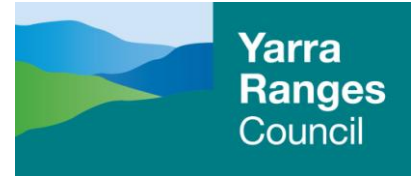# Yarra Ranges Shire Council Overcome AP Inefficiencies by Streamlining Business Processes

Yarra Ranges has streamlined Business Processes with the Xcellerate IT document capture solution by automating the process of over 25,000 supplier invoices per year. **"The Xcellerate IT Solution went beyond our expectations with proven results in efficiency in processing and speed of delivery"**, Vishantri Perera, Financial Accountant.

The Client

Yarra Ranges Shire is located on metropolitan Melbourne's eastern fringe. It was formed in 1994 after the amalgamation of the former Healesville, Lilydale, Sherbrooke and Upper Yarra Shires.

Home to a population of 145,000, Yarra Ranges covers approximately 2,500 square kilometers, stretching from the densely populated outer suburbs up into the surrounding foothills, agricultural valleys

and forested areas of the Great Dividing Ranges. It is one of Victoria's largest, most varied and scenic municipalities. It is also the largest area of any metropolitan council, home to more than 55 suburbs, townships, small communities and rural areas.

Industry
- Local Government Organisation

Organisation
- Yarra Ranges Shire Council

State
- Victoria

Solution
- Kofax Capture
- Kofax VRS
- Kofax KTM
- Xcellerate IT Email Xtractor

Date Solution Deployed
- September 2012

The Challenges

Yarra Ranges Shire Council was dealing with the challenge of processing over 2000 invoices per month by a team of 4 in their accounts payable department. Although they had already been scanning invoices and attaching them to transactions within their financial system, the big issue came from the fact that everything else has to be manually keyed into their system. This intensive manual processing was incredibly repetitive, costly and highly error prone. The Council needed a solution that would leverage on their existing ERP investment, TechnologyOne Financials, and would efficiently automate and streamline their accounts payable department.

"We were looking for a solution that reduced the time taken to process invoices and remove the need to manually key data and thereby reduce key stroke errors", remarks Scott Goodwin, IT Team Leader.

Yarra Ranges examined the market and evaluated several different solutions available in the document capture industry however selected Xcellerate IT based on that fact that the XIT solution was, *"a proven, accurate and reliable solution used at a number of other local government sites and which was also fully integrated within our TechnologyOne and Citrix environments".*

The Solution

Yarra Ranges selected Xcellerate IT to implement and deploy an automated invoice processing solution based on the Kofax Capture platform. A key component of the solution included the Kofax VirtualReScan module (VRS), which greatly improves accuracy of character recognition and delivers high quality scanned images. This feature also enabled the Council to automatically extract key information from supplier invoices and readily upload it into TechnologyOne Financials. This, thereby, enabled for automatic matching and posting of invoices through the use of table look-ups and the automatic validation of fields (such as ABN, PO #, Supplier #).

The solution furthermore included the Xcellerate IT Email Xtractor module for the capture and processing of electronic invoices received by email. This module monitors a dedicated mailbox and automatically imports attached invoices for direct processing. This module permits an invoice to be received, processed, and posted to the finance system without any human intervention.

The Benefit

Since implementing the Xcellerate IT solution, Yarra Ranges has seen a marked decrease in time taken and data inaccuracy when processing invoices. All invoices are now processed as they are received rather than just in time by due date which therefore allows budget managers to now have access to more timely financial data.

"We are aiming to encourage more of our suppliers to electronically submit invoices by email, thereby further increasing the number of "touch free" invoices that are processed," notes Scott Goodwin. *"Whilst there has been time savings on each invoice entered, there is an incredible time saving when invoices are received electronically".*

> **"Staff has been able to shift their focus to other duties such as account reconciliation, preparation of management reports and support to the wider organisation."**
> - Scott Goodwin, IT Team Leader

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.

For further information visit our website
www.xcellerateit.com

Xcellerate IT Pty Ltd
Level 2, 201 Miller Street
North Sydney NSW 2060

T + 61 2 9929 6600
F + 61 2 9929 6966