

Prominent oil and gas company uses digital document management to prepare for audits efficiently, provide employees with access to a centralized online database and repurpose a file room.



Cabot Oil & Gas Corporation

Molly Malone, Manager, System Analysis and Programming

Cabot Oil & Gas Corporation, Houston, TX

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Location: USA
Industry sector: Distribution
Deployment: On-Premises
Department: Company-wide

Cabot Oil & Gas Corporation is a publicly traded exploration and production company with two main offices and four field offices in Texas, Pennsylvania and West Virginia.

Cabot responsibly delivers oil and natural gas within the communities they serve. By implementing DocuWare, Cabot automated business processes in their accounting department to streamline workflows and provide employees access to information whenever they need it across office locations. The result is a faster, easier and more secure way of sharing information internally. The company can respond more quickly to customer requests, provide information for audits and adhere to compliance standards.

Before DocuWare, completed invoices and accompanying documents were mailed to the corporate office for filing. This process was time consuming and every so often a document was lost. Staff also spent a lot of time looking through files to find paper documents.

As a first step, the company digitized voucher packets containing an invoice, accompanying back up documents such as work tickets, spreadsheets and the pay voucher sheet generated by the accounting system. A barcode was added to

the voucher sheet and used as a cover sheet to indicate the start and stop of each packet. Using a data file exported from Cabot's accounting system and the voucher number as a match code, documents were scanned, indexed and stapled into virtual packets. The process has evolved and today most of Cabot's vendor invoices are received electronically and data is imported directly from the accounting system into DocuWare.

"DocuWare ties our accounting system, invoicing program and supporting documents together in one solution. The integration was amazingly easy," commented Molly Malone, Manager, Systems Analysis and Programming.

Complying with Sarbanes-Oxley is a breeze

A publicly traded company, Cabot is mandated to comply with Sarbanes-Oxley requirements. DocuWare's security features and version control help the company meet these regulations more efficiently. In addition, implementing DocuWare eliminates stress during audits. Staff no longer retrieve paper documents, copy them and refile the originals. Using DocuWare, providing requested documents, takes only minutes rather than days.

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All access for authorized employees

Online access to information positively impacts everyone in the company. With digital files at their fingertips, staff members can resolve payment issues immediately. Because information is centralized, field office personnel no longer need to maintain a separate set of records or waste time calling the corporate office for information they need in order to do their jobs remotely.

Cabot also provides teams in the field with online forms to quickly move work tickets into their accounting system. Then the documents are automatically imported into DocuWare where they are matched with the invoice, reducing the time it takes to bill for services. Cabot continues to expand its use of DocuWare; the Marketing department stores contracts and other documents, while Corporate and Regional Land departments safely archive long-term documents such as leases, titles, contracts and letters.

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