



TimberScan

Customer Solution Case Study

SUNBELT  HOLDINGS

Customer: Sunbelt Holdings

Web Site: sunbeltholdings.com

Location: Arizona

Industry: Real Estate Development

Partner: Core Associates

Website: www.core-assoc.com

Profile

Sunbelt Holdings of Scottsdale, Arizona has been a recognized leader in real estate development, management and investment throughout the Southwest since 1979. Their award-winning projects include prominent master-planned residential communities, Class A office space, commercial developments and resort properties. Projects such as Hayden Ferry Lakeside, Vistancia, Power Ranch and ASU Research Park are widely recognized landmarks in the Phoenix metro area. Clients at commercial developments include Sub-Zero and Dick's Sporting Goods.

Sunbelt operates from their corporate office in Scottsdale and three additional locations around the valley using Sage 300 Construction and Real Estate (formerly Sage Timberline Office) to manage projects and accounting.

For more information about Core Associate or TimberScan visit: www.core-assoc.com

Sunbelt Holdings Saves Many Hours per Month and Improves Cash Forecasting with TimberScan

“Working with TimberScan is like having an extra AP person to route and file the invoices. We say it all the time—we love TimberScan!”

Susan Fisher, Corporate Controller, Sunbelt Holdings

Sunbelt Holdings (Sunbelt) saves many hours per month and 200 square feet of office space with TimberScan paperless AP routing for Sage 300 CRE (formerly Sage Timberline Office). Cash forecasts are prepared up to three weeks earlier. Employees submit and track invoices online without filing or nagging approvers and management makes more informed decisions.

Business Needs

Manual Approval Routing

With 70 entities, 30 approval groups and four locations at Sunbelt Holdings the logistics of getting invoices to the correct location and people for approval was inefficient. “Fin Loison, our accounts payable clerk would have to remember which invoice goes where, who has it, and when it’s due for the check run,” explained Susan Fisher, Corporate Controller. “She literally had 70 invoice folders.” Sunbelt needed a more efficient approval routing system.

Chasing, Nagging and Filing

Chasing around to locate invoices, nagging approvers and manual filing added unnecessary work. “It could

take a week to get something approved,” stated Fisher. “And, you’re never quite sure who it’s with.”

Cash Flow Forecasts

Invoices would not be entered into the Sage accounting system until Fin got them all back and approved a couple of days before Sunbelt’s check run once a month. “I could not forecast how much money it would be unless I went to Fin’s desk, found her folders, and ran a tape of the invoices sitting there,” explained Fisher. “It was a Fire Drill.”

Some of the projects have investors who need advance notice to fund capital calls. “The whole process was uncertain,” said Fisher. “You had to scramble if it was different than what you expected.”



Smaller Office Space

Three years of paper invoices and related documentation were stored in 30 file cabinets around the office. With some employees moving to field locations, the main office was relocating to a smaller space where there wouldn't be room for the cabinets. A paperless AP approval system would better suit their space requirements.

Solution

TimberScan

TimberScan Paperless Approval Software from Core Associates is the foremost application designed exclusively for Sage 300 CRE (formerly Sage Timberline Office) to automate its accounts payable approval process using built-in imaging technology.

Sunbelt began seriously looking at TimberScan in the fall of 2012. "We sat through all of the demos and it looked like a great product," related Fisher. "We liked the routing rules and that you could see where an invoice was in the process."

Sunbelt also appreciated TimberScan's e-mail, annotation and reporting capabilities. "You can make a vendor invoice register entity specific, or select by GL account or whatever you want, whereas in Timberline [Sage 300 CRE] you can't," explained Fisher.

It was a good fit. "The culture at Sunbelt is to be the most efficient and accurate they can be," explained Michelle Jardine, Client Services, Core Associates. Sunbelt purchased TimberScan in December of 2012.

Implementation

Core Associates installed the software in about two hours in February of 2013. The implementation was complete after two training sessions. "Susan is a quick learner and she was

motivated to complete her setup and go live," said Jardine.

"It was actually very easy," stated Fisher. "We already had the routing rules on a spreadsheet so we were ahead of the game. We did it pretty quickly, maybe ten hours. Michelle was friendly, responsive and helpful."

Capabilities

With TimberScan, Sunbelt is able to automate routing, get invoices into their accounting system up to three weeks sooner, and generate reports to help with cash forecasting.

Fin doesn't have to file paper copies of invoices once she scans them. "She can also acquire them straight from e-mail," explained Fisher. "And, she can attach emailed lien waivers from her desk, instead of going back to the paper copies to attach." Information is easier to locate.

Adding an electronic sticky note or comment to an invoice streamlines communication. "We use the sticky notes in TimberScan, which is great," explained Fisher. "It gives you an idea of what's going on without having to ask. And comments pop up so you can't avoid seeing them."

Reports aid management with decision making. "With TimberScan we are able to run a report by Vendor, and attach all of the Invoices," stated Fisher. "This makes it great for us with so many Entities. It gives us an idea of what we are spending our money on, and where we can cut costs."

Project managers get a more current picture of job costs. "Project Managers love it. They appreciate being able to run reports and look up information." Job costs are more current on reports from Timberline.

Benefits

Saves Time

TimberScan saves Sunbelt's AP clerk at least 20 hours per month. "I save about eight hours per month chasing around, eight hours filing, and four hours on folder maintenance and accessing invoices," explained Loison. "At year end I save another two days by not creating new file folders."

Improved Forecasts and Decisions

With TimberScan reports, Fisher makes accurate cash forecasts weeks in advance. "You have a better grasp on what is out there now," explained Fisher. "Management has more information to compare to budgets and spot problems faster."

Saves Money and Space

"We save money not having to print the paper and not needing the space for the file cabinets," explained Fisher. "We are moving into a smaller office and don't have room to store invoices." At competitive lease rates, the 200 square feet required for 30 file cabinets could cost \$4,000 per year.

Efficient Operation

Sunbelt's AP operation is definitely running smoother. "Fin just doesn't have to nag as much and doesn't have people rifling through her desk looking for invoices. She doesn't have to file or even move from her desk," stated Fisher. "About once a week we say, 'I love TimberScan.' We even asked for T-shirts with those words on them."

The controller's job is easier, too. "I like looking online for an invoice instead of getting up and walking to a file cabinet or Fin's desk," stated Fisher. "TimberScan works seamlessly with Timberline. It is a well-designed extension of the product."