

# case study



## Value Place Hotel Chain Better Reporting Offers Value

*Hotel chain, Value Place, integrated DocuWare with their accounting software to help improve research, analyze profit and loss information and stay profitable, while offering their customers a great value.*

Value Place is an extended stay economy hotel chain with more than 70 locations in the Southern and Midwestern United States. The company is rapidly expanding and is a growing force in the hotel industry.

### Documents

All the accounting functions are handled at Value Place's headquarters in Wichita, Kansas. One of the most important document types, the accounts payable (AP) invoices, amount to more than 2,000 a month.

## Work Process

AP employees had manually keyed AP invoice information into their MAS 90 accounting system, routed the paper documents to the correct personnel for approval, then physically filed the paperwork. The approval and payment process generally took two to three weeks, due to mailing invoices around the country for approval, losing documents or finding out invoices were sitting on desks for extended periods. As with any paper-based system, document retrieval was often difficult due to misfiled information.

## Solution Requirements

Value Place planned to migrate its accounting information from a MAS 90 to a MAS 500 system and needed to implement a document management solution that could be completely integrated and rolled out with the new accounting system.

## Solution

Authorized DocuWare Partner (ADP), Konica Minolta Business Solutions, teamed up with Pinnacle Solutions to provide Value Place with a highly integrated solution in which AP employees can initiate electronic document workflow processes and view documents from the MAS 500 interface. Today, AP employees key invoice information into the MAS 500 system, then place a barcode sticker on the invoice and scan the document. The barcode is used as a match code to automatically pull index information from their accounting system to electronically store the document in DocuWare. Now, invoices are electronically routed for approval. This solution has allowed the company to provide authorized employees the ability to automate their workflow processes, which has sped up invoice approval time. As part of the solution, Value Place purchased two Konica Minolta BizHub 600 MFPs and one Konica Minolta C352 MFP.

## Benefits in Detail

Today, AP invoice information is keyed only once. Accurate filing has been achieved with no additional man power! Document retrieval has been reduced from 30 man-hours a week to just seconds per inquiry because information can be accurately accessed in so many different ways. Even audits can be done remotely, streamlining the process.

Electronic document routing has reduced invoice payment cycles from two to three weeks to a matter of days, allowing the company to take advantage of early payment discounts. The approval workflow is very transparent and employees are more accountable now that every invoice can be monitored electronically by the Controller.

Additionally, paper invoices no longer need to be mailed all over the country for approval, saving time and money.

Value Place has entered a strong growth phase and DocuWare has saved the Accounting department the expense of adding personnel to keep up with the growth.

Hotel managers and employees outside of the Accounting department love the new system because it gives them secure access to needed information allowing them to do their own research to develop accurate Profit and Loss reports.

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*Kendra Vsetecka  
Accounts Payable Manager  
Value Place*

## The Task

- Lessen payables cycle time
- Reduce document retrieval and research time
- Provide authorized employees with access to accounting information
- Seamlessly integrate with the accounting system

## Appointed Modules

- CONTENT-FOLDER
- INTERNET-SERVER
- ACTIVE IMPORT
- RECOGNITION

## The Benefits

- Better access of information to improved reports
- Utilize early payment discounts
- Electronic workflow results in faster, more transparent processes