MYOB Greentree

Client First National Real Estate | **Partner** Endeavour Solutions Australia
Location Australia | **Product** Greentree eDocs | **Industry** Real Estate

eDocs makes expense payments easy for first National

First National Real Estate, a customer of MYOB Greentree for over two decades, formed in 1981 as a base for setting up administrative services, marketing and training. Its Finance Director, Shane Ryan, uses MYOB Greentree to manage business procedures, financial reporting and compliance.

Problem

Managing large volumes of expenses

Shane explained that managing expenses was increasingly a monthly headache for everyone involved across the organisation. "We have roughly 25 credit card users who are based all around Australia," he says. "A lot of our staff were sick of the process around collecting all their receipts throughout the month and putting them into a spreadsheet before sending them in."

However, as many businesses experience, the real issue started when the various managers in different states had to then reconcile and approve a multitude of spreadsheets and receipts. Incorrect or double entries, missing receipts and out-of-sync information all took its toll on being able to create a timely and efficient process.

"We looked at the best way to improve our reconciliation system. We had looked at other alternatives but the fact I was working so well with Greentree made eDocs a really easy decision."

Solution

eDocs eliminates double entry

Greentree eDocs reduces the time it takes between arrival and approval of an invoice or receipt. The information is entered once, eliminating double handling and the need to print the document. Expense receipts, invoice PDFs and emails can be captured automatically and entered into the system.

While Shane was initially only looking for a better way to manage expenses, he quickly realised that eDocs offered up a much more powerful way for First National to manage all of its payments as well.

"We could basically stop printing all of the invoices and having them manually coded," he says. "We could then allocate them to all our managers and have those documents automatically flow through the system.

"One of the biggest things is the ability for the management team to code and allocate all of the invoices directly to their budgets. It gives them a better understanding of what happens in their direct departments."

Outcome

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Greater accuracy, costs saved

eDocs makes First National's supplier invoice processing far more accurate and leads to considerable savings in printing and paper costs. Signing off on expenses and invoices has become much easier for managers, and staff no longer view putting in an expense claim as a time-consuming burden.

"We could stop printing all of the invoices and having them manually coded. Our management team has a better understanding of what happens in their direct departments."

Before	After
+ Staff unhappy with manual process	+ Processing time dramatically reduced
+ Filing expense claims a laborious chore.	+ Approval process automated.
+ Time wasted reconciling claims.	+ No need to print and manually enter expenses.
+ Multiple entry problems.	+ Greater accuracy achieved.

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