

eCMS Content Management Software



“We used this opportunity to reevaluate our accounts payable and document management software, which turned into a real positive. Our move to Content Management and Workflow has improved employee engagement and participation within the software. Our partnership with CGC has allowed for new, simplified processes in a user-friendly environment.”

—Tori Weissenberger, Systems Analyst, J.F. Brennan Company

Company: J.F. Brennan Company

Industry: General Contractor

Construction Services: Brennan is a Construction, Environmental Services, and Harbor Management company focused on providing quality services to both public and private owners of civil infrastructure.

Corporate Headquarters: La Crosse, Wisconsin

Territory/Locations: North America

Client Information: Brennan was founded in 1919 and has been known as a leader in providing environmental, marine construction, dam construction, harbor management and railroad construction.

Software Applications:

eCMS, Account Payable, Accounts Receivable, General Ledger, Job Cost, Payroll, Content Management, Workflows, Business Intelligence, Time and Material Billing, Purchasing, Equipment Maintenance, Equipment Accounting, Human Resources, and Project Collaborator

Technology Environment:

On-premise / Private Cloud

Challenge: For more than a century, J.F. Brennan Company (Brennan) has been a beacon in the construction, environmental services and harbor management market. Their focus on safety, quality and innovation has allowed Brennan to deliver unprecedented value to clients. The firm’s unique approach fosters transparency and collaboration with partners, employees and customers.

Until recently, Brennan used Construction Imaging System for its content management, but the provider decided to end support for its end users. Data and content management is critical to daily operations as well as the long-term success of the firm, so Brennan had an immediate need for a powerful new solution.

Solution: Computer Guidance Corporation (CGC) was able to step up and supply Brennan with its world-renown Content Management and Workflow system. After a thorough needs analysis and streamlined implementation, Brennan now uses the CGC application to manage payroll and accounting digital content, especially the processing of AP invoices.

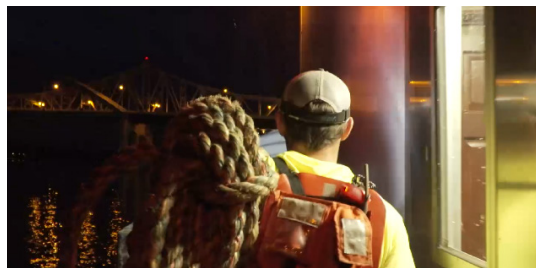
Brennan imports and uploads data related to their Jobs, Vendors (ACH, W9, Comdata, Business Classification Form, etc.), Equipment (proof of ownership, proof of purchase, invoices, documents associated with the asset title, permanent asset file records), and Employees, and leverages CGC Content Management (CM) to control versions, archive files, retrieve content, and distribute digital documents as needed. Not only has CM proven to have superior security features over the former application, but because it is part of the eCMS application portfolio, all data is integrated and accessible across the platform.

Brennan also implemented CGC’s Workflow application to automate Accounts Payable (AP) invoices. Since the implementation, Brennan has gained tremendous efficiency and productivity over its former software. *(continued on the next page)*

Results:

Switching from their prior system to CGC’s CM solution, Brennan has realized value associated with:

- Significant productivity gains
- Enhanced project and management efficiencies
- Increased time savings across all teams
- Heightened user satisfaction
- Stronger relationships with vendors and subcontractors
- Ongoing reduction of weekly man-hours



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“We have gained significant productivity and efficiency as a result of implementing CGC’s own integrated Content Management and Workflow software and this is just the beginning as we introduce added automation and migrate to a paperless organization.” —Tori Weissenberger, Systems Analyst, J.F. Brennan Company

Solution:

1. CGC’s CM provides automatic email notification of **approvals** for users along with the invoice. Users are easily setup, and one workflow can be assigned to multiple users at different stages of the approval process, reducing the number of workflows in the system such as Stage 1 and 2 invoicing on a Project. Admins can set up users for any kind of invoice (for example HR Workflow, Safety Workflow, Benefits and more), and can add optional users to these workflows at different stages. Unlike the former system where a new workflow had to be created for every user, assignment and update, CM allows the addition, removal and update of all users at any time.
2. Instead of manually adding and verifying **sales and use tax** on every line item of an invoice, this information is automatically triggered in eCMS CM and added to an approval. If the line item is not charged with sales tax, CM gives Brennan the ability to accrue use tax. Prior to CGC’s CM, the AP team had to manually record entries to accrue the sales and used tax for every detail line item on an invoice.
3. Multiple Project Managers (PMs) can be linked to a job using a singular **project number**. Invoices with specific project numbers assigned to a workflow can automatically be seen by multiple project managers. So, when an invoice goes into the approval queue, the PMs can all see it and any of them can approve.
4. Instead of setting up a workflow per project or per process, CM allows Brennan to establish **role-based approvers** (Stage 1 Approver, Stage 2 Approver, etc.), where approvers might be role-based like “Project Manager” or “Project Executive” with the ability to have as many stages of approval as desired. Previously, Brennan had to create a workflow for each PM – meaning 30 PMs required 30 different workflows. Now, with CGC CM, there is one.
5. CGC CM allows Brennan to configure stages of their workflow so approvers are notified by email, via **email integration**. Emails are automatically sent when approval is needed or granted throughout the workflow. The email notifications provide detailed listing of invoices with supplier and project number.
6. With CGC CM, new users or **proxies** can be set up in a workflow to help manage retirements, vacations, leave of absences, etc. Prior to CM, an entire workflow had to be changed and routed manually to handle the business while someone was out of office.
7. The new capabilities of eCMS and CM provide strong **security**, protection for Safety, HR, Payroll and legal documents and workflows. Admins can create groups, assign people to the groups, and assign them to specific document repositories depending on their job needs and responsibilities. Today, Brennan can create as many security groups as they desire.
8. CGC’s **CM approval queue** is a very powerful solution. CGC CM provides Brennan with a dashboard that displays everything in one place and can be shared and saved based on user group security. With content displayed on one screen, the firm has its listings, invoices, invoice details, cost allocations and amounts all in one dashboard for immediate review and action as needed.
9. Brennan did not run **subcontracts** through their former system, but is able to do so with CGC CM. When the company receives a subcontract, it automatically populates the status table with the invoice amount and all relevant and required data elements.



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