

## Saving time and money

Omnidox CLOUD based Invoice Processing solution from Box-it has proved to be a revelation for the Financial Management team at the Treasury Solicitor's Department in London, in particular to its Accounts Payable Team, who had previously used a manual system that was time-consuming and labour-intensive. Financial Management recognised the need for change to deliver greater efficiencies within the Department. That change came in the form of Omnidox Invoice Processing.



The Treasury Solicitor's Department (TSol) is an independent Government Department that acts as solicitors to the Government fulfilling a wide variety of legal services ranging from Inquiries to European law and extradition cases to name but a few. It employs in the region of 1,100 people, half of which are solicitors or barristers, and has some 180 clients across the public sector.

Given the very nature of its work, the Treasury Solicitor's Department is constantly busy and receives over 2,000 invoices for payment per month. Prior to Omnidox, the Department also had to deal with complex monthly Fee Notes from Counsel which proved problematic for the Accounts Payable Team. This also made it difficult when considering automating invoice processing, to fit with a standard purchase-to-pay process.

### Before

The manual invoice processing system previously used by the Treasury Solicitor's Department encountered a variety of issues. The structure of the Department inevitably presented challenges when, for example, locating invoices (after they had left Finance) and during the approval process. The previous manual system had little Management Information linked to the invoices and this could sometimes lead to delays and bottlenecks.

Previously, the process involved invoices being initially opened and sorted. They were then manually registered to generate payment request forms which subsequently involved a time consuming process of matching the forms to the invoices themselves before being placed back into the internal mail system for two authorisation signatures. When approved, they would be returned to the Finance Department for payment. This process took time and was susceptible to delays.

"Our Accounts Payable function has been transformed by Omnidox Invoice Processing from Box-it, not least through the improved control and additional information it provides. Omnidox is a dramatic departure from our manual processing system but the benefits have been, and continue to be, immense both to TSol and to our suppliers, costing us less too."

**Pauline Brown, Assistant Director, Financial Management at the Treasury Solicitor's Department, London.**

## Why the Treasury Solicitor's Department selected Box-it

**Full automation:** Omnidox provides a simple, accurate fully integrated invoice processing solution interfaced to TSol's financial system with full visibility of progress.

**Faster processing:** Omnidox allows for much faster invoice authorisation and quicker payment. It is now possible for TSol to pay within 5 working days of invoice receipt to meet the Government's current 5 day target for large, central Government Departments.

**Improved control:** TSol can swiftly trace an invoice and monitor its status at all times, pinpointing exactly where and why delays maybe arising. This is a great asset for improved relationships with suppliers. The system also provides an assurance that only people with relevant authority are approving payments.

**Accuracy:** The Omnidox data capture system is operated by experienced data capture clerks. Invoices are quickly scanned on the day of receipt and an electronic image of the invoice is stored – even incoming electronic invoices. They are work-flowed to authorisers and then to the Accounts Payable Team for subsequent payment direct to suppliers' bank accounts.

**Scanned invoices:** Omnidox users are able to see a scanned copy of an invoice which helps them decide if it should be paid. Retaining, and sharing copies of the invoices with Clients, is very easy. This is a key advantage over systems where scanned images are not readily available, or are only available after payment. Scanned images can be accessed long after an invoice has been paid.

**Full audit trail:** A comprehensive electronic audit trail of each invoice is provided by Omnidox with more historical information available to TSol. There is no longer the need to manually find and photocopy invoices for audit purposes, therefore saving time and resources. Invoice retrieval takes seconds rather than days, significantly saving time when working with audit teams or when resolving queries. The Omnidox system retains records of changes, relevant approvals along with electronic signatures.

**Duplicate invoice identification:** Omnidox accurately identifies any duplicate invoices, even down to line level. Obvious duplicate invoices are rejected with suspect invoices quarantined for further investigation.

**Less storage space:** Less conventional storage space is required as Omnidox helps to reduce the need for paper based files.

**Reduced processing costs:** Within four months, TSol's Finance Management witnessed significant return on investment and, once the system was fully embedded, realised savings of some £35,000 (18%) per annum in Accounts Payable administration costs alone. One of the key areas of cost saving was in staffing levels with a reduction from seven to three. Furthermore, other Accounts Teams within TSol, such as the Billing Team, have benefited too potentially representing even further return on investment.

## Today

Omnidox Invoice Processing went live at the Treasury Solicitor's Department in December 2009 and has subsequently "transformed Finance Management" in terms of improved invoice control, speed, accuracy and information.

For a busy department serving the Government, with the added pressure of prompt payment targets, Omnidox is proving extremely beneficial to Finance Management through the workflow efficiencies it continues to deliver on many levels. The Accounts Payable Team now has easy electronic access to all the invoice/supplier information it requires which helps all concerned.

Omnidox has, at the same time, quickly delivered return on investment allowing the Treasury Solicitor's Department to make some substantial cost-savings within the Accounts Payable Team, estimated at £35,000 (18%) per annum.

## Benefits Overview

- Improved control
- Faster invoice processing and authorisation
- Efficient invoice storage and retrieval
- More detailed information
- Less room for error/potential duplication
- Compliancy and comprehensive audit trail
- Departmental cost-savings – a much cheaper way to process invoices
- Better use of office space

## Find out more

If you would like to discuss how Box-it can help your organisation call us on

Freephone

0800 22 07 07

or email [marketing@boxit.co.uk](mailto:marketing@boxit.co.uk)