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$13,000 Per Year Saved Due to Accounts Payable Workflow Automation in Sage ERP Accpac

The Dallas Symphony Association and BTerrell Group's shared dedication to innovation and teamwork paid off when they worked together to design and implement new Accounts Payable processes.

The Dallas Symphony Association's core values include uncompromising excellence, teamwork, integrity, fiscal responsibility, and innovation. Accordingly, the Dallas Symphony Association's people and systems align with these core values.

The Dallas Symphony Association entrusted their implementation of Sage ERP Accpac to BTerrell Group in 2004. Over the years the relationship and trust developed even further due in part to automations in the Dallas Symphony Association's financial processes that save time, eliminate duplicate processing efforts, and decrease keystroke errors.

"After my first few months working at the Dallas Symphony Association, it

dallas symphony
ORCHESTRA

Issues to be Resolved

- Cumbersome and time-consuming invoice processing
- Duplicate data entry
- Keystroke errors

Results Achieved

- Streamlined accounts payable and accrual processes
- Reduced total weekly check processing time by more than 50%
- Eliminated duplicate data entry
- Restricted keystroke errors
- Gained fault-tolerance

became clear to me that the procedures in place for processing invoices from our vendors was unnecessarily cumbersome and time-consuming," explained Harriet Young, Accounts Payable Administrator at the Dallas Symphony Association. "We created cover sheets for each invoice and manually input each invoice into Sage Accpac. I had never worked with Sage Accpac before, so I was unsure of what changes could be made to improve the process, but I was sure the possibilities existed. Around that time, I attended an event hosted by BTerrell Group where I was able to not only learn more about the capabilities of Sage Accpac, but also network with other end users to share ideas and best practices."

"Throughout the event, I began to envision a process that allowed all of our invoices to be organized into one Excel spreadsheet and automatically entered into Sage Accpac. I presented the idea to BTerrell Group, and within a short span of time a plan was in place. BTerrell evaluated all of our needs and created a link which neatly consolidates all of the information needed for a weekly check run into a spreadsheet that creates not only the cover sheet but also an invoice batch ready to post and print. Double processing of invoices was eliminated along with keystroke errors. The time saved enabled me to concentrate on less administrative projects which has undoubtedly increased my productivity."

Shortly after the implementation of the AP Link, Harriet and BTerrell Group worked together again to further accelerate the Dallas Symphony Association's payment process with additions to the AP Link to streamline the accrual process. The additions allowed the Dallas Symphony Association to pay invoices and create journal entries to automatically place them in the correct month for reversal. "We save ten hours a week of processing time as a direct result of the Accounts Payable automations put in place by BTerrell Group; that equates to $13,000 per year in savings," said Harriet.

More recently, BTerrell Group upgraded the Dallas Symphony Association to the latest version of Sage ERP Accpac. "BTerrell Group was instrumental in upgrading Sage Accpac to the latest version and in the conversion from Pervasive SQL to Microsoft SQL running in a VMWare 4.1 environment," said David Lane, Director of IT at the Dallas Symphony Association. "The upgraded version and new functionality more than doubled the speed at which the Dallas Symphony Association's systems operate while providing 'fault-tolerance' to this Tier-1 application."

According to Harriet, "the recommendation to upgrade along with the Accounts Payable automations has reduced our total weekly check processing time by more than 50%. With BTerrell Group's expertise in Sage ERP Accpac and their commitment to excellence and innovation similar to that of the Dallas Symphony Association, we know we have many opportunities to further automate our financial processes in the future."

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14881 Quorum Drive • Suite 420
Dallas, TX 75254

(866) 647-2611
(214) 647-2611
(214) 647-2612 fax

www.bterrell.com