage

EXECUTIVES

- Expense approval
- Audits
- Payment history
- Budgeting
- Cost

"I continue to enjoy the convenience of the imaging system!"

Esmeralda Casanova
- AP Clerk

