



CONTINIA
**DOCUMENT
CAPTURE**

An essential part of an integrated company-wide environment



Allowing Furnibo to speed up the approval process of purchase invoices was only a first step. In the near future, the construction company will use Document Capture also to gain efficiency in several other document processes.

Furnibo is a construction company based in Veurne, Belgium. Furnibo specializes in concrete construction, such as apartment buildings, swimming pools and car parks. The company has 85 employees and achieves an annual turnover of about 26 million euro. “We have been growing quite quickly throughout the years”, said Wim Deschrevel, head of accounting & finance at Furnibo. “More and more, we realized that the use of paper documents - especially in the approval workflow of purchase invoices - was slowing us down.” Furnibo wanted a higher level of control on the purchase invoices, while streamlining the process to speed up the approval flow and avoid the loss of documents. “Together with our implementation partner Astena, we already had been analyzing and optimizing processes prior to get prepared for Microsoft Dynamics NAV, so it was a good idea to take this into consideration at the same time.”



Furnibo compared several tools that would allow the company to digitize the approval procedure of incoming invoices. But quite quickly, it became clear that Document Capture was way out in front of the other solutions. Deschrevel: “It’s all about integration, really. The direct link between Document Capture and Dynamics NAV is what really makes the difference.” Furnibo has a finance team of 3 employees, including Deschrevel, handling a yearly volume of up to 10.000 purchase invoices.

“Before we started using Document Capture, that was quite a big pile of paper to review, approve and archive. Document Capture allowed us to efficiently handle the growing number of invoices and even speed up the approval procedure.”

Only a few clicks away

For Furnibo's finance department, time saving is the main advantage offered by Document Capture. Furnibo built an air-tight process for the approval of purchase invoices, matching them with purchase orders. "We keep an overview of the document's status in the approval process. But the best thing is that we have access to the actual document at all times - even during the approval process. It only takes a few clicks to get the document on the screen. We don't lose time browsing paper files in search of a certain invoice." In Furnibo's case, Document Capture's advantage shows mostly long after the approval process of an invoice has been completed. Deschrevel: "When calculating the budget of a finished construction project for the customer, we often have to go back to some of the purchase invoices."



Thanks to Document Capture, all necessary documents are available right away."

But it's not just the finance department which benefits from Document Capture. The site managers are essential to the approval process, since they commissioned the order and know exactly what materials or services are needed at the construction site. Deschrevel: "Site managers can approve invoices using a mobile device, while they are at the construction site. They have access to all the details they need. They see every line of the order, have access to a print screen of the actual invoice and can review and add comments." Before Furnibo used Document Capture, the site managers needed to come down to the office to approve invoices. Needless to say the company saves a lot of time using the digital approval process. This leads to more efficiency in the timely delivery of materials at the construction site. As invoices are approved faster and payment can be sent earlier, Furnibo also benefits more from purchase discounts.

More digital workflows

For Furnibo, managing, approving and archiving purchase invoices is only one way to use Document Capture. "We are looking into the possibility to broaden the tool's field of application", Deschrevel concluded. "We consider Document Capture for the approval process of provisional construction project reviews, for example." The digital workflow for the purchase invoices is only the beginning. "Years ago, we started with nothing more but Dynamics NAV's financial module. Today, we manage all of our activities - from calculation to cost analysis - in one integrated environment, consisting of Dynamics NAV and Document Capture."

Wim Deschrevel, head of accounting & finance at Furnibo says: "Document Capture allows us to efficiently handle the growing number of invoices and even speed up the approval procedure."