

# Enterprise Content Management

driven by eCMS Construction ERP Solution



*“Many years ago, WIMCO adopted a policy to leverage technologies on an ongoing basis to deliver greater output, better service to owners, architects, engineers, subcontractors, and vendors—and as a result, our partnership with Computer Guidance Corporation has proven to help make us more efficient and profitable. We knew going into this challenge that if we were able to master it by looking for ways to conduct our business as efficiently and expeditiously as possible, our company would be stronger for doing so.”*

— Darlene Moore, Executive Vice President, Secretary and Treasurer, WIMCO Corp.

**Company:** WIMCO Corp.

**Industry:** General Contractor

**Construction Services:** Design, Build, Remodel, Construction Management

**Corporate Headquarters:**

Washington, NC

**Territory / Locations:** North Carolina, South Carolina, Virginia, Maryland, Delaware, Georgia, Tennessee, Alabama, Louisiana, Mississippi, and Florida

**Client Information:** WIMCO Corp is a commercial building contractor of schools, churches, shopping centers, grocery and drug stores, retail shops, movie theaters, medical facilities, and office buildings. WIMCO, a family business, has completed over 2,000 projects.

- Founded in 1950
- 65 employees
- Bi-weekly payroll processing for 65
- 300-500 invoices per month

**Software Applications:** eCMS, Accounts Payable, Accounts Receivable, General Ledger, Purchasing, Equipment Accounting, Job Cost, Payroll, eForms, Business Intelligence and Analytics, Enterprise Content Management, Project Collaborator, Time & Material, Human Resources, Human Resources Self Service, eCMS Connect for Comdata, and Integration Suite

**Technology Environment:** Cloud-based, Hosted eCMS

**Challenge:** Since early 2004, WIMCO Corp has relied on CGC’s Imaging and Workflow application to route all regular, purchase-order-related and subcontract invoices. As the product developed over the years, we integrated new versions in order to take advantage of more advanced features and functionality. One such update allowed users to configure coding tables to access job cost distribution and/or general ledger accounts. These codes could be selected and, once the invoice received final approval, the codes and their descriptions and amounts would go into AP Batch. This afforded the AP department the luxury of simply running an edit on the batches, making the necessary adjustments, and updating regular invoices into Open Payables. The AP team would simply select the menu option, enter the journal date and press OK, and within mere seconds, they could post hundreds of regular invoices without doing the actual data entry.

This worked wonderfully for regular invoices, and was used by everyone from the office staff to the field superintendents, but the system did not work the same way for subcontract progress billing invoices. WIMCO Corp’s subcontract agreements require subcontract invoices be submitted for processing on the 20th of the month. So, by the 21st of each month, all subcontract invoices are imported into Imaging and routed through a workflow for the Field Superintendents’ and the Project Managers’ approval. Once the subcontract invoices received final approval, we could not get them into AP Batch.

There was no way to configure an Imaging coding table to post data to a subcontract record in that version of eCMS. The system could only return the approved sub invoice to a document list where the AP team would manually key each subcontract invoice into the system. The problem was that the AP staff would be faced with getting hundreds of subcontract invoices approved just before their scheduled month-end closing and have to rush to get them entered. WIMCO Corp needed to implement a solution that could take the pressure off of our accounting staff and streamline our subcontractor workflow.

**Solution:** With eCMS v.4.0 and its ECM applications, WIMCO Corp was capable of having coding tables configured in such a way that would allow our subcontract progress billing to work just like the regular invoice coding tables. In addition to setting up a regular invoice coding table, we also configured the new subcontract coding table. Subcontract invoices were imported and put through every possible scenario to gain an understanding of exactly how the system would process the new table. The invoices were batched, updated into open payables, posted against the subcontract records and put into job cost, and the entire process was simple and seamless.

Now, when we import subcontract invoices through the new eCMS v.4.0 ECM workflow—even if hundreds of subcontract invoices are approved on the day that AP is scheduled to close its monthly entry—we simply run a batch edit, make any necessary adjustments and select one menu option to update the hundreds of subcontract billings into open payables within seconds.

**Results:** Specifically, leveraging the power and flexibility of eCMS v.4.0 and its ECM applications, WIMCO Corp has been able to save:

- Paperwork reduced by 45% because approximately 90% of our vendors either email or fax invoices, scanning time is reduced to 1 hour per month.
- Data entry time reduced by 55% thanks to the functionality of the coding table for both regular and subcontract invoices.
- Increased productivity as in addition to processing hundreds of AP invoices each month, at month-end, we also process 200 - 300 subcontract invoices. Data entry for subcontract progress billing would typically take our AP Staff 2 – 3 days (18 – 27 hrs.) to complete. With the new ECM, we have reduced that time to 2 - 3 hours thereby freeing up our employees to focus on other projects and more important tasks.
- Savings are estimated up to \$31,200.00 annually on overhead.
- The stress level for our employees is reduced significantly which cannot be measured.

