Department of Education reduces administrative burdens

Document Capture enables supplier invoices to be captured, archived and retrieved easily and efficiently.

Xcellerate IT's solution assists the Department of Education's restructure in accounts payable with a 37% productivity gain.

The Client

Department of Education in Tasmania is the State Government Agency responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania. The department's strategic priorities focus on **early years education, literacy and numeracy, retention and building a knowledge based society.**

With nearly 10,000 employees, Department of Education is one of the major State Agencies in Tasmania and reports directly to the Minister for Education and Skills.

The Challenges

The Department of Education was processing 70,000 supplier invoices per year, within a centralised location in Hobart. The Accounts Payable (AP) personnel were under constant pressure due to the manual processing of paper invoices.

The time consuming retrieval of filed invoices was affecting their ability to promptly answer to creditor queries and other business units requests.

With its available storage space declining and the increase of tasks and invoices handled by the accounts payable, the Department was looking for a solution to cost-effectively electronically capture, archive and retrieve supplier invoices.

"The ability to have the scanned image available from within our Finance System, Finance One, was seen as a big driver for moving towards this solution" said Andrew Wright, Manager Finance and Procurement Services.

The Solution

Department of Education turned to Xcellerate IT to implement a business process automation solution that would address each of its challenges.

The solution adopted by Department of Education is the Kofax Capture platform designed for AP processing integrated with TechnologyOne.

The document capture engine included the implementation of Kofax Transformation Module (KTM) with intelligent pre-defined rules for more advanced capture features on semi structured document, and VirtualReScan (VRS) to improve accuracy of character recognition and deliver high quality scanned images.

"Business processes were analysed throughout to identify key drivers of the data to be retrieved from the physical document and automatically imported into our accounts payable system without the need to duplicate procedures and databases" said Andrew Wright.

The diagram shows the Xcellerate IT Capture Platform workflow: Fax, E-mail, MFP's (Distributed), Scanner (Desktop/Production) → Recognition, Validation, Release → NAS RAID, ERP's, Financial, Workflow, HR, etc., SQL Server.

Recognition
- Image Cleanup
- Form ID
- OCR/ICR
- OMR
- Bar Code Recognition

Validation
- Key from image
- Validate and Correct Data
- Custom Validation Scripting

Release
- Archive Images
- Export data to database, workflow, or document management system

Xcellerate IT — CAPTURE PLATFORM

The Benefit – "A system that provides a quick win in reducing administrative burdens"

The implementation of the Kofax Capture platform resulted in significant cost reduction and added value to accounting tasks by reducing processing times, eliminating data entry, higher accuracy of data captured and allowing for easy access to electronic images in a repository. The Department documents are now centrally stored, easily retrievable and accurately labeled with GL and Account Codes.

As a result, accounts payable processing times have been reduced by 3 hours per day, which equated to a 37% savings in resources.

This had freed resources to provide more timely responses to creditor and business unit requests as well as handling additional work associated with accounts payable.

"*We have been able to reduce our physical storage requirements, and processing efficiency has been increased reducing the likelihood of any late payments to our suppliers. The scanned images being accessible from our Finance System greatly improves the efficiency of our business units when they need to query transactions*" said Andrew Wright.

> "*We consider the solution to be cost effective; all deadlines in the initial implementation of the solution were achieved on budget and on time*"
>
> Andrew Wright,
> Manager Finance and Procurement Services

Xcellerate IT

With over 16 years of experience in the document delivery and capture marketplace, Xcellerate IT is a leading Australian provider of business process automation solutions.

Xcellerate IT's solution provides an essential link between enterprise applications "Systems of Records" and the way in which your customers and suppliers engage with your business "System of Engagement" resulting in an optimised customer experience and greatly reduced operational costs.

Xcellerate IT's solutions are widely used across multiple industries in manufacturing, finance, local and state government, healthcare and a wide range of companies that require the capture of critical information from paper, electronic documents and forms.

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