

IMAGING AT:

Trumbull & PJ Dick

A LITTLE ABOUT TRUMBULL & PJ DICK...

P.J. Dick Incorporated, Trumbull Corporation, and Lindy Paving Incorporated are a closely-held family of companies that brings innovative solutions, dedicated professional personnel, a legacy of quality and safety, and more than 50 years of construction experience into every project. Their companies have managed more than \$5 billion in construction activity and are consistently ranked among the Top 100 General Contractors and Construction Managers in the U.S. by the Engineering News Record.

Their companies perform contracting in a variety of markets, such as commercial, heavy/highway, government, healthcare, education, corrections, retail, infrastructure inspection, landfill management, and asphalt production. They have been able to become "best of class" by offering general contracting, design/

build, construction management, and consulting services to their clients.

SCANNING INVOICES AND USING INVOICE ROUTER...

When invoices arrive, they are immediately scanned using a Bowe Bell & Howell scanner that scans 80 pages per minute. Needless to say, it takes longer to open the mail than it does to scan the daily amount of invoices. After scanning the paper invoices are boxed up and put away for shredding. Many of the filing cabinets have been replaced – now there is room to grow the company without running out of office space.

Once the invoices are scanned they are immediately available for routing. Opening a batch of scanned invoices and routing them for approval takes less than a minute for each invoice and allows approvers to receive their invoices daily rather than a bunch of them weekly.

Lookup fields for vendor information that integrates with Profi-

Trumbull & PJ Dick Fast Facts:

- Location: West Mifflin, PA
- Contractor: General Construction & Heavy Highway
- Implementation Date:
11-06-2001
- System Payback:
12 Months
- Accounting Software:
Profitool





Implementing Invoice Router was the best thing we ever did. I feel the system has added greatly to productivity and accuracy to the account payable department.

The scanning process is so easy! Our scanner processes 80 pages a minute - front & back.

Cathy Savko - AP Clerk

tool make it easy for the user to enter data and it is consistent between the accounting software and the imaging system. Even when an invoice is routed for approval, it is still available to Accounts Payable for inquiry and review. When the approved invoice is coded and ready for entry into Profitool, the process is as it was before imaging, except keying is done from the image on the screen rather than the paper. Invoices that are returned to accounting for some reason can easily be corrected and re-routed for quick approval and on-time payments.

CREATING T & M INVOICE PACKETS HAVE NEVER BEEN EASIER...

Another benefit of implementing the imaging system is the versatility it offers when accessing documents from the database, especially when creating cost plus CD's for T & M Jobs. Archived documents can be printed or e-mailed, but Trumbull and PJ Dick find it more cost effective to copy the invoices to a CD.

Using Cost Plus Collector, invoice images are tagged with the owner invoice # and collected for ReportXtender. ReportXtender, an EMC solution makes distributing media easy by including images and data on a read only CD. Searching the CD's database on any of the twenty five fields returns a list of documents that fits the search criteria. With a quick run thru on how to search, owners and auditors quickly see the advantage of imaging because they receive their cost plus packet (or documents) quicker and find it easier to manage their paperwork.

SCANNING THOUSANDS OF ASPHALT TICKETS EACH WEEK!

Using the same scanner for capturing invoice images, every other day, Lindy Paving scans all the asphalt tickets that come in from the plants. Sounds like a lot of work when considering it's over a thousand tickets each time; but not really. Lindy Paving uses OCR software which reads the ticket information during the scanning process, so the scanning and filing is done at the same time.

Capturing the necessary information from each ticket and transferring the data into the imaging database eliminates much of the time it took to file the tickets. Ultimately it saves even more time looking for the tickets (not always finding them). The imaging system also allows a centralized location for all staff to review ticket information, even if they are not in the office.

