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Consistent processes in accounting

Seamlessly adapted ECM solution



“We wanted a customised solution, so one of the main reasons for choosing ELO was the extensive options for individually adapting the software to our requirements.”

Andre Klingberg,
Project Manager and Business Administration
Manager at IFB Deutschland GmbH

IFB is optimising its accounting system with ELO^{professional}. Around 40,000 outgoing invoices a year and over 60,000 incoming invoices are digitised and automatically archived in ELO. The documents are now available to employees at the click of a mouse and can be viewed from any location. Thanks to the seamless integration of ELO in the existing IFB software environment, the company benefits from a homogeneous and efficient ECM solution.

At International Freightbridge Deutschland GmbH (IFB), flexibility vis-à-vis the customer is the key to economic success. Specialists in air and ocean transport, the company, which has offices in Hamburg and Bremen, is a valued partner of the most important airlines and shipping companies in this transport segment. IFB Deutschland has 25 years of successful history and is part of the IFB Group founded in Hong Kong. The requirements of the individual customer are the benchmark for the activities of the IFB Group. Today the Group has branches and agents throughout the world.

Solution

an additional benefit



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Central process control

Overview

Country: Germany
Sector: Logistics

Company

IFB International Freightbridge Deutschland GmbH specialises in air and ocean transport. With offices in Hamburg and Bremen, the company is a valuable partner of the most important airlines and shipping companies in this transport segment. IFB Deutschland is part of the IFB Group founded in Hong Kong.

Challenge

Digitisation of incoming and outgoing invoices. Integration of the DMS in the existing IT infrastructure. Eliminating the paper archive.

Solution

Implementation of **ELOprofessional** with barcode. Linking up to the accounting system Diamant®/3. Optimum adaptation to IFB's IT infrastructure. A total of 100,000 invoices are digitised and automatically archived in **ELO**.

Benefits

The documents are now available to employees at the click of a mouse and can be viewed from any location. Thanks to the seamless integration of **ELO** in the existing IFB software environment, the company benefits from a homogeneous and efficient ECM solution.

IFB's extensive range of services has until now involved a great deal of paper and, consequently, archive storage space. In addition, many documents need to be available for several years. Looking for relevant documents was thus very time-consuming and tedious. Furthermore, a central control and verification element was lacking in the invoice processing area in particular.

Tailor-made DMS solution

Mid-2007, IFB therefore decided to introduce a document management system (DMS). After a thorough evaluation of the products of various DMS manufacturers, IFB finally decided on **ELOprofessional** from ELO Digital Office GmbH. Andre Klingberg, Project Manager and Business Administration Manager at IFB Deutschland GmbH gave the following as a reason for this decision: "We wanted a customised solution, so one of the main reasons for choosing **ELO** was the extensive options for individually adapting the software to our requirements."

In late autumn 2007, the **ELO** business partner started the implementation of **ELOprofessional**. After further necessary adaptations to the materials management system, test operation took place from February 2008. The system went live in May of the same year.



Invoices dealt with quickly

In the first step, the “accounting” area should be optimised by digitalising incoming and outgoing invoices. “Here it was important that *ELOprofessional* was integrated with our existing software environment and, above all, with our internal freight forwarding program. The IT systems should work seamlessly together”, according to Andre Klingberg.

The company’s internal system was also connected by the **ELO** business partner to **ELO** via a flexible interface. The freight forwarding programme now automatically copies all outgoing invoices, around 40,000 a year, to the **ELO** archive. Here the documents are archived in a legally-compliant manner and are available in an instant when required. Incoming invoices are given a barcode by IFB. During posting, the unique barcode of the scanned invoice is recorded as an internal document number. By downloading the index via the standard interface of the **ELO** business partner to Diamant®/3, the documents are reliably assigned to existing posting information in the archive. This may, for example, be the invoice number, invoice date, supplier number, etc. The resulting archive structure can be easily pre-configured using the interface. Over 60,000 invoices a year are thus digitised after internal verification with the barcode and then entered in the accounting system.

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Information across locations

Flexible and expandable

The users were trained in 4-5 hours and could then work with the solution. The ability to find information quickly meant that employees found **ELOprofessional** made work much easier. Andre Klingberg comments: "The great thing with **ELOprofessional** is that it is flexible enough to be adapted to individual requirements. It can be conveniently configured in such a way that our users can work more efficiently than before, because searching for documents has been speeded up considerably."

Due to the positive response, other targets have already been agreed with the **ELO** business partner: "Project-related e-mail archiving" and "workflow optimisation" are the next steps on the agenda planned for spring 2009.

Fast access and transparency

"The paper archive in the accounting department is now a thing of the past – the first target has already been achieved", enthuses Andre Klingberg. The documents can be accessed by employees directly from Diamant®/3 as well as via the easy-to-use search functions in the **ELO** archive itself. In addition, the documents can also be viewed from the various locations. Copies of documents can be sent by e-mail from the **ELO** archive upon request.

One particular "highlight" for controlling has arisen in the project virtually by-the-by: The system implemented directly provides a "completeness check" to establish whether all incoming invoices have also been posted promptly. After the incoming invoices are scanned in for the day, they remain in the archive marked as unprocessed for the time being. As soon as the invoices are posted, they are archived in the correct place. In future, processing within this process is to be entirely controlled by a workflow.