



Martins Group

Case Study: Martins Group

Accounts payable electronic invoice management
with document workflow

Emma Bligdon – Management Accountant

“Surprisingly all managers prefer the paperless electronic invoice approval system and we could not imagine going back to the old way of working.”

Emma Bligdon, Management Accountant

● The Challenge

Martins Group receives 200 invoices per week into their head office in Basingstoke. These invoices were stored on shelves in the accounts payable office, along with 3 off-site lock and store containers. All invoices were couriered from 5 different site locations to head office. There was no record of receiving invoices, and invoices were going missing. Accounts payable staff then had to request additional invoices, whilst incurring late payment penalties.

● The Solution

Genesis supplied each of the 5 site locations with scanners so they could scan all invoices instantly into the Therefore™ document management system for head office to manage. The accounts payable team at head office process all invoices on the day they are received and send off a workflow to the appropriate manager for approval. These invoices are approved electronically and sent back to accounts for payment. When queries are made on invoices accounts payable staff can view the workflow to see where the invoice is, and chase to make sure it does not become overdue.

● The Result

Now all hard copy invoices are destroyed and the 3 off-site storage containers are no longer required, saving this expense. There are no lost invoices, no late payment charges and full visibility of invoices within the approval workflow. Martins Group is constantly expanding and a higher volume of invoices are now processed with a much greater efficiency but with the same amount of staff.

The Customer

Martins Group supply new and used cars and vans from one of their 6 locations in Hampshire and Surrey.

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